

50-333

**NEW YORK POWER AUTHORITY  
 JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
 P.O. BOX 41  
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 DOCUMENT TRANSMITTAL AND RECEIPT ACKNOWLEDGEMENT FORM**

**DATE: April 20, 2000**  
 CONTROLLED COPY NUMBER: 34

**TO: U.S.N.R.C. Document Center/Washington, DC**

**FROM: CATHY IZYK - EMERGENCY PLANNING DEPARTMENT**

**SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES**

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

**PLEASE INSERT THE DOCUMENTS LISTED BELOW!**

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

<b>VOLUME 2 Update List Dated April 20, 2000</b>			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-8	REPLACE ALL	47	
EAP-17	REPLACE ALL	89	

<b>VOLUME 3 Update List Dated April 20, 2000</b>			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-43	REPLACE ALL	48	
SAP-3	REPLACE ALL	67	

*AC 45 2/1*

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

CONTROLLED COPY # 3A

Date of Issue: April 20, 2000

<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>	<b>Use of Procedure</b>
N/A	TABLE OF CONTENTS	REV. 19	02/98	N/A
IAP-1	EMERGENCY PLAN IMPLEMENTATION CHECKLIST	REV. 22	02/98	Continuous
IAP-2	CLASSIFICATION OF EMERGENCY CONDITIONS	REV. 20	12/98	Continuous
EAP-1.1	OFFSITE NOTIFICATIONS	REV. 42	04/99	Informational
EAP-2	PERSONNEL INJURY	REV. 22	02/98	Informational
EAP-3	FIRE	REV. 20	02/98	Informational
EAP-4	DOSE ASSESSMENT CALCULATIONS	REV. 29	12/98	Reference
EAP-4.1	RELEASE RATE DETERMINATION	REV. 10	12/98	Reference
EAP-5.1	DELETED (02/94)			
EAP-5.2	DELETED (04/91)			
EAP-5.3	ONSITE/OFFSITE DOWNWIND SURVEYS AND ENVIRONMENTAL MONITORING	REV. 6	02/98	Informational
EAP-6	IN-PLANT EMERGENCY SURVEY/ENTRY	REV. 15	02/98	Informational
EAP-7.1	DELETED (02/94)			
EAP-7.2	DELETED (02/94)			
EAP-8	PERSONNEL ACCOUNTABILITY	REV. 47	04/00	Reference
EAP-9	SEARCH AND RESCUE OPERATIONS	REV. 9	02/98	Informational
EAP-10	PROTECTED AREA EVACUATION	REV. 14	02/98	Informational
EAP-11	SITE EVACUATION	REV. 15	02/98	Informational
EAP-12	DOSE ESTIMATED FROM AN ACCIDENTAL RELEASE OF RADIOACTIVE MATERIAL TO LAKE ONTARIO	REV. 10	08/99	Reference
EAP-13	DAMAGE CONTROL	REV. 13	12/98	Informational
EAP-14.1	TECHNICAL SUPPORT CENTER ACTIVATION	REV. 20	12/98	Informational
EAP-14.2	EMERGENCY OPERATIONS FACILITY ACTIVATION	REV. 18	06/99	Informational
EAP-14.5	OPERATIONAL SUPPORT CENTER ACTIVATION AND OPERATION	REV. 14	03/00	Informational

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
UPDATE LIST

CONTROLLED COPY # \_\_\_\_

Date of Issue: April 20, 2000

<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>	<b>Use of Procedure</b>
EAP-14.6	HABITABILITY OF THE EMERGENCY FACILITIES	REV. 14	10/98	Informational
EAP-15	EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL	REV. 10	02/00	Informational
EAP-16	PUBLIC INFORMATION PROCEDURE	REV. 6	02/98	Informational
EAP-17	EMERGENCY ORGANIZATION STAFFING	REV. 89	04/00	Informational
EAP-18	DELETED (12/93)			
EAP-19	EMERGENCY USE OF POTASSIUM IODINE (KI)	REV. 19	03/98	Informational
EAP-20	POST ACCIDENT SAMPLE, OFFSITE SHIPMENT AND ANALYSIS	REV. 8	02/98	Reference
EAP-21	DELETED (12/85)			
EAP-22	DELETED (02/98)			
EAP-23	EMERGENCY ACCESS CONTROL	REV. 10	02/98	Informational
EAP-24	EOF VEHICLE AND PERSONNEL DECONTAMINATION	REV. 8	02/98	Informational
EAP-25	DELETED (02/94)			



REVISION SUMMARY SHEET

REV. NO.

- 47           Quarterly update of Emergency Response Organization
- 46       ●     Quarterly update of Emergency Response Organization
- 45       ●     Quarterly update of Emergency Response Organization
- 44       ●     Quarterly update of Emergency Response Organization
- 43       ●     Quarterly update of Emergency Response Organization
- 42       ●     Quarterly update of Emergency Response Organization
- 41       ●     Quarterly update of Emergency Response Organization
- 40       ●     Quarterly update of Emergency Response Organization
- 39       ●     Quarterly update of Emergency Response Organization
- 38       ●     Quarterly update of Emergency Response Organization
- 37       ●     Quarterly update of Emergency Response Organization.
- Combined Shift Coordinator and Accountability Supervisor positions to reflect plant staffing levels and provided the flexibility to assign accountability to other trained security personnel.
- Changed the TSC Security Coordinator designation to Emergency Security Coordinator to eliminate confusion.
- 36       ●     Quarterly update of Emergency Response Organization.
- 35       ●     Quarterly update of Emergency Response Organization.
- 34       ●     Reformat per AP-02.01, Rev. 5.
- Quarterly update of Emergency Response Organization.
- Revised level of use in accordance with AP-02.04.

