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February 11, 2000

SVP-00-039

U. S. Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, D.C. 20555

Quad Cities Nuclear Power Station, Units 1 and 2
Facility Operating License Nos. DPR-29 and DPR-30
NRC Docket Nos. 50-254 and 50-265

Subject: Changes to Emergency Plan Procedures

In accordance with 10 CFR 50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities," Quad Cities Station is submitting the following Emergency Plan Procedures within 30 days pursuant to Section V, "Implementing Procedures." These changes were implemented January 14 and February 1, 2000. Attachment A, "Summary of Changes," contains a brief summary of the changes to the following procedures:

QEP 0160-S01, "OSC Director Alert Checklist" Revision 16
QEP 0165-S01, "OSC Supervisor Alert Checklist" Revision 15
QEP 0400-01, "Plant Assembly" Revision 13
QEP 0400-S01, "Plant Assembly Checklist" Revision 14
QEP 0400-T01, "Assembly Areas for Onsite Personnel" Revision 8
QEP 0600-S02, "OSC Inventory Checklist" Revision 18
QEP 0600-T01, "Quad Cities Station Operations Support Center (OSC) Suggested Layout" Revision 6
QEP 0140-S05, "Site Security Control Orders" Revision 5

Attachment B, "Revised Procedures," contains the procedures.

A045

February 11, 2000
U.S. Nuclear Regulatory Commission
Page 2

Should you have any questions concerning this letter, please contact Mr. C.C. Peterson at (309) 654-2241, extension 3609.

Respectfully,



Joel P. Dimmette, Jr.
Site Vice President
Quad Cities Nuclear Power Station

Attachments:

Attachment A: Summary of Changes
Attachment B: Revised Procedures

cc: Regional Administrator – NRC Region III

Attachment A, Summary of Changes
Page 1 of 1

Procedure:

QEP 0160-S01, "OSC Director Alert Checklist" Revision 16
QEP 0165-S01, "OSC Supervisor Alert Checklist" Revision 15
QEP 0400-01, "Plant Assembly" Revision 13
QEP 0400-S01, "Plant Assembly Checklist" Revision 14
QEP 0400-T01, "Assembly Areas for Onsite Personnel" Revision 8
QEP 0600-S02, "OSC Inventory Checklist" Revision 18
QEP 0600-T01, "Quad Cities Station Operations Support Center (OSC) Suggested Layout" Revision 6
QEP 0140-S05, "Site Security Control Orders" Revision 5

Description of Change:

Administrative changes to reflect the relocation of the Operations Support Center.

Procedure:

QEP 0140-S05, "Site Security Control Orders" Revision 5

Description of Change:

Administrative changes to reference updated corresponding procedure numbers

Attachment B
Revised Procedures

OSC DIRECTOR
 ALERT CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	Obtain the "S" keys from the Unit Supervisors' desk enroute to the OSC. Direct the OSC Supervisor to maintain control of the keys.		_____	_____
2.	Inform the Operations Director and Station Director of your arrival.		_____	_____
3.	Inform the Control Room of your arrival.		_____	_____
4.	Verify the "OSC Director" Emergency Response Manual is available.		_____	_____
5.	Install the extra phones from the OSC storage cabinet and verify all OSC phones have dial tones.		_____	_____
6.	Direct all arriving personnel to sign in with appropriate work group leader.		_____	_____
7.	Announce to the personnel assembled in the OSC who the OSC Director and OSC Supervisor are for the event. This may have to be done several times as more people arrive in the OSC.		_____	_____
8.	Assign a group leader for each of the three main groups: Operations, Maintenance/QC, and Radiation Protection/Chemistry. Maintenance may have one overall group leader or one group leader for each discipline as deemed necessary. Direct them to coordinate the activities of their respective groups, including:		_____	_____
a.	<u>Immediate Actions</u>			
	(1) Have all individuals sign in on note pad provided (names and badge numbers).			

OSC DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
(2) Instruct all individuals in your work group to fill in as much information as possible on magnetic cards.		
(3) Transfer names and badge numbers to QEP 0140-S07, OSC Staffing Log.		
(4) Issue dose cards for everyone reporting to the OSC.		
b. <u>Ongoing Actions</u>		
(1) Assist the OSC Director and OSC Supervisor by assigning teams for jobs received by the OSC Director.		
(2) Use QEP 0400-T04, Recommended Team Composition, as a guide for forming teams.		
(3) Use QEP 0400-S05, OSC Team Briefing Form, for dispatching all teams.		
(4) Ensure that personnel in your work group stay aware of plant status and activities in progress.		
(5) Ensure that OSC activities related to your work group are orderly and efficient.		
(6) Debrief teams using QEP 0400-S06, OSC Team Debriefing Forms, when they return.		
(7) Inform the OSC Director of the results of the debriefing.		
9. Direct the Maintenance Group Leader to set up the OSC in accordance with QEP 0600-T01, Operations Support Center Suggested Layout, and to segregate the work groups using Mechanical Maintenance Break Room as an overflow area (if required).	_____	_____

