



Duke Energy Corporation

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H. B. Barron  
Vice President

April 19, 2000

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

Re: McGuire Nuclear Station Unit 1 Docket No. 50-369  
McGuire Nuclear Station Unit 2 Docket No. 50-370  
Changes to Emergency Plan Implementing Procedures

Attached to this letter are a revised Emergency Plan Implementing Procedure (EPIP) Index and a number of revised Emergency Plan Implementing Procedures. These procedure changes were evaluated pursuant to the requirements of 10 CFR 50.54 (q). These changes do not constitute a reduction in the effectiveness of the emergency plan and continue to meet the requirements of 10 CFR 50.47 (b) and 10 CFR 50 Appendix E. As such, these changes do not require NRC approval prior to implementation. Revision bars in each individual procedure indicate the procedure changes. The following index and procedure changes have been implemented:

EPIP Index Page 1	HP/0/B/1009/029
EPIP Index Page 2	SR/0/B/2000/001
EPIP Index Page 3	SR/0/B/2000/003
HP/0/B/1009/003	

There are no new regulatory commitments in this document. Duke is also supplying two copies of this submittal to the Regional Administrator of Region II. Questions on this document should be directed to Steve Mooneyhan at (704) 875-4646.

Very truly yours,

H. B. Barron  
Vice President, McGuire Nuclear Station  
Duke Energy Corporation

HBB:jcm

Attachments

A045  
1/1

U.S. Nuclear Regulatory Commission  
April 19, 2000  
Page 2

xc: (w/attachment)  
Mr. Luis Reyes,  
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Frank Rinaldi, USNRC

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Electronic Licensing Library (EC050)

EP File 111

DUKE

McGUIRE NUCLEAR SITE

EMERGENCY PLAN IMPLEMENTING PROCEDURES

APPROVED: *Bryan Polk*  
SAFETY ASSURANCE MANAGER

DATE APPROVED 4/12/00

EPIP Index Page 1	Dated 04/12/2000
EPIP Index Page 2	Dated 04/12/2000
EPIP Index Page 3	Dated 04/12/2000
HP/0/B/1009/003	Dated 04/12/2000
HP/0/B/1009/029	Dated 04/12/2000
SR/0/B/2000/001	Dated 03/23/2000
SR/0/B/2000/003	Dated 04/12/2000

## EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
RP/0/A/5700/000	Classification of Emergency	Rev. 004
RP/0/A/5700/001	Notification of Unusual Event	Rev. 012
RP/0/A/5700/002	Alert	Rev. 012
RP/0/A/5700/003	Site Area Emergency	Rev. 012
RP/0/A/5700/004	General Emergency	Rev. 012
RP/0/A/5700/05	Care and Transportation of Contaminated Injured Individual(s) From Site to Offsite Medical Facility	DELETE
RP/0/A/5700/006	Natural Disasters	Rev. 005
RP/0/A/5700/007	Earthquake	Rev. 006
RP/0/A/5700/008	Release of Toxic or Flammable Gases	Rev. 003
RP/0/A/5700/09	Collisions/Explosions	Rev. 000
RP/0/A/5700/010	NRC Immediate Notification Requirements	Rev. 010
RP/0/A/5700/011	Conducting a Site Assembly, Site Evacuation or Containment Evacuation	Rev. 005
RP/0/A/5700/012	Activation of the Technical Support Center (TSC)	Rev. 017
RP/0/A/5700/013	Activation of the Emergency Operations Facility (EOF)	DELETE
RP/0/A/5700/14	Emergency Telephone Directory	DELETE
RP/0/A/5700/015	Notifications to the State and Counties from the EOF	Rev. 008
RP/0/A/5700/16	EOF Commodities and Facilities Procedure	DELETE
RP/0/A/5700/17	Emergency Data Transmittal System Access	DELETE
RP/0/A/5700/018	Notifications to the State and Counties from the TSC	Rev. 005
RP/0/A/5700/019	Core Damage Assessment	Rev. 003
RP/0/A/5700/020	Activation of the Operations Support Center (OSC)	Rev. 010
RP/0/A/5700/21	EOF Access Control	DELETE
RP/0/A/5700/022	Spill Response Procedure	Rev. 009
RP/0/A/5700/024	Recovery and Reentry Procedure	Rev. 001
RP/0/A/5700/026	Operations/Engineering Technical Evaluations in the Technical Support Center (TSC)	Rev. 001
RP/0/B/5700/023	Community Relations Emergency Response Plan	Rev. 001
OP/0/B/6200/090	PALSS Operation for Accident Sampling	Rev. 010

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
HP/0/B/1009/002	Alternative Method for Determining Dose Rate Within the Reactor Building	Rev. 002
HP/0/B/1009/003	Recovery Plan	Rev. 003
HP/0/B/1009/05	Initial Evaluation of Protective Action Guides Due to Abnormal Plant Conditions	DELETED
HP/0/B/1009/006	Procedure for Quantifying High Level Radioactivity Releases During Accident Conditions	Rev. 004
HP/0/B/1009/010	Releases of Radioactive Effluents Exceeding Selected Licensee Commitments	Rev. 005
HP/1/B/1009/015	Unit 1 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	Rev. 003
HP/2/B/1009/015	Unit 2 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	Rev. 003
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release	Rev. 001
HP/0/B/1009/020	Manual Procedure for Offsite Dose Projections	DELETED
HP/0/B/1009/021	Estimating Food Chain Doses Under Post-Accident Conditions	Rev. 001
HP/0/B/1009/022	Accident and Emergency Response	Rev. 002
HP/0/B/1009/023	Environmental Monitoring for Emergency Conditions	Rev. 002
HP/0/B/1009/024	Personnel Monitoring for Emergency Conditions	Rev. 001
HP/0/B/1009/029	Initial Response On-Shift Dose Assessment	Rev. 005
SH/0/B/2005/001	Emergency Response Offsite Dose Projections	Rev. 001
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions	Rev. 000
SR/0/B/2000/01	Standard Procedure for Public Affairs Response to the Emergency Operations Facility	Rev. 002
SR/0/B/2000/002	Standard Procedure for EOF Commodities and Facilities	Rev. 001
SR/0/B/2000/003	Activation of the Emergency Operations Facility	Rev. 004

## EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
McGuire Site Directive 280	Site Assembly/Accountability and Evacuation/Containment Evacuation	DELETED
EP Group Manual	Section 1.1      Emergency Organization	Rev. 017
MNS RP Manual:	Section 18.1    Accident and Emergency Response	DELETED
	Section 18.2    Environmental Monitoring for Emergency Conditions	DELETED
	Section 18.3    Personnel Monitoring for Emergency Conditions	DELETED
	Section 18.4    Planned Emergency Exposure	DELETED

Duke Power Company  
PROCEDURE PROCESS RECORD

**PREPARATION**

(2) Station McGuire Nuclear Station

(3) Procedure Title Recovery Plan

(4) Prepared By Gary J. Lurre Date 3/14/00

- (5) Requires 10CFR50.59 evaluation?
- Yes (New procedure or revision with major changes)
  - No (Revision with minor changes)
  - No (To incorporate previously approved changes)

(6) Reviewed By Robert E. Becham (QR) Date 3/16/00

Cross-Disciplinary Review By \_\_\_\_\_ (QR) NA REB Date 3/16/00

Reactivity Mgmt. Review By \_\_\_\_\_ (QR) NA REB Date 3/16/00

(7) Additional Reviews

Reviewed By R.L. Murray Date 3-20-00

Reviewed By [Signature] Date 4/12/00

(8) Temporary Approval (if necessary)

By \_\_\_\_\_ (SRO/QR) Date \_\_\_\_\_

By \_\_\_\_\_ (QR) Date \_\_\_\_\_

(9) Approved By William T. Bryan Date 4/12/00

**PERFORMANCE** (Compare with Control Copy every 14 calendar days while work is being performed.)

(10) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

(11) Date(s) Performed \_\_\_\_\_

Work Order Number (WO#) \_\_\_\_\_

**COMPLETION**

(12) Procedure Completion Verification

- Yes  NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
- Yes  NA Listed enclosures attached?
- Yes  NA Data sheets attached, completed, dated, and signed?
- Yes  NA Charts, graphs, etc. attached dated, identified, and marked?
- Yes  NA Procedure requirements met?

Verified By \_\_\_\_\_ Date \_\_\_\_\_

(13) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_

(14) Remarks (Attach additional pages, if necessary)

Duke Power Company  
McGuire Nuclear Station

**Recovery Plan**

**Information Use**

Procedure No.

HP/0/B/1009/003

Revision No.

003

Electronic Reference No.

MC0045FW

## Recovery Plan

### 1. Purpose

- 1.1 To provide a plan for recovery from, and return to an operational status following a Notification of Unusual Event, Alert, Site Area Emergency, or a General Emergency
- 1.2 The level of use for this procedure is "Information Use".

### 2. References

- 2.1 Radiation Protection Policy Manual Policy Number II-02, Planned Special Exposure and Emergency Dose Limits for Occupationally Exposed Personnel
- 2.2 Nuclear System Directive 201 - Reporting Requirements
- 2.3 SH/0/B/2000/005, Posting of Radiation Control Zones
- 2.4 SH/0/B/2000/004, Taking, Counting, and Recording Surveys

### 3. Limits and Precautions

- 3.1 Normal respiratory protection guidelines shall be followed.
- 3.2 Normal Radiation Protection dosimetry procedures shall be followed.
- 3.3 Protective clothing shall be used whenever loose contamination exists or is suspected to be greater than 1000 dpm/100cm<sup>2</sup> Beta-Gamma or 20 dpm/100cm<sup>2</sup> Alpha.
- 3.4 Posting of radiation control zones shall follow guidelines in Reference 2.3.
- 3.5 Surveys shall be performed under guidelines in Reference 2.4.

### 4. Procedure

- 4.1 In any plant emergency involving radioactive contamination, the immediate action is directed to limiting the consequences of the incident in a manner that affords maximum protection to the public. Once the immediate protective actions have established an effective control over the incident, the emergency actions shall shift into the recovery phase.

- 4.2 A recovery plan, from a practical standpoint, shall be flexible enough to adapt to existing conditions. It is not possible to anticipate in advance all of the conditions that may be encountered in an emergency situation, therefore this recovery plan is addressed to general principles that serve as a guide for developing a flexible plan of action. Comprehensive plans for recovery from any major emergency are formulated on agreements between Duke Power and the NRC, the Radiation Protection Branch of the North Carolina Department of Human Resources, the North Carolina Department of Crime Control and Public Safety, and the Mecklenburg County Health Department.
- 4.3 In the recovery phase all station actions shall be carefully planned by Duke Power Company management. In the period immediately following an incident, initial radiation monitoring functions shall involve only gross hazard evaluations and isolation of radiological problem areas. These immediate radiation surveys are intended to provide the basic information necessary for the recovery operation.
- 4.4 The initial re-entry into the affected area shall be conducted by Radiation Protection personnel to evaluate radiological hazards and contamination levels.
- 4.5 Subsequent to the initial entry and after the radiological hazards have been identified the recovery operation may proceed in accordance with the following case examples:
- 4.5.1 CASE "A" - Unusual Events or Alert conditions that may have resulted in the spread of contamination, unsafe conditions, and/or evacuation of an area due to noxious gases being present.
- 4.5.1.1 The Station Manager, Station RPM, Station Safety Manager and Station Chemist shall make decisions related to their areas of responsibility to recover and normalize any affected areas. Applicable paragraphs of CASE "C" may become pertinent in this case.
- 4.5.1.2 Follow all Limits and Precautions prescribed to ensure the safety of all recovery personnel.
- 4.5.2 CASE "B" - Site Area Emergencies that have resulted in the evacuation of a station area, the spread of contamination, and/or change in the operating status of the station.
- 4.5.2.1 The Station Manager, Group Superintendents and Station RPM shall make decisions related to their areas of responsibility to recover and normalize any affected areas. All paragraphs of CASE "C" may also be applicable.
- 4.5.2.2 Follow all Limits and Precautions prescribed to ensure the safety of all recovery personnel.

- 4.5.2.3 On completion of recovery operations ensure proper documentation of the accident and include all pertinent data involving the incident and the recovery operation.
- 4.5.3 CASE "C" - General emergencies that have resulted in the spread of contamination, evacuation of an area of the station, injured personnel, or a change in the operating status of the station.
- 4.5.3.1 The Station Manager, Station Group Superintendents, Station Radiation Protection Manager (RPM) and Staff, Emergency Operations Facility Director at the Emergency Operations Facility (EOF), and any other offsite agencies who may be involved shall decide what procedures and precautions shall be taken in the recovery plan.
- 4.5.3.2 Review all available radiation survey data. Determine station areas potentially affected by radiological hazards.
- 4.5.3.3 Review radiation exposure history of all personnel scheduled to participate in the recovery operations. Determine the need for additional personnel.
- 4.5.3.4 Review the adequacy of radiation survey equipment available. Determine the need for additional equipment and a source of procurement.
- 4.5.3.5 Pre-plan survey team activities, including areas to be surveyed, anticipated radiation levels, survey equipment required, protective clothing requirements, access control procedures, exposure control procedures, and communication capabilities.
- 4.5.3.6 Conduct a comprehensive radiation survey or surveys of station facilities and define all radiological problem areas.
- 4.5.3.7 Post all appropriate areas following the guidelines in Reference 2.3.
- 4.5.3.8 Perform visual inspection of station areas and equipment.
- 4.5.3.9 All radiological conditions discovered and existing in the facility as determined by the re-entry survey shall be evaluated by station management and EOF Personnel.
- 4.5.3.10 Upon evaluation of the radiological conditions, the EOF Director at the EOF shall determine what procedures are required to restore the site to a normal status.

- 4.5.3.11 Personnel radiation exposure shall be closely controlled and documented per Reference 2.1.
  - 4.5.3.12 Recovery coordinators shall take appropriate actions to ensure that emergency personnel and equipment leaving the radiation control area are not contaminated, that radiological conditions at the scene of the emergency are properly defined, barricaded, and posted with appropriate signs.
  - 4.5.3.13 The EOF Director, Station Manager, Station Group Superintendents, and Station RPM shall make all necessary decisions to return the unit to normal status and to prevent a recurring problem.
- 4.6 Formal reporting of the emergency and recovery shall be completed as required by NSD-201 - Reporting Requirements (Reference 2.2).

## **5. Enclosures**

N/A

Duke Power Company  
PROCEDURE PROCESS RECORD

**PREPARATION**

(2) Station McGuire Nuclear Station

(3) Procedure Title Initial Response On-Shift Dose Assessment

(4) Prepared By Gary J. Turner Date 3/13/00

- (5) Requires 10CFR50.59 evaluation?
- Yes (New procedure or revision with major changes)
  - No (Revision with minor changes)
  - No (To incorporate previously approved changes)

(6) Reviewed By Robert E. Bechler (QR) Date 3/27/00

Cross-Disciplinary Review By \_\_\_\_\_ (QR) NA REB Date 3/27/00

Reactivity Mgmt. Review By \_\_\_\_\_ (QR) NA REB Date 3/27/00

(7) Additional Reviews

Reviewed By K.L. Murray Date 4-3-00

Reviewed By [Signature] Date 4/12/00

(8) Temporary Approval (if necessary)

By \_\_\_\_\_ (SRO/QR) Date \_\_\_\_\_

By \_\_\_\_\_ (QR) Date \_\_\_\_\_

(9) Approved By William F. Bynum Date 4/12/00

**PERFORMANCE** (Compare with Control Copy every 14 calendar days while work is being performed.)

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Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

(11) Date(s) Performed \_\_\_\_\_

Work Order Number (WO#) \_\_\_\_\_

**COMPLETION**

(12) Procedure Completion Verification

- Yes  NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
- Yes  NA Listed enclosures attached?
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- Yes  NA Charts, graphs, etc. attached dated, identified, and marked?
- Yes  NA Procedure requirements met?

Verified By \_\_\_\_\_ Date \_\_\_\_\_

(13) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_

(14) Remarks (Attach additional pages, if necessary)

Duke Power Company  
McGuire Nuclear Station

**Initial Response On-Shift Dose Assessment**

**Reference Use**

Procedure No.