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**1.0 PURPOSE**

This procedure provides the instructions necessary to account for plant personnel, visitors, and contractors.

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

None

**2.2 Developmental References**

2.2.1 EAP-9, SEARCH AND RESCUE OPERATIONS\*

2.2.2 EAP-10, PROTECTED AREA EVACUATION\*

2.2.3 EAP-11, SITE EVACUATION\*

**3.0 INITIATING EVENTS**

3.1.1 Site Area Emergency, **or**

3.1.2 General Emergency, **or**

3.1.3 Emergency Director's request, **or**

3.1.4 Completion of Protected Area Evacuation or Site Evacuation for personnel without emergency assignments.

**4.0 PROCEDURE**

4.1 A list of missing personnel shall be made available within 30 minutes via personnel accountability or other means as determined by the individual assigned to lead accountability. Personnel accountability shall be accomplished in two phases:

Phase 1 - The total number of personnel accounted for in the protected area are compared with the total number of persons indicated as being in the protected area.

Phase 2 - The names of missing persons unaccounted for in the protected area are compared to the names of persons indicated as being in the protected area.

4.2 The Emergency Director shall request the Security Shift Coordinator/Sergeant to initiate accountability.

4.3 The Security Shift Coordinator/Sergeant will enable the accountability readers in accordance with Security procedures and request (when those facilities are activated) the Communications and Records Coordinator to dispatch an accountability clerk to the Control Room, TSC and OSC to assist personnel in completing Attachment 3 and badging in the readers.

4.4 The Emergency Director shall request the Control Room to make the following announcement (twice):

**ATTENTION. ATTENTION. ALL PERSONNEL IN THE PROTECTED AREA COMMENCE ACCOUNTABILITY USING BADGE READERS AND SIGN-IN SHEETS.**

4.5 The Security Shift Coordinator/Sergeant, who may designate security personnel to lead the accountability process if required, shall use Attachment 1 or Attachment 2 to accomplish personnel accountability.

4.6 The individual assigned to lead accountability shall compile a list of persons onsite by name and security badge number using either the security computer or the badge-out rack cards (the card that remains in the badge rack after an active badge has been issued for site access).

**NOTE:** The security computer shall be the primary means of compiling the onsite personnel list. The badge-out rack cards shall be used as a secondary means in the event of a computer failure to verify personnel on site.

The onsite personnel list shall also include visitors to the site and shall note their escorts' names. Accountability for Security personnel may be accomplished by contacting them individually.

4.7 Phase 1 of accountability shall be accomplished in the following manner:

**NOTE:** Manual method will be used if a computer failure occurs.

- 4.7.1 The individual assigned to lead accountability shall activate the "Personnel Onsite Report" which will indicate who is onsite.

As personnel badge in the accountability readers, they will be deleted from the "Unaccounted Personnel Report." This report will reflect continually who has not badged in an accountability reader.

- 4.7.2 Accountability clerks shall be established in the Control Room, Technical Support Center and Operational Support Center and shall contact the Emergency Security Coordinator in the Technical Support Center at extension 6168.

- 4.7.3 These clerks shall provide the following information to the Emergency Security Coordinator:

A. Total number of persons assembled in that area obtained from Attachment 3.

B. A copy of Attachment 3. The originals shall continue to be used for continuous accountability.

C. Telefax of Attachment 3 forms to EOF Staffing Coordinator (to assist in long-term staffing assessment).

- 4.7.4 The individual assigned to lead accountability shall compare the total number of personnel accounted for on the Attachment 3 forms to the total number onsite from the security computer. These numbers and any discrepancies shall be reported to the Emergency Director. In addition, the individual assigned to lead accountability shall request the Security Shift Coordinator/Sergeant or designee prepare an "unaccounted for" log from the accountability system reader output.

- 4.7.5 Security personnel shall establish continuous accountability logs using Attachment 3 at the following locations:

A. 300 ft. elevation of Old Admin. Building near the Control Room entrance. This position shall

record personnel who exit or enter via the Fan Room or Turbine building doors.

- B. OSC control point near portal monitors. This position shall record personnel who exit or enter the RCA.
- C. Old Admin. Building foyer. This position shall record personnel who exit or enter via the foyer.

**NOTES:** 1. Personnel traveling between the TSC, OSC and Control Room are NOT required to sign in/out on Continuous Accountability Log Sheet, Attachment 3 after the completion of initial accountability.

- 2. Entry and exit via doors with operable card readers do NOT require sign in on Attachment 3. In the event of a Security computer failure, entry and exit via carded doors that allow access to areas outside the Emergency Response Facilities (combined TSC, OSC and Control Room areas) shall require sign in on Attachment 3.