OSC DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
10. Assign a person to the dedicated Control Room/TSC phone (brown phone) until a trained communicator arrives. Log calls on the "GSEP Log".	_____	_____
11. Initiate a GSEP Log of Activities. In particular, document phone calls made and received, and any data or information provided to other persons.	N/A	N/A
12. Verify with the Group Leaders that all persons are listed on QEP 0140-S07. Fax the OSC Staffing Log to the TSC.	_____	_____
13. Determine if additional personnel are needed in the OSC. Request additional personnel through the respective TSC Directors.	_____	_____
B. TEAM ACTIVITIES		
1. As teams are needed, implement QEP 0400-03, Emergency Teams. Direct the Group Leaders to:	N/A	N/A
a. Use QEP 0400-T04, Recommended Team Composition, as a guide in forming teams.		
b. Use QEP 0400-S05, Emergency Team Briefing Form, for dispatching of all other teams.		
c. Provide personnel for Environs Field Teams to the TSC Environs Director. Provide support as requested.		
2. Direct the OSC Supervisor to conduct plant radiological surveys in areas with dose rates less than 100 mR/hr every 3 to 4 hours unless advised by the Radiation Protection Director that radiological conditions have significantly increased. If so, a confirmatory survey may be requested by the Radiation Protection Director. Request new survey frequencies from the Radiation Protection Director.	GSEP LOG	
3. Before dispatching repair teams, coordinate with the Maintenance Director for instructions concerning emergency maintenance procedures to be followed during emergency efforts.	N/A	N/A

OSC DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
4. Brief the teams of any last minute new information before teams are dispatched. Notify the Control Room.	N/A	N/A
5. Dispatch teams and periodically update the Operations Director on team activities.	GSEP LOG	
6. Debrief teams using QEP 0400-S06, OSC Team Debriefing forms upon return. Update the Operations Director, Maintenance Director, Radiation Protection Director, and the Control Room of any important information.	N/A	N/A
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Plant Assembly</u>		
If plant assembly is initiated at the Alert classification, determine which OSC teams should remain in the plant to complete their work. Report the names and badge numbers of teams not reporting for assembly to the Security Director in the TSC.	GSEP LOG	
2. <u>Earthquake</u>		
a. Contact the Control Room to determine if the following actions should be taken:	GSEP LOG	
(1) Dispatch damage investigation teams into the plant to inspect for damage.		
(2) Dispatch an Operations person to collect data from the seismic detector in the Unit 1 Condensate Pump Room Basement using QCOP 0010-07, Seismograph Event Retrieval.		
3. <u>Requests to Receive Exposure Limits or to Issue Thyroid Blocking Agents.</u>		
a. Review any requests to receive exposure limits or to issue Thyroid Blocking Agents from the OSC Supervisor on QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval form.	N/A	N/A

OSC DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
b. Provide QEP 0165-S05 to the Radiation Protection Director and request approval from the person with "Command and Control" authority using telephone communications, fax, or hand delivery of the form.	N/A	N/A
c. Return QEP 0165-S05 to the OSC Supervisor.	N/A	N/A
D. ONGOING ACTIVITIES		
1. Periodically, brief the OSC staff of overall plant status, emergency response activities, and Station priorities.	GSEP	LOG
2. Continue to evaluate staffing needs and request additional staffing from the respective TSC Directors.	GSEP	LOG
3. Continue to evaluate equipment and supply needs. Request additional equipment and supplies from Stores. Inform the Radiation Protection Director of any radiological supplies needed.	GSEP	LOG
4. If someone requests approval to leave the OSC, provide cautions concerning in-plant conditions and any restrictions on where the individual can go based on radiological conditions. If necessary, provide an RT to accompany the individual(s).	GSEP	LOG
5. Periodically, review completed QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklists and the habitability monitoring efforts of the OSC Supervisor.	GSEP	LOG
6. Maintain a record of GSEP related activities.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0160-T01, Shift Turnover Briefing. Include the OSC Supervisor and the three or more group leaders (Operations, Maintenance/QC, and Radiation Protection/Chemistry) in the briefing.	GSEP	LOG

OSC SUPERVISOR
ALERT CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1. Obtain the LHRA (high radiation area) keys from the RP Supervisor's office.			_____	_____
2. Inform the OSC Director and Radiation Protection Director of your arrival.			_____	_____
3. Verify the following documents are available:			_____	_____
a. "OSC Supervisor" Emergency Response Manual.				
b. Exposure Time Cards.				
c. Radiation Work Permits.				
d. Plant Survey Forms.				
4. Initiate a GSEP Log of activities. In particular document phone calls made and received and any data or information provided to other persons.			N/A	N/A
5. Direct the Radiation Protection/Chemistry Group Leader to assign someone to set up a dosimetry issuance area.			_____	_____
6. Direct the Radiation Protection/Chemistry Group Leader to record on the OSC Sign-In Board the "Exposure At Start of Emergency" from the Access Control program.			_____	_____
7. Assign someone to set up stanchions in the OSC seating area to separate it from the Mechanical Maintenance Break Area (assembly area).			_____	_____
8. Turn on the public address system located in the GSEP Equipment Storage Closet to receive TSC briefings in the OSC and to give briefings to the OSC.			_____	_____