HP/0/B/1009/029

Revision No.

005

Electronic Reference No.

MC0095KW

## Initial Response On-Shift Dose Assessment

### 1. Purpose

The purpose of this procedure is to provide on-shift Radiation Protection personnel a method for determining offsite dose to the public, and completing items 11 through 15 on the Emergency notification form, using Raddose-V. {68}

The level of use for this procedure is "REFERENCE USE".

### 2. References

2.1 Earth Tech, Raddose-V Operator's Manual.

### 3. Limits and Precautions

- 3.1 This procedure shall be performed upon declaration of an emergency classification **and** at the request of the Operations Shift Manager / Emergency Coordinator.
- 3.2 Raddose-V considers all releases to be at ground level.
- 3.3 Dose projections should be performed within the time frame specified by the Operations Shift Manager / Emergency Coordinator in order to make the required emergency notification.
- 3.4 Raddose-V will print the Emergency Notification Form (green sheet) only after a Forecast dose projection has been completed.
- 3.5 Refer to Enclosure 5.2 concerning back-up method for performing dose assessment during a loss-of-power situation or a printer failure.
- 3.6 It is acceptable to perform steps 4.2, 4.3, 4.4, and 4.16 out of sequence to allow timely completion of Emergency Notification forms.
- 3.7 This procedure may be performed in the RP Shift Lab or the TSC as needed.

### 4. Procedure

- 4.1 Obtain the following relevant unit information from Operations, when it is available:
  - 4.1.1 Affected unit: 1 / 2 (circle one).
  - 4.1.2 Date and time of reactor trip (\_\_\_\_\_/\_\_\_\_).
  - 4.1.3 Actual or best estimate of release start time (\_\_\_\_:\_\_\_\_).

- 4.1.4 **IF** leak in Auxiliary Building, affected unit VA exhaust filtration (on / off / NA) (circle one).
- If leak in containment or annulus, affected unit VE exhaust filtration (on / off / NA) (circle one).
- 4.1.5 **IF** S/G tube leak/rupture, affected S/G (partitioned / not partitioned) (circle one).
- This determination is made based on knowledge of the Steam Generator secondary side water level in relation to the top of the tube bundle.
- 4.1.5.1 Steam release in progress (yes / no).
- 4.1.5.2 Release duration \_\_\_\_\_. Use 1 hr. default if release duration is not available.
- Raddose-V will allow 0.5 hours as the minimum forecast time.
- 4.1.6 **IF** fuel assembly accident, record reactor shutdown date for that assembly. \_\_\_\_\_
- 4.1.7 Current emergency classification \_\_\_\_\_.
- 4.1.8 Next emergency notification due by \_\_\_\_\_ (date/time).
- 4.2 Obtain the following equipment:
- 4.2.1 **IF** needed, key #17 from Shift key box (TSC).
- 4.2.2 Calculator.
- 4.3 Verify operability of meteorological instrumentation through TSAIL prior to obtaining data from Control Room modules.
- 4.4 At the designated computers in the RP Shift Lab/TSC, power up the Raddose computer, monitor and Data Acquisition computer and monitor.
- 4.4.1 On the Data Acquisition computer, select the McGuire Desktop icon, select McGuire Process Data, then SDS, then Unit 1, Unit 2, or Simulator.
- 4.4.2 Type GD ERO-2. **IF** SDS data is not available or **IF** the data is suspect for any reason, obtain all necessary information on Enclosure 5.1 (average meteorological data and relevant source term data) from the Control Room. **IF** meteorological data is not available, use one of the following sources in order of sequence:
- DPC Meteorological Lab (8-594-0341)
  - National Weather Service (1-800-268-7785).
  - Catawba Nuclear Station Control Room (8-831-2338)

- 4.5 On the Raddose computer, select the **DAS/Raddose-V** icon. A dialog box will appear stating "DAS Workstation configuration" (EOF or TSC). Click on "OK" to access the DAS (Dose Assessment Software) desktop.
- 4.5.1 **IF** the workstation was not configured TSC:  
At the DAS Desktop, click on **FILE**.  
Click on **DAS Configuration**.  
Click on TSC for Work Station Type and Production Mode.  
Restart Raddose V for changes to take effect.
- 4.5.2 Select the icon for the affected unit.
- 4.5.3 Select **Accident Mode** (actual emergency) or **Drill Mode** (drills/exercises).
- 4.5.4 At the prompt, "Do you want to use automatic data from the network or manual data entry?", select **Auto**. **IF Manual** selected, Met and EMF data will be entered by performer.
- 4.6 At the Start-up Menu, select **Begin New Incident**. A pop-up message will display, "This erases all previous data. Click Yes to continue or No to abort." Select **Yes**.
- 4.7 At the Accident Scenario definition screen, edit the reactor trip and release times. Current date and time from the computer will appear as the reactor trip and release date and time.
- 4.7.1 Edit the reactor trip time, if known. **IF** a reactor trip has not occurred or the reactor trip time is not known, no editing of the time is required.
- 4.7.2 Edit the release time. **IF** the actual release time is not known, input a time 15 minutes previous to the current time. Example: the current time is 0800 hours. The correct input would be 0745.
- 4.7.3 Enter the operator's initials.
- 4.7.4 Select **Accept** to accept this data.
- 4.8 At the Main Menu screen, select **Enter/Edit Meteorological Data**.
- 4.8.1 The Meteorological Data Input screen will appear. **IF AUTO** was selected in step 4.5.4, data will be auto retrieved. **IF MANUAL** was selected in step 4.5.4, Raddose-V provides the following pop-up message: "No automatic meteorological data available. Enter data manually." Select **OK**.
- 4.8.2 **IF AUTO** was selected, use SDS to verify that the data on the Meteorological Input Screen is correct.
- 4.8.3 **IF AUTO** was selected, edit any fields which do not agree with SDS data. **IF MANUAL** was selected, enter Wind Speed, Wind Direction, Delta Temperature, Air Temperature and Precipitation from SDS or from Enclosure 5.1.

- 4.8.3.1 Select the data field with a single mouse click.
- 4.8.3.2 Ensure the field is highlighted, (selected field turns gray).
- 4.8.3.3 Type in the correct data.
- 4.8.3.4 Ensure mixing height is not zero.

Default Values are:
Dec, Jan, Feb - 1000
Mar, Apr, May - 1700
Jun, Jul, Aug - 1800
Sept, Oct, Nov - 1400

- 4.8.4 Verify the data in the time step is correct. When editing is complete, select **Accept** at the bottom of the screen.
- 4.9 At the Main Menu, select **Enter/Edit Source Term Data**.
  - 4.9.1 The Source Term Data Input screen will appear. **IF AUTO** was selected in step 4.6.4, data will be auto retrieved. **IF MANUAL** was selected in step 4.5.4, Raddose-V provides the following pop-up message: "No automatic source term data available. Enter data manually." Select **OK**.
  - 4.9.2 At the Source Term Data Input screen, select the **Accident Type** data field for Path 1. Click on the highlighted area to display the Accident Menu.
  - 4.9.3 Using Enclosure 5.3 determine the accident type and select by placing the cursor on the accident type and double clicking.
    - IF** LOCA selected, go to step 4.9.4
    - IF** SGTR selected, go to step 4.9.5
    - IF** LOCO selected, go to step 4.9.6
    - IF** Fuel selected, enter Fuel Assembly age (Days): go to step 4.9.7
  - 4.9.4 **LOCA (G) (M)**: Select the **NG Method** data field. Click on the highlighted area to display the Noble Gas Release Rate Method Menu.

- 4.9.4.1 Select unit vent EMF pathway from below with a double mouse click.
- EMF36L: Select UV1L or UV2L  
 EMF36H: Select UV1H or UV2H  
 EMF36HH: Select UV1HH or UV2HH
- 4.9.4.2 A pop-up message requesting Filter Status will appear ON/OFF. **IF** VE exhaust filter status is not known or phase B isolation not initiated, select **OFF**. Click on OK.
- 4.9.4.3 **IF AUTO** was selected, use SDS to verify that the data on the Source Term Data Input Screen is correct.
- 4.9.4.4 **IF AUTO** was selected, edit any fields which do not agree with SDS. **IF MANUAL** was selected, enter Monitor Reading and Unit Vent Flow Rate from SDS or from Enclosure 5.1.
- Select the data field with a single mouse click.  
 Ensure the field is highlighted, (selected field turns gray).  
 Type in the correct data.
- 4.9.4.5 For Path 2 select the **Accident Type** data field and click on the highlighted area to display the Accident Type Menu. Select the same accident type as Path 1.
- 4.9.4.6 Select the NG Method data field and click on the highlighted area to display the Noble Gas Release Rate Method Menu.
- A. Select containment EMF pathway from below with a double mouse click.
- EMF39L: Select CONL  
 EMF39H: Select CONH  
 EMF51A or 51B: Select CONHH (Use if 39L/39H is isolated)
- B. A pop-up screen will appear to determine containment leakage.
- Enter containment bypass fraction = 0.07  
 Select ice condenser = recirc  
 Select holdup time  $\leq$  24 hours  
 Select sprays ON/OFF = ON if >3 psi or phase B initiated.  
 Select "Containment Pressure and Hole Size"  
 Select "Design Basis Leakage (0.3%/day @ 15 psig)"  
 Enter containment pressure = \_\_\_\_\_  
 Use SDS to verify that containment pressure is correct.  
 Select **OK**.

- 4.9.4.7 **IF AUTO** was selected, edit any fields which do not agree with SDS. **IF MANUAL** was selected, enter Monitor Reading from SDS or from Enclosure 5.1.
- 4.9.4.8 Go to step 4.9.8.
- 4.9.5 **SGTR (G) (M)**: Select the **NG Method** data field and click on the highlighted area to display the Noble Gas Release Rate Method Menu.
- 4.9.5.1 Select the affected steamline monitor (1EMF-24, 25, 26, 27 or 2EMF-10, 11, 12, 13) using a double mouse click.
- 4.9.5.2 A pop-up message requesting Steam Generator partitioned/not partitioned will appear. **IF** partitioning status is not known, select **partitioned**. Select **OK**.
- 4.9.5.3 **IF AUTO** was selected, use SDS to verify that the data on the Source Term Data Input Screen is correct.
- A. **IF AUTO** was selected, edit any fields which do not agree with SDS. **IF MANUAL** was selected enter Monitor Reading and Flow Rate from SDS or from Enclosure 5.1.
- Select the data field with a single mouse click.  
Ensure the field is highlighted, (selected field turns gray).  
Type in the correct data.
- B. Ensure the flow rate is not zero. **IF** the flow rate is zero, manually input the default value of 2.09E5 pounds mass steam per hour.
- 4.9.5.4 For Path 2 select the **Accident Type** data field and click on the highlighted area to display the Accident Menu. Select the same accident type as Path 1.
- 4.9.5.5 Select the **NG Method** data field and click on the highlighted area to display the Noble Gas Release Rate Method Menu.
- A. Select unit vent EMF pathway from below
- EMF36L: Select UV1L or UV2L  
EMF36H: Select UV1H or UV2H  
EMF36HH: Select UV1HH or UV2HH
- B. A pop up message requesting Steam Generator partitioned/not partitioned will appear. **IF** partitioning status is not known select **Partitioned**. Select **OK**.

- C. **IF AUTO** was selected, use SDS to verify that the data on the Source Term Data Input Screen is correct.
- D. **IF AUTO** was selected, edit any fields which do not agree with SDS. **IF MANUAL** was selected, enter Monitor Reading and Flow Rate from SDS or from Enclosure 5.1.

Select the data field with a single mouse click.  
Ensure the field is highlighted, (selected field turns gray).  
Type in the correct data.

4.9.5.6 Go to step 4.9.8.

4.9.6 **LOCO (G) (M):** Select the **NG Method** data field and click on the highlighted field to display the Noble Gas Release Rate Menu.

4.9.6.1 Select unit vent EMF pathway from below by double click:

EMF36L: Select UV1L or UV2L

EMF36H: Select UV1H or UV2H

EMF36HH: Select UV1HH or UV2HH

4.9.6.2 A pop-up message requesting filter status will appear ON/OFF. **IF** VA exhaust filter status is not known, select **OFF**.

4.9.6.3 **IF AUTO** was selected, use SDS to verify that the data on the Source Term Data Input Screen is correct. **IF MANUAL** was selected in step 4.5.4, Raddose-V provides the following pop-up message: "No automatic monitor data available. Enter data manually." Select **OK**.

4.9.6.4 **IF AUTO** was selected, edit any fields which do not agree with SDS. **IF MANUAL** was selected, enter Monitor Reading and Flow Rate from SDS or from Enclosure 5.1.

Select the data field with a single mouse click.  
Ensure the field is highlighted, (selected field turns gray).  
Type in the correct data.

4.9.6.5 Go to step 4.9.8.

4.9.7 **FUEL:** A Fuel Assembly Age Box will appear requiring the user to enter the fuel assembly age in days. Enter the Fuel Assembly Age in days.

Select the **NG Method** data field and click on the highlighted area to display the Noble Gas Release Rate Menu.

- 4.9.7.1 Select unit vent EMF pathway from below.
  - EMF36L: Select UV1L or UV2L
  - EMF36H: Select UV1H or UV2H
  - EMF36HH: Select UV1HH or UV2HH
- 4.9.7.2 A pop-up screen will appear requesting filter status ON/OFF and pool scrubbing. Select filter "ON" unless the VF filters are known to be bypassed and select "POOL".
- 4.9.7.3 **IF AUTO** was selected, use SDS to verify that the data on the Source Term Data Input Screen is correct.
- 4.9.7.4 **IF AUTO** was selected, edit any fields which do not agree with SDS. **IF MANUAL** was selected, enter Monitor Reading and Flow Rate from SDS or from Enclosure 5.1.
  - Select the data field with a single mouse click.
  - Ensure the field is highlighted, (selected field turns gray).
  - Type in the correct data.
- 4.9.7.5 Go to step 4.9.8.
- 4.9.8 Review the data in the current time step. **IF** no fields require editing, or editing is complete, select **Accept** at the bottom of the screen.
- 4.10 At the Main Menu, select **Emergency Classification**.
  - 4.10.1 Select the appropriate emergency classification.
  - 4.10.2 Select **Continue**.
- 4.11 At the Main Menu, select **Perform Calculations**.
  - 4.11.1 A 10-mile EPZ Map screen will be displayed after Raddose-V calculates the data in the current time step. **IF** the Emergency Classification selected in 4.10.1 was General Emergency, select **GE PARS**.
  - 4.11.2 Select **Continue** at the bottom right of the screen.
- 4.12 At the Output Menu, select **Continue Calculations**.
- 4.13 At the Main Menu, select **Perform Forecast**.
  - 4.13.1 A Forecast Mode screen will appear.
    - 4.13.1.1 Select the applicable Status of the Emergency Release.
    - 4.13.1.2 Select "New" for the Status of the Projected Offsite Dose.