4.8 Phase 2 of accountability shall be accomplished in the following manner:

4.8.1 The individual assigned to lead accountability shall compare the security computer list of onsite persons against those in the Control Room, TSC and OSC and compile a list of unaccounted for individuals. (The manual method will utilize Attachment 3.)

4.8.2 The individual assigned to lead accountability shall provide to the Emergency Security Coordinator a list of unaccounted badges and names from the readers which should match the list of unaccounted individuals.

4.9 The individual assigned to lead accountability shall verify that persons on the "Unaccounted Personnel Report" lists have not left the protected area by a check of the security

badges. The last known location of these persons shall be obtained from the security computer.

- 4.10 The individual assigned to lead accountability shall attempt to locate any persons unaccounted for by calling them on the plant page system. The page should be repeated every two minutes. If the unaccounted for personnel do not respond within 5 minutes, the following announcement shall be made twice over the P.A. system:

ATTENTION, ATTENTION: IF ANYONE KNOWS THE PRESENT LOCATION OF (name of missing individual), CALL SECURITY AT EXTENSION (specify).

- 4.11 The individual assigned to lead accountability shall contact the missing individuals' supervisors or co-workers for further information. If these attempts are unsuccessful, the names of the missing persons shall be forwarded to the Emergency Director who shall immediately initiate search and rescue activities in accordance with EAP-9, SEARCH AND RESCUE OPERATIONS\*.

#### 5.0 ATTACHMENTS

1. ACCOUNTABILITY CHECKLIST - MANUAL METHOD
2. ACCOUNTABILITY CHECKLIST - COMPUTER METHOD
3. ACCOUNTABILITY LOG

ACCOUNTABILITY CHECKLIST - MANUAL METHOD

Initials/Time

1. \_\_\_\_\_ / \_\_\_\_\_ Received notification from the Emergency Director to implement personnel accountability procedure.
2. \_\_\_\_\_ / \_\_\_\_\_ Compile list of persons onsite using either the badge-out rack cards or the security computer. Total number of persons onsite: \_\_\_\_\_.

PHASE 1

3. \_\_\_\_\_ / \_\_\_\_\_ Contact each of the primary assembly areas and obtain a head count:

<u>AREA</u>	<u>EXTENSIONS</u>	<u>PERSON CONTACTED</u>	<u>NUMBER OF PERSONS</u>
Control Room	6665	_____	_____
Technical Support Center	6168	_____	_____
Operational Support Center	6833/6837	_____	_____
Security Bldg	6413/6416	_____	_____

Total number of persons accounted for: \_\_\_\_\_

4. \_\_\_\_\_ / \_\_\_\_\_ Difference between total head count and persons onsite as indicated by security (step 3): \_\_\_\_\_.
5. \_\_\_\_\_ / \_\_\_\_\_ Report totals from step 2, 3, and 4 to the Emergency Director.

ACCOUNTABILITY CHECKLIST - MANUAL METHOD

PHASE 2

Initials/Time

6. \_\_\_\_\_ / \_\_\_\_\_ Contact each assembly area. Using the list of persons onsite, check off each person in the assembly area.

7. \_\_\_\_\_ / \_\_\_\_\_ List the names and badge numbers of persons unaccounted for:

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8. \_\_\_\_\_ / \_\_\_\_\_ Notify the Emergency Director of the names of persons unaccounted for.

9. \_\_\_\_\_ / \_\_\_\_\_ Verify that persons unaccounted for have not left the site (check of badges). Determine last known location using the security computer.

10. \_\_\_\_\_ / \_\_\_\_\_ Call persons unaccounted for on the plant paging system (repeat announcement).

11. \_\_\_\_\_ / \_\_\_\_\_ Contact supervisors, co-workers. Attempt to determine last known location of persons unaccounted for.

12. \_\_\_\_\_ / \_\_\_\_\_ Advise Emergency Director of missing persons and information determined in steps 9, 11.

**RETAIN THIS FORM. IT SHALL BE TURNED IN TO THE EMERGENCY DIRECTOR.**

ACCOUNTABILITY CHECKLIST - COMPUTER

Initials/Time

1. \_\_\_\_\_ / \_\_\_\_\_ Received notification from the Emergency Director to implement personnel accountability procedure.
2. \_\_\_\_\_ / \_\_\_\_\_ Security Central Alarm Station (CAS) or Secondary Alarm Station (SAS) operator to activate accountability card readers by activating the (F6) key on the security computer.