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
<p>9. Direct the Radiation Protection/Chemistry Group Leader to assign someone to perform habitability surveys of the TSC, OSC, Control Room, SAS, and CAS using QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklist.</p> <p>a. Contact the Security Director in the TSC to upgrade this person's status level for entrance into SAS and CAS.</p> <p>b. As part of the initial habitability survey, place an electronic dosimeter in the TSC, OSC, Control Room, SAS, and CAS with dose rate alarm setpoint of 100 mR/hr and accumulated dose of 9999 mR. This will be used as an area radiation monitor. Refer to QCRP 5824-03 for digi reader set up.</p> <p>c. If conditions warrant the issuance of secondary dosimetry, issue electronic dosimetry to persons in the TSC, Control Room, SAS, and CAS.</p>	_____	_____
<p>10. Direct the Radiation Protection/Chemistry Group Leader to assign someone to the Rad Protection Director in the TSC to activate the ARM and the CAM.</p> <p>a. Complete QEP 0165-S09, TSC Lab Activation Checklist.</p>	_____	_____
<p>11. Discuss with the RP Director the need to assign a Radiation Protection person to set up a step off pad and frisking station in the entrance area to the OSC and TSC. If necessary, assign a person knowledgeable in frisking techniques to the step off pad. Use QCRP 5720-03, Monitoring Personnel for Radioactive Contamination, and QCRP 5720-04, Personnel Decontamination.</p>	_____	_____
<p>12. If a Search and Rescue Team is needed, complete the sections of QEP 0400-S05, OSC Team Briefing Form, which are applicable to preparations for search and rescue. Complete QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval Form for the individuals to exceed 25 Rem (CDE).</p>	_____	_____

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
13. As teams are requested, implement QEP 0400-03, Emergency Teams, and complete QEP 0400-S05, OSC Team Briefing Form. Select personnel in conjunction with the three or more assigned Group Leaders (Operations, Maintenance/QC, and Radiation Protection/Chemistry).	_____	_____
14. Direct the Radiation Protection/Chemistry Group Leader to assign someone to check equipment and supplies in the OSC emergency cabinets for calibration dates and operability (air samplers, flashlights, etc.).	_____	_____
15. Review QEP 0150-T04, Radiation Protection (QCRP) Procedures Applicable to Emergency Conditions, with the Radiation Protection Director to determine the level of implementation of the on-site radiation protection controls.	_____	_____
B. TEAM ACTIVITIES		
1. As teams are requested, implement QEP 0400-03, Emergency Teams.	N/A	N/A
2. Form Plant Area Survey Teams and conduct plant radiological surveys in areas with dose rates less than 100 mR/hr every 3-4 hours unless advised by the Radiation Protection Director that plant radiological conditions are too hazardous. Post survey maps on appropriate OSC status board. Use QCRP 6020-03, Radiological Surveys.	N/A	N/A
3. Avoid repeat exposure to team members with high accumulated dose.	N/A	N/A
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Plant Assembly.</u>		
a. Assist the OSC Director and Radiation Protection Director in implementing their responsibilities in QEP 0400-01, Plant Assembly and QEP 0400-S01, Plant Assembly Checklist.		GSEP LOG

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
2. <u>Site Evacuation.</u>		
a. Assist the OSC Director and Radiation Protection Director in implementing their responsibilities in QEP 0400-S02, Site Evacuation Checklist.		GSEP LOG
3. <u>Need to Receive Exposure Limits or To Issue Thyroid Blocking Agents.</u>		GSEP LOG
a. Review QEP 0150-T02, Emergency Exposure Limits to determine if exposure limits of personnel are being approached.		
b. Initiate QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval, for the individual(s) and provide to the OSC Director to obtain approvals.		
c. Upon approval of QEP 0165-S05, update the "OSC Sign In and Exposure Tracking Status Board" and QEP 0165-S06, Emergency Exposure Limit Approval Log.		
4. <u>TSC/OSC/Control Room/SAS/CAS Habitability</u>		GSEP LOG
a. Review with the Radiation Protection Director QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklist.		
b. If the OSC may need to be evacuated, review possible relocation options with the RP Director.		
c. Survey the desired relocation option before relocating.		
d. The Control Room and SAS/CAS will relocate in accordance with their applicable procedures/guides.		

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
5. <u>Evacuation of the OSC (If ordered by Station Director).</u>		
a. Collect the following documents:		GSEP LOG
(1) "OSC Supervisor" Emergency Response Manual.		
(2) Copies of significant event logs and rad survey sheets posted on status boards.		
(3) All completed paperwork on jobs performed.		
(4) Extra copies of QEP 0400-S05 OSC Team Briefing Form (20-40).		
b. Issue the remaining secondary dosimetry to personnel in the OSC and direct personnel to log the readings now and when they arrive at the chosen evacuation location. (Not all persons need dosimeters since the evacuation will be as a group).		GSEP LOG
c. The Radiation Protection Director will announce any special precautions for proceeding to the chosen evacuation location. Follow those special directions and assist the OSC Director with evacuation of the OSC.		GSEP LOG
d. When directed by the OSC Director, proceed with the OSC staff to the chosen evacuation location. Take your secondary dosimetry and TLD with you.		GSEP LOG
e. Log your secondary dosimetry reading upon arrival at the chosen evacuation location.		GSEP LOG
f. Direct the OSC staff to determine their dose during the evacuation. Log the doses.		GSEP LOG
g. Notify the Assistant Station Director of your arrival, provide a phone number for future contacts, (phone # _____) and assist in completing the dose section of QEP 0107-S05, TSC/OSC Evacuation Accountability Log.		GSEP LOG