- 4.13.1.3 A Forecast Period box will appear requiring the user to enter the forecast period in hours. **IF** the release duration is not known, delete the highlighted 4 hour default value and input 1 hour as the forecast period. Select **OK**.
- 4.13.2 A pop-up message will display, “Note: forecast will use the meteorological and source term data from current step. Continue?” Select **OK**.
- 4.13.3 Raddose-V will take 10 to 30 seconds to calculate the projection. The 10-mile EPZ Map screen will appear when calculations are complete.
- 4.13.3.1 **IF** the Emergency Classification selected in 4.10.1 was General Emergency, select **GE PARs**.
- 4.13.3.2 Select **Continue** at the bottom right of the screen.
- 4.13.4 A pop-up message will display, “Do you want to save PAZ’s identified in Forecast Mode for evacuation?” Select **No**.
- 4.14 At the Output Menu, select **Go to Report Menu**.
- 4.15 At the Report Menu, select **Print Emerg Notification, Summary Report**.
- 4.15.1 Raddose will fill in items 10 through 15 on the “Emergency Notification (Green) Form”. Review items 10 through 15. If no recommended Protective Actions have been determined in item 15, place an “X” in box A.
- Items B and C will be identified by Raddose if dose projections indicate evacuation or sheltering is necessary. The affected zones (PAZ’s) will also be listed in items B and C.
  - **IF** printer fails, go to Enclosure 5.2 and perform steps 1.8 through 1.10.
- 4.15.2 Deliver the printed Emergency notification form (including dose comparison sheet) to the Operations Shift Manager / Emergency Coordinator.
- 4.15.3 Retain the printed Summary Sheet.
- 4.15.4 Select **Return to Output Menu**.
- 4.15.5 Go to step 4.16 for additional projections. **IF** no other projections are necessary:
- 4.15.5.1 Select **Return to Main Menu**.
- A pop-up message will display, “You just completed a forecast. Remember to check meteorological and source term data.” Select **OK**.
- 4.15.5.2 Select **Go to Start-up Menu**

- 4.15.5.3 Select **Exit Raddose-V** at this point. Go to step 4.22.
- 4.16 **IF** SDS data is not available or if the data is suspect for any reason, obtain all necessary information on Enclosure 5.1 (average meteorological data and relevant source term data) from the Control Room.
- 4.17 At the Output Menu, select **Continue Calculations**.
- 4.17.1 A pop-up message will display, "You just completed a forecast. Remember to check the meteorological and source term data for current information." Select **OK** to acknowledge.
- 4.18 At the Main Menu, select **Enter/Edit Meteorological Data**.

**NOTE:** Time steps should be added as needed to as close as possible to the ENF due time to ensure current dose projections are communicated.

- 4.18.1 The Meteorological Data Input screen will appear. **IF AUTO** was selected in step 4.5.4, Raddose provides the following pop-up message: "Do you want to add a new time step for [previous time step plus 15 minutes]?" Select **Yes**. Data will be auto retrieved. **IF MANUAL** was selected in step 4.5.4, Raddose-V provides the following pop-up message: "No automatic meteorological data available. Enter data manually."
- 4.18.2 **IF AUTO** was selected, use SDS to verify that the data on the Meteorological Input Screen is correct. **IF MANUAL** was selected, a pop-up message will display, "Do you want to add a new time step by copying data from [previous time step plus 15 minutes]?" Select **Yes**.
- 4.18.3 **IF AUTO** was selected, edit any fields which do not agree with SDS date. **IF MANUAL** was selected, enter Wind Speed, Win Direction, Delta Temperature, Air Temperature and Precipitation from SDS or from Enclosure 5.1.
- Select the data field with a single mouse click.  
Ensure the field is highlighted, (selected field turns gray).  
Type in the correct data.
- 4.18.4 Verify the data in the time step is correct. When editing is complete, select **Accept** at the bottom of the screen.

- 4.19 At the Main Menu, select **Enter/Edit Source Term Data**.

**NOTE:** Time steps should be added as needed to as close as possible to the ENF due time to ensure current dose projections are communicated.

- 4.19.1 The Source Term Data Input screen will appear. **IF AUTO** was selected in step 4.5.4, Raddose provides the following pop-up message: "Do you want to add a new time step for [previous time step plus 15 minutes]?" Select **Yes**. Data will be auto retrieved. **IF MANUAL** was selected in step 4.5.4, Raddose-V provides the following pop-up message: "No automatic source term data available. Enter data manually." Select **OK**.
- 4.19.2 **IF AUTO** was selected, use SDS to verify that the data on the Source Term Data Input Screen is correct. **IF MANUAL** was selected, a pop-up message will display, "Do you want to add a new step by copying data from the [previous time step plus 15 minutes]?" Select **NO**. Click on **ADD NEW STEP**.
- 4.19.3 Return to step 4.9.2.
- 4.20 Continue to Perform Dose Projections, as directed by OSM/EC or until Duty Dose Assessment personnel are on station in the TSC.
- 4.21 At the Main Menu, select **Start-up Menu** then select **Exit Raddose-V** to exit the program.
- 4.22 Complete all procedure sign-offs. Route the completed Procedure Process Record, printed Summary sheets from each Raddose-V run, if applicable, and Enclosure 5.1 to Radiation Protection Staff.

## 5. Enclosures

- 5.1 Manual Input Data Collection
- 5.2 Back-up Computer Operation (TSC)
- 5.3 Accident Type
- 5.4 Commitments for HP/0/B/1009/029

**METEOROLOGICAL DATA COLLECTION**  
(Obtain Average Data)

Date / Time	Lower Wind Speed (mph) AVG LWS	Upper Wind Direction (deg from N) AVG UWD	Delta Temp (deg C) AVG D/T	Air Temperature (deg C) AVG AMB	Precipitation (diff/1 hr) PRE DIF

**SOURCE TERM DATA COLLECTION**

Date /Time	Affected Unit Steamline (mR/hr)	*Affected Unit Vent EMF Monitor Reading (cpm) (R/Hr)	*Affected Containment EMF Monitor (cpm) (R/Hr)	Unit Vent Percent Flow Rate	Actual Flow Rate

$188,748 \text{ cfm} \times \text{percent unit vent flow} = \text{actual flow rate}$

\*record EMF used in space provided

Signature: \_\_\_\_\_

## 1. Operation of Backup Laptop Computer

**NOTE:** This computer shall be used only when no other dose assessment computers are functional.

- 1.1 In the TSC Dose Assessment area, open the wall cabinet containing the Raddose Back-up Computer. The key for the wall cabinet is in the Dose Assessment cabinet.
- 1.2 Remove the laptop and place on the desk under the cabinet. Do not attempt to remove the attached security cable.
- 1.3 Connect the laptop to the LAN (yellow cable to the right side of the computer).
- 1.4 Turn on the computer by pushing the power switch (on the left side) forward.
  - 1.4.1 The computer will display the following message:  
"Starting Windows 95  
Windows cannot determine what configuration your computer is in.  
Select on the following: . . . ."
  - 1.4.2 **IF** the LAN is available, enter "2" for Lan connected.
  - 1.4.3 **IF** the LAN is NOT available, disconnect the yellow lan connection from the right side of the computer and enter 1 for not Lan connected.
- 1.5 When prompted, enter your user ID and personal domain password.
- 1.6 Select the **Raddose-V** icon.
- 1.7 Go to step 4.4 in HP/0/B/1009/029. Perform step 4.5 through 4.14. After performing the required steps, proceed to 1.8.
- 1.8 At the Report Menu, select Display Green Form.
  - 1.8.1 Review items 10 through 15 on the screen.
- 1.9 Transfer information from screen to blank Emergency Notification Form (blank sheets located in dose assessment area cabinet) and deliver to the OSM/EC. Communicate the information by phone if physical delivery is not possible. Click on SAVE.
- 1.10 Perform 4.15.4 through 4.20, as necessary.
- 1.11 When does assessment is completed, turn off the back-up computer, disconnect the modem line and place the computer back in the cabinet. Lock the cabinet and return key to dose assessment cabinet.

Enclosure 5.3  
Accident Type

HP/0/B/1009/029  
Page 1 of 1

Accident Type

Pathways

Inside Containment

LOCA \*  
LOCAG \*\*  
LOCAM \*\*\*

Containment Bypass Leakage (EMF39L, 39H, 51A, 51B)  
Unit Vent (EMF36L, 36H, 36HH)

Outside Containment or Annulus

LOCO \*  
LOCOG \*\*  
LOCOM \*\*\*

Unit Vent (EMF36L, 36H, 36HH)

S/G Tube Rupture

SGTR\*  
SGTRG\*\*  
SGTRM \*\*\*

Unit Vent (EMF36L, 36H, 36HH)  
Main Steam Lines (EMF24, 25, 26, 27 for Unit 1)  
(EMF10, 11,12,13 for Unit 2)

Fuel

Unit Vent (EMF36L, 36H, 36HH)  
(Use the same pathway for Fuel accidents whether they occur in  
containment or in the Spent Fuel Pool.)

\* Normal Activity  
\*\* Gap Activity  
\*\*\* Melt Activity

**Enclosure 5.4**

**Commitments for HP/0/B/1009/029**

HP/0/B/1009/029

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0-M-97-0019

RP is required to maintain on-shift capability to assess potential does to the public from radiological releases that may occur during an accident

Duke Power Company  
PROCEDURE PROCESS RECORD  
FOR STANDARD PROCEDURES

PREPARATION

(2) Procedure Title: Standard Procedure for Public Affairs Response to the Emergency Operations Facility

(3) Prepared By Ina Worley Date 3-1-00

(4) Applicable To:	<input checked="" type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5) Technical Advisor			
(6) Requires 10CFR50.59 Evaluation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	YES = New procedure or revision with major changes at applicable site		NO = Revision with minor changes NO = To incorporate previously approved changes
(7) Review (QR)	By <u>M.D. Howe</u> Date <u>3-22-</u>	By <u>JST</u> Date <u>3/8/2000</u>	By <u>GLM</u> Date <u>3-1-00</u>
Cross-Disciplinary Review (QR)	By <u>NA NOT</u> Date <u>3-22-2000</u>	By <u>NA JSM</u> Date <u>3/8/2000</u>	By <u>NA GLM</u> Date <u>3-1-00</u>
Reactivity Mgmt. Review (QR)	By <u>NA NOT</u> Date <u>3-22-2000</u>	By <u>NA JSM</u> Date <u>3/8/2000</u>	By <u>NA GLM</u> Date <u>3-1-00</u>
(8) Additional Reviews	By _____ Date _____	By _____ Date _____	By _____ Date _____
	By _____ Date _____	By _____ Date _____	By _____ Date _____
(9) Approved	By <u>WV</u> Date <u>3/23/00</u>	By <u>BS-Dolan by M...</u> Date <u>3/8/00</u>	By <u>Richard J...</u> Date <u>3-1-00</u>
(10) Use Level	Multiple Use		

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
(12) Date(s) Performed \_\_\_\_\_  
Work Order Number (WO#) \_\_\_\_\_

COMPLETION

- (13) Procedure Completion Verification
- Yes  NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
  - Yes  NA Listed enclosures attached?
  - Yes  NA Data sheets attached, completed, dated, and signed?
  - Yes  NA Charts, graphs, etc. attached, dated, identified, and marked?
  - Yes  NA Procedure requirements met?

Verified By \_\_\_\_\_ Date \_\_\_\_\_

(14) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_

(15) Remarks (Attach additional pages, if necessary.)

**DUKE ENERGY CORPORATION  
STANDARD PROCEDURE FOR  
PUBLIC AFFAIRS RESPONSE TO THE  
EMERGENCY OPERATIONS FACILITY**

**1.0 SYMPTOMS**

Conditions exist such that the public affairs emergency response organization has been activated.

**2.0 IMMEDIATE ACTIONS**

- 2.1 EOF news manager position will be staffed as quickly as possible after the activation of the EOF.
- 2.2 EOF public spokesperson position will be staffed as quickly as possible after the activation of the EOF.
- 2.3 EOF technical liaison position will be staffed as quickly as possible after the activation of the EOF.
- 2.4 Public information coordinator position will be staffed as quickly as possible after the activation of the EOF.

**3.0 SUBSEQUENT ACTIONS**

- 3.1 Respond as required by enclosures designated for the individual position.

**4.0 ENCLOSURES**

- 4.1 EOF News Manager
- 4.2 EOF Public Spokesperson
- 4.3 Public Information Coordinator
- 4.4 EOF Technical Liaison

**ENCLOSURE 4.1**  
**EOF NEWS MANAGER**  
**ACTIVATION CHECKLIST**  
**(Nuclear only)**

**Initials**

- \_\_\_\_ Sign in on the public affairs EOF staffing board.
- \_\_\_\_ Put on position badge (located in top drawer of public affairs' file cabinet).
- \_\_\_\_ Discuss the development of data information with the EOF technical liaison.
- \_\_\_\_ Prepare the public spokesperson for news conference by:
- Reviewing the news conference form (located in public affairs' file cabinet)
  - Verifying data information forms have been provided by EOF technical liaison
  - Providing copies of all news releases
- \_\_\_\_ (McGuire & Catawba only) Contact media coordinator to determine:
- Time for pre-news conference briefing with state/county/federal PIOs
  - Time for news conference
  - Visual aids needed for news conference
- \_\_\_\_ (Oconee only) Contact government agency liaison in the Oconee joint information center to:
- Determine a time for pre-news conference briefing with state/county/federal PIOs
  - Determine a time for news conference
  - Determine visual aids needed for news conference
  - Assign media liaison stationed in the Oconee media center to the JIC conference bridge to keep up with plant status and emergency classification
  - Verify phone is available for the media liaison
- \_\_\_\_ (Oconee only) Request media center assistant to announce to the media the time for the next news conference.
- \_\_\_\_ Complete the news conference agenda form (located in the public affairs' file cabinet) during the pre-news conference.

**CAUTION:** Stop the news conference if a change in emergency classification occurs while the conference is being held. Words to use are shown on the agenda form.

**ENCLOSURE 4.1  
EOF NEWS MANAGER  
ACTIVATION CHECKLIST (continued)  
(Nuclear only)**

**Initials**

\_\_\_\_\_ Contact the NRC representatives in the EOF to keep them up to date on communication activities.

\_\_\_\_\_ Document all decision making, phone calls and key contacts using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).

\_\_\_\_\_ Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency planner.

**ENCLOSURE 4.2**  
**EOF PUBLIC SPOKESPERSON**  
**ACTIVATION CHECKLIST**  
**(Nuclear only)**

**Initials**

- \_\_\_\_\_ Sign in on public affairs EOF staffing board.
- \_\_\_\_\_ Put on position badge (located in top drawer of public affairs' file cabinet).
- \_\_\_\_\_ Contact EOF news manager.
- \_\_\_\_\_ Contact EOF technical liaison.
- \_\_\_\_\_ Contact public information coordinator.
- \_\_\_\_\_ Review data sheets and information appropriate to the event.

**NOTE:** The EOF technical liaison maintains data sheets and a chronological list of events.

- \_\_\_\_\_ Obtain a chronology of events to have ready for news conference.
- \_\_\_\_\_ Request the EOF technical liaison make you aware of any significant change in plant status.
- \_\_\_\_\_ Review and approve news releases when they are ready for release.
- \_\_\_\_\_ Review all news releases prior to news conference.
- \_\_\_\_\_ Review current copies of data sheets prior to news conference.
- \_\_\_\_\_ Keep in contact with the public spokesperson located at the visitor's center (if applicable) to keep abreast of information being provided to the media from the plant site.
- \_\_\_\_\_ Review all documented escalated rumor information about plant status and/or misinformation revealed by media queries.
- \_\_\_\_\_ Request EOF news manager arrange for visual aids that will be needed (if appropriate) for press conference.

**NOTE:** Do not speculate during the news conference. Information should relate to plant status and plant recovery. Do not discuss public protective actions and state/county response.

**ENCLOSURE 4.2**  
**EOF PUBLIC SPOKESPERSON**  
**ACTIVATION CHECKLIST (continued)**  
**(Nuclear only)**

**Initials**

<p><b>CAUTION:</b> Do not make reference to projected dose during a news conference. Any reference to dose should be based on actual dose at the site boundary.</p>
---

- \_\_\_\_\_ Provide brief update to state/county PIO representatives prior to each news conference at the pre-news conference briefing.
- \_\_\_\_\_ Communicate with Duke Energy board of directors when directed.
- \_\_\_\_\_ Communicate with the governors of North Carolina and/or South Carolina when directed.
- \_\_\_\_\_ Document decision-making, phone calls and key contacts using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- \_\_\_\_\_ Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency planner.

**ENCLOSURE 4.3**  
**PUBLIC INFORMATION COORDINATOR**  
**ACTIVATION CHECKLIST**

**Initials**

- \_\_\_\_\_ Sign in on public affairs EOF staffing board.
- \_\_\_\_\_ Put on position badge (located in top drawer of public affairs' file cabinet).
- \_\_\_\_\_ (Nuclear only) Secure copies of the emergency notification form (ENF) that have been sent to the state/county agencies from the offsite agency communicator in the EOF.
- \_\_\_\_\_ Log on the public affairs EOF workstation using your LAN ID and password.