PHASE 1/2

3. \_\_\_\_\_ / \_\_\_\_\_ Individual assigned to lead accountability to activate "Personnel Onsite Report."
4. \_\_\_\_\_ / \_\_\_\_\_ Individual assigned to lead accountability to activate the "Unaccounted Personnel Report."
5. \_\_\_\_\_ / \_\_\_\_\_ Advise the Emergency Security Coordinator in the Technical Support Center of missing person(s) unaccounted for.
6. \_\_\_\_\_ / \_\_\_\_\_ Verify that person(s) unaccounted for have not left the site.
7. \_\_\_\_\_ / \_\_\_\_\_ Call person(s) unaccounted for on the plant paging system.
8. \_\_\_\_\_ / \_\_\_\_\_ Contact supervisors and co-workers to attempt to learn last location of the persons unaccounted for.
9. \_\_\_\_\_ / \_\_\_\_\_ Advise Emergency Director of missing person(s)

ACCOUNTABILITY LOG

DATE \_\_\_\_\_

FACILITY \_\_\_\_\_

	NAME	Badge Number	Continuous Accountability Time/DRD Readings						
			IN	OUT	IN	OUT	IN	OUT	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



## REVISION SUMMARY SHEET

## REV. NO.

- 89                   Quarterly update of Emergency Response Organization
- Added Asterisks after Procedure titles in Sections 2.1, 2.2, 3.1 and 6.1.5, per AP-02.04.
- Plant Manager was added to all Sections in 4.1.
- Section 6.0, "Activation of the Emergency Plan", was rewritten for clarification.
- Attachment 3 was revised in accordance with Section 6.0.
- Attachment 6 was rewritten for clarification.
- 88           ●       Quarterly update of Emergency Response Organization
- Relocated Reactor Engineering position on attachments 2 and 7 from TSC to CR.
- Editorial corrections on Attachment 3 and the on the Emergency Plan "On Duty" call out schedule.
- 87           ●       Quarterly update of Emergency Response Organization
- 86           ●       Quarterly update of Emergency Response Organization
- 85           ●       Quarterly update of Emergency Response Organization
- On the On-Call Schedule - changed System Assessment Advisor to read "As assigned per Work Week Manager Schedule". This change was noted in memo JEP-99-018.
- 84           ●       Deleted steps 4.2.1 and 6.1.1.A, reference to Plant Standard notifications per STD-3.120 no longer required. Reference was previously included to ensure Corporate Office notification occurred. The NGDO is notified by Security per EAP-17, Attachment 3, Step 9, or per EAP-1.1, Step 7, for times when pager and CAN activation do not occur.
- Added "and EAP-1.1, section 4.2.1" to identify the section of EAP-1.1 used by the Shift Manager to

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provide direction to Security for pager and CAN activation. (Step 4.2.1 and 6.1.1.A)

- Deleted Section 4.2.3, facility activation matrix has been incorporated into EAP-1.1. This provides a single point of reference in EAP-1.1 for SM/ED.
- Deleted step 2.2.4, STD-3.120, MANAGEMENT NOTIFICATION
- Deleted step 6.1.1.C, the step is redundant, the SM/ED provides direction for CAN activation through the use of EAP-1.1.
- Editorial correction on page 10, 6.1.2.B.5, changed Attachment 7 to Attachment 6.
- On Page 14, changed "Code Event" to "Pager Code".
- Corrected references to attachments where there have been changes to them. (Editorial Changes)

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## 1.0 PURPOSE

The purpose of this procedure is to designate the emergency organization for specific emergency classification and to describe the activation of the designated principal emergency response personnel.

**NOTE:** THIS PROCEDURE IS INTENDED ONLY FOR EMERGENCY PLAN ACTIVATION AND MAY BE ALTERED BY THE EMERGENCY PLANNING COORDINATOR FOR PURPOSES OF EMERGENCY PLAN DRILLS OR EXERCISES.

## 2.0 REFERENCES

### 2.1 Performance References

2.1.1 EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING\*

2.1.2 SAP-20, EMERGENCY PLAN ASSIGNMENTS\*

### 2.2 Developmental References

2.2.1 James A. FitzPatrick Nuclear Power Plant Emergency Plan, SECTION 5, ORGANIZATION\*

2.2.2 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS\*

2.2.3 EAP-22, OPERATION AND USE OF RADIO PAGING DEVICE\*

2.2.4 SAP-20, EMERGENCY PLAN ASSIGNMENTS\*

## 3.0 INITIATING EVENTS

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

## 4.0 RESPONSIBILITIES

4.1 **Site Executive Officer/Plant Manager/General Manager - Operations (GMO), General Manager - Support Services (GMSS)/General Manager - Maintenance (GMM)**

4.1.1 Either the Site Executive Officer, Plant Manager, the GMO, the GMM, or the GMSS will be in the general area (within approximately 60 minutes travel time to the plant) unless, and as approved by the Site Executive Officer, special circumstances dictate that they will be absent.

Their location is known via the weekly staff schedule, or other means.

- 4.1.2 The Site Executive Officer, Plant Manager, the GMO, the GMM and the GMSS shall make their schedules available to the Operations Manager via the weekly staff schedule, or other means as appropriate.

#### 4.2 Shift Manager

- 4.2.1 During an emergency, the Emergency Director is responsible for the direction of all emergency actions at the James A. FitzPatrick Nuclear Power Plant. During normal hours, sufficient supervisory and support personnel are available to respond to an emergency condition; during off-hours, this support is diminished as shown in Attachment 1. When the Shift Manager/Emergency Director determines that additional personnel are necessary to respond to an onsite emergency, he will direct Security to initiate a recall of personnel in accordance with this procedure and EAP-1.1, section 4.2.1. Pagers should be activated for both normal working hours and off hour emergencies. It will be the responsibility of the Security Force to make the necessary telephone calls to initiate this site recall. Other personnel may be directed to perform this function if a Security event prevents Security from making the recall.