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
6. <u>Arrival of Emergency Vehicles.</u>		GSEP LOG
a. Dispatch a Radiation Protection person with QEP 0165-S07, Emergency Dosimetry Issuance Log to the Gatehouse to assist in the response. Direct the Radiation Protection person to distribute the emergency packets with dosimeters that are stored in the gatehouse. Do not delay emergency vehicles with paper work requirements. QEP 0165-S07 can be completed after the emergency personnel have completed their assignment.		
D. ONGOING ACTIVITIES		
1. Assist the OSC Director in supervising personnel in the OSC.	N/A	N/A
2. Assist in the formation of teams as directed by the TSC to support station priorities.	N/A	N/A
3. Verify the OSC status boards are updated.	N/A	N/A
4. Conduct periodic facility briefings on plant radiological conditions.		GSEP LOG
5. Periodically, review the status of in-plant radiological conditions and ARM readings with the Radiation Protection Director. Refer to QEP 0150-S05, ARM System.		GSEP LOG
6. Periodically, review the need for setting up a step off pad at the entrance to the TSC, OSC, Control Room, SAS, and CAS with the RP Director.	N/A	N/A
7. Periodically, contact the Control Room and obtain their dosimetry reading. Also, maintain exposure records for all essential personnel on site.		GSEP LOG
8. Periodically, request the Security Director to provide the dosimetry readings of the CAS and SAS operators and one person at the gatehouse.		GSEP LOG
9. Continue to evaluate staffing needs and keep the OSC Director advised.		GSEP LOG

OSC SUPERVISOR
ALERT CHECKLIST

<u>ACTION</u>	<u>TIME</u>	<u>INITIALS</u>
10. Continue to evaluate equipment and supply needs and keep the OSC Director advised. Request the OSC Director to dispatch a Storekeeper to the Stores warehouse with an RT if radiological conditions may be a hazard.		GSEP LOG
11. Conduct in-plant team dispatch briefings regarding expected activities and radiological hazards.	N/A	N/A
12. Fulfill the OSC Director's responsibilities if the OSC Director is absent.	N/A	N/A
13. Maintain a record of GSEP related activities.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0165-T02, Shift Turnover Briefing. Include the Radiation Protection/Chemistry Group Leader in the briefing.	_____	_____

PLANT ASSEMBLY

A. PURPOSE

The purpose of this procedure is to describe the actions that would be taken to implement a plant assembly and accountability. The Security Director is responsible for the overall coordination and implementation of this procedure if the TSC has been activated, otherwise the Acting Station Director is responsible.

B. REFERENCES

1. QEP 0400-02, Site Evacuation.
2. QEP 0400-T01, Onsite Assembly Areas.
3. QCSP 0800-22, Security During Emergencies.

C. PREREQUISITES

1. A Site Area or General Emergency has been declared or the Station Director deems assembly necessary.

D. PRECAUTIONS

1. None.

E. LIMITATIONS AND ACTIONS

1. The assembly areas are designated as follows (these designations may be changed if the emergency condition warrants):

NOTE

Visitors should go to the same assembly area as their escort.

- a. Machine Shop area - all contractors and Construction.
- b. Mechanical Maintenance break room - MM, EM, Rad Protection, Station Laborers, and Stores/Procurement personnel.
- c. Second Floor Meeting Room (Rm 225) - All engineering, including Mod Design personnel, Sub-Station, and Offsite ComEd to the back half (east) of the room, Administration, Clerical, Reg Assurance, Work Planning, SQV, Fuel Handling, QC, and MIS/OAD to the front half (west) of the room.
- d. Cafeteria - Operations, Chemistry, IMs, Work Analysts, Maintenance Staff, Training (within the Protected Area), contract security personnel who are not members of the security organization, and all others not mentioned.

PLANT ASSEMBLY CHECKLIST

Responsibility for Coordination: Security Director

 (Name)

	ACTION	RESPONSIBLE PERSON	COMPLETED
1.	Notify the CAS operator at ext. 2501 of the intent to assemble so accountability card reader system can be initiated.	Security Director	_____
2.	Direct the Control Room to sound the assembly siren for 2 minutes. Then announce over the PA System: "Attention, Attention, plant assembly has been ordered. All persons are to report to your assigned assembly area." Repeat the message.	Operations Director	_____
3.	Dispatch Radiation Protection personnel to the following assembly areas to perform personnel surveys of persons who exited contaminated areas and to solicit information regarding plant conditions from those in the assembly areas.	Radiation Protection Director	_____
	<ul style="list-style-type: none"> a. Machine Shop Area b. Mechanical Maint. break room c. 2nd Fl Meeting Room (225 front) d. 2nd Fl Meeting Room (225 back) e. Cafeteria f. TSC g. OSC/OCC h. TW-1 RPA Exit 		
4.	Direct the Security Shift Supervisor to halt ingress and egress until after assembly is complete unless the person is on the approved GSEP Organization Call List.	Security Director	_____
5.	Direct the Security Shift Supervisor to perform accountability within 30 minutes at the assembly areas per security procedures.	Security Director	_____