<p><b>NOTE:</b> Directions for accessing JIC drive are in the Joint Information Center (JIC) Reference Manual, located in the public affair's file cabinet.</p>
---

- \_\_\_\_\_ Access the JIC drive and print the initial news release that was prepared by the media relations duty person for this event.
- \_\_\_\_\_ Copy and distribute all news releases within the EOF. Ensure a copy is put in the Master EOF folder (Oconee only: Ensure releases distributed to Charlotte and ONS JIC also)
- \_\_\_\_\_ (Nuclear only) Develop news releases appropriate to the event by working with the EOF news manager, EOF technical liaison and EOF public spokesperson. News releases should address, as appropriate:
- Changes in event classification
  - Current plant conditions
  - Radiological releases
  - Visible or audible events such as fires and noises
  - Employee information such as injuries, personnel accountability, and site evacuation
  - Any offsite response such as fire truck or ambulance
  - Dispatch of field monitoring teams
  - Rumors (dispel)
  - Nuclear insurance (if the public has been evacuated)

**ENCLOSURE 4.3**  
**PUBLIC INFORMATION COORDINATOR**  
**ACTIVATION CHECKLIST (continued)**

**Initials**

- \_\_\_\_\_ (Storms only) Develop news releases and messages appropriate to the event by working with the EOF technical liaison, the media coordinator, and the customer service center (CSC) liaison. News releases should address, as appropriate:
- Current system conditions
  - Outage updates
  - Schedule of planned restoration
  - Use of outside utilities
  - State/county resources being utilized
  - Rumors (dispel)
  - Employee information (such as injuries)
  - Localized information
- \_\_\_\_\_ Utilize verification and validation techniques by having the EOF technical liaison verify and approve technical information provided in news releases.
- \_\_\_\_\_ Provide copy of news release to EOF public spokesperson (or EOF director, if spokesperson not available) for review and approval prior to releasing to JIC for distribution by PR NewsWire.
- \_\_\_\_\_ Document all decision-making, telephone calls and key using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).
- \_\_\_\_\_ (Storms only) Obtain storm data information from the EOF technical liaison and send this information to the CSC and JIC every three hours (coincide with news release schedule).
- \_\_\_\_\_ (Storms only) Assist the EOF technical liaison, as needed, in coordinating and disseminating information.
- \_\_\_\_\_ Provide copy of all news releases prepared in the EOF to the public affairs emergency planner.

**CAUTION:** Assure that a copy of each news release is available prior to deleting files.

- \_\_\_\_\_ (Nuclear only) Delete all news releases developed as a result of the EOF activation from the JIC drive after the event is terminated.
- \_\_\_\_\_ Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency planning consultant.

**ENCLOSURE 4.4**  
**EOF TECHNICAL LIAISON**  
**ACTIVATION CHECKLIST**

**Initials**

\_\_\_\_\_ Sign in on public affairs EOF staffing board

\_\_\_\_\_ Put on position badge (located in top drawer of public affairs' file cabinet).

**NOTE:** Instructions for using the wireless phones/headsets are located on top of the public affairs file cabinet.  
Directions for accessing JIC drive are in the Joint Information Center (JIC) Reference Manual, located in the public affair's file cabinet.  
When using the JIC bridge line, observe the following protocol:

- identify yourself and your location
- take turns speaking - do not interrupt
- acknowledge receipt of information
- repeat back to ensure important/sensitive information is received/understood
- re-direct long discussions to a phone line
- do not push the "Hold" button on your phone, this will lock the system to those currently on line.

\_\_\_\_\_ Using the wireless headset/mobile phone, access the JIC conference bridge.

\_\_\_\_\_ Gather technical information on plant/event conditions and enter this information on the appropriate blank data sheets (nuclear) or on a log sheet/notepad (storms).

\_\_\_\_\_ (Nuclear only) Help EOF news manager, public information coordinator, and public spokesperson understand the information on the data information forms.

\_\_\_\_\_ (Nuclear only) Fax completed data sheets to the Charlotte JIC.

\_\_\_\_\_ (Nuclear only) Provide the completed data sheets/information to the public spokesperson.

\_\_\_\_\_ Maintain a chronological listing of significant events using ERO Facility Log sheets (CNS/MNS) or a notepad (located in public affairs' file cabinet).

\_\_\_\_\_ Update regional communications coordinator as conditions change, particularly concerning emergency classifications or ESR/ETOR status.

\_\_\_\_\_ (Nuclear only - Catawba and McGuire) Request copies of the electronic status board information from the OSC, TSC and EOF from the EOF log keeper if a need exists.

**ENCLOSURE 4.4**  
**EOF TECHNICAL LIAISON**  
**ACTIVATION CHECKLIST (continued)**

**Initials**

\_\_\_\_\_ (Nuclear only) Request assistance from EOF rad assessment manager in obtaining Raddose V page 2 information.

\_\_\_\_\_ (Nuclear only) Utilize dose comparison tip sheet and information from Raddose V to develop dose comparisons for news releases.

**CAUTION:** Discussions relating to dose are always based on actual dose at the site boundary only. Do not use projected dose information at any time. (Nuclear only)

\_\_\_\_\_ (Nuclear only) Provide dose comparison information to public information coordinator for use in news releases.

\_\_\_\_\_ (Nuclear only) Continue to monitor and update information relative to radiological releases.

\_\_\_\_\_ (Storms only) Assist in the coordination of crews and locations for news conferences, and media briefings, in conjunction with the media coordinator and region communicators.

\_\_\_\_\_ Assist regional communications coordinator and state/county EOC liaisons by tracking down information to dispel rumors.

\_\_\_\_\_ Verify the public spokesperson is aware of any significant changes (such as changes in emergency classifications (nuclear) or changes in ESR/ETORs (storms)).

\_\_\_\_\_ Provide feedback/information to the JIC concerning community issues /concerns.

\_\_\_\_\_ Verify all checklists and information sheets have been properly completed/signed and give completed paperwork to the public affairs emergency planner.

Duke Power Company  
PROCEDURE PROCESS RECORD  
FOR STANDARD PROCEDURES

PREPARATION

(2) Procedure Title: Activation of the Emergency Operations Facility

(3) Prepared By Jean R. Panto Date 3/27/00

(4)	Applicable To:	<input type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5)	Technical Advisor		<u>J. Panto</u>	<u>B. R. StA</u>
(6)	Requires 10CFR50.59 Evaluation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		YES = New procedure or revision with major changes at applicable site		NO = Revision with minor changes NO = To incorporate previously approved changes
(7)	Review (QR)	By _____ Date _____	By <u>Ken L. Brown</u> Date <u>4/12/00</u>	By <u>GARY L. WITSELL</u> Date <u>4-6-00</u>
	Cross-Disciplinary Review (QR)	By _____ NA _____ Date _____	By _____ NA <u>MB</u> Date <u>4/12/00</u>	By _____ NA <u>GMM</u> Date <u>4-6-00</u>
	Reactivity Mgmt. Review (QR)	By _____ NA _____ Date _____	By _____ NA <u>MB</u> Date <u>4/12/00</u>	By _____ NA <u>GMM</u> Date <u>4-6-00</u>
(8)	Additional Reviews	By _____ Date _____	By _____ Date _____	By _____ Date _____
		By _____ Date _____	By _____ Date _____	By _____ Date _____
(9)	Approved	By _____ Date _____	By <u>Morgan G. Blum</u> Date <u>4/12/00</u>	By <u>Richard J. Swearingen</u> Date <u>4-12-00</u>
(10)	Use Level	<b>Multiple Use</b>		

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
 Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_  
 Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_

(12) Date(s) Performed \_\_\_\_\_  
 Work Order Number (WO#) \_\_\_\_\_

COMPLETION

(13) Procedure Completion Verification

- Yes  NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
- Yes  NA Listed enclosures attached?
- Yes  NA Data sheets attached, completed, dated, and signed?
- Yes  NA Charts, graphs, etc. attached, dated, identified, and marked?
- Yes  NA Procedure requirements met?

Verified By \_\_\_\_\_ Date \_\_\_\_\_

(14) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_

(15) Remarks (Attach additional pages, if necessary.)

Duke Power Company  
McGuire Nuclear Station

**Activation of the Emergency Operations Facility**

**Multiple Use**

Procedure No.

SR/0/B/2000/003

Revision No.

004

Electronic Reference No.

MC007003

## Activation of the Emergency Operations Facility

### 1. Symptoms

Conditions exist where events are in progress or have occurred which resulted in the activation of the Emergency Operations Facility (EOF) Emergency Response Organization (ERO).

### 2. Immediate Actions

- 2.1 Upon notification to activate, ERO personnel assigned to the EOF shall report to that facility.

### 3. Subsequent Actions

**NOTE:** This procedure is not intended to be followed in a step-by-step sequence. Sections of the procedure are to be implemented, as the applicable action becomes necessary.

- 3.1 The EOF must be operational using 75 minutes as a goal for the minimum staff to be in place following declaration of an Alert or higher classification.
- 3.2 Turnover should occur with the TSC at a time that will not decrease the effectiveness of communications with the off-site agencies.
- 3.3 Each represented group is responsible for ensuring their appropriate checklist is completed.
- 3.4 **IF** additional positions are needed to support the emergency, or for 24 coverage, **THEN** the following are available for telephone numbers.

- Catawba

Home phone numbers are located in the Catawba Nuclear site Qualified Emergency Response Organization Members Listing located on the Catawba Emergency Planning Home Page. Office phone numbers are located in the electronic Duke Power telephone directory.

- McGuire

**NOTE:** To access the McGuire Emergency Planning Home Page you must first select the Safety Assurance Home Page from the "Site Web Pages" menu on the McGuire Web Page.

Home and work phone numbers are located in the McGuire Nuclear Site Data Verification & Facility Org. listing located on the McGuire Emergency Planning Home Page. Office phone numbers are also located in the electronic Duke Power telephone directory.

- 3.5 The following SDS Group Displays have been established for emergency response use. To access these group displays, type GD (space)"Group Display Name" in the white box at the upper right portion of the screen.

<b>Catawba Specific</b>	
<u>Group Display Name</u>	<u>Group Display Description</u>
ERDS1	ERDS Group 1
ERDS2	ERDS Group 2
EROCNT	Selected values associated with containment.
EROCORE1	Incore temperature values
EROCORE2	Additional incore temperature values
EROCORE3	Additional incore temperature values
EROEMF	Selected EMF instantaneous values
EROEMF15	Selected EMF 15 minute average values
EROENV	Selected meteorological values
EROINJCT	Selected letdown/charging values
EROPLEAK	Selected primary to containment leakage values
EROSLEAK	Selected primary to secondary leakage values
EROPRIM	Selected primary system values
ERORD5	Selected Raddose V Assessment Points
ERORXG	Selected Value for Reactor Engineer
EROSAMG	Selected SAMG Valves
EROSSECND	Selected secondary system values

<b>McGuire Specific</b>	
<u>Group Display Name</u>	<u>Group Display Description</u>
ERO-1	Selected plant parameters
ERO-2	Selected EMF values
EROCNT	Emergency Response Containment
EROCORE	Emergency Response Incore
EROEMF	Emergency Response EMF
EROEMF15	Emergency Response EMF 15 Min AV
EROENV	Emergency Response Environmental
EROINJCT	Emergency Response Injection
EROPRIM	Emergency Response Primary
EROSSECND	Emergency Response Secondary. {PIP-M-99-2593}.

- 3.6 To resolve equipment problems, contact the following:

- Computer problems - EOF Data Coordinator
- Other equipment problems - EOF Commodities and Facilities Manager

### 3.7 Definitions

3.7.1 The following definitions are applicable to the Emergency Notification Form, Line 8: {1}

- **IMPROVING** - Emergency conditions are improving in the direction of a lower classification or termination of the event.
- **STABLE** - The emergency situation is under control. Emergency core cooling systems, equipment, plant, etc., are operating as designed.
- **DEGRADING** - Given current and projected plant conditions/equipment status, recovery efforts are not expected to prevent entry into a higher emergency classification or the need to upgrade off-site Protective Action Recommendations

3.7.2 The following definitions are applicable to the Emergency Notification Form, Line 10:

- **EMERGENCY RELEASE** - Any unplanned and quantifiable discharge to the environment of radioactive effluent **ATTRIBUTABLE TO A DECLARED EMERGENCY EVENT**. A release is considered to be in progress if any one or more of the following occurs:

- Reactor Building EMF monitors reading indicates an increase in activity (Catawba and McGuire 38, 39 or 40).

**OR**

Containment High Range EMF monitors reading greater than 1.5 R/hr. (Catawba 53A or 53B) (McGuire 51A or 51B)

**AND**

Pressure inside the containment building is greater than Tech. Specs. (Catawba and McGuire 0.3 psig)

**OR**

An actual containment breach is determined.

- Increase in activity monitored by Unit Vent EMF (Catawba and McGuire 35, 36, or 37).
- Steam generator tube leak monitored by EMF (Catawba and McGuire 33)
- Field Monitoring Team results.
- Knowledge of the event and its impact on system operation and resultant release pathways.

3.7.3 **ACTIVATED** - The Emergency Operations Facility has accepted turnover and has direction and control of assigned emergency response functions.

- 3.7.4 OPERATIONAL - The Emergency Response Facility (e.g. Technical Support Center Operations Support Center, Emergency Operations Facility) is staffed and ready to perform assigned emergency response functions.

#### 4. Enclosures

- 4.1 EOF Director/Assistant EOF Director Checklist
- 4.2 Catawba Protective Actions
- 4.3 McGuire Protective Action
- 4.4 Emergency Classification Downgrade/Termination
- 4.5 Radiological Assessment Manager Checklist
- 4.6 EOF Dose Assessor Checklist
- 4.7 Field Monitoring Coordinator Checklist
- 4.8 Radio Operator Checklist
- 4.9 EOF Off-Site Agency Communicator Checklist
- 4.10 Access Control Director Checklist
- 4.11 Accident Assessment Manager Checklist
- 4.12 Accident Assessment Interface Checklist
- 4.13 Operations Interface Checklist
- 4.14 Administrative Support Checklist
- 4.15 Reactor Physics Checklist
- 4.16 EOF Emergency Planner Checklist
- 4.17 EOF Log Recorder/Status Keeper Checklist
- 4.18 EOF Data Coordinator Checklist
- 4.19 EOF Commodities and Facilities Manager Checklist
- 4.20 Meteorologist Checklist
- 4.21 Fitness for Duty Questionnaire
- 4.22 Commitments for SR/0/B/2000/003

## INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire, when reporting to the facility outside of your normal work hours.

\_\_\_\_\_ Put on position badge.

\_\_\_\_\_ Sign in on the EOF staffing board.

**NOTE:** The EOF Log Recorder will maintain the official log for the EOF Director/Assistant EOF Director. The EOF Director/Assistant EOF Director may maintain an additional log if desired.

\_\_\_\_\_ Establish a log of activities.

\_\_\_\_\_ Establish communications with the Emergency Coordinator in the affected site's TSC as follows:

- Video conference

**OR**

- Use the affected site's EOF Director to Emergency Coordinator Ringdown phone

**OR**

- Catawba TSC, dial 8-831-5870

**OR**

- McGuire TSC, dial 8-875-4950

\_\_\_\_\_ Verify the following EOF positions, as a minimum, are filled, have checked out their assigned equipment/procedures and are prepared to assume their EOF duties prior to declaring the EOF operational:

- \_\_\_\_\_ EOF Director
- \_\_\_\_\_ Accident Assessment Manager
- \_\_\_\_\_ Radiological Assessment Manager
- \_\_\_\_\_ Access Control Director
- \_\_\_\_\_ Off-Site Agency Communicator
- \_\_\_\_\_ Off-Site Agency Communicator

**NOTE:** For all drills, messages should be preceded with "This is a drill. This is a drill."

\_\_\_\_ Announce over the EOF public address system the following:

"Anyone who is reporting to this facility outside of your normal work hours and has consumed alcohol within the past five (5) hours, notify either the EOF Director, Assistant EOF Director, or the appropriate lead in each functional area."

\_\_\_\_ Declare the EOF operational. EOF operational time: \_\_\_\_\_.

**NOTE:** For all drills, messages should be preceded with "This is a drill. This is a drill"

\_\_\_\_ Announce the following over the EOF public address system:

"Attention all EOF personnel. This is \_\_\_\_\_ and as of \_\_\_\_\_ hours,  
(EOF Director's Name)  
the EOF is operational."

\_\_\_\_ Inform the Emergency Coordinator that the EOF is:

- Operational
- Gathering plant status information
- Ready to receive turnover at the Emergency Coordinator's convenience.

\_\_\_\_ Read the definitions for the following terms contained in Steps 3.6.1 and 3.6.2 in the body of this procedure:

- Stable
- Degrading
- Improving
- Emergency Release

**NOTE:** The following step may be accomplished by conducting a Time Out or by verifying the level of readiness with the individuals in the positions.

\_\_\_\_ Verify the following positions, at a minimum, are ready to activate (i.e. have received the necessary information from their TSC counterpart, etc.) and are positioned to perform the next off site agency communication via the Emergency Notification Form (ENF).

- \_\_\_\_ Accident Assessment Manager
- \_\_\_\_ Radiological Assessment Manager
- \_\_\_\_ Lead Off-Site Agency Communicator

**NOTE:** Emergency Coordinator faxes copy of EOF Director Turnover Form to EOF. A copy of the "EOF Director Turnover Form" is provided on page 8 of this enclosure for use if needed.

\_\_\_\_\_ Receive turnover from Emergency Coordinator utilizing the "EOF Director Turnover Form."

**NOTE:** The EOF Director is responsible for determining Emergency Classifications, approving Protective Action Recommendations, and approving Off-Site Agency Emergency Notification Forms after the EOF is activated. These responsibilities remain with the EOF Director and shall not be delegated.

\_\_\_\_\_ Inform the Emergency Coordinator that the EOF is ready to activate.

**NOTE:** For all drills, messages should be preceded with "This is a drill. This is a drill."

\_\_\_\_\_ Announce over the EOF public address system the following:

"Attention all EOF personnel. The EOF was activated at \_\_\_\_\_ hours. This is \_\_\_\_\_. I am the EOF Director and have taken responsibility for emergency management from the Emergency Coordinator in the Technical Support Center. The current emergency classification is \_\_\_\_\_. The following is a summary of the plant status.....

Additional information will be provided to you as conditions change. The next off-site agency notification shall be transmitted by \_\_\_\_\_ hours. The EOF staff shall prepare for a time-out and a roundtable discussion at \_\_\_\_\_ hours."

\_\_\_\_\_ Log on to the Emergency Notification Form by following the instructions in the EOF Directors Logbook behind the ENF Logon Instructions tab.

\_\_\_\_\_ Discuss current emergency classification with the EOF staff and verify that it meets the criteria of:

- Catawba RP/0/A/5000/001
- OR**
- McGuire RP/0/A/5700/000

\_\_\_\_\_ Upon declaration of a Site Area Emergency, consult with the Accident Assessment Manger and the Radiological Assessment Manager to determine potential zones for protective action recommendations should the event progress to a General Emergency.

\_\_\_\_ Upon declaration of a General Emergency, the EOF Director shall IMMEDIATELY (within 15 minutes) recommend Protective Actions to off-site authorities via the Emergency Notification Form (ENF) using:

- Catawba Enclosure 4.2, Page 1
- McGuire Enclosure 4.3

\_\_\_\_ Evaluate specific plant conditions, off-site dose projections, field monitoring team data, and assess need to update Protective Action Recommendations made to states and counties in the previous notification.

- Catawba Enclosure 4.2, page 2
- McGuire Enclosure 4.3

\_\_\_\_ Review dose projections with Radiological Assessment manager to determine if Protective Action Recommendations are required beyond the 10 mile EPZ.

\_\_\_\_ **IF** Protective Action Recommendations are required beyond 10 miles, **THEN** notify the states and counties and request they consider sheltering/evacuation of the general population located beyond the affected 10 mile EPZ.

\_\_\_\_ Discuss, or delegate to the Assistant EOF Director the responsibility to discuss, plant status with the County Directors of Emergency Preparedness (CDEP), the State Liaisons or the State Directors of Emergency Preparedness (SDEP) as necessary/requested using one of the following methods:

- The EOF State Liaisons will communicate information from the EOF Director to County/State representatives using the Decision Line.
- Use the EOF/Assistant EOF Director telephone speed dial to contact the appropriate states/counties **OR** obtain the telephone numbers from the appropriate Emergency Telephone Directory.

Catawba Site Specific	
Name	
_____	York CDEP _____
_____	Mecklenburg CDEP _____
_____	Gaston CDEP _____
_____	NC SDEP _____
_____	SC SDEP _____

McGuire Site Specific	
Name	
_____	Mecklenburg CDEP _____
_____	Gaston CDEP _____
_____	Lincoln CDEP _____
_____	Iredell CDEP _____
_____	Catawba CDEP _____
_____	Cabarrus CDEP _____
_____	NC SDEP _____

\_\_\_\_\_ **IF** Duke Power has provided Protective Action Recommendations to the States and Counties, **THEN** request SDEPs and CDEPs to inform the EOF Director of the decisions for actual Protective Actions for the plume exposure pathway populations. Record SDEPs and CDEPs protective action decisions below:

Zones Evacuated: \_\_\_\_\_

Zones Sheltered: \_\_\_\_\_

Information Received from: \_\_\_\_\_

\_\_\_\_\_ Inform Emergency Coordinator of SDEPs and CDEPs protective actions decisions and other off-site conditions.

\_\_\_\_\_ Perform the following steps as needed throughout the event:

- Conduct a time-out and hold a roundtable discussion approximately every 30 minutes with the EOF staff to discuss:
  - Emergency Classification
  - Protective Action Recommendations
  - Emergency Notification Form status
  - Off-site dose projections
  - Mitigation strategies
  - Termination criteria as defined in Enclosure 4.4
- Announce to the EOF the emergency classification, plant status, and priorities via the EOF public address system following EOF time-outs.
- The Emergency Coordinator updates may be broadcast on the EOF public address system.

- Advise Emergency Coordinator of the following:
  - All aspects of the emergency situation, including alternate strategies outside of procedures as plant conditions dictate.
  - Emergency Classification changes
  - Protective Action Recommendations changes
  - Mitigation strategies
  - Contingency plans
- Ensure that 10CFR50.54(x) actions are approved prior to performing the action. (Reasonable actions that depart from a license condition or technical specification may be performed in an emergency, per 10CFR50.54(x), when this action is immediately needed to protect the health and safety of the public and no action consistent with the license condition or technical specification that can provide adequate or equivalent protection is immediately apparent. Deviation from an Emergency Procedure constitutes a 10CFR50.54(x) action. Actions taken per 10CFR50.54(x) shall be:
  - Approved, as a minimum, by a Licensed Senior Reactor Operator prior to taking such action, and
  - Documented in the Reactor Operators Logbook, and
  - Documented in the TSC Logbook, and
  - Reported to the NRC within one hour using RP/O/B/5000/013, "NRC Notification Requirements" {3}
- Authorize emergency worker extensions if the radiation exposure doses are expected to exceed the blanket dose extension limits authorized by the Radiation Protection Manager using:
  - Catawba RP/O/A/5000/018
  - McGuire System Radiation Protection Manual Section VI-6
- Approve personnel with training deficiencies prior to their participation as an EOF staff member. This approval shall be documented in the EOF Log.
- Assist Emergency Coordinator as requested upon entry into Severe Accident Management Guidelines.
- Turn over EOF Director duties to the Assistant EOF Director prior to leaving the EOF Director's Area.

\_\_\_\_\_ Verify that the EOF Emergency Planner completes the "EOF 24-Hour Staffing Log" located in Enclosure 4.16.

\_\_\_\_\_ Assist TSC Emergency Coordinator as a Decision Maker upon entry into Severe Accident Management Guidelines (SAMG) {PIP-0-M-99-2593}.

**NOTE:** The Off-Site Recovery Organization will stay at the EOF and work with the counties and states if radiological conditions exist beyond the site boundary. The On-Site Recovery Organization will be established by the Emergency Coordinator.

\_\_\_\_\_ Establish Recovery Organization if needed using:

- Catawba RP/0/A/5000/025
- McGuire RP/0/A/5700/024

\_\_\_\_\_ Conduct a critique following termination of a drill or actual event.

\_\_\_\_\_ Provide all completed paperwork to Emergency Planning following termination of a drill or actual event.

Close out the emergency event in accordance with the applicable procedure:

\_\_\_\_\_ Notification of Unusual Event

Catawba - RP/0/A/5000/002

McGuire - RP/0/A/5700/001

\_\_\_\_\_ Alert

Catawba - RP/0/A/5000/003

McGuire - RP/0/A/5700/002

\_\_\_\_\_ Site Area Emergency

Catawba - RP/0/A/5000/004

McGuire - RP/0/A/5700/003

\_\_\_\_\_ General Emergency

Catawba - RP/0/A/5000/005

McGuire - RP/0/A/5700/004

EOF Director Turnover Form {5}

PLANT CONDITIONS

Time \_\_\_\_\_ Date \_\_\_\_\_ Plant and Unit Affected \_\_\_\_\_

Status of Unaffected Unit \_\_\_\_\_

Reactor Power Level (or operating mode if shutdown) Unit 1 \_\_\_\_\_ Unit 2 \_\_\_\_\_

Emergency Classification: \_\_\_\_\_

List the problems ongoing at this time: \_\_\_\_\_

\_\_\_\_\_

Status of off-site and on-site power supplies (including diesels):

D/G A \_\_\_\_\_ SATA \_\_\_\_\_ BUSS Line A \_\_\_\_\_

D/G B \_\_\_\_\_ SATB \_\_\_\_\_ BUSS Line B \_\_\_\_\_

RADIOLOGICAL STATUS

On-site and off-site radiological status is as follows: \_\_\_\_\_

\_\_\_\_\_

Site Assembly conducted: Yes \_\_\_\_\_ No \_\_\_\_\_

Site Evacuation: Yes \_\_\_\_\_ No \_\_\_\_\_ Time of Evacuation \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

Number field monitoring teams assembled \_\_\_\_\_

Number field monitoring teams deployed \_\_\_\_\_

Protective Action Recommendations provided to states/counties:

- Evacuate \_\_\_\_\_
- Shelter \_\_\_\_\_

OFFSITE COMMUNICATIONS

Off-Site Communicators' next Emergency Notification Form Due: \_\_\_\_\_ (Time)

Communications checks complete and ready for turnover (Yes/No) \_\_\_\_\_

EOF Activation Time/Date: \_\_\_\_\_ / \_\_\_\_\_

**Make an immediate PROTECTIVE ACTION RECOMMENDATION (PAR)** to be entered on Line 15 of the Emergency Notification Form using one of the following tables:

**WIND SPEED LESS THAN OR EQUAL TO 5 MPH**

Evacuate zones: A0, A1, B1, C1, D1, E1, F1

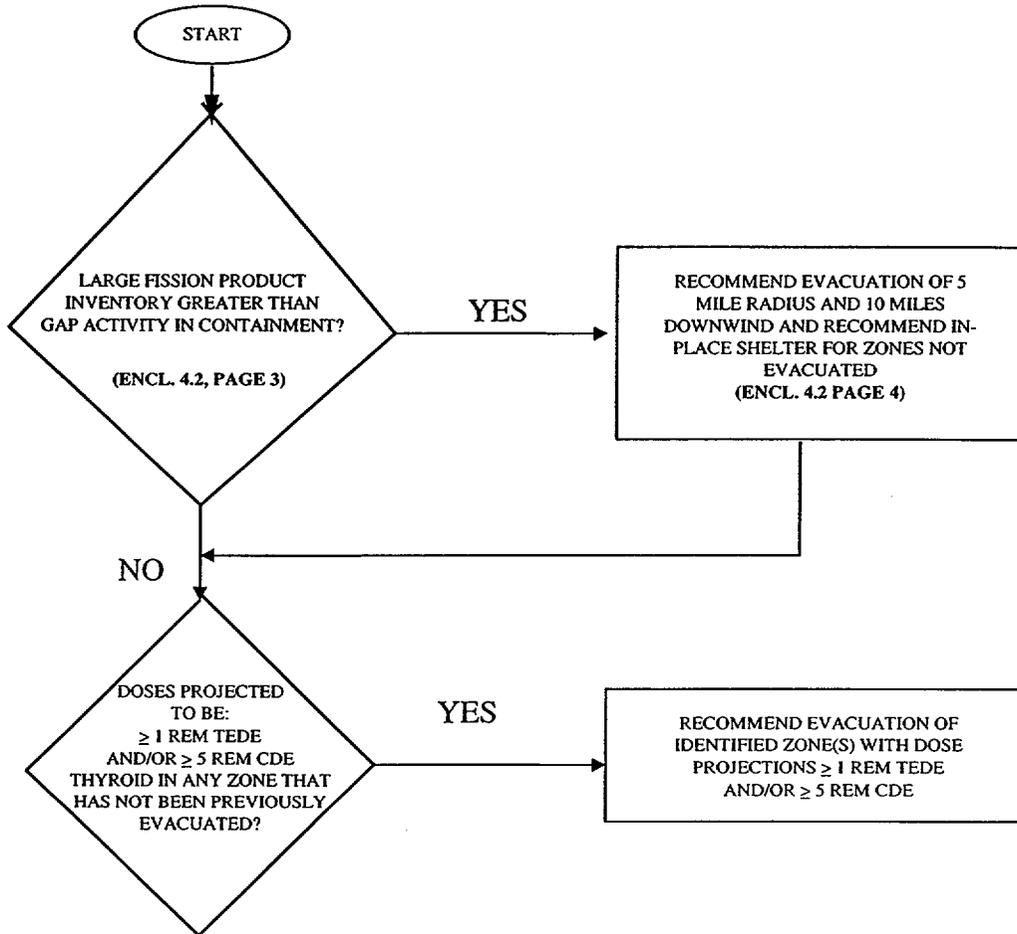
**AND**

Shelter In-Place zones: A2, A3, B2, C2, D2, E2, F2, F3

**WIND SPEED GREATER THAN 5 MPH**

Wind Direction (Degrees from North)	2 Mile Radius - 5 miles Downwind	Remainder of EPZ
	<i>EVACUATE</i>	<i>SHELTER IN-PLACE</i>
348.75 -11.25	A0, B1, C1, D1	A1, A2, A3, B2, C2, D2, E1, E2, F1, F2, F3
11.26 -33.75	A0, C1, D1	A1, A2, A3, B1, B2, C2, D2, E1, E2, F1, F2, F3
33.76 -56.25	A0, C1, D1, E1	A1, A2, A3, B1, B2, C2, D2, E2, F1, F2, F3
56.26 -78.75	A0, C1, D1, E1, F1	A1, A2, A3, B1, B2, C2, D2, E2, F2, F3
78.76 -101.25	A0, C1, D1, E1, F1	A1, A2, A3, B1, B2, C2, D2, E2, F2, F3
101.26 -123.75	A0, D1, E1, F1	A1, A2, A3, B1, B2, C1, C2, D2, E2, F2, F3
123.76 -146.25	A0, E1, F1	A1, A2, A3, B1, B2, C1, C2, D1, D2, E2, F2, F3
146.26 -168.75	A0, A1, E1, F1	A2, A3, B1, B2, C1, C2, D1, D2, E2, F2, F3
168.76 -191.25	A0, A1, E1, F1	A2, A3, B1, B2, C1, C2, D1, D2, E2, F2, F3
191.26 -213.75	A0, A1, B1, E1, F1	A2, A3, B2, C1, C2, D1, D2, E2, F2, F3
213.76 -236.25	A0, A1, B1, F1	A2, A3, B2, C1, C2, D1, D2, E1, E2, F2, F3
236.26 -258.75	A0, A1, B1, F1	A2, A3, B2, C1, C2, D1, D2, E1, E2, F2, F3
258.76 -281.25	A0, A1, B1, C1	A2, A3, B2, C2, D1, D2, E1, E2, F1, F2, F3
281.26 -303.75	A0, A1, B1, C1	A2, A3, B2, C2, D1, D2, E1, E2, F1, F2, F3
303.76 -326.25	A0, B1, C1	A1, A2, A3, B2, C2, D1, D2, E1, E2, F1, F2, F3
326.26 -348.74	A0, B1, C1, D1	A1, A2, A3, B2, C2, D2, E1, E2, F1, F2, F3

Guidance for Protective Actions  
Protective Action Recommendation Flowchart



CONTINUE ASSESSMENT OF LARGE FISSION PRODUCT INVENTORY IN CONTAINMENT, DOSE PROJECTION CALCULATIONS, WIND SPEED AND WIND DIRECTION TO DETERMINE IF ADDITIONAL ZONES SHOULD BE RECOMMENDED FOR EVACUATION.

NOTE:

CHANGES IN WIND SPEED AND/OR WIND DIRECTION MAY REQUIRE THAT ADDITIONAL ZONES BE RECOMMENDED FOR EVACUATION. THESE ADDITIONAL RECOMMENDATIONS ARE BASED ON THE FOLLOWING:

- **IF** WIND SPEED IS LESS THAN OR EQUAL TO 5 MPH **AND** LARGE FISSION PRODUCT INVENTORY IS LESS THAN GAP ACTIVITY IN CONTAINMENT **THEN** RECOMMEND EVACUATION OF ZONES A0, A1, B1, C1, D1, E1, AND F1 IF NOT PREVIOUSLY RECOMMENDED FOR EVACUATION
- **IF** WIND SPEED IS GREATER 5 MPH **AND** LARGE FISSION PRODUCT INVENTORY IS LESS THAN GAP ACTIVITY IN CONTAINMENT **THEN** USE ENCLOSURE 4.2 TO DETERMINE IF EVACUATION OF ADDITIONAL ZONES SHOULD BE RECOMMENDED
- **IF** LARGE FISSION PRODUCT INVENTORY IS GREATER THAN GAP ACTIVITY IN CONTAINMENT **THEN** USE ENCLOSURE 4.2 PAGE 4 OF 4 TO DETERMINE IF EVACUATION OF ADDITIONAL ZONES SHOULD BE RECOMMENDED

**Guidance for Protective Actions**

**Guidance for Determination of Gap Activity**

Fission product inventory inside Containment is greater than gap activity if the containment radiation level exceeds the levels in the table below:

TIME AFTER SHUTDOWN (HOURS)	HIGH RANGE CONTAINMENT MONITOR READING - EMF 53A and/or EMF 53B <i>100 % GAP Activity Release</i>
0	2,340 R/Hr
0 - 2	864 R/Hr
2 - 4	624 R/Hr
4 - 8	450 R/Hr
>8	265 R/Hr

**Protective Action Zones Determination Table**  
(This Table Used For Large Fission Product Inventory Greater Than Gap Activity In Containment Only)  
Use this table to determine the recommended zones for evacuation within the  
**5 mile radius and 10 miles downwind for any windspeed.**

<b>PROTECTIVE ACTION ZONES DETERMINATION TABLE</b>		
<b>Wind Direction (Degrees from North)</b>	<b>5 Mile Radius - 10 miles Downwind</b>	<b>Remainder of EPZ</b>
	<i>EVACUATE</i>	<i>IN-PLACE SHELTER</i>
348.75 -11.25	A0, A1, B1, B2, C1, C2, D1, D2, E1, F1	A2, A3, E2, F2, F3
11.26 -33.75	A0, A1, B1, C1, C2, D1, D2, E1, F1	A2, A3, B2, E2, F2, F3
33.76 -56.25	A0, A1, B1, C1, C2, D1, D2, E1, E2, F1	A2, A3, B2, F2, F3,
56.26 -78.75	A0, A1, B1, C1, C2, D1, D2, E1, E2, F1, F2	A2, A3, B2, F3
78.76 -101.25	A0, A1, B1, C1, D1, D2, E1, E2, F1, F2	A2, A3, B2, C2, F3,
101.26 -123.75	A0, A1, B1, C1, D1, D2, E1, E2, F1, F2, F3	A2, A3, B2, C2
123.76 -146.25	A0, A1, B1, C1, D1, E1, E2, F1, F2, F3	A2, A3, B2, C2, D2
146.26 -168.75	A0, A1, A2, B1, C1, D1, E1, E2, F1, F2, F3	A3, B2, C2, E2
168.76 -191.25	A0, A1, A2, B1, C1, D1, E1, F1, F2, F3	A3, B2, C2, D2, E2
191.26 -213.75	A0, A1, A2, A3, B1, B2, C1, D1, E1, F1, F2, F3	C2, D2, E2
213.76 -236.25	A0, A1, A2, A3, B1, B2, C1, D1, E1, F1, F2, F3	C2, D2, E2
236.26 -258.75	A0, A1, A2, A3, B1, B2, C1, D1, E1, F1, F3	C2, D2, E2, F2
258.76 -281.25	A0, A1, A2, A3, B1, B2, C1, C2, D1, E1, F1	D2, E2, F2, F3
281.26 -303.75	A0, A1, A2, A3, B1, B2, C1, C2, D1, E1, F1	D2, E2, F2, F3
303.76 -326.25	A0, A1, A3, B1, B2, C1, C2, D1, E1, F1	A2, D2, E2, F2, F3
326.26 -348.74	A0, A1, B1, B2, C1, C2, D1, D2, E1, F1	A2, A3, E2, F2, F3

\_\_\_\_\_ **Make an immediate PROTECTIVE ACTION RECOMMENDATION (PAR)** within 15 minutes to be entered on line 15 of the Emergency Notification Form (ENF) using the following information as appropriate.

**NOTE:**{5}1.. If necessary, obtain needed data from one of the following sources in order of sequence:

A. DPC Meteorological Lab (8-594-0341).

B. National Weather Service in Greer, S.C. (864-879-1085 or 1-800-268-7785).

C. Catawba Nuclear Station Control Room (8-831-2338).

**IF** containment radiation levels exceed the levels on Enclosure 4.3, page 2 of 3, **THEN:**

\_\_\_\_\_ Evacuate the 5-mile radius **AND** 10 miles downwind as shown in the table on Enclosure 4.3, page 2 of 3, using wind direction.

**AND**

\_\_\_\_\_ Shelter remaining zones as shown in the table on Enclosure 4.3, page 2 of 3, using wind direction.

**OR**

**IF** containment radiation levels **DO NOT** exceed the levels on Enclosure 4.3, page 2 of 3, **THEN:**

**IF** wind speed is less than or equal to 5 MPH, **THEN:**

\_\_\_\_\_ Evacuate zones L, B, M, C, N, A, D, O, R

**AND**

\_\_\_\_\_ Shelter zones E, F, G, H, I, J, K, P, Q, S

**OR**

**IF** wind speed is greater than 5 MPH, **THEN:**

\_\_\_\_\_ Evacuate the 2-mile radius **AND** 5 miles downwind as shown in the table on Enclosure 4.3, page 3 of 3, using wind direction.

**AND**

\_\_\_\_\_ Shelter remaining zones as shown on Enclosure 4.3, page 3 of 3, using wind direction.

**NOTE:** Fission product inventory inside containment is greater than gap activity if the containment radiation level exceeds the levels in the table below

\_\_\_\_\_ **IF** the OAC is available, **THEN** call up the following computer points based on need:

Unit 1 OAC

Unit 2 OAC

M1A0829	1EMF51A	M2A0829	2EMF51A
M1A0835	1EMF51B	M2A0835	2EMF51B

<u>Time After Shutdown (Hours)</u>	<u>Containment Monitor Reading (R/HR) EMF51A or 51B (100% Gap Activity Release)</u>
0	2,340
0-2	864
2-4	624
4-8	450
>8	265

**PROTECTIVE ACTION ZONES DETERMINATION**

<b>For Containment Radiation Levels Exceeding GAP Activity</b>		
Wind Direction (deg from N) Chart Recorder 1EEBCR9100 Point # 8 Average Upper Wind Direction{5}	Evacuate 5 Mile Radius-10 Mile Downwind	Shelter
0 - 22.5	L,B,M,C,N,A,D,O,R,E,S,F	G,H,I,J,K,P,Q
22.6 - 45.0	L,B,M,C,N,A,D,O,R,E,Q,S	F,G,H,I,J,K,P
45.1 - 67.5	L,B,M,C,N,A,D,O,R,E,Q,S	F,G,H,I,J,K,P
67.6 - 90.0	L,B,M,C,N,A,D,O,R,P,Q,S	E,F,G,H,I,J,K
90.1 - 112.5	L,B,M,C,N,A,D,O,R,K,P,Q,S	E,F,G,H,I,J
112.6 - 135.0	L,B,M,C,N,A,D,O,R,I,K,P,Q,S	E,F,G,H,J
135.1 - 157.5	L,B,M,C,N,A,D,O,R,I,K,P,Q	E,F,G,H,I,S
157.6 - 180.0	L,B,M,C,N,A,D,O,R,I,J,K,P	E,F,G,H,Q,S
180.1 - 202.5	L,B,M,C,N,A,D,O,R,G,H,I,J,K,P	E,F,Q,S
202.6 - 225.0	L,B,M,C,N,A,D,O,R,G,H,I,J,K,P	E,F,Q,S
225.1 - 247.5	L,B,M,C,N,A,D,O,R,F,G,H,I,J	E,K,P,Q,S
247.6 - 270.0	L,B,M,C,N,A,D,O,R,F,G,H,I,J	E,K,P,Q,S
270.1 - 292.5	L,B,M,C,N,A,D,O,R,E,F,G,H,J	I,K,P,Q,S
292.6 - 315.0	L,B,M,C,N,A,D,O,R,E,F,G	H,I,J,K,P,Q,S
315.1 - 337.5	L,B,M,C,N,A,D,O,R,E,F,G	H,I,J,K,P,Q,S
337.6 - 359.9	L,B,M,C,N,A,D,O,R,E,F,S	G,H,I,J,K,P,Q

<b>Wind Speed Greater than 5 Miles per Hour</b>		
Wind Direction (deg from N) Chart Recorder 1EEBCR9100 Point # 8 Average Upper Wind Direction{5}	<b>Evacuate</b> 2 Mile Radius-5 Mile Downwind	<b>Shelter</b>
0 - 22.5	L,B,M,C,D,O,R	A,E,F,G,H,I,J,K,N,P,Q,S
22.6 - 45.0	L,B,M,C,D,O,R	A,E,F,G,H,I,J,K,N,P,Q,S
45.1 - 67.5	L,B,M,C,D,O,R	A,E,F,G,H,I,J,K,N,P,Q,S
67.6 - 90.0	L,B,M,C,D,O,R,N	A,E,F,G,H,I,J,K,P,Q,S
90.1 - 112.5	L,B,M,C,O,R,N	A,D,E,F,G,H,I,J,K,P,Q,S
112.6 - 135.0	L,B,M,C,O,N,R,A	D,E,F,G,H,I,J,K,P,Q,S
135.1 - 157.5	L,B,M,C,O,A,N	D,E,E,G,H,I,J,K,P,Q,R,S
157.6 - 180.0	L,B,M,C,A,N	D,E,F,G,H,I,J,K,O,P,Q,R,S
180.1 - 202.5	L,B,M,C,A,N	D,E,F,G,H,I,J,K,O,P,Q,R,S
202.6 - 225.0	L,B,M,C,A,N,D	E,F,G,H,I,J,K,O,P,Q,R,S
225.1 - 247.5	L,B,M,C,A,D	E,F,G,H,I,J,K,N,O,P,Q,R,S
247.6 - 270.0	L,B,M,C,A,D	E,F,G,H,I,J,K,N,O,P,Q,R,S
270.1 - 292.5	L,B,M,C,A,D	E,F,G,H,I,J,K,N,O,P,Q,R,S
292.6 - 315.0	L,B,M,C,A,D	E,F,G,H,I,J,K,N,O,P,Q,R,S
315.1 - 337.5	L,B,M,C,D,R	A,E,F,G,H,I,J,K,N,O,P,Q,S
337.6 - 359.9	L,B,M,C,D,R	A,E,F,G,H,I,J,K,N,O,P,Q,S

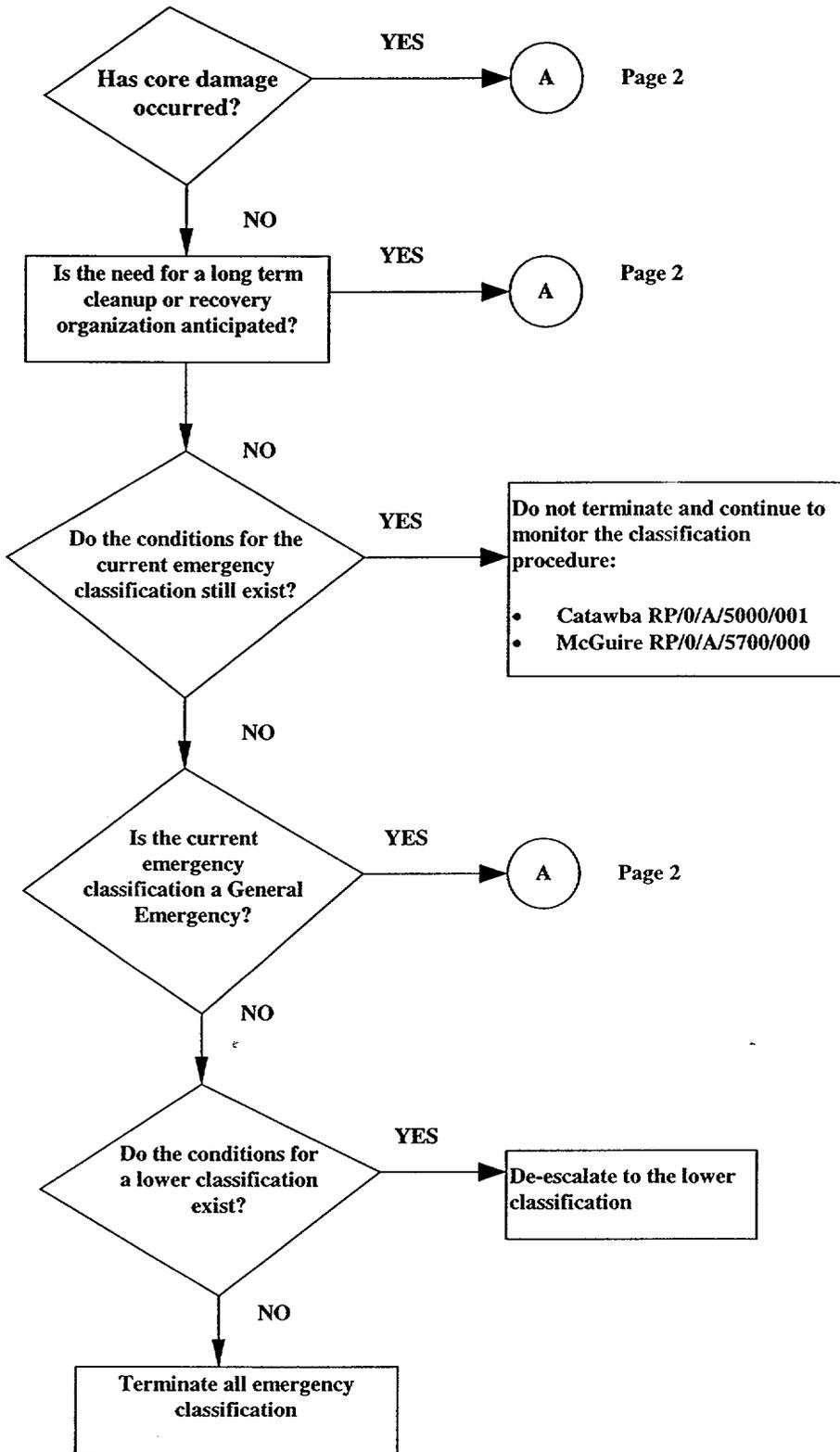
**GUIDANCE FOR OFFSITE PROTECTIVE ACTIONS**

PAGs  
 (Projected Dose)

Total Effective Dose Equivalent (TEDE)	Committed Dose Equivalent (CDE) Thyroid	Recommendation
< 1 rem	< 5 rem	No Protective Action is required based on projected dose.
≥ 1 rem	≥ 5 rem	Evacuate affected zones and shelter the remainder of the 10 mile EPZ not evacuated.

Protective Action Guides (PAGs) are levels of radiation dose at which prompt protective actions should be initiated and are based on EPA-400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents.

**Emergency Classification Downgrade/  
Termination Criteria**



**Emergency Classification Downgrade/  
Termination Criteria**

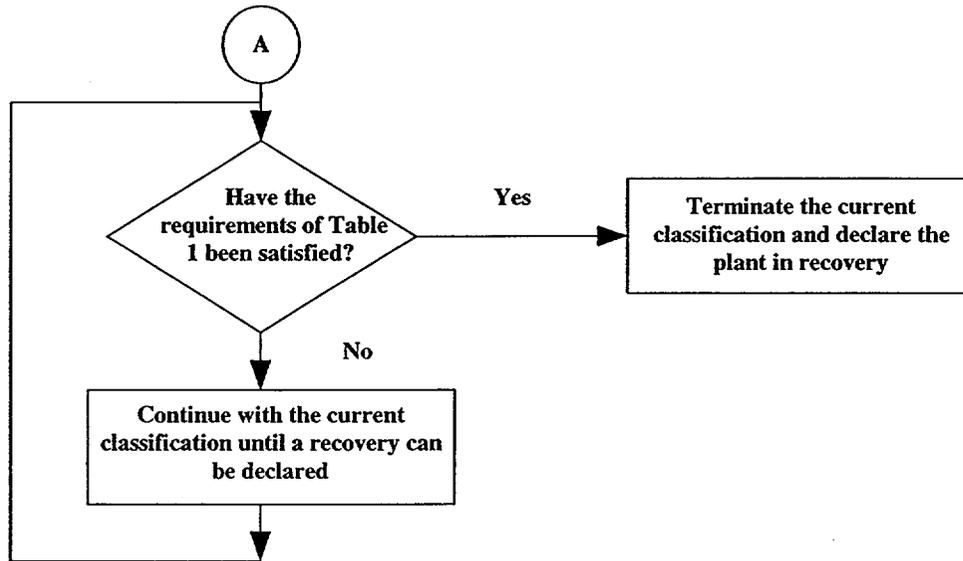


Table 1

- \_\_\_\_\_ No new evacuation or sheltering protective actions are anticipated.
- \_\_\_\_\_ Containment pressure is less than design pressure.
- \_\_\_\_\_ Decay heat rejection to the ultimate heat sink has been established and either :
  - Injection and heat removal have redundancy available (2 trains of injection/DHR or a train of DHR and S/G cooling),

**OR**

  - No additional fission product release or fission product barrier challenges would be expected for at least 2 hours following interruption of injection. {2}
- \_\_\_\_\_ The risks from recriticality are acceptably low.
- \_\_\_\_\_ Radiation Protection is monitoring access to radiologically hazardous areas.
- \_\_\_\_\_ Off-site conditions do not limit plant access.
- \_\_\_\_\_ The Public Information Coordinator, NRC officials, and State representatives have been consulted to determine the effects of termination on their activities.
- \_\_\_\_\_ The recovery organization is ready to assume control of recovery operations:
  - Catawba - RP/0/B/5000/025
  - McGuire - RP/0/A/5700/024

## INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Notify EOF Director that the Radiological Assessment Manager (RAM) position is operational.
- \_\_\_\_\_ Ensure all Radiation Protection personnel reporting to the EOF also sign in on the staffing board.
- \_\_\_\_\_ Power up the Radiological Assessment Computer.
- \_\_\_\_\_ Verify EOF Off-Site Agency Communicators have opened an electronic Emergency Notification Form.
- \_\_\_\_\_ Log on to the Emergency Notification Form by following the instructions in the EOF Radiological Assessment Managers Logbook behind the ENF Logon Instructions tab.
- \_\_\_\_\_ Verify the electronic Emergency Notification Form can be accessed.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Discuss the following with the EOF Director:
  - 1) Any release in progress, including dose rates (especially at the site boundary)
  - 2) Field Team status/data
  - 3) On-site radiological concerns
- \_\_\_\_\_ Review Criteria in "Classification of Emergency" procedure for emergency classification changes and discuss with Accident Assessment personnel plant conditions including power failures, valve closures, etc.

Catawba RP/0/A/5000/001

**OR**

McGuire RP/0/A/5700/000

**Catawba Specific**

- \_\_\_\_\_ Obtain HP/0/B/1009/009, "Guidelines for Accident and Emergency Response," and perform duties as described in the procedure.
- \_\_\_\_\_ Establish communications with the TSC via the RP Loop; communication established after beep. {4}

**NOTE:** Radiological dose projection information is not required for Emergency Notification Forms that are sent as initial notification of an emergency classification or initial notification of a change to the emergency classification.

- \_\_\_\_\_ Provide radiological information on the electronic Emergency Notification Form as appropriate.
- \_\_\_\_\_ Review dose projections to determine if Protective Action Recommendations are required beyond the 10 mile EPZ.
- \_\_\_\_\_ Evaluate with the EOF Director recommendations for public protective actions.
- \_\_\_\_\_ Assist Public Affairs and/or Public Spokesperson with dose comparisons based on computer model or field data.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

## EOF Dose Assessor Checklist

## Initial EOF Activation Checklist

## INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

\_\_\_\_\_ Put on position badge.

\_\_\_\_\_ Sign in on the EOF staffing board.

\_\_\_\_\_ Initiate a Log of Activities.

\_\_\_\_\_ Turn on dose assessment and data acquisition computers and acquire necessary information. **IF** data acquisition programs are unavailable, **THEN** request from TSC information obtained from SDS or the Control Room (EMF and Met data).

\_\_\_\_\_ Log on to the Emergency Notification Form by following the instructions in the EOF Dose Assessors Logbook behind the ENF Logon Instructions tab.

**NOTE:** Be aware of the effects of loss of power on critical EMFs.

\_\_\_\_\_ Verify operability and validity of EMFs through the TSC.

\_\_\_\_\_ Verify effluent discharge alignment with Shift Lab, RP Manager (TSC), or RP Dose Assessors (TSC) as necessary.

\_\_\_\_\_ Establish communications with dose assessment personnel at the TSC. Compare information, projections and strategies with the TSC.

**Catawba Specific**

\_\_\_\_\_ Set up video conferencing with the TSC Dose Assessors, if desired.

\_\_\_\_\_ Obtain turnover from the TSC.

\_\_\_\_\_ Verify operability of the Health Physics Network (HPN) phone by placing a call to the NRC using the number listed on the HPN phone

**NOTE:** The NRC Regional Office will request the activation of the HPN phone through the Emergency Notification System (ENS) telephone if desired.

\_\_\_\_\_ **IF** requested during a drill or actual event, **THEN** activate the HPN phone by placing a call to the NRC using the number listed on the HPN phone.

**NOTE:**

1. Perform off-site dose projections and determine protective action recommendations.
2. Dose projections shall be run at least every 30 minutes or as directed by the RAM.

\_\_\_\_\_ Analyze source term data, formulate source term mitigation strategies, and provide information to the Radiological Assessment Manager, members of the EOF and TSC Dose Assessors as required.

\_\_\_\_\_ Perform dose projections as appropriate to plant conditions.

\_\_\_\_\_ Interact with Field Monitoring Coordinator to compare off-site dose projections to actual field readings.

**NOTE:** Radiological dose projection information is not required for Emergency Notification Forms that are sent as initial notification of an emergency classification or initial notification of a change to the emergency classification.

\_\_\_\_\_ Transfer (and review) data from Raddose V to the electronic Emergency Notification Form.

\_\_\_\_\_ Evaluate dose projections and provide protective action recommendations to the Radiological Assessment Manger and the EOF Director.

\_\_\_\_\_ **IF** SAMGs are implemented **AND** offsite releases approach, or exceed, 1REM TEDE or 5 REM Thyroid CDE, **THEN** notify the EOF SAMG Evaluator (Located in the Accident Assessment Area). {PIP-M-99-5381 }

\_\_\_\_\_ Restore equipment to a "Ready Status" and notify appropriate personnel of conditions that would cause a less than operational status.

\_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

## Field Monitoring Coordinator Checklist

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire, when reporting to the facility outside of your normal work hours.

\_\_\_\_\_ Put on position badge.

\_\_\_\_\_ Sign in on the EOF staffing board.

\_\_\_\_\_ Obtain a copy of SH/0/B/2005/002 (Protocol for the Field Monitoring Coordinator During Emergency Conditions).

\_\_\_\_\_ Establish a log of activities.

**Catawba Specific**

\_\_\_\_\_ Perform duties as described in the following:

- HP/0/B/1009/004, "Environmental Monitoring for Emergency Conditions Within the Ten Mile Radius of CNS"
- HP/0/B/1009/009, "Guidelines for Accident and Emergency Response"
- HP/0/B/1009/019, "Emergency Radio System Operation, Maintenance, & Communication"

\_\_\_\_\_ Restore equipment to a "Ready Status" and notify appropriate personnel of conditions that would cause a less than operational status.

\_\_\_\_\_ Provide all completed procedures and copies of logs to the EOF Emergency Planner upon deactivation of the EOF.

**Enclosure 4.8**  
**Radio Operator Checklist**

SR/0/B/2000/003  
Page 1 of 1

INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire, when reporting to the facility outside of your normal work hours.

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Obtain a copy of SH/0/B/2005/002 (Protocol for the Field Monitoring Coordinator During Emergency Conditions), Enclosure 5.3 (Field Monitoring Survey Data Sheet) and Enclosure 5.4 (Meteorological Update for Field Monitoring Teams). {6}
- \_\_\_\_\_ Establish contact with Field Teams.
- \_\_\_\_\_ Relay instructions obtained from the Field Monitoring Coordinator to the Field Teams.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

\_\_\_\_\_ Put on position badge.

\_\_\_\_\_ Sign in on the EOF staffing board.

\_\_\_\_\_ Establish a log of activities

\_\_\_\_\_ Perform the duties as described in the following:

- Catawba RP/0/A/5000/006C
- McGuire RP/0/A/5700/015

\_\_\_\_\_ Ensure emergency notification times are satisfied.

\_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of emergency facility.

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

\_\_\_\_\_ Put on position badge.

\_\_\_\_\_ Sign in on the staffing board located in the EOF Director's area.

\_\_\_\_\_ Establish a log of activities

\_\_\_\_\_ Conduct turnover with Corporate Security to enable them to return to their normal jobs.

\_\_\_\_\_ Process responders found on the Access List as follows:

- Request a photo ID from all personnel entering the EOF.
- Verify the identity of all personnel by comparing the photo ID to facial features.
- Direct all personnel to sign the Emergency Planning Exercise/Drill or Drill Observer Training Attendance Sheet.
- Direct all personnel to obtain the appropriate EOF position badge.

#### McGuire Specific

\_\_\_\_\_ Process responders with "NO ACCESS" appearing beside their names as follows:

- Call an FFD contact listed in RP/0/A/5700/014, Tab 8, to verify if "NO ACCESS" is for a positive drug screen.

**NOTE:** Verification by the FFD contact of no positive drug screen indicates that the responder is Fit for Duty and "NO ACCESS" is related to a training deficiency.

- Ask EOF Director to waive training requirement and allow access. Document waiver in the EOF Log.
- Ask Emergency Coordinator to waive training requirement if the EOF Director has "NO ACCESS" due to expired training. Document waiver in the EOF log.

Access Control Director Checklist

\_\_\_\_\_ Process responders not found on the Access List as follows:

- Request EOF access from the appropriate EOF group primary, EOF Director, or Assistant EOF Director, if prior approval has not been given.
- Request approved credentials from Federal, State and Off-Site Agency officials desiring EOF access and direct them to sign the Drill Observer Training Attendance Sheet, if applicable.
- Request picture ID from any Duke Power observers and direct them to sign the Drill Observer Training Attendance Sheet, if applicable.

\_\_\_\_\_ Notify Corporate Security to secure EOF following deactivation of the emergency facility.

\_\_\_\_\_ Notify Facility Services at 382-4948 to clean the EOF following deactivation of the EOF.

\_\_\_\_\_ Place new EOF Access List in appropriate box at EOF Access Control desk.

\_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

## INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

\_\_\_\_\_ Put on position badge.

\_\_\_\_\_ Sign in on the EOF staffing board.

\_\_\_\_\_ Establish a log of activities

\_\_\_\_\_ **IF** additional positions are needed to support the emergency, **THEN** staff the Administrative Support and the Reactor Physics positions as appropriate.

- Catawba

Home phone numbers are located in the Catawba Nuclear Site Qualified Emergency Response Organization Members Listing located on the Catawba Emergency Planning Home Page. Office phone numbers are located in the electronic Duke Power telephone directory.

- McGuire

**NOTE:** To access the McGuire Emergency Planning Home Page you must first select the Safety Assurance Home Page from the "Site Web Pages" menu on the McGuire Web Page.

Home and work phone numbers are located in the McGuire Nuclear Site Data Verification & Facility Org. listing located on the McGuire Emergency Planning Home Page. Office phone numbers are also located in the electronic Duke Power telephone directory.

\_\_\_\_\_ Obtain a copy of the "Classification of Emergency" procedure for the affected station.

- Catawba: RP/0/A/5000/001
- McGuire: RP/0/A/5700/000

## Accident Assessment Manager Checklist

\_\_\_\_\_ Obtain a copy of the current classification procedure for the affected station from the procedure cabinet:

Notification of Unusual Event

Catawba - RP/0/A/5000/002

McGuire - RP/0/A/5700/001

Alert

Catawba - RP/0/A/5000/003

McGuire - RP/0/A/5700/002

Site Area Emergency

Catawba - RP/0/A/5000/004

McGuire - RP/0/A/5700/003

General Emergency

Catawba - RP/0/A/5000/005

McGuire - RP/0/A/5700/004

\_\_\_\_\_ Ensure PC is on and displaying plant status.

\_\_\_\_\_ Log on to the Emergency Notification Form by following the instructions in the EOF Accident Assessment Managers Logbook behind the ENF Logon Instructions tab.

\_\_\_\_\_ Verify electronic Emergency Notification Form can be accessed.

\_\_\_\_\_ Perform the following steps as needed

\_\_\_\_\_ Coordinate the following functions:

- Accident Assessment Interface
- Operations Interface
- Reactor Physics (As needed)
- Administrative Support (As needed)

## Accident Assessment Manager Checklist

\_\_\_\_\_ Work closely with the Radiological Assessment Manager and be prepared to discuss the following topics during the EOF staff time-outs or earlier as appropriate:

- Emergency classification recommendations utilizing the "Classification of Emergency" procedure for the affected station:
  - Catawba: RP/0/A/5000/001
  - McGuire: RP/0/A/5700/000
- Protective action recommendations
- Current plant status
- Accident mitigation strategies with priorities
- Anticipated course of the event
- Possible solutions if procedural adequacy becomes a concern
- Prioritization of key issues

\_\_\_\_\_ Provide information contained in Sections 5 through 9 of the Emergency Notification Form. Refer to Step 3.6 in the main body of this procedure for definitions associated with the Emergency Notification Form.

\_\_\_\_\_ Coordinate with the Radiological Assessment Manager to provide the information contained in Section 15 of the Emergency Notification Form.

\_\_\_\_\_ Assist TSC Emergency Coordinator as requested upon entry into Severe Accident Management Guidelines (SAMGs).

\_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

## INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Ensure PC is on and displaying affected station and unit plant status.

**Catawba Specific**

- \_\_\_\_\_ Establish bridge line for Operations Loop. Communication is established after the beep.

**McGuire Specific**

- \_\_\_\_\_ Establish bridge line for Operations Loop by dialing 8-875-4500. Communication is established after the beep.
- \_\_\_\_\_ Establish communication link with System Engineering Manager in the TSC, as needed by dialing 8-875-4954.

- \_\_\_\_\_ Obtain a copy of the Classification of Emergency procedure for the affected station.

- Catawba: RP/0/A/5000/001
- McGuire: RP/0/A/5700/000

## Accident Assessment Interface Checklist

\_\_\_\_\_ Obtain a copy of the current classification procedure for the affected station from the procedure cabinet.

## Notification of Unusual Event

Catawba - RP/0/A/5000/002

McGuire - RP/0/A/5700/001

## Alert

Catawba - RP/0/A/5000/003

McGuire - RP/0/A/5700/002

## Site Area Emergency

Catawba - RP/0/A/5000/004

McGuire - RP/0/A/5700/003

## General Emergency

Catawba - RP/0/A/5000/005

McGuire - RP/0/A/5700/004

\_\_\_\_\_ Obtain a copy of the Core Damage Assessment procedure for the affected station from the procedure cabinet.

- Catawba: RP/0/A/5000/015
- McGuire: RP/0/A/5700/019

\_\_\_\_\_ Obtain a copy of Accident Assessment Technical Manual

\_\_\_\_\_ Gather plant status information using the Accident Assessment Initial Information Request Form found on page 4 of this enclosure.

\_\_\_\_\_ Upon declaration of a General Emergency **IMMEDIATELY RECOMMEND** to Accident Assessment Manager protective actions using:

- Catawba: Enclosure 4.2
- McGuire: Enclosure 4.3

\_\_\_\_\_ Perform the following steps as needed throughout the event:

\_\_\_\_\_ **IF** condition warrants, **THEN** determine analysis of the reactor core and containment conditions in regard to:

- Core sub-cooling
- Decay heat generation
- Heat removal capabilities (core and containment)
- Fission product release potential (core and containment)

## Accident Assessment Interface Checklist

\_\_\_\_\_ **IF** condition warrants, **THEN** provide:

- Estimates of core uncover times
- Interpretations of reactor water level data

\_\_\_\_\_ Follow status of the Emergency Operations Procedures (EOPs) and discuss with the Accident Assessment Manager.

\_\_\_\_\_ Maintain communication with the Radiological Assessment group in the EOF.

\_\_\_\_\_ Advise Operations Interface of the anticipated course of events.

\_\_\_\_\_ Provide information for status board in the Accident Assessment Group room and maintain the appropriate logs.

\_\_\_\_\_ Advise Accident Assessment Manager on the following:

- Anticipated course of events
- Diagnosis of the accident and mitigation strategies
- Analysis of core and containment
- Core damage and fission product release potential
- Background information of system design
- Emergency classifications

\_\_\_\_\_ Support Systems Engineering Manager in the TSC in accident and mitigation strategies.

\_\_\_\_\_ Assist TSC as requested upon entry into Severe Accident Management Guidelines.

\_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

## Initial Information Request

Initial Information Request	Results
<b>Emergency Classification Status</b>	
EAL Declaration Chronology	
Protective Actions Status	
<b>Reactor/Turbine Status</b>	
Power Level	
Time of Trip & On What Signal	
Any Abnormal Response	
NC Pump Status	
Core Cooling Status (subcooled margin/ RVLIS/natural circulation)	
Orange or Red CSFs Alarms Received	
<b>Safety Injection</b>	
When Actuated & on What Signal	
NV, NI, ND, Ice Condenser Status	
<b>Feedwater</b>	
CF and CA Status	
<b>Main Steam</b>	
Isolation Status	
SMSV, SM PORV, SB Status	
<b>Electric Power</b>	
600V, 4160V, D/G Status	
<b>Containment</b>	
Isolation Status	
NS and VX Status	
<b>Security/Fire/Flooding/HAZMAT/Other Hazards</b>	
Plant Conditions Status	
<b>Off-site Releases</b>	
Status	

**Enclosure 4.13**  
**Operations Interface Checklist**

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INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.

**Catawba Specific**

- \_\_\_\_\_ Establish communications for Operations Loop. Communication is established after the beep.

**McGuire Specific**

- \_\_\_\_\_ Establish bridge line for Operations Loop by dialing 8-875-4500. Communication is established after the beep.

- \_\_\_\_\_ Perform the following steps as needed throughout the event:
  - \_\_\_\_\_ Serve as the communications interface with the Accident Assessment Group and the TSC Operations Group.
  - \_\_\_\_\_ Advise Accident Assessment Group on the following:
    - Emergency Operations Procedures (EOPs)
    - Diagnosis of the accident and mitigation strategies
    - Emergency classification
  - \_\_\_\_\_ Advise TSC of the anticipated course of events.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

**Enclosure 4.14**  
**Administrative Support Checklist**

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INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

- \_\_\_\_\_ Obtain a copy of Accident Assessment Manual, Emergency Operating Procedures and affected plant PRA manual from Nuclear Engineering office area.
- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Ensure PCs are on and functional.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Notify other positions of the Accident Assessment Group at the direction of the Accident Assessment Manager.
- \_\_\_\_\_ Record recommendations of the Accident Assessment team and plant status as appropriate on the status board in the Accident Assessment group room.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

Enclosure 4.15  
Reactor Physics Checklist

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INITIAL

**NOTE:** You are only required to complete enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Obtain any applicable nuclear design calculations from the Nuclear Engineering office area.
- \_\_\_\_\_ Establish communications with the TSC Reactor Engineer.
- \_\_\_\_\_ **IF** conditions warrant, **THEN** determine analysis of the reactor core and the fuel with respect to:
  - Reactor Physics parameters
  - Core subcriticality
- \_\_\_\_\_ Provide Accident Assessment Manager with information concerning any abnormal core conditions.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

**Enclosure 4.16**  
**Emergency Planner Checklist**

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INITIAL

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of your normal work hours.

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.

**NOTE:** The Public Address amplifier is in the Janitor Storage Room across from the bathroom. The controls are in a yellow box mounted on the wall on the right side of the room.

- \_\_\_\_\_ Turn on the EOF Public Address system.
- \_\_\_\_\_ Power up and log on Emergency Planner Computer as follows.
  - \_\_\_\_\_ Log on using "EOFWS" as the USER ID.
  - \_\_\_\_\_ Leave the Password field blank and click OK.
  - \_\_\_\_\_ Display Autolog-EP by performing the following:
    - \_\_\_\_\_ Double click on Emergency Planning icon.
    - \_\_\_\_\_ Double click on AutoLog(EP).
    - \_\_\_\_\_ Enter your User ID.
    - \_\_\_\_\_ Enter the password (PASSWORD).
    - \_\_\_\_\_ Click "Login as Current SS".
    - \_\_\_\_\_ Click OK.
    - \_\_\_\_\_ **IF** the appropriate station log is not displayed, **THEN** select the appropriate station log by clicking on "File" and then "Open" on the menu bar.
- \_\_\_\_\_ Obtain the Emergency Planner headset from the Emergency Planner Desk area and dial into the EP bridge line using 831-4010 or another available bridge line.
- \_\_\_\_\_ Support EOF Director with the following:
  - \_\_\_\_\_ Complete EOF Director Checklist items as requested.

**Enclosure 4.16**  
**Emergency Planner Checklist**

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- Clarify Emergency Plan and Emergency Plan Implementing Procedure information.
- Interface with the NRC.
- Interface with federal, state and local agencies.
- Assist Off-Site Agency Communicators in preparation of emergency notifications as needed.
- Compile a 24-Hour Staffing Log for each EOF position. The log is contained in this enclosure.
- Verify that EOF Public Affairs personnel have considered 24-hour staffing.
- Upon deactivation of the EOF, collect all completed paperwork and forward to the appropriate Emergency Planning Manager.
- Upon deactivation of the EOF, complete "EOF Post Event Checklist."

**EOF DIRECTOR AREA**

**24 HOUR POSITION EOF STAFFING LOG**

Position	Primary		Relief	
	Name (Last, First, MI)	*Shift Schedule	Name (Last, First, MI)	*Shift Schedule
EOF Director				
Assistant EOF Director				
Lead EOF Off-Site Agency Communicator				
EOF Staff Support/ Status Keeper				
EOF Log Recorder				
EOF Emergency Planner				
Radiological Assessment Manager				
Accident Assessment Manager				

\* List hours of coverage; i.e. 0800-2000, or 8am -8pm.

**Enclosure 4.16**  
**Emergency Planner Checklist**

**DOSE ASSESSMENT AREA**  
**24 HOUR POSITION EOF STAFFING LOG**

<b>Position</b>	<b>Primary</b>		<b>Relief</b>	
	<b>Name (Last, First, MI)</b>	<b>*Shift Schedule</b>	<b>Name (Last, First, MI)</b>	<b>*Shift Schedule</b>
EOF Dose Assessor				
EOF Dose Assessor				
EOF Dose Assessor				
EOF Dose Assessor (HPN)				
Field Monitoring Coordinator				
Radio Operator				
Meteorologist				

\* List hours of coverage; i.e. 0800-2000, or 8am -8pm.

**Enclosure 4.16**  
**Emergency Planner Checklist**

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**ACCIDENT ASSESSMENT AREA**  
**24 HOUR POSITION EOF STAFFING LOG**

<b>Position</b>	<b>Primary</b>		<b>Relief</b>	
	<b>Name (Last, First, MI)</b>	<b>*Shift Schedule</b>	<b>Name (Last, First, MI)</b>	<b>*Shift Schedule</b>
EOF Data Coordinator				
EOF Data Coordinator (As Needed)				
Accident Assessment Interface				
Accident Assessment Interface (As Needed)				
Reactor Physics (As Needed)				
Administrative Support (As Needed)				
Operations Interface				

\* List hours of coverage; i.e. 0800-2000, or 8am -8pm.

**OFF SITE AGENCY COMMUNICATOR  
24 HOUR POSITION EOF STAFFING LOG**

Position	Primary		Relief	
	Name (Last, First, MI)	*Shift Schedule	Name (Last, First, MI)	*Shift Schedule
Lead EOF Off-Site Agency Communicator				
EOF Off-Site Agency Communicator				
EOF Off-Site Agency Communicator				

\* List hours of coverage; i.e. 0800-2000, or 8am -8pm.

**ACCESS CONTROL AREA**

**24 HOUR POSITION EOF STAFFING LOG**

Position	Primary		Relief	
	Name (Last, First, MI)	*Shift Schedule	Name (Last, First, MI)	*Shift Schedule
EOF Access Control Director				
EOF Commodities and Facilities Manager				

\* List hours of coverage; i.e. 0800-2000, or 8am -8pm.

**EOF FACILITY POST EVENT CHECKLIST**

- \_\_\_\_\_ Obtain printed copy of EOF Log
- \_\_\_\_\_ Archive Log by selecting the "Archive" button
- \_\_\_\_\_ Shutdown the AutoLog program.

When prompted to "Log off and remain Shift Supervisor" select NO.

Retrieve:

- \_\_\_\_\_ Completed Procedures
- \_\_\_\_\_ Notes

**NOTE:** The Ericsson Cellular phones need to remain on to charge properly.

Turn off:

- \_\_\_\_\_ Copiers
- \_\_\_\_\_ Computers (Leave EOF Director PC and Dose Assessment on with video conferencing running as well as the Data Coordinators Server Computer.)
- \_\_\_\_\_ Video Monitors
- \_\_\_\_\_ Public Address Components
- \_\_\_\_\_ Projectors

Perform:

- \_\_\_\_\_ Applicable sections of SR/0/B/4600/086 to replenish supply cabinet and procedure inventories.
- \_\_\_\_\_ Clean Tables Off
- \_\_\_\_\_ Put all Trash In Containers
- \_\_\_\_\_ Erase Status Boards
- \_\_\_\_\_ Verify all Fax machines have paper supply replenished (5 Fax machines)
- \_\_\_\_\_ Verify all copiers have paper supply replenished (2 Copiers)

Replenish the following:

Position Specific Notebooks (Procedure, Checklist, Log Sheets):

- \_\_\_\_\_ EOF Director
- \_\_\_\_\_ Radiological Assessment Manager
- \_\_\_\_\_ EOF Dose Assessor
- \_\_\_\_\_ Field Monitoring Coordinator
- \_\_\_\_\_ Radio Operator
- \_\_\_\_\_ EOF Off-Site Agency Communicator
- \_\_\_\_\_ Access Control Director
- \_\_\_\_\_ Accident Assessment Manager
- \_\_\_\_\_ Accident Assessment Interface
- \_\_\_\_\_ EOF Operations Interface
- \_\_\_\_\_ EOF Administrative Support

**Enclosure 4.16**  
**Emergency Planner Checklist**

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- \_\_\_\_\_ Reactor Physics
- \_\_\_\_\_ EOF Emergency Planner
- \_\_\_\_\_ EOF Log Recorder/Status Keeper
- \_\_\_\_\_ EOF Data Coordinator
- \_\_\_\_\_ EOF Commodities and Facilities Manager
- \_\_\_\_\_ Meteorologist
- \_\_\_\_\_ EOF Access List in Access Control Director's area

**Enclosure 4.17**  
**EOF Log Recorder/Staff Support/  
Status Keeper Checklist**

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**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of our normal work hours.

**INITIAL**

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Ensure PC is on.

**NOTE:** Instructions for the use of the AutoLog program are provided in the EOF.

- \_\_\_\_\_ Establish an official log of all significant EOF activities and EOF Director decisions using the AutoLog computer program.
- \_\_\_\_\_ **IF** the AutoLog computer program is not available, **THEN** establish a manual log of all significant EOF activities and EOF Director decisions.
- \_\_\_\_\_ Maintain EOF status boards.
- \_\_\_\_\_ Track established priorities on EOF status board as requested by EOF Director.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

Enclosure 4.18  
EOF Data Coordinator Checklist

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**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of our normal work hours.

INITIAL

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Verify EOF computer hardware, software, and data display equipment is operational per Section I of the Data Coordinator's Reference Manual.
- \_\_\_\_\_ Provide the following computer support as required:
  - Software and hardware applications support
  - Data acquisition support
  - Communication with TSC Data Coordinator
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

**EOF Commodities and Facilities Manager  
Checklist**

**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of our normal work hours.

**INITIAL**

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Perform the duties as described in SR/0/B/2000/002.
- \_\_\_\_\_ Contact additional positions as needed to support the emergency.
- \_\_\_\_\_ Ensure positions have signed the board in C&F area.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

Enclosure 4.20  
Meteorologist Checklist

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**NOTE:** You are only required to complete Enclosure 4.21, Fitness for Duty Questionnaire when reporting to the facility outside of our normal work hours.

INITIAL

- \_\_\_\_\_ Put on position badge.
- \_\_\_\_\_ Sign in on the EOF staffing board.
- \_\_\_\_\_ Establish a log of activities.
- \_\_\_\_\_ Discuss changing meteorological conditions with Field Monitoring Coordinator.
- \_\_\_\_\_ Refer to step 3.5 in the main body of this procedure for instructions on obtaining meteorological information from the appropriate plant SDS computer screens.
- \_\_\_\_\_ Provide all completed paperwork to Emergency Planning upon deactivation of the emergency facility.

Print Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Sign Name: \_\_\_\_\_ ERO Position: \_\_\_\_\_

**HAVE YOU CONSUMED ALCOHOL IN THE LAST FIVE (5) HOURS?**

**MARK THE APPROPRIATE BOX**

---

No

If No, stop here and fold this form and drop it in the box provided.

---

Yes

If your answer is Yes, take this form to a member of management for observation.

**OBSERVATION DETERMINATION**

What did you have? \_\_\_\_\_

How much did you have? \_\_\_\_\_

Can you perform your function unimpaired? YES  NO

In my opinion, observation of this individual indicates the individual is capable of performing his/her ERO function.

\_\_\_\_\_  
Signature Of Management Observer

\_\_\_\_\_  
Date

**Fold the form and drop it in the box provided.**

---

Commitment for SR/0/B/2000/003

- {1} PIP 0-M97-4210 NRC-1
- {2} PIP 0-M96-1645
- {3} PIP 2-C96-0273
- {4} PIP 0-C98-3123
- {5} PIP 0-M98-3522
- {6} PIP-0-M98-2065