#### 4.3 Human Resources Manager

- 4.3.1 The JAFNPP Human Resources Manager is responsible to maintain an up-to-date list of all plant employees, their titles, and home phone numbers. Each calendar year quarter, the Human Resources Manager shall provide this listing to the Emergency Planning Coordinator (EPC).
- 4.3.2 The JAFNPP Human Resources Manager shall maintain an Emergency Plan Position Sheet (Attachment 5) in the personnel file of each employee listed by name in Attachment 8. The Human Resources Manager shall also provide a copy of Attachment 5 to each employee listed. The Emergency Planning Coordinator shall update Attachment 8 and the

Human Resources Manager shall institute appropriate changes to the Emergency Plan Position Sheets in the personnel files on a quarterly basis. Emergency Plan Position Sheets and Oswego County I.D. cards for terminated or transferred employees shall be returned to the EPC after the personnel action.

#### 4.4 **Emergency Planning Coordinator**

4.4.1 The Emergency Planning Coordinator shall quarterly update Attachment 8 and provide changes to the JAFNPP Human Resources Manager, noting any personnel changes to the Emergency Response Organization.

4.4.2 The Emergency Planning Coordinator shall issue an Emergency Plan On-Call Employee Call-Out Form (Attachment 3). This form will be filed at the SAS console.

#### 4.5 **Security**

It is the responsibility of the Secondary Alarm Station (SAS) security officer to conduct the notifications to Emergency Plan On-Call Employees if so directed by the Shift Manager. The security officer shall use the appropriate pager codes for emergency call-out for Attachment 3 (located at the SAS console). Any information needed regarding plant status shall be obtained from the Shift Manager. The call-out system Community Alert Network, "CAN," shall also be used as appropriate.

#### 4.6 **Emergency Plan On-Call Employees**

It is the responsibility of each Emergency Plan On-Call Employee to perform their duties in accordance with this procedure. This includes maintaining an operable radio pager. If the employee is "on duty" he/she must remain within approximately one hour of their assigned facility and be fit for duty in accordance with plant/NYPA procedures.

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**5.0 EMERGENCY PLAN ON-CALL EMPLOYEES AND SCHEDULES**

5.1 Emergency Plan On-Call Employee Schedule shall be issued by the Emergency Planning Coordinator. The following ERO positions shall be listed.

- 5.1.1 Operations Coordinator (CR)
- 5.1.2 Reactor Engineering (CR)
- 5.1.3 Communicator (EOF)
- 5.1.4 Computer Operator (EOF)
- 5.1.5 Dose Assessment Coordinator (EOF)
- 5.1.6 EOF Manager
- 5.1.7 Purchasing/Accounting (EOF)
- 5.1.8 Rad Data Coordinator (EOF)
- 5.1.9 Rad Engineer (EOF)
- 5.1.10 Rad Engineer Support (EOF)
- 5.1.11 Rad Support Coordinator (EOF)
- 5.1.12 Radio Operator (EOF)
- 5.1.13 Staffing Coordinator (EOF)
- 5.1.14 Technical Liaison (EOF)
- 5.1.15 Security Shift Coord/SGT (JAF)
- 5.1.16 Administrative Manager (JNC)
- 5.1.17 Chemistry Supervisor (OSC)
- 5.1.18 I&C Supervisor (OSC)
- 5.1.19 Maintenance Supervisor - Electrical (OSC)
- 5.1.20 Maintenance Supervisor - Mechanical (OSC)
- 5.1.21 OSC Manager
- 5.1.22 Rad Protection Supervisor (OSC)
- 5.1.23 Communications & Records Coordinator (TSC)
- 5.1.24 Communicator (TSC)
- 5.1.25 Computer Operator (TSC)
- 5.1.26 Emergency Director/TSC Manager Alternate (TSC)
- 5.1.27 Emergency Director Aide (TSC)
- 5.1.28 Emergency Maintenance Coordinator (TSC)
- 5.1.29 NRC Communicator (TSC)
- 5.1.30 Plant Engineer - Electrical (TSC)
- 5.1.31 Plant Engineer - Mechanical (TSC)
- 5.1.32 Rad Engineer (TSC)
- 5.1.33 Rad Support Coordinator (TSC)
- 5.1.34 Emergency Security Coordinator (TSC)
- 5.1.35 Technical Coordinator (TSC)
- 5.1.36 TSC Manager/Emergency Director Alternate.