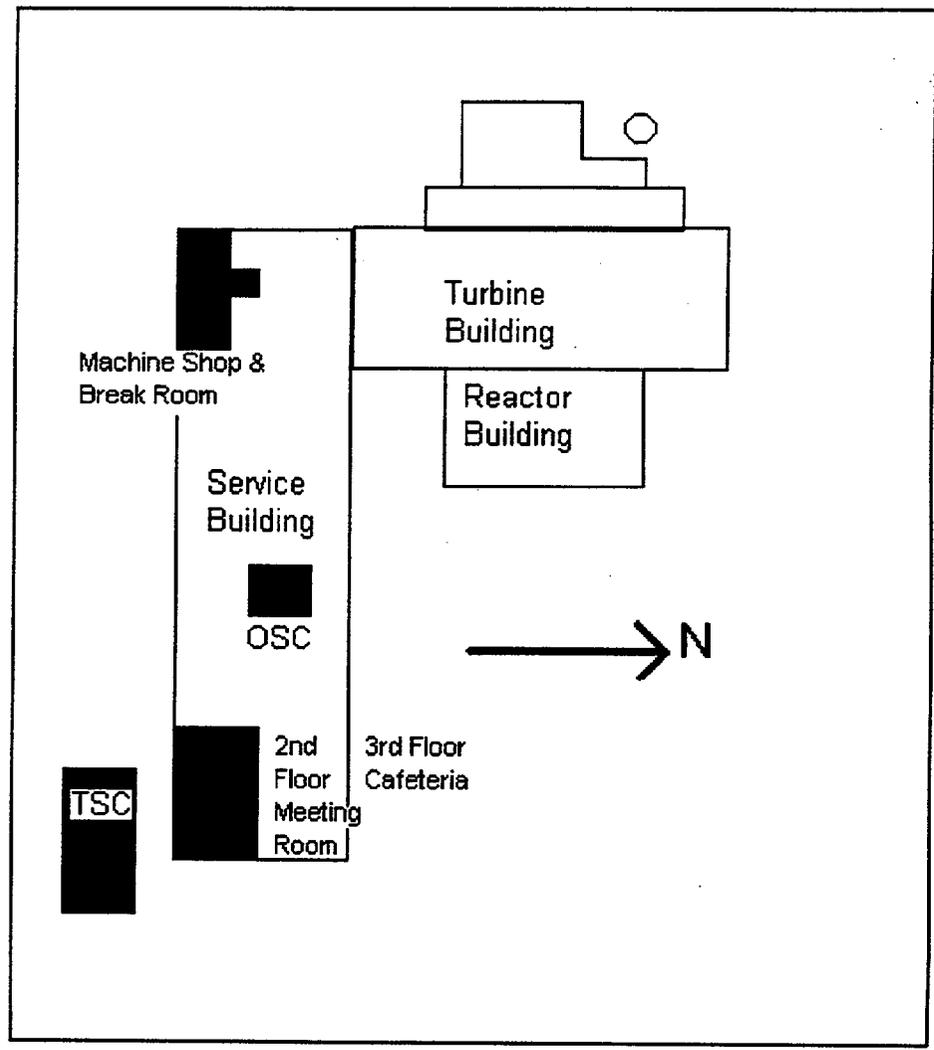
PLANT ASSEMBLY CHECKLIST

ACTION	RESPONSIBLE PERSON	COMPLETED
6. Evaluate habitability at the assembly areas while personnel are there. Move assembly areas if dose rates exceed 100 mR/hr. If necessary, request the OSC Director to initiate contamination checks of the walkways from the assembly areas to the Turbine Building.	Radiation Protection Director	_____
7. Generate a list of missing persons from information obtained from the Security Shift Supervisor. Accountability <u>complete</u> .	Security Director	_____
8. Notify the Station Director and Operations Director of the results of the accountability.	Security Director	_____
9. For missing persons, announce the names of the missing persons and a phone number in the assembly areas and over the PA System, and request a call-back. If, after several minutes, no contact is made, direct the Operations Director to form and dispatch Search and Rescue teams utilizing QEP 0400-S05, OSC Team Briefing Form.	Security Director	_____
10. Distribute QEP 0400-S11, Determination of Essential Personnel and copies of QEP 0140-S06 & S07 TSC and OSC Staffing Logs to each director to develop a list of essential personnel to remain on-site as support personnel. A list of personnel currently on-site is available from the assembly program.	Security Director	_____
11. Collect the list of essential personnel who are to remain onsite as support personnel from the TSC Directors.	Security Director	_____

PLANT ASSEMBLY CHECKLIST

ACTION	RESPONSIBLE PERSON	COMPLETED
12. Notify the selected personnel to remain onsite and to proceed to the TSC or OSC. Phone numbers in the assembly areas are:	Security Director	<hr/>
a. Machine Shop Area, ext 2858 b. Mechanical Maint. break room, ext 2837 c. 2nd Fl. Meeting Room (225 front), ext 3363 d. 2nd Fl. Meeting Room (225 back), ext 3039 e. Cafeteria, ext 2852 f. OSC/OCC, ext 3079		

ASSEMBLY AREAS FOR ONSITE PERSONNEL



(final)

OSC INVENTORY CHECKLIST

The Operations Support Center closets shall be stocked with the listed equipment for use in the event of an emergency when other such equipment might not be available. The OSC closets must be locked following inventory.

A. OSC Closet (located in Outage Control Center - OCC):

DESCRIPTION	QUANTITY MINIMUM	QTY
Duct Tape	2 Rolls	
Paper Towels	1 Pack	
Flashlights (replace batteries during 1st quarter inventory) _____ Initials	10	
Inplant Pagers (replace batteries during 1st quarter inventory) _____ Initials	4	
Spare AA Batteries: _____ Date	6	
Spare 9V Batteries: _____ Date	9	
Spare C Batteries: _____ Date	6	
Spare 3.6V AA Batteries: _____ Date	4	
Spare D Batteries: _____ Date	24	
Spare 15V Batteries: _____ Date	3	
Spare 45V Batteries: _____ Date	3	
(Change Spare batteries during 1st quarter inventory) _____ Initials		
Plastic Bags - 12" x 18"	25	
Plastic Bags - 4" x 6"	30	
Clipboards and Paper Pads	6 ea	
Pens	5 boxes	
Rulers	6	
Signs for each of the Emergency Classifications	1	
MISCELLANEOUS		
OSC Director Emergency Response Manual	1	
OSC Supervisor Emergency Response Manual	1	
HRSS Chemist Emergency Response Manual	1	

DESCRIPTION	QUANTITY MINIMUM	QTY
PORTABLE CABINETS		
Survey Maps	5	
QEP 0400-S05, S06 forms	5	
QEP 0400-S07 forms	5	
QEP 0150-S05 forms	5	
QEP 0165-S08	5	
GSEP Message forms	5	
Stanchions	2	
ERF Phone Directory with ComEd Phone Book	1	
Electronic dosimeters Expiration date	40	
GM Survey Instrument # _____ Due _____	1	
Dose Rate Survey Instrument # _____ Due _____	1	
TLDs Date _____	20	
Finger Rings	20	
AC Air Sampler # _____ Due _____	1	

Inventoried by: _____

Date _____

Reviewed by EP Coordinator: _____

Date _____

B. OSC Closet (located in hallway outside OCC):

DESCRIPTION	QUANTITY MINIMUM	QTY
CABINET #1		
Full Face Masks w/Canisters -Inspect condition of face piece, headbands, valves, and cartridges during first quarter. Ensure rubber/elastic parts are pliable & are not deteriorating during storage. Replace as deemed necessary. Initials	20	
SH-4 Sample Holder	1	
Spare H.P. 210 Probe	1	
Potassium Iodide Tablets (verify expiration date) Date	75 btls.	
Particulate Filter Paper for Air Sampler	50	
Silver Zeolite Cartridges, or equivalent	10	
Swipes/Smears	50	
~200' Radiation Rope	1	
Radiation Signs	3 Sets*	
Sample Labels	50	
Stop Watch	2	
CABINET #2		
Latex/Surgeon Gloves (replace gloves during 1st quarter inventory) Initials	1 Box/Bag	
Anti-C Clothing - Various Sizes - Inspect clothing, including rubbers and gloves during first quarter. Ensure items are not deteriorating during storage. Replace as deemed necessary. Initials	20 sets**	

DESCRIPTION	QUANTITY MINIMUM	QTY
Waterproof Anti-C Clothing	20 sets	
SCBAs	4	

* A set of Radiation Signs includes: HIGH RADIATION AREA, CONTAMINATED AREA, RADIATION AREA, AIRBORNE RADIOACTIVITY AREA, and radioactive materials stickers.

** Anti-C Clothing Set Includes: Coveralls, Booties, Rubbers, Gloves, and Hood.

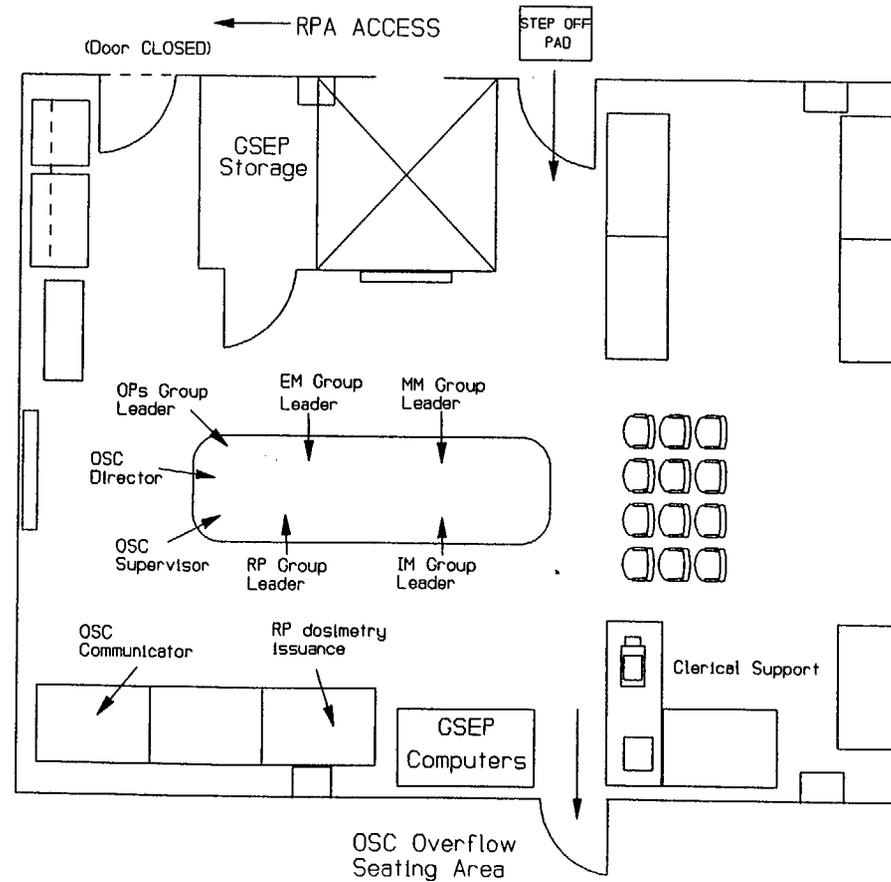
Inventoried by: _____

Date _____

Reviewed by EP Coordinator: _____

Date _____

QUAD CITIES STATION OPERATIONS SUPPORT CENTER (OSC) SUGGESTED LAYOUT



SITE SECURITY CONTROL ORDERS

(Approved by Security Director)

(Date/Time)

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
A. <u>Post Instructions</u>	
01. X-Ray Search	Remains in effect. _____ _____
02. Personnel Search/Ingress	Remains in effect. _____ _____
03. Receiving and Control	Remains in effect. _____ _____
04. Protected Area Patrol	May need to be suspended, altered, or delayed due to radiological conditions. _____
05. "A" Gate Entry/Exit Control	An alternate Protected Area vehicle entry point may have to be established due to radiological conditions. _____
06. Auxiliary Gate Openings	Remains in effect. _____ _____
07. Emergency Vehicle Entry/Exit Control	May need to be suspended, altered, or delayed due to radiological conditions. _____
08. Vital Area Access Monitoring	Radiological conditions in the area must be considered when establishing any vital area access control posts. Previously established posts must also be considered. _____ _____
09. Dedicated Observer	Remains in effect. _____ _____
10. Badge Issue	Remains in effect. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
11. Improperly Worn Badges and Lost Badges	Remains in effect. _____ _____
12. Escort Duties	Remains in effect. _____ _____
13. OCA/RA Patrol	May need to be suspended, altered, or delayed due to radiological conditions. _____
14. Parking Lot	May need to be suspended, altered, or delayed due to radiological conditions. _____
15. Parking Lot Patrol	May need to be suspended, altered, or delayed due to radiological conditions. _____
16. GSEP	Remains in effect. _____ _____
17. Professionalism on Duty	Remains in effect. _____ _____
18. Accountability/ACC Control	May need to be suspended, altered, or delayed due to radiological conditions. _____
19. P.A. Exit Officer	Remains in effect. _____ _____
20. Drywell "A" Post	Radiological conditions in the area must be considered when establishing any vital area access control posts. Previously established posts must also be considered. _____ _____
21. Refuel Post	Radiological conditions in the area must be considered when establishing any vital area access control posts. Previously established posts must also be considered. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
23. Response to Fire Alarms	May need to be suspended, altered, or delayed due to radiological conditions.
24. Fire Watch Patrols	May need to be suspended, altered, or delayed due to radiological conditions.
25. Security Reception Desk	Remains in effect.
26. Fitness for Duty Alarm System	Remains in effect.
B. <u>Supervisory Instructions</u>	
01. Post Inspection Patrol	May need to be suspended, altered, or delayed due to radiological conditions.
03. Emergency Vehicle Entrance and Exit	May need to be suspended, altered, or delayed due to radiological conditions.
04. MAF/Service Building Evacuation	May need to be suspended, altered, or delayed due to radiological conditions.
05. Access Control for Areas Outside PA	May need to be suspended, altered, or delayed due to radiological conditions.
06. Assistant Shift Supervisor	Remains in effect.
09. Vehicle Barrier Arm and Motorized Gate 1	An alternate Protected Area vehicle entry point may have to be established due to radiological conditions.
10. Designated Vehicle Entry/Exit Information	An alternate Protected Area vehicle entry point may have to be established due to radiological conditions.

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
11. Vehicle Towing Guidelines	May need to be suspended, altered, or delayed due to radiological conditions. _____
13. Self-Assessment Program Guidelines	As conditions permit. _____ _____
14. Guideline for Completing Sign-Off Sheets	Remains in effect. _____ _____
15. Weekly Tests and Checklists	May need to be suspended, altered, or delayed due to radiological conditions. _____
16. Fire Watch Patrols	May need to be suspended, altered, or delayed due to radiological conditions. _____
17. Coaching/Overview Guideline	As conditions permit. _____ _____
18. Preparation of Test Samples for the Scanex 1 Explosive Detector	Remains in effect. _____ _____
19. Conducting Non-Security Drills	As conditions permit. _____ _____
C. <u>Post Orders</u>	
01. Roving Door Patrol	May need to be suspended, altered, or delayed due to radiological conditions. _____
02. Communications	Remains in effect. _____ _____
03. Critical Posts	Radiological conditions in the area must be considered when establishing any vital area access control posts. Previously established posts must also be considered. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
04. Security Response Force Composition	Remains in effect. _____ _____
D. <u>Quad Cities Security Procedures (QCSP)</u>	
<u>Administrative Control</u>	
800-1 Security Force Duties and Responsibilities	May be altered due to radiological conditions. _____ _____
800-2 Security Force Manpower and Composition	If additional manpower is needed, the contractors augmentation force can be implemented. _____ _____
800-3 Security Communications	Remains in effect. Additional security radios may need to be loaned to OSC personnel. _____ _____
<u>Material Control</u>	
800-5 Incoming Packages and Material Control	Remains in effect. _____ _____
800-6 Outgoing Packages and Material Control	Remains in effect. _____ _____
<u>Security Console Operations</u>	
800-7 Security Console Duties and Responsibilities	Remains in effect. _____ _____
800-8 Shift Change - Initial Computer Entries	Remains in effect. _____ _____
800-9 Watchtours	May be waived due to radiological conditions. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
800-10 Fire Alarm Response	May be waived due to radiological conditions. _____ _____
800-11 Operation of the Security Radio System	Remains in effect. _____ _____
<u>Security Surveillance</u>	
800-12 Surveillance Requirements and Procedures	Remains in effect. _____ _____
800-13 Patrol Procedures	May need to be altered due to radiological conditions. _____ _____
800-14 Testing and Maintenance of Security System	As conditions permit. _____ _____
800-15 Performance Test of Intrusion Detection System	As conditions permit. _____ _____
800-16 Explosive Detector Tests	As conditions permit. _____ _____
800-17 Firearm Detector Tests	As conditions permit. _____ _____
800-18 Performance Test of the Alarmed Security Doors	As conditions permit. _____ _____
800-19 Linescan X-Ray System Test	As conditions permit. _____ _____
<u>Abnormal Procedures</u>	
800-20 Protected Area Intrusion Alarm Response	Make sure the response Team Leader is up to date on areas affected by radiological conditions. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
800-21 Response to Bomb Threat	As conditions permit. _____ _____
800-22 Security During Operating Emergencies	Implement during emergency conditions. _____
800-23 Civil Disturbances	As conditions permit. _____ _____
800-24 Local Law Enforcement Agency Support	Remains in effect. _____ _____
800-25 Special Procedures for Local Law Enforcement Agencies	Remains in effect. _____ _____
800-26 Actions to be Taken Upon Notification of Employees Inability to Satisfactorily Perform Duties	Remains in effect. _____ _____
800-27 Storage, Issue, and Use of Contingency Weapons and Related Security Equipment	Remains in effect. _____ _____
800-28 Compensatory Measures for Degraded or Failed Security Systems	As conditions permit. _____ _____
800-29 Security Recovery Actions	As conditions permit. _____ _____
800-30 Vital Area Intrusion Alarm	As conditions permit. _____ _____
800-31 Security Alert Actions	Remains in effect. _____ _____
800-32 Security Emergency Actions	Remains in effect. _____ _____
800-33 Coordination During GSEP	Implement during emergencies. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
800-34 Loss of Guard/Post Contact and Receipt of Duress Signal	As conditions permit. _____ _____
800-35 Fire/Explosion	As conditions permit. _____ _____
800-36 Internal Disturbance	As conditions permit. _____ _____
800-37 Attempted Sabotage Response	As conditions permit. _____ _____
800-38 Attack Threat	As conditions permit. _____ _____
800-39 Hostage	As conditions permit. _____ _____
800-40 FBI Support	Remains in effect. _____ _____
800-41 Extortion	As conditions permit. _____ _____
800-42 Loss of Guard Force	As conditions permit. _____ _____
800-43 Security System Hardware Malfunction	As conditions permit. _____ _____
800-44 Security Communications Failure	As conditions permit. _____ _____
800-45 Suspected Bomb Device	As conditions permit. _____ _____
800-46 Surface Vehicle Bomb Threat Response	As conditions permit. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
<u>Reporting Requirements</u>	
800-47 Reports for Unaccounted Shipments, Suspected Theft, Unlawful Diversion, or Acts to Commit Radiological Sabotage Against the Transportation System for Special Nuclear Material	Remains in effect. _____ _____
800-48 Audit Procedures	Not applicable to emergency conditions. _____
<u>Operation of Security Equipment</u>	
800-49 Operation of the Explosive Detectors	Remains in effect. _____ _____
800-50 Operation of the X-Ray Inspection System	Remains in effect. _____ _____
800-51 Operation of the Metal Detectors	Remains in effect. _____ _____
E. <u>QCAP Block, Security</u>	
800-1 Nuclear Security Management Organization	Not applicable to emergency conditions. _____
800-2 Control of Safeguards Information Material	Remains in effect. _____ _____
810-1 Station Access Control	Alternate gate access points may need to be established due to radiological conditions. _____ _____
810-4 Escort Duties	Remains in effect. _____ _____
820-1 Receipt of Bomb Threat	Remains in effect. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
840-1 Vehicle Traffic, Rail Traffic and Parking Control	Alternate gate access points may need to be established due to radiological conditions. _____ _____
810-5 Lock and Key Control	Remains in effect. _____ _____
810-2 Security Identification Badge/Key-Card Control	Remains in effect. _____ _____
880-2 Security Badge System Instructions	Remains in effect. _____ _____
QCAP 0650-04 Delivery Vehicle and Radwaste Truck Disposition	Alternate gate access points may need to be established due to radiological conditions. _____ _____
850-1 Special Investigation	Remains in effect. _____ _____
QAP 1900-13. Generating Station Gate Pass	Remains in effect. _____ _____
F. <u>SY-AA-102 Series/Fitness for Duty</u>	
SY-AA-102-201, Call-Outs for Unscheduled Work	Remains in effect. _____ _____
SY-AA-102-202, Testing for Cause	Remains in effect. _____ _____
SY-AA-102-204, Random Section and Notification Process	As conditions permit. _____ _____
SY-AA-102-205, Fitness for Duty, Appeal Process	Remains in effect. _____ _____
SY-AA-102-208, Notification of Confirmed Positive Fitness for Duty Test Results	Remains in effect. _____ _____

SITE SECURITY CONTROL ORDERS

SECURITY PROCEDURE	MODIFICATIONS TO STANDARD PROCEDURE
SY-AA-102-220, Reporting of Significant Fitness for Duty Events	Remains in effect. _____ _____
SY-AA-102-221, Processing Fitness for Duty Allegations	As conditions permit. _____ _____
SY-AA-102-225, Fitness for Duty Screening Process	Remains in effect. _____ _____
SY-AA-102-230, Security of Collection Facility	As conditions permit. _____ _____
SY-AA-102-231, Handling, Use and Storage of the Permanent Record Book.	Remains in effect. _____ _____
SY-AA-102-240, Collection of Urine in a ComEd Facility	May need to be altered due to radiological conditions. _____ _____
SY-AA-102-242, Breath Alcohol Testing	Remains in effect. _____ _____