5.2 The following ERO positions are issued pagers but are not assigned on-duty periods.

- 5.2.1 EOF Security Coordinator
- 5.2.2 Oswego County/NY State Liaison (EOF)
- 5.2.3 Public Information Technical Assistant (EOF)

- 5.2.4 NYPA Spokesperson/JNC Director (JNC)
  - 5.2.5 Public Information Technical Assistant (JNC)
  - 5.2.6 Technical Briefer (JNC)
  - 5.2.7 B&G Supervisor (OSC)
  - 5.2.8 Fire Protection Supervisor (OSC)
  - 5.2.9 Maintenance Engineer (OSC)
  - 5.2.10 Nurse (OSC)
  - 5.2.11 QC Supervisor (OSC)
  - 5.2.12 Warehouse Supervisor (OSC)
  - 5.2.13 Plant Engineer - Procurement (TSC)
  - 5.2.14 Public Information Liaison (TSC)
  - 5.2.15 Public Information Technical Assistant (TSC)
  - 5.2.16 Rad Engineer Support (TSC)
- 5.3 It is the responsibility of each assigned individual to be aware of the on-call schedule and be aware of the pager codes.
- 5.4 Individuals filling positions listed in Section 5.1 are issued Emergency Plan pagers and are scheduled for "on-duty" periods. A schedule of "on-duty" personnel is initiated and published by the Emergency Planning Coordinator.
- 5.5 It is the responsibility of the individual on-call to be aware of their "on-duty" status. An on-duty week shall normally run from 0700 Monday until 0700 the following Monday. If a holiday occurs on a Monday, the on-duty period will end on Tuesday at 0700. Pagers shall be within hearing/notification range of "on duty" personnel at all times.
- 5.6 If an individual is scheduled for a particular date and that individual wishes to switch duty with another equally qualified and designated person, it is the individual's responsibility to ensure adequate coverage is maintained. No official notifications are necessary.
- 5.7 Pager codes as listed in Attachment 3 are issued to each individual assigned a pager. The codes indicate if it is a real event, a drill or a pager test. (All individuals issued pagers are expected to report to their assigned facility/follow pager instructions during a real event or drill as they would for a CAN notification.)
- 5.8 The on-call schedule for the WPO Nuclear Generation Duty Officer is maintained by the Corporate Emergency Preparedness Group.

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**6.0 PROCEDURE****6.1 Activation of the Emergency Plan****6.1.1 Shift Manager/Emergency Director**

- A. The Shift Manager or designee shall instruct the SAS Security Officer (at extension 3456) to initiate the call out of Emergency Response Organization personnel in accordance with this procedure and EAP-1.1, Section 4.2.1.

**6.1.2 Secondary Alarm Station (SAS) Security Officer (or designated Security Officer)**

- A. Notification of Emergency Plan On-Call Employees via pagers.

NOTE: Pager and/or CAN notifications **NOT** performed in **SAS** will be performed in accordance with Attachment 6 from the Control Room.

1. The SAS Security Officer, upon being instructed to do so by the Shift Manager, shall notify all the Emergency Plan On-Call Employees. This shall be accomplished by document this call-out using Attachment 3, the "Emergency Plan On-Call Employee Call-Out." Activate the paging system a minimum of three (3) times. Separate pages by an interval of 2 minutes.

B. Community Alert Network ("CAN")

Activate "CAN" during off-hours when directed to do so by the Shift Manager and/or Emergency Director.

NOTE: The Password and Call Back verification Phone Numbers are the same number.

1. Notify "CAN" at 800-552-4226. The "CAN" operator will request your name and affiliation - James A. FitzPatrick NPP (JAF Security).

2. The "CAN" operator will ask for a Password and a call back verification number. Provide "CAN" operator with one of the following phone numbers:

- a. Security Sergeant (315-349-6422) or
- b. SAS Phone (315-349-6420) or
- c. SAS Phone (315-349-6415) or
- d. SAS Cellular Phone (315-593-4767) or
- e. Control Room Phone, "near RECS line" (315-349-6261)

(The "CAN" operator will then hang up and call you back for verification of the facilities and messages. If cellular phone number is given, ensure cellular phone is turned on.)

3. On the call back from "CAN," provide the following information:

- a. The "CAN" operator will request which call-out lists to call. Answer "Call out the (depending on which facilities are requested to be activated)

NOTE: The "JAF" list includes only Security Personnel.

- 1) CR/TSC/OSC/JAF call-out lists; or the
  - 2) CR/TSC/OSC/JAF and EOF/JNC call-out lists."
- b. Instruct the "CAN" operator to activate:
- 1) Message 1 for actual emergencies
- OR
- 2) Message 2 for drills

4. The backup phone number to call "CAN" is (800) 992-2331. This is an answering service and is to be used only in the event of a malfunction of the computerized prompt/recording. Tell the answering service your name/affiliation and a call back number. This person will contact the "CAN" operations staff who will return your call to get the detailed information.
5. Notify the Control Room when "CAN" has been activated.
6. CAN notifications **NOT** performed in **SAS** will be performed in accordance with Attachment 6.

C. Manual Call-Out/Verification

If CAN was activated, call ten (10) individuals on Attachment 8 and verify that CAN activation was successful.

If CAN activation was NOT successful, call Team 1 members then Team 2 then Team 3 and read the appropriate CAN message to each individual. (Use additional personnel to expedite call-out if necessary.)

6.1.3 On-Call Employees "On Duty"

- A. The Emergency Plan on-call employee will maintain an operable pager and ensure that he/she can be notified at all times (ie. hear the pager) for the duration of their duty period.
- B. The Emergency Plan on-call employee shall remain fit for duty (BAC <.04% as a minimum) and be within approximately one hour from their assigned emergency response facility.
- C. The Emergency Plan on-call employee shall respond to the appropriate emergency response facility as soon as possible (approximately one

hour), or follow directions given via coded message on the pager.

- D. Random pager testing of on-call staff will occur periodically. Random tests must be responded to only by the individuals "on duty" at the time the test is conducted as indicated by the pager code.

6.1.4 Individuals Listed in Section 5.1 But Are Not "On-Duty" and Individuals Listed in Section 5.2

ERO members assigned pagers but are not "on-duty" are expected to keep their pagers within hearing/notification range both while onsite and offsite. Response to the page is the same as that expected to a CAN call (except for random testing as described above).

6.1.5 Emergency Director

- A. The Emergency Director should establish that the emergency organization staffing applicable to the level of emergency is in place (ref. SAP-20 for facility organizational charts or adjust according to need).
- B. As soon as practical after declaring an emergency condition and activating the Emergency Response Organization, the Emergency Director shall attempt to determine if any additional staff is required to maintain the emergency response.
- C. The Emergency Director may delegate the staffing responsibilities to a Staffing Coordinator. Refer to EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING\*

7.0 **ATTACHMENTS**

1. JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION
2. JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX - BY POSITION
3. EMERGENCY PLAN ON-CALL EMPLOYEE CALL-OUT

4. "CAN" MESSAGES
5. EMERGENCY PLAN POSITION SHEET
6. ALTERNATE COMMUNITY ALERT NETWORK CAN EMERGENCY CALL  
OUT DURING SECURITY EVENT
7. JAFNPP "ON-DUTY" EMERGENCY PLAN STAFF CALL OUT BY  
POSITION AND NAME
8. EMERGENCY ORGANIZATION ASSIGNMENTS

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST

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Date of Issue: April 20, 2000

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 23	12/98	N/A
EAP-26	PLANT DATA ACQUISITION SYSTEM ACCESS	REV. 11	02/98	Informational
EAP-27	ESTIMATION OF POPULATION DOSE WITHIN 10 MILE EMERGENCY PLANNING ZONE	REV. 9	02/98	Informational
EAP-28	EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION	REV. 5	02/98	Reference
EAP-29	EOF VENTILATION ISOLATION DURING AN EMERGENCY	REV. 5	02/98	Informational
EAP-30	EMERGENCY TERMINATION AND TRANSITION TO RECOVERY*	REV. 0	12/98	Informational
EAP-31	RECOVERY MANAGER*	REV. 0	12/98	Informational
EAP-32	RECOVERY SUPPORT GROUP*	REV. 2	02/00	Informational
EAP-33	DEVELOPMENT OF A RECOVERY ACTION PLAN*	REV. 0	12/98	Informational
EAP-34	ACCEPTANCE OF ENVIRONMENTAL SAMPLES AT THE EOF/EL DURING AN EMERGENCY	REV. 3	02/98	Informational
EAP-35	EOF TLD ISSUANCE DURING AN EMERGENCY	REV. 6	02/98	Informational
EAP-36	ENVIRONMENTAL LABORATORY USE DURING AN EMERGENCY	REV. 4	02/98	Informational
EAP-37	SECURITY OF THE EOF AND EL DURING DRILLS, EXERCISES AND ACTUAL EVENTS	REV. 5	02/98	Informational
EAP-39	DELETED (02/95)			
EAP-40	DELETED (02/98)			
EAP-41	DELETED (12/85)			
EAP-42	OBTAINING METEOROLOGICAL DATA	REV. 13	04/99	Informational
EAP-43	EMERGENCY FACILITIES LONG TERM STAFFING	REV. 48	04/00	Informational
EAP-44	CORE DAMAGE ESTIMATION	REV. 4	02/98	Informational
EAP-45	EMERGENCY RESPONSE DATA SYSTEM (ERDS) CONFIGURATION CONTROL PROGRAM	REV. 5	02/98	Informational
SAP-1	MAINTAINING EMERGENCY PREPAREDNESS	REV. 15	02/00	Informational
SAP-2	EMERGENCY EQUIPMENT INVENTORY	REV. 29	03/00	Reference
SAP-3	EMERGENCY COMMUNICATIONS TESTING	REV. 67	04/00	Reference

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST

Date of Issue: April 20, 2000

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



## REVISION SUMMARY SHEET

## REV. NO.

- 48
  - Quarterly update of Emergency Response Organization.
  - Added Section 4.10.
  - Added Asterisks after Procedure title in Section 2.2.2 per AP-02.04.
- 47
  - Quarterly update of Emergency Response Organization.
  - Added box in the TSC to read Technical Coordinator as Assigned by ED.
- 46
  - Quarterly update of Emergency Response Organization.
  - Added box in the JNC Technical Briefer to read ED/ED Aide/TSC Manager assigned.
- 45
  - Added to performance reference: Control of overtime
  - Added new step after 4.2: The Staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME\*, are considered when making staffing assignments.
  - Reason for change: Include consideration of the overtime policy to avoid conflicts with procedure requirements or Tech Specs.
  - Quarterly update of Emergency Response Organization.
- 44
  - Quarterly update of Emergency Response Organization.
- 43
  - Added section 4.8 to read "Licensed SRO and RO personnel, who have an inactive license, may be utilized to support the E-Plan for non-licensed activities."
  - Quarterly update of Emergency Response Organizations.
- 42
  - Section 4.7, page 4: deleted the acronym "ERC". HQ ERC is being eliminated as part of this revision. Assistance for staffing vacant positions with WPO personnel will continue to be coordinated through the

Recovery Manager.

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**1.0 PURPOSE**

This procedure provides instructions to provide long term staffing for JAFNPP Emergency Facilities

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

2.1.1 AP-11.03, CONTROL OF OVERTIME\*

**2.2 Developmental References**

2.2.1 Section 5, JAF EMERGENCY PLAN

2.2.2 EAP-17, EMERGENCY ORGANIZATION STAFFING\*

**3.0 INITIATING EVENTS**

All Emergency Facilities have been activated.

**4.0 PROCEDURE****4.1 Responsibility**

It is the responsibility of the Staffing Coordinator to establish long term staffing for all the JAFNPP Emergency Facilities (C.R., O.S.C., T.S.C., E.O.F., Security and J.N.C.). The Staffing Coordinator shall fill positions in accordance with Attachment 1 developing a two shift rotation of qualified employees as a minimum and three shifts whenever possible.

**NOTE:** Personnel who are designated as "in training" for a position are considered to be qualified when all training requirements for that position are completed.

4.2 The Staffing Coordinator shall complete Attachment 1, Emergency Organization Assignments, using a copy of Attachment 3 of EAP-8 that has been completed at JAF for accountability, as a reference.

4.3 The staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME\*, are considered when making staffing assignments

4.4 The Staffing Coordinator shall review long term staffing assignments with the Emergency Director Aide prior to

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contacting individuals and informing them of what shift they shall report to work on and where they shall report.

- 4.5 The Emergency Director Aide shall get Emergency Director approval on all assignments.
- 4.6 The Staffing Coordinator shall be responsible for documenting notifications to all individuals and maintaining shift schedules.
- 4.7 The Staffing Coordinator shall maintain a log of all forms.
- 4.8 The Staffing Coordinator shall have the responsibility of staffing vacant positions with WPO personnel or contract personnel. Assistance for this task shall be received from the WPO Recovery Manager and/or the Purchasing/Accounting Staff at the EOF.
- 4.9 Licensed SRO and RO personnel, who have an inactive license, may be utilized to support the E-Plan for non-licensed activities.
- 4.10 The Staffing Coordinator shall discuss with the Emergency Director the possibility/necessity of using the Howard Road facility as a staging area for second shift personnel.

5.0 **ATTACHMENTS**

1. EMERGENCY ORGANIZATION ASSIGNMENT



REVISION SUMMARY SHEET

REV. NO.

- 67 • Quarterly update of Emergency Response Organization.
- 66 • Quarterly update of Emergency Response Organization.
- 65 • Quarterly update of Emergency Response Organization.
  - Phone number change to NYS Bureau of Env. Radiation Control. Changed from 518-458-6461 to 518-402-7550.
- 64 • Reformatted/reorganized attachments for better use on surveys.
  - Corrected phone # on attachment 2.
  - Quarterly update of Emergency Response Organization.
- 63 • Quarterly update of Emergency Response Organization.
- 62 • Quarterly update of Emergency Response Organization.
- 61 • Quarterly update of Emergency Response Organization.
- 60 • In section 4.6 - changed "Assistant EPC," to "designee" on page 5.

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**1.0 PURPOSE**

The purpose of this procedure is to provide instructions for testing emergency communications systems and checking and updating the telephone number list. This procedure also provides a mechanism for determining if an organization has changed key personnel.

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

2.1.1 EAP-1.1, OFFSITE NOTIFICATIONS\*

**2.2 Developmental References**

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

**3.0 INITIATING EVENTS**

None

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**4.0 PROCEDURE**

- 4.1 Communication checks shall be performed by an individual assigned by the Radiological and Environmental Services Manager, except for the listing sent out under Attachment 4.
- 4.2 Communication checks shall be performed using the appropriate checklist(s) at the frequencies shown below:
- 4.2.1 Monthly - Attachment 1, Monthly Emergency Communication Checklist
  - 4.2.2 Quarterly- Attachment 2, Quarterly Emergency Communications Checklist
- 4.3 As part of the Quarterly Communication Check:
- A. Personnel listed will be verified as being the responsible individual in their organization. Changes in such personnel shall be noted so that an updated communications checklist and a revision to EAP-1.1 and EAP-17 can be prepared.
  - B. JAFNPP Emergency Personnel listed on Attachment 5 will be contacted via Attachment 4 to verify phone numbers.
- 4.4 Problems encountered during communication checks should be noted in the remarks section.
- 4.5 Consult EAP-1.1, OFFSITE NOTIFICATIONS\*, for guidance for the use of communications system.
- 4.6 The individual performing the communication checks shall forward the completed checklists to the Emergency Planning Coordinator (EPC), or designee, who shall take appropriate action.

4.7 **ATTACHMENTS**

1. MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST
2. QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST
3. EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS
4. DEPARTMENT MANAGERS MEMO FOR QUARTERLY EMERGENCY COMMUNICATIONS SURVEILLANCE
5. SIGN IN SHEET QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST