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May 16, 2000

SVP-00-074

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

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

Subject: Changes to Emergency Plan Implementation Procedures.

In accordance with 10 CFR 50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities," Quad Cities Station is submitting the following Emergency Plan Procedures. Attachment A, "Summary of Changes," contains a brief summary of the changes to the following procedures:

QEP 0105-01 "Station Director Implementing Procedure"
QEP 0107-02 "Communicators and Status Board Recorders"
QEP 0107-S01 "Assistant Station Director Alert Checklist"
QEP 0107-S02 "Assistant Station Director Site Emergency Checklist"
QEP 0107-S03 "Assistant Station Director General Emergency Checklist"
QEP 0107-S04 "Assistant Station Director Downgrade, Termination, and Recovery"
QEP 0110-S01 "Operations Director Alert Checklist"
QEP 0110-S02 "Operations Director Site Area Emergency Checklist"
QEP 0110-S03 "Operations Director General Emergency Checklist"
QEP 0110-S04 "Operations Director Downgrade, Termination, and Recovery Checklist"
QEP 0110-T01 "Shift Turnover Briefing"
QEP 0120-S01 "Technical Director Alert Checklist"
QEP 0120-S02 "Technical Director Site Area Emergency Checklist"
QEP 0120-S03 "Technical Director General Emergency Checklist"
QEP 0125-01 "Administrative Director Implementing Procedure"
QEP 0125-S01 "Administrative Director Alert Checklist"
QEP 0125-S02 "Administrative Director Site Area Emergency Checklist"
QEP 0125-S03 "Administrative Director General Emergency Checklist"
QEP 0125-T03 "Arrangements for Support Personnel"
QEP 0130-S01 "Maintenance Director Alert Checklist"
QEP 0130-S02 "Maintenance Director Site Area Emergency Checklist"
QEP 0130-S03 "Maintenance Director General Emergency Checklist"
QEP 0140-01 "Security Director Implementing Procedure"
QEP 0140-S01 "Security Director Alert Checklist"

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QEP 0160-01 "Operations Support Center Director Implementing Procedure"
QEP 0160-S01 "OSC Director Alert Checklist"
QEP 0160-S02 "OSC Director Site Area Emergency Checklist"
QEP 0160-S03 "OSC Director General Emergency Checklist"
QEP 0160-S04 "OSC Director Downgrade, Termination, and Recovery"
QEP 0160-T01 "Shift Turnover Briefing"
QEP 0165-S01 "OSC Supervisor Alert Checklist"
QEP 0165-S02 "OSC Supervisor Site Area Emergency Checklist"
QEP 0165-S03 "OSC Supervisor General Emergency Checklist"
QEP 0300-T01 "State of Illinois NARS Forms Instructions for Use"
QEP 0400-03 "Emergency Teams"
QEP 0400-S05 "OSC Team Request Form"
QEP 0400-S06 "OSC Team Briefing Form"
QEP 0730-S01 "Emergency Preparedness Monthly Audit"
QEP 0730-S02 "Emergency Preparedness Quarterly Audit"
QEP 0105-00 "Station Director"
QEP 0107-00 "Assistant Station Director"
QEP 0110-00 "Operations Director"
QEP 0120-00 "Technical Director"
QEP 0125-00 "Administrative Director"
QEP 0130-00 "Maintenance Director"
QEP 0140-00 "Security Director"
QEP 0160-00 "Operations Support Center Director"
QEP 0165-00 "Operations Support Center Supervisor"
QEP 0300-00 "Notifications"
QEP 0400-00 "On Site Response Actions"
QEP 0730-00 "Document Control and Review"

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

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

Respectfully,



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

Attachments:

Attachment A: Summary of Changes
Attachment B: Revised Procedures

cc: Regional Administrator – NRC Region III
NRC Senior Resident Inspector – Quad Cities Nuclear Power Station

Attachment A, Summary of Changes
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Procedures:

QEP 0105-01 "Station Director Implementing Procedure," Revision 9

Description of Change:

Station Director position responsibilities revised.

Procedures:

QEP 0107-02 "Communicators and Status Board Recorders," Revision 2

Description of Change:

Communicator/Status Board Recorder responsibilities and duties clarified.

QEP 0107-S01 "Assistant Station Director Alert Checklist," Revision 14
QEP 0107-S02 "Assistant Station Director Site Emergency Checklist," Revision 11
QEP 0107-S03 "Assistant Station Director General Emergency Checklist," Revision 13
QEP 0107-S04 "Assistant Station Director Downgrade, Termination, and Recovery," Revision 5
QEP 0110-S01 "Operations Director Alert Checklist," Revision 16
QEP 0110-S02 "Operations Director Site Area Emergency Checklist," Revision 11
QEP 0110-S03 "Operations Director General Emergency Checklist," Revision 10
QEP 0110-S04 "Operations Director Downgrade, Termination, and Recovery Checklist," Revision 5
QEP 0110-T01 "Shift Turnover Briefing," Revision 9

Description of Change:

Minor rewording to clarify actions.

Procedure:

QEP 0120-S01 "Technical Director Alert Checklist," Revision 12
QEP 0120-S02 "Technical Director Site Area Emergency Checklist," Revision 8
QEP 0120-S03 "Technical Director General Emergency Checklist," Revision 10
QEP 0130-S01 "Maintenance Director Alert Checklist," Revision 11
QEP 0130-S02 "Maintenance Director Site Area Emergency Checklist," Revision 10
QEP 0130-S03 "Maintenance Director General Emergency Checklist," Revision 11
QEP 0160-01 "Operations Support Center Director Implementing Procedure," Revision 12
QEP 0160-S01 "OSC Director Alert Checklist," Revision 17
QEP 0160-S02 "OSC Director Site Area Emergency Checklist," Revision 14
QEP 0160-S03 "OSC Director General Emergency Checklist," Revision 14
QEP 0160-S04 "OSC Director Downgrade, Termination, and Recovery," Revision 5
QEP 0160-T01 "Shift Turnover Briefing," Revision 5
QEP 0165-S01 "OSC Supervisor Alert Checklist," Revision 16
QEP 0165-S02 "OSC Supervisor Site Area Emergency Checklist," Revision 11
QEP 0165-S03 "OSC Supervisor General Emergency Checklist," Revision 13

Description of Change:

Minor rewording to improve clarity and organization.

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Procedure:

QEP 0125-01 "Administrative Director Implementing Procedure," Revision 6
QEP 0125-S01 "Administrative Director Alert Checklist," Revision 16
QEP 0125-S02 "Administrative Director Site Area Emergency Checklist," Revision 13
QEP 0125-S03 "Administrative Director General Emergency Checklist," Revision 10

Description of Change:

Minor revisions to ensure consistency between checklists.

Procedure:

QEP 0125-T03 "Arrangements for Support Personnel," Revision 5

Description of Change:

Procedure deleted.

Procedure:

QEP 0140-01 "Security Director Implementing Procedure," Revision 11
QEP 0140-S01 "Security Director Alert Checklist," Revision 17

Description of Change:

Security Director position responsibilities revised.

Procedure:

QEP 0300-T01 "State of Illinois NARS Forms Instructions for Use," Revision 20

Description of Change:

Various editorial changes to improve readability.

Procedure:

QEP 0400-03 "Emergency Teams," Revision 7
QEP 0400-S05 "OSC Team Request Form," Revision 11
QEP 0400-S06 "OSC Team Briefing Form," Revision 6

Description of Change:

Briefing and Debriefing portions of form consolidated.
OSC Team Request Form implemented.

Procedure:

QEP 0730-S01 "Emergency Preparedness Monthly Audit," Revision 9

Description of Change:

Surveillance added to verify operability of GSEP accountability card readers and accuracy/location of postings.

Procedure:

QEP 0730-S02 "Emergency Preparedness Quarterly Audit," Revision 11

Description of Change:

Requirement for quarterly JPIC inventory added.

Attachment A, Summary of Changes
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Procedure:

QEP 0105-00 "Station Director," Revision 27
QEP 0107-00 "Assistant Station Director," Revision 23
QEP 0110-00 "Operations Director," Revision 37
QEP 0120-00 "Technical Director," Revision 31
QEP 0125-00 "Administrative Director," Revision 30
QEP 0130-00 "Maintenance Director," Revision 24
QEP 0140-00 "Security Director," Revision 30
QEP 0160-00 "Operations Support Center Director", Revision 22
QEP 0165-00 "Operations Support Center Supervisor," Revision 22
QEP 0300-00 "Notifications," Revision 57
QEP 0400-00 "On Site Response Actions," Revision 49
QEP 0730-00 "Document Control and Review," Revision 39

Description of Change:

Administrative changes to update procedure revision number.

Attachment B, Revised procedures

STATION DIRECTOR
IMPLEMENTING PROCEDURE

A. PURPOSE

The purpose of this procedure is to describe the responsibilities of the Station Director in the TSC. The Station Director supervises and directs the Station Emergency Response Organization. The Station Director's responsibilities include organizing and coordinating onsite emergency efforts. Additionally, the Station Director has the requisite authority, plant operating experience and qualifications to implement in-plant recovery operations.

Responsibilities assigned to the Station Director include:

- Perform all nondelegable duties as the Emergency Director in Command and Control of the emergency as outlined in Section 4.4.6 of the GSEP.
- Ensure that notifications are made as outlined in GSEP Section 6.
- Activate the Station Emergency Response Organization (ERO) as deemed appropriate or as procedurally required.
- Approve NARS and NRC Event Notification Worksheets prior to transmittal.
- Notify local support agencies as required in order to expedite their response to the emergency.
- Conduct personnel assembly/accountability and evacuation of non-essential personnel at Site Emergency, General Emergency or as conditions warrant. (Refer to Section 6.0 of the GSEP)
- If the emergency involves a hazardous substance and/or oil discharges, ensure that appropriate notifications and responses have been made in accordance with GSEP Section 6. (Refer to QCOA 0010-15.)
- Determine if the OSC is to remain activated at the Alert classification.
- Activate the Emergency Response Data System (ERDS) as soon as possible but not later than one hour after declaring an Alert, Site Emergency or General Emergency.
- Maintain a record of GSEP related activities.

The Station Manager may go to the Control Room at the Unusual Event classification and evaluate whether further emergency organization activation is necessary. At the Alert classification, or at the Unusual Event classification if deemed necessary, the Station Manager will activate the Technical Support Center (TSC) and Operations Support Center (OSC), and upon minimum staffing of the facilities assume Command and Control from the Acting Station Director in the Control Room. When the Emergency Operations Facility (EOF) is activated and the Manager of Emergency Operations (MEO) assumes Command and Control, designated responsibilities as defined in this procedure will be transferred.

Responsibilities assigned to the Station Director when the Emergency Operations Facility (EOF) is in Command and Control include:

- Keep the Manager of Emergency Operations (MEO) and NRC informed as to the status of the plant.
- Assist the MEO in the acquisition of information for the NARS, NRC Event Notification Worksheet and state agency updates.
- Provide information and recommendations to the MEO.
- Implement plans, procedures and schedules to meet emergency response objectives as directed by the MEO.
- Request from the Corporate ERO any additional material, staffing and equipment needed to implement response plans and operations.
- Continue to supervise the Station ERO.
- Maintain a record of GSEP related activities.

B. REFERENCES

1. QEP 0105-T01, Augmentation of the Onsite Emergency Organization Within 60 Minutes.
2. QEP 0105-T02, Shift Turnover Briefing.
3. QEP 0110-01, Operations Director Implementing Procedure.
4. QEP 0120-01, Technical Director Implementing Procedure.
5. QEP 0125-01, Administrative Director Implementing Procedure.
6. QEP 0140-01, Security Director Implementing Procedure.
7. QEP 0150-01, Radiation Protection Director Implementing Procedure.
8. QEP 0150-T02, Emergency Exposure Limits.
9. QEP 0155-01, Onsite Environs Director Implementing Procedure.
10. QEP 0160-01, OSC Director Implementing Procedure.

11. QEP 0175-01, Chemistry Director Implementing Procedure.
12. QEP 0200-01, Classification of GSEP Conditions.
13. QEP 0300-01, Notification for GSEP Emergencies.
14. QEP 0500-01, Recovery Operations.
15. QEP 0500-T01, Emergency Response Summary.
16. QOA/QCOA 0010 Block, Site.
17. CEPIP 2200-01, Manager of Emergency Operations.

C. PREREQUISITES

1. None.

D. PRECAUTIONS

1. None.

E. LIMITATIONS AND ACTIONS

1. None.

F. PROCEDURE

1. Upon responding to the TSC at an Alert or higher Emergency Classification level, implement the appropriate checklist QEP 0105-S01 through S04 based on the Emergency Classification level declared at the time of arrival. Use these checklists as guides to help direct emergency activities.
2. If determined as necessary at the Unusual Event, activate the TSC and OSC and implement applicable portions of QEP 0105-S01 based on the events underway.
 - Staffing level of the TSC/OSC during an Unusual Event is at the option of the Station Director.
 - Transfer of Command and Control to the TSC is not required at the Unusual Event and can remain with the Acting Station Director in the Control Room.
 - Refer to EAL HA2 (QEP 0200-T01) to evaluate a potential upgrade to an ALERT.

G. CHECKLISTS

1. QEP 0105-S01, Station Director Alert Checklist.
2. QEP 0105-S02, Station Director Site Area Emergency Checklist.
3. QEP 0105-S03, Station Director General Emergency Checklist.
4. QEP 0105-S04, Station Director Downgrade, Termination, and Recovery Checklist.
5. QEP 0105-S05, Command and Control Turnover Form.
6. QEP 0165-S05, Emergency Exposure Limit/KI Issuance Approval Form.
7. QEP 0400-S01, Plant Assembly Checklist.
8. QEP 0400-S02, Site Evacuation Checklist.
9. QEP 0500-S02, Corrective Action Items for Plant Recovery.

H. TECHNICAL SPECIFICATION REFERENCES

1. None.

COMMUNICATORS AND STATUS BOARD RECORDERS

A. PURPOSE

The purpose of this procedure is to describe the responsibilities of the Communicators/Recorders. They are responsible for transmitting/receiving information to and from the TSC, OSC, and Control Room. Communicators/Recorders report to the TSC upon activation for assignment by the Assistant Station Director.

B. REFERENCES

1. GSEP Section 4.2.
2. QEP 0300-01, Notifications for GSEP Emergencies.

C. PREREQUISITES

1. None.

D. PRECAUTIONS

1. None.

E. LIMITATIONS AND ACTIONS

1. None.

F. PROCEDURE

1. The following Communicators and Status Board Recorders should be activated in the TSC at ALERT or higher classification to perform their specific responsibilities:
 - a. ENS Communicator - This Communicator reports to the Technical Director. Specific duties include:
 - (1) Verify that Event Notification Worksheets are available.
 - (2) Maintain continuous communication with the NRC (as requested) via the NRC ENS phone or commercial phone.
 - If needed, the NRC commercial phone number is listed under Support Groups in the ERF Telephone Directory.
 - (3) If continuous communication is not established, complete Event Notification Worksheet, as appropriate, ensuring that all applicable and/or available information is provided.
 - (4) Verify that written information to be transmitted is approved by the individual with Command and Control. Approval includes initialing the ENW.

- (5) Transmit approved information to the NRC via the ENS phone or commercial phone and complete the applicable portions of QEP 0300-S03, GSEP Emergency Notification Log.
 - (6) Convey classification changes and plant status information to the NRC. Also convey use of abnormal procedures, security threats, site assembly, evacuation, and missing personnel. Brief on evacuation of emergency facilities, emergency exposures, and issuance of thyroid blocking agents.
 - (7) Document information requests from the NRC and provide follow-up responses to those requests.
 - (8) Act as the primary ENS Communicator for the emergency response until the EOF takes Command and Control, then function in a support role to that ENS Communicator.
 - Brief the Assistant Station Director of the transfer of ENS responsibility.
 - (9) Maintain a record or log of ENS-related activities.
- b. HPN Communicator - This Communicator reports to the Radiation Protection (RP) Director. Specific duties include:
- (1) Maintain continuous communication with the NRC (as requested) via the NRC HPN phone or commercial phone.
 - (2) Document information requests from the NRC and provide follow-up responses to those requests.
 - (3) Act as the primary HPN Communicator for the emergency response until the EOF takes "Command and Control," then function in a support role to that HPN Communicator.
 - (4) Maintain a log or record of HPN-related activities.
- c. State/NARS Communicator - This Communicator reports to the Assistant Station Director. Specific duties include:
- (1) Verify that NARS forms are available.
 - (2) Complete NARS form per QEP 0300-T01.

- (3) Obtain the most recent radioactive release and meteorological information from the Environs Director and/or the Environs Director staff. (NRC Inspection Report 254(265)90-018)
- (4) Obtain approval for the information to be transmitted from the individual with Command and Control. Approval should include initialing the completed NARS form.
- (5) Transmit the approved information to the appropriate agencies via the NARS phone system using the NARS code specified in QEP 0300-S03, GSEP Emergency Notification Log. Complete QEP 0300-S03 with appropriate times and initials.
- (6) When conditions for a new NARS notification occur, complete a NARS form per QEP 0300-T01. A new NARS form must be completed whenever:
 - (a) The ON-SITE ACCIDENT CLASSIFICATION changes (Item 3 on NARS form), including entering Recovery or Termination.
 - (b) The RELEASE TO ENVIRONMENT (Item 5 on the NARS form) or TYPE OF RELEASE (Item 6 on the NARS form) changes.
 - (c) The RECOMMENDED ACTIONS (Item 9 on the NARS form) changes.
 - (d) The WIND DIRECTION (Item 7 on the NARS form) changes to another DOWNWIND SECTOR (Item 7 on the NARS form) and RELEASE TO ENVIRONMENT (Item 5 on the NARS form) is marked B, C, or D.
- (7) When the State calls on the NARS phone with a State message, fill out a NARS form and compare it with station information.
- (8) Act as the primary State/NARS Communicator for the emergency response until the EOF takes Command and Control, then function in a support role to the EOF.
- (9) State agency updates are performed by the MEO and Emergency Environmental Coordinator at the EOF. If the EOF is not available to perform State updates, the TSC should make the updates using CEPIP 2200-01, Attachment C.
- (10) Record and relay inquiries to responsible Directors and the responses to those inquiries.

- (11) Maintain proper records and logs of NARS-related activities.
- d. Technical Communicator (to EOF) - This Communicator reports to the Technical Director. Specific duties include:
- (1) Establish and maintain contact with the EOF Technical Communicator using the Technical Conference Line or commercial phone.
 - (2) Provide the EOF Technical Communicator with plant status information as directed by the Technical Director.
 - (3) Record and relay inquiries to responsible Directors and the responses to those inquiries.
 - (4) Maintain proper records and logs of GSEP-related activities.
- e. OSC Team Status, or "Brown Phone," Communicator (in CR/TSC/OSC)-

After assignment by the Assistant Station director, communicators will report to the following directors:

- CR Communicator -- Shift Manager
- OSC Communicator -- OSC Director
- TSC Communicator -- Operations Director

Specific duties include:

NOTE

Ringdown over CR/TSC/OSC
"Brown" Phone is initiated by
CR Communicator upon arrival
at the Control Room.

- (1) Establish and maintain communications with the Control Room (CR), TSC and OSC via dedicated ("Brown") phone line or a station extension.
- (2) Communicate OSC team tasks and priorities, as directed by the TSC Operations Director or Maintenance Director.
- (3) Communicate changes in OSC team status to facility directors.

- (4) Maintain records and logs of OSC team communications and requests. Ensure records are accurate and complete.
- (5) Update the OSC Team Assignments Board to reflect current team status.

f. Plant Status Communicator/Recorder - After assignment by the Assistant Station Director, communicator/recorder will report to the following directors:

- CR Communicator -- Shift Manager
- TSC Communicator -- Operations Director
- TSC Status Board Recorder -- Operations Director

Specific duties include:

- (1) Establish and maintain communications with the Control Room (CR) and TSC via a station extension.
- (2) Communicate changes in plant and system status to facility directors.
- (3) TSC Data Link Communicator shall maintain the Station Priorities Log (SPL), and update the Station Issues Board at the direction of the Assistant Station Director or Operations Director.
- (4) TSC Status Board Recorder shall monitor plant conditions via GSEP Suite and update the Plant System and Parameter Trending Boards.

g. Field Team Communicator - This Communicator reports to the Environs Director. Specific duties include:

- (1) Establish and maintain communications with the Environmental Field Teams.
- (2) Record and relay sampling information to the appropriate Directors.
- (3) Act as the primary Field Team Communicator for the emergency response until the EOF takes Command and Control, then function in a support role to the EOF.
- (4) Maintain proper records and logs of GSEP-related activities.

- h. Status Board Recorders/Clerical - Unless identified above, report to the Administrative Director. Specific duties include:

NOTE

When a status board is not appropriate for use during a specific event, the status board should be labeled "NOT IN USE," or another similar message on the board should be provided so it is apparent the board (or a portion of it) is not being updated.

- (1) Gather/record appropriate information on manual status boards.
- (2) Post information that has been reviewed and/or approved by the responsible Director.
- (3) Ensure that status boards are kept current and timely.

G. CHECKLISTS

1. None.

H. TECHNICAL SPECIFICATION REFERENCES

1. None.

ASSISTANT STATION DIRECTOR
ALERT CHECKLIST

(NAME) (DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS		
1. Inform the Station Director of your arrival.	_____	_____
2. If an event is classified between the hours of 7:00 a.m. and 4:30 p.m., contact the EOF Alert Team by paging 1-630-603-7007, then enter 721*11111#.	_____	_____
3. Verify the "ALERT" classification sign is displayed in the TSC.	_____	_____
4. Verify that NARS notifications have been completed.	_____	_____
<ul style="list-style-type: none"> • Copies of NARS forms from the Control Room should be available for the NARS Communicator. 		
5. Verify that ENS notifications have been completed.	_____	_____
<ul style="list-style-type: none"> • Copies of ENS forms from the Control Room should be available for the ENS Communicator. 		
6. Synchronize Facility clocks with Control Room.	_____	_____
7. Verify that the GSEP (Yellow) auto-dial phone works by lifting the receiver <u>when the EOF has been staffed.</u>	_____	_____
8. Review QEP 0105-T01, Augmentation of the Onsite Emergency Organization Within 60 Minutes, and keep Station Director advised of the TSC/OSC staffing level.	_____	_____
<ul style="list-style-type: none"> • "Minimum Staffing" and GSEP on-call positions are designated on TSC Staffing Board. 		

ASSISTANT STATION DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
9. Verify the Admin Director has arrived, and initiate callouts as needed to fill positions that were not staffed by PA announcement or the automatic callout system. <ul style="list-style-type: none">• Direct an individual to initiate the activities of the Admin Director's procedure if the Admin Director has not arrived.	_____	_____
10. Verify the following Communicators and Status Board Recorders have arrived and are assigned to the TSC, OSC, and Control Room: <ul style="list-style-type: none">a. <u>Assigned to the Assistant Station Director</u><ul style="list-style-type: none">• One (1) State/NARS Communicatorb. <u>Assigned to the Technical Director</u><ul style="list-style-type: none">• One (1) ENS Communicator• One (1) Technical Communicator to the EOFc. <u>Assigned to the Environs Director</u><ul style="list-style-type: none">• One (1) HPN Communicator• One (1) Field Team Communicatord. <u>Assigned to the Operations Director</u><ul style="list-style-type: none">• One (1) OSC Team, or "Brown Phone," Communicator• Two (2) Status Board Recorders<ul style="list-style-type: none">- Data Link Communicator (with CR)- Plant System & Parameter Trending Boards Recordere. <u>Assigned to the OSC Director</u><ul style="list-style-type: none">• One (1) OSC Team, or "Brown Phone," Communicatorf. <u>Assigned to the CR Shift Manager</u><ul style="list-style-type: none">• One (1) OSC Team, or "Brown Phone," Communicator• One (1) Status Board Recorder, as Data Link Communicator	_____	_____

ASSISTANT STATION DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
11. Initiate a GSEP Log of activities. In particular, document phone calls made and received and any data or information provided to other persons.	N/A	N/A
B. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. Use of the Hardened Vent		
a. Verify that IDNS and Iowa Dept. of Public Health are notified immediately if the hardened vent is used or is expected to be used by using the State Decision-Makers Hotline.	GSEP LOG	
b. Inform the Station Director that use of the hardened vent increases the GSEP classification to Site Emergency.	GSEP LOG	
c. Issue a NARS form indicating: - Site Area Emergency EAL FS1 (3C), (4) - Release Occurring (5C) - Radioactive Gas (6B) - PARs • If a more conservative NARS form has not been previously issued.	GSEP LOG	
d. Issue a new NARS form if further evaluation of situation determines that a General Emergency per FG1 or RG1 is appropriate or if PARs change based on dose assessment.	GSEP LOG	
C. ONGOING ACTIVITIES		
1. Supervise the activities of the Administrative Director.	GSEP LOG	

ASSISTANT STATION DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
2. Act as the ComEd liaison to the NRC Site Team representatives.	GSEP LOG	
a. Ensure that the NRC Site Team representatives promptly receive a status briefing upon arrival, and are directed to their appropriate counterparts.	GSEP LOG	
3. Supervise the activities of the State/NARS Communicator.	GSEP LOG	
a. Ensure that information transmitted to outside agencies is documented timely and accurate, and approved by the Station Director while the TSC has Command and Control.	GSEP LOG	
b. Ensure that the State/NARS Communicator receives NARS calls made by the State to the local counties.	N/A	N/A
c. If the EOF is not available to make hourly updates, perform this function per CEPIP 2200-01 (Attachment C) using the State Decision-Makers Hotline. Have the Environs Director give additional environmental information as required.	N/A	N/A
4. Ensure that the Significant Events Board and the Significant Event Log (SEL) is being maintained up-to-date by the Administrative Director, or assigned clerical staff.	N/A	N/A
5. Maintain a list of "Station Priorities" as defined by the Station Director.	N/A	N/A
a. Verify the priorities are maintained on the Station Issue Board.	N/A	N/A
b. Ensure that the Station Priorities Log (SPL) is being maintained up-to-date by Status Board Recorder (assigned as Data Link Communicator).	N/A	N/A
6. Maintain records by keeping a chronological file of documents and records received.	N/A	N/A
7. Record and relay inquiries to the Station Director and record the response to such inquiries prior to transmission.	GSEP LOG	

ASSISTANT STATION DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
8. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
D. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0107-T01, Shift Turnover Briefing. Include the TSC Communicators in the briefing.	GSEP LOG	

ASSISTANT STATION DIRECTOR
SITE EMERGENCY CHECKLIST

(NAME) (DATE)

ACTION TIME INITIALS

A. INITIAL ACTIONS

- 1. Verify the TSC classification signs display "SITE EMERGENCY". ____
- 2. If not already completed, complete the Initial Actions section of QEP 0107-S01, Assistant Station Director Alert Checklist. ____
- 3. Verify the State/NARS Communicator initiates the NARS notification within 15 minutes and inform the ENS Communicator that NRC notification is needed if the TSC has "Command and Control." ____
- 4. Ensure that all previously issued NARS forms are telecopied to the EOF. ____
- 5. Verify that the EOF is activated and prepared to take Command and Control unless EOF capabilities are limited such that non-delegable responsibilities cannot be assumed. ____
 - a. If the EOF is not available to make hourly updates, perform this function per CEPIP 2200-01, using the State Decision-Makers Hotline phone. Have the Environs Director give additional environmental information, as required. ____

B. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED

- 1. Use of the Hardened Vent
 - a) Verify that IDNS and Iowa Dept. of Public Health are notified immediately if the hardened vent is used or is expected to be used by using the State Decision-Makers Hotline phone. GSEP LOG

ASSISTANT STATION DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
b) Issue a NARS form indicating a - Site Area Emergency EAL FS1 (3C, 4) - Release Occurring (5C) - Radioactive Gas (6B) - PARs of (S)S)S) (9C, 9D, 9F and 9G)	GSEP	LOG
<ul style="list-style-type: none"> • If a more conservative NARS form has not been previously issued. 		
c) Issue a new NARS form if further evaluation of situation determines that a General Emergency per FGI or RGI is appropriate or if PARs change based on dose assessment.	GSEP	LOG
C. ONGOING ACTIVITIES		
1. Supervise the activities of the Administrative Director.	GSEP	LOG
2. Act as the ComEd liaison to any NRC Site Team representatives.	GSEP	LOG
a. Ensure that the NRC Site Team representatives promptly receive a status briefing upon arrival, and are directed to their appropriate counterparts.	GSEP	LOG
3. Supervise the activities of the State/NARS Communicators.	GSEP	LOG
a. Ensure that information transmitted to outside agencies is timely and accurate, and approved by the Station Director while the TSC has Command and Control.	GSEP	LOG
b. Ensure that the State/NARS Communicator receives NARS calls made by the State to the local counties.	N/A	N/A
4. Ensure that the Significant Events Board and Significant Events Log (SEL) are being maintained up-to-date by the Administrative Director, or assigned clerical staff.	N/A	N/A

ASSISTANT STATION DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
5. Maintain a list of "Station Priorities" as defined by the Station Director.	N/A	N/A
a. Verify the priorities and their status are maintained on the Station Issues Board.	N/A	N/A
b. Ensure that the Station Priorities Log (SPL) is being maintained up-to-date by the Status Board Recorder (assigned as Data Link Communicator).	N/A	N/A
6. Maintain records by keeping a chronological file of documents and records received.	N/A	N/A
7. Record and relay inquiries to the Station Director and record the response to such inquiries prior to transmission.	GSEP	LOG
8. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
D. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0107-T01, Shift Turnover Briefing. Include the TSC Communicators in the briefing.	GSEP	LOG

PROCEDURE: QEP 0107-01

ASSISTANT STATION DIRECTOR
GENERAL EMERGENCY CHECKLIST

(NAME) (DATE)

ACTION	TIME INITIALS
A. INITIAL ACTIONS	
1. Ensure the TSC classification signs display "GENERAL EMERGENCY".	_____
2. If not already completed, complete the Initial Actions section of QEP 0107-S02, Assistant Station Director Site Area Emergency Checklist.	_____
3. Verify the State/NARS Communicator initiates the NARS notification within 15 minutes and inform the ENS Communicator that NRC notification is needed if the TSC has Command and Control.	_____
B. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED	
1. <u>Use of the Hardened Vent</u>	
a. Verify that IDNS and Iowa Dept. of Public Health are notified immediately if the hardened vent is used or is expected to be used by using the State Decision-Makers Hotline phone.	GSEP LOG
b. Issue a NARS form indicating - Release Occurring (5C) - Radioactive Gas (6B) - Appropriate PAR	GSEP LOG
2. <u>TSC Evacuation (If Ordered by Station Director)</u>	
a. Coordinate QEP 0107-S05, TSC/OSC Evacuation Accountability Log, with the Station Director.	GSEP LOG

ASSISTANT STATION DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME INITIALS
b. Contact the EOF Advisory Support Manager and provide the evacuation location for onsite personnel. Provide an approximate number of persons to be evacuated.	GSEP LOG
c. Collect the following documents:	GSEP LOG
1. "Assistant Station Director" Emergency Response Manual.	
2. Your GSEP Logs, logs of the status boards, checklists and other important data generated.	
3. Logs and records maintained for the Station Director.	
d. Obtain secondary dosimetry and log the reading _____R.	GSEP LOG
e. The Radiation Protection Director will provide any special precautions for proceeding to the chosen evacuation location. Follow these special directions.	GSEP LOG
f. When directed by the Station Director, proceed to the chosen evacuation location. Take your dosimetry with you.	GSEP LOG
g. Log your secondary dosimeter reading upon arrival at the evacuation location. Reading: _____R.	GSEP LOG
h. Verify arrival of TSC personnel using QEP 0107-S05.	GSEP LOG
(1) Brief the Manager of Emergency Operations (EOF) of the status of the personnel evacuated from the TSC.	
(2) Provide the Manager of Emergency Operations with a copy of QEP 0107-S05 if possible.	
i. Contact the Station Director in the Control Room and brief him of the evacuation using QEP 0107-S05.	GSEP LOG
(1) Provide new phone numbers to the Station Director.	

ASSISTANT STATION DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME INITIALS
j. Based on the estimated doses received by the TSC and/or OSC Directors during the evacuation, consult with the OSC Supervisor to determine if the TLD badges for <u>all</u> of the TSC and/or OSC staffs should be processed.	GSEP LOG
<ul style="list-style-type: none"> • If necessary, make arrangements through the EOF Health Physics Director for processing. 	
k. Periodically contact each of the TSC Directors at the evacuation location(s) and coordinate necessary activities until a return to the TSC can be approved by the Station Director.	GSEP LOG
C. ONGOING ACTIVITIES	
1. Supervise the activities of the Administrative Director.	GSEP LOG
2. Act as the ComEd liaison to any NRC Site Team representatives.	GSEP LOG
a. Ensure that the NRC Site Team representatives promptly receive a status briefing upon arrival, and are directed to their appropriate counterparts.	GSEP LOG
3. Supervise the activities of the State/NARS Communicators.	GSEP LOG
a. Ensure that information transmitted to outside agencies is timely and accurate, and approved by the Station Director while the TSC has Command and Control.	GSEP LOG
b. Ensure that the State/NARS Communicator receives NARS calls made by the State to the local counties.	N/A N/A
4. Ensure that the Significant Events Board and Significant Events Log (SEL) are being maintained up-to-date by the Administrative Director, or assigned clerical staff.	N/A N/A

ASSISTANT STATION DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME INITIALS
5. Maintain a list of "Station Priorities" as defined by the Station Director.	N/A N/A
a. Verify the priorities and their status are maintained on the Station Issues Board.	N/A N/A
b. Ensure that the Station Priorities Log (SPL) is being maintained up-to-date by the Status Board Recorder (assigned as Data Link Communicator).	N/A N/A
6. Maintain records by keeping a chronological file of documents and records received.	N/A N/A
7. Record and relay inquiries to the Station Director and record the response to such inquiries prior to transmission.	GSEP LOG
8. Maintain a GSEP Log of activities, phone calls, and important information.	N/A N/A
D. SHIFT CHANGE	
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0107-T01, Shift Turnover Briefing. Include the TSC Communicators in the briefing.	GSEP LOG

ASSISTANT STATION DIRECTOR DOWNGRADE, TERMINATION, AND RECOVERY

	NAME	DATE
ACTION		
		TIME
		INITIALS

NOTE

Commonwealth Edison Company Policy on Classification downgrading is as follows:

- a. An Alert Classification may be downgraded to an Unusual Event if conditions warrant.
- b. Site Emergencies shall not be downgraded to a lower classification.
- c. General Emergencies shall not be downgraded to a lower classification.
- d. Site Emergency Classifications, once declared, shall remain in effect until a General Emergency Classification is warranted or until such time as conditions warrant classification to Recovery or Termination of the event.
- e. General Emergency Classification, once declared, shall remain in effect until such time as conditions warrant classification to Recovery or Termination of the event.

A. INITIAL ACTIONS.

- 1. Obtain Station Director approval and notify the NRC of event downgrade, termination, or recovery. GSEP LOG
- 2. Maintain a list of "Station Priorities" as defined by the Station Director. Verify the priority items and their status are maintained on the Station Issues Board. GSEP LOG
- 3. Ensure Significant Event Log (SEL) and Station Priorities Log (SPL) are maintained up-to-date. NA NA

ACTION	TIME	INITIALS
B. RECOVERY		
1. Complete a list of any corrective action items using QEP 0500-S02, "Corrective Action Items for Plant Recovery," and Provide a copy of the list to the Station Director.	_____	_____
2. Assist in the development of recovery plans and procedures per QEP 0500-01, Recovery Operations.	NA	NA
3. Maintain a GSEP Log until termination.	NA	NA
4. If a shift change occurs, brief your replacement based on applicable sections of QEP 0107-T01, Shift Turnover Briefing. Include the TSC Communicators in the briefing.	_____	_____
C. TERMINATION		
1. Provide a list of any supplies or forms needing replacement in the "Emergency Response Manual" to the Administrative Director.	_____	_____
2. Collect your GSEP Logs and documents generated and write an "Emergency Response Summary" report per QEP 0500-T01.	_____	_____
3. Collect the "Emergency Response Summary" reports from all of the TSC Directors and all of the documentation generated during the emergency. Review the reports and write an Executive Summary of the emergency response actions onsite. Organize all documentation generated.	_____	_____
4. Ensure that Significant Events Log (SEL) and Station Priorities Log (SPL) are updated.	_____	_____
5. Provide the report to the Station Director for approval after review by the TSC Directors.	_____	_____

OPERATIONS DIRECTOR
ALERT CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	Inform the Station Director of your arrival.		____	____
2.	Initiate a GSEP Log of activities. In particular, document phone calls made and received and any data or information provided to other persons.		N/A	N/A
3.	If the Station Director has not arrived assume the role of Station Director and implement the following:		____	____
	a. Inform the TSC staff, OSC staff, and Control Room that you are assuming this position.			
	b. Direct the Administrative Director to initiate callout of another Station Director.			
	c. Initiate QEP 0105-01, Station Director Implementing Procedure. The Assistant Station Director can assist with this procedure.			
	d. Direct the Status Board Recorder (assigned as Data Link Communicator) in TSC, or Operating SAMG Evaluator if present, to take a more direct role in implementing the tasks of the Operations Director Checklists, QEP 0110-S01 through S04.			
B. ASSESSMENT ACTIONS				
1.	Contact the Shift Manager to obtain the following:			GSEP LOG
	a. A briefing of the situation from the Control Room.			
	b. What QOA/QCOA, QGA, and other relevant procedures are in use and the status of these procedures (NTS 2541158900201.02.02).			

OPERATIONS DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
2. Brief the Station Director, TSC Directors, and if present, the NRC and State Representatives, of the information provided by the Control Room.		GSEP LOG
a. Direct the OSC Team ("Brown" Phone) Communicator to brief the OSC.	_____	_____
3. Request the Administrative Director to notify required personnel if additional Control Room staffing is needed.		GSEP LOG
4. In coordination with the Maintenance Director, supervise the activities of the OSC Director and ensure the Shift Manager is informed of OSC staffing and activities through the OSC Team ("Brown" Phone) Communicator.		GSEP LOG
5. Obtain all of the information from the NARS forms that were issued by the Control Room. Provide this information to the Assistant Station Director.		GSEP LOG
6. Review QEP 0200-T01, Classification of Emergencies, with the Technical Director to verify that the correct EAL has been selected and the appropriate Emergency Classification level has been declared.		GSEP LOG
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Use (or Expected Use) of Hardened Vent</u>		
a. Ensure that if the hardened vent is used (or expected to be used), that the Station Director is immediately informed.		GSEP LOG
2. <u>Radioactive Release</u>		
a. Provide Environs/RP personnel information on expected duration of the release (NRC Inspection Report 254(265)/93022).		GSEP LOG
3. <u>Personnel Emergency</u>		
a. Coordinate the implementation of QCOA 0010-07, Personnel Emergency, and relieve the Control Room of responsibility for this procedure.		GSEP LOG
b. Brief the Station Director and Radiation Protection Director of progress and upon completion of the effort.		GSEP LOG

OPERATIONS DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
4. <u>Natural/Man-Made Events</u>		
a. Coordinate the implementation of the appropriate QOA/QCOA 010 block procedures for natural and man-made events, except for chemical and toxic gases, and relieve the Control Room of responsibility for the procedure.	N/A	N/A
<ul style="list-style-type: none"> • The Chemistry Director will coordinate chemical and toxic gas emergencies. 		
b. Brief the Station Director of progress and upon completion of the effort.		GSEP LOG
5. <u>Missing Persons</u>		
a. Coordinate the implementation of search and rescue efforts for any missing persons identified by the Security Director.		GSEP LOG
b. Brief the OSC Director of any changes in plant conditions, as they occur, that could impact the search and rescue effort.		GSEP LOG
c. Brief the Station Director of progress and upon completion of the effort.		GSEP LOG
6. <u>Security Threat</u>		
a. Notify the Control Room of security threats reported by the Security Director.		GSEP LOG
b. Coordinate with the Security Director to establish increased security for the Control Room or critical equipment areas, if necessary.		GSEP LOG
7. <u>Loss of Offsite Power</u>		
a. Inform the Radiation Protection and/or Chemistry Director of the loss of offsite power which impacts the PASS building and that arrangements to establish emergency power will be initiated.		GSEP LOG
b. Contact the Control Room and direct the Shift Manager to establish emergency power to the PASS building by picking up the loads on bus 15 (for Unit 1) or bus 25 (for Unit 2).		GSEP LOG

OPERATIONS DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
D. ONGOING ACTIONS		
1. Oversee Control Room activities involved with switching and valving operations, equipment operations, equipment checking, and miscellaneous operations.	N/A	N/A
2. Periodically brief the Station Director and Technical Director of the status of plant systems and any QOA/QCOA procedures which have been initiated.		GSEP LOG
3. Periodically brief the Radiation Protection Director of the status of the systems necessary to maintain integrity of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment integrity) and on any unusual radiological conditions.		GSEP LOG
4. Periodically brief the Control Room of TSC activities and evaluations of the situation made by the Technical Director. Provide information specific to the next EAL conditions which would require upgrading or allow downgrading or termination of the Emergency Classification level.		GSEP LOG
5. Direct the activities of the following: <ul style="list-style-type: none"> • OSC Team ("Brown" Phone) Communicator. • Data Link Communicator (with CR). • Status Board Recorder (Maintaining Plant Status and Parameter Trending Boards). 	N/A	N/A
6. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
7. To request a team from the OSC, complete QEP 0400-S05, Team Request Form.	N/A	N/A
a. Review and complete Team Request Form, QEP 0400-S05, provided by other TSC Directors in conjunction with the Maintenance Director.	N/A	N/A
• Determine Task Priority based on definitions supplied on the form.		
• Forward the Task Request Form to the OSC Team ("Brown" Phone) Communicator for transmittal to the OSC.		

OPERATIONS DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
8. <u>PRIOR TO</u> returning systems to operation that deviate from Tech Specs or standard plant procedures, request an evaluation of the planned action from the Technical Director and Maintenance Director.		GSEP LOG
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0110-T01, Shift Turnover Briefing.		GSEP LOG

OPERATIONS DIRECTOR
SITE AREA EMERGENCY CHECKLIST

(NAME) (DATE)

ACTION TIME INITIALS

A. INITIAL ACTIONS

- 1. If not already completed, complete the Initial Actions section of QEP 0110-S01, Operations Director Alert Checklist. ____
- 2. Determine the need to increase the staffing of the Control Room. ____
 - a. Request that the Administrative Director notify the required personnel. GSEP LOG

B. ASSESSMENT ACTIONS

- 1. Contact the Shift Manager in the Control Room. GSEP LOG
 - a. Provide the following information:
 - (1) Latest NARS form information,
 - (2) EAL basis for declaring the new classification, and
 - (3) Estimated arrival time for any additional Control Room staffing.
 - b. Request the following information:
 - (1) Status of important safety systems,
 - (2) Status of fuel cladding, reactor coolant system, and containment integrity,
 - (3) Status of any alarms relevant to current conditions,
 - (4) Identification of any "out of service" equipment that needs priority repair,
 - (5) Any unusual radiological conditions, and
 - (6) Prognosis for situation to improve or worsen.

OPERATIONS DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME INITIALS
2. Brief the Station Director, Technical Director, and OSC Director of the information provided by the Control Room.	GSEP LOG
3. Inform the Maintenance Director and OSC Director of any "out of service" equipment that needs priority repair and keep the Control Room updated on the progress of the repair.	GSEP LOG
4. Brief the Radiation Protection Director of any unusual radiological conditions reported by the Control Room and the current status of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment integrity).	GSEP LOG
5. Review QEP 0200-T01, Classification of Emergencies, with the Technical Director to verify that the correct EAL has been selected and the appropriate Emergency Classification level has been declared.	GSEP LOG
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED	
1. <u>Use (or Expected Use) of Hardened Vent</u>	
a. Ensure that the Station Director is informed if the hardened vent is used (or expected to be used).	GSEP LOG
2. <u>Radioactive Release</u>	
a. Provide Environs/RP personnel information on expected duration of the release (NRC Inspection Report 254(265)/93022)	GSEP LOG
3. <u>Personnel Emergency</u>	
a. Coordinate the implementation of QCOA 0010-07, Personnel Emergency, and relieve the Control Room of responsibility for this procedure.	GSEP LOG
b. Brief the Station Director and Radiation Protection Director of progress and upon completion of the effort.	GSEP LOG

OPERATIONS DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
4. <u>Missing Persons</u>		
a. Coordinate the implementation of search and rescue efforts for any missing persons identified by the Security Director.		GSEP LOG
b. Brief the OSC Director of any changes in plant conditions, as they occur, that could impact the search and rescue effort.		GSEP LOG
c. Brief the Station Director of progress and upon completion of the effort.		GSEP LOG
5. <u>Natural/Man-Made Events</u>		
a. Coordinate the implementation of the appropriate QOA/QCOA 0010 block procedures for natural and man-made events, except for chemical and toxic gases, and relieve the Control Room of responsibility for the procedure.	N/A	N/A
<ul style="list-style-type: none"> • The Chemistry Director will coordinate chemical and toxic gas emergencies. 		
b. Brief the Station Director of progress and upon completion of the effort.		GSEP LOG
6. <u>Security Threat</u>		
a. Notify the Control Room of security threats reported by the Security Director.		GSEP LOG
b. Coordinate with the Security Director to establish increased security for the Control Room or critical equipment areas, if necessary.		GSEP LOG
7. <u>Loss of Offsite Power</u>		
a. Inform the Radiation Protection and/or Chemistry Director of the loss of offsite power which impacts the PASS building and that arrangements to establish emergency power will be initiated.		GSEP LOG
b. Contact the Control Room and direct the Shift Manager to establish emergency power to the PASS building by picking up the loads on bus 15 (for Unit 1) or bus 25 (for Unit 2).		GSEP LOG

OPERATIONS DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME INITIALS
D. ONGOING ACTIONS	
1. Oversee Control Room activities involved with switching and valving operations, equipment operations, equipment checking, and miscellaneous operations.	N/A N/A
2. Periodically brief the Station Director and Technical Director of the status of plant systems and any QOA/QCOA procedures which have been initiated.	GSEP LOG
3. Periodically brief the Radiation Protection Director of the status of the systems necessary to maintain integrity of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment integrity) and on any unusual radiological conditions.	GSEP LOG
4. Periodically brief the Control Room of TSC activities and evaluations of the situation made by the Technical Director. Provide information specific to the next EAL conditions which would require upgrading or allow a termination or recovery declaration.	GSEP LOG
5. Direct the activities of the following: <ul style="list-style-type: none"> • OSC Team ("Brown" Phone) Communicator. • Data Link Communicator (with CR). • Status Board Recorder (Maintaining Plant Status and Parameter Trending Boards). 	N/A N/A
6. Maintain a GSEP Log of activities, phone calls, and important information.	N/A N/A
7. To request a team from the OSC, complete QEP 0400-S05, Team Request Form.	N/A N/A
a. Review and complete Team Request Form, QEP 0400-S05, provided by other TSC Directors in conjunction with the Maintenance Director. <ul style="list-style-type: none"> • Determine Task Priority based on definitions supplied on the form. • Forward the Task Request Form to the OSC Team ("Brown" Phone) Communicator for transmittal to the OSC. 	N/A N/A

OPERATIONS DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME INITIALS
8. <u>PRIOR TO</u> returning systems to operation that deviate from Tech Specs or standard plant procedures, request an evaluation of the planned action from the Technical Director and Maintenance Director.	GSEP LOG
E. SHIFT CHANGE	
1. Upon arrival of your shift replacement or the shift replacement for the Control Room Communicator (in TSC), provide a briefing based on QEP 0110-T01, Shift Turnover Briefing. Include the Communicators (in TSC) in the briefing.	GSEP LOG

OPERATIONS DIRECTOR
 GENERAL EMERGENCY CHECKLIST

(NAME)	(DATE)	ACTION	TIME	INITIALS
A. INITIAL ACTIONS				
		1. If not already completed, complete the Initial Action section of QEP 0110-S02, Operations Director Site Area Emergency Checklist.	_____	_____
		2. Determine the need to double staff the affected unit or increase the staffing of the Control Room.	_____	_____
		a. Request that the Administrative Director notify the required personnel.		GSEP LOG
B. ASSESSMENT ACTIONS				
		1. Contact the Shift Manager in the Control Room.	_____	_____
		a. Provide the following information:		
		(1) Latest NARS form information,		
		(2) EAL basis for declaring the new classification, and		
		(3) Estimated arrival time for the additional Control Room staffing.		
		b. Request the following information:		
		(1) Status of important safety systems,		
		(2) Status of fuel cladding, reactor coolant system, and containment integrity,		
		(3) Status of any alarms relevant to current conditions,		
		(4) Identification of any "out of service" equipment that needs priority repair,		
		(5) Any unusual radiological conditions, and		
		(6) Prognosis for situation to improve or worsen.		
		2. Brief the Station Director, Technical Director, and OSC Director of the information provided by the Control Room.	_____	_____

OPERATIONS DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
3. Inform the Maintenance Director and OSC Director of any "out of service" equipment that needs priority repair and keep the Control Room updated on the progress of the repair.	_____	_____
4. Brief the Radiation Protection Director of any unusual radiological conditions reported by the Control Room and the current status of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment integrity).	_____	_____
5. Review QEP 0200-T01, Classification of Emergencies, with the Technical Director to verify that the correct EAL has been selected and the appropriate Emergency Classification level has been declared.	_____	_____
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Use (or Expected Use) of Hardened Vent</u>		
a. Ensure that the Station Director is informed if the hardened vent is used (or expected to be used).		GSEP LOG
2. <u>Radioactive Release</u>		
a. Provide Environs/RP personnel information on expected duration of the release (NRC Inspection Report 254(265)/93022).	_____	_____
3. <u>Personnel Emergency</u>		
a. Coordinate the implementation of QCOA 0010-07, Personnel Emergency, and relieve the Control Room of responsibility for this procedure.	_____	_____
b. Brief the Station Director and Radiation Protection Director of progress and upon completion of the effort.		GSEP LOG

OPERATIONS DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
4. <u>Natural/Man-Made Events</u>		
a. Coordinate the implementation of the appropriate QOA/QCOA 010 block procedures for natural and man-made events, except for chemical and toxic gases, and relieve the Control Room of responsibility for the procedure.	N/A	N/A
<ul style="list-style-type: none"> • The Chemistry Director will coordinate chemical and toxic gas emergencies. 		
b. Brief the Station Director of progress and upon completion of the effort.		GSEP LOG
5. <u>Security Threat</u>		
a. Notify the Control Room of security threats reported by the Security Director.	_____	_____
b. Coordinate with the Security Director to establish increased security for the Control Room or critical equipment areas, if necessary.		
6. <u>Loss of Offsite Power</u>		
a. Inform the Chemistry and/or Radiation Protection Director of the loss of offsite power which impacts the PASS building and that arrangements to establish emergency power will be initiated.	_____	_____
b. Contact the Control Room and direct the Shift Manager to establish emergency power to the PASS building by picking up the loads on bus 15 (for Unit 1) or bus 25 (for Unit 2).	_____	_____

OPERATIONS DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
7. <u>Evacuation of the TSC (If Ordered by Station Director)</u>		
a. Collect the "Operations Director" Emergency Response Manual, checklists and GSEP logs.	_____	_____
b. Obtain secondary dosimetry and log the reading _____R.	_____	_____
c. The Radiation Protection Director will announce any special precautions for proceeding to the control room. Follow these special directions.	_____	_____
d. From the Station Director, confirm who will be going to the Control Room.	_____	_____
e. Contact the Shift Manager prior to leaving the TSC to inform him of the individuals that are coming to the Control Room.	_____	_____
f. Instruct the OSC Team ("Brown" Phone) and Data Link Communicator & Recorder (in TSC) to:	_____	_____
(1) Obtain secondary dosimetry and to proceed to the chosen evacuation location and support the Assistant Station Director as necessary.		
(2) Contact the Advisory Support Manager upon arrival at the chosen evacuation location.		
(3) Log their dosimetry reading before leaving the TSC and upon arriving at the chosen evacuation location.		
g. Proceed to the Control Room with the Station Director and record dosimetry reading: _____R.	_____	_____
D. ONGOING ACTIONS		
1. Oversee Control Room activities involved with switching and valving operations, equipment operations, equipment checking, and miscellaneous operations.	N/A	N/A

OPERATIONS DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
2. Periodically brief the Station Director and Technical Director of the status of plant systems and any QOA/QCOA procedures which have been initiated.		GSEP LOG
3. Periodically brief the Radiation Protection Director of the status of the systems necessary to maintain integrity of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment integrity) and on any unusual radiological conditions.		GSEP LOG
4. Periodically brief the Control Room of TSC activities and evaluations of the situation made by the Technical Director. Provide information specific to the next EAL conditions which would require upgrading or allow a termination or recovery declaration.		GSEP LOG
5. Direct the activities of the following: <ul style="list-style-type: none"> • OSC Team ("Brown" Phone) Communicator. • Data Link Communicator (with CR). • Status Board Recorder (Maintaining Plant Status and Parameter Trending Boards). 	N/A	N/A
6. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
7. To request a team from the OSC, complete QEP 0400-S05, Team Request Form.	N/A	N/A
a. Review and complete Team Request Form, QEP 0400-S05, provided by other TSC Directors in conjunction with the Maintenance Director. <ul style="list-style-type: none"> • Determine Task Priority based on definitions supplied on the form. • Forward the Task Request Form to the OSC Team ("Brown" Phone) Communicator for transmittal to the OSC. 	N/A	N/A

OPERATIONS DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
8. <u>PRIOR TO</u> returning systems to operation that deviate from Tech Specs or standard plant procedures, request an evaluation of the planned action from the Technical Director and Maintenance Director.		GSEP LOG
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement or the shift replacement for the Control Room Communicator (in TSC), provide a briefing based on QEP 0110-T01, Shift Turnover Briefing. Include the Communicators (in TSC) in the briefing.	_____	_____

OPERATIONS DIRECTOR
DOWNGRADE, TERMINATION, AND RECOVERY CHECKLIST

(NAME) (DATE)

ACTION TIME INITIALS

NOTE

Commonwealth Edison Company
Policy on Classification
downgrading is as follows:

- a. An Alert Classification may be downgraded to an Unusual Event if conditions warrant.
- b. Site Emergencies shall not be downgraded to a lower classification.
- c. General Emergencies shall not be downgraded to a lower classification.
- d. Site Emergency Classifications, once declared, shall remain in effect until a General Emergency Classification is warranted or until such time as conditions warrant classification to Recovery or Termination of the event.
- e. General Emergency Classification, once declared, shall remain in effect until such time as conditions warrant classification to Recovery or Termination of the event.

A. INITIAL ACTIONS

- 1. Contact the Shift Manager in the Control Room. GSEP LOG
 - a. Provide the following information:
 - (1) Latest NARS form information, and
 - (2) EAL basis for declaring the new classification.
 - b. Request the following information:
 - (1) Status of important safety systems,
 - (2) Listing of all out of service equipment, and
 - (3) Status of any alarms relevant to current conditions.

OPERATIONS DIRECTOR
DOWNGRADE, TERMINATION, AND RECOVERY CHECKLIST

ACTION	TIME	INITIALS
2. Brief the Station Director, Technical Director, and OSC Director of the information provided by the Control Room.	GSEP LOG	
3. Continue to assess plant parameters and review QEP 0200-T01 and GSEP Section 5.5 and 5.6.	N/A	N/A
a. Advise the Station Director when conditions allow for further downgrade, recovery, or termination.	GSEP LOG	
B. RECOVERY		
1. Contact the Shift Manager and complete a list of any corrective action items using QEP 0500-S02, Corrective Action Items for Plant Recovery, and provide a copy to the Station Director.	_____	_____
2. From the Assistant Station Director, obtain copies of the QEP 0500-S02 forms turned in by the other directors and review the information with the Shift Manager.	_____	_____
3. Assist in the development of recovery plans and procedures per QEP 0500-01, Recovery Operations.	N/A	N/A
4. Maintain a GSEP Log until termination.	N/A	N/A
5. If a shift change occurs for the Director position or Communicator position, brief the replacement based on applicable sections of QEP 0110-T01, Command and Control Turnover Form. • Include the Communicators (in TSC) in the briefing.	_____	_____
C. TERMINATION		
1. Provide a list of any supplies or forms needing replacement in the "Emergency Response Manual" to the Administrative Director.	_____	_____
2. Collect all documentation, checklists, and logs.	_____	_____
3. Write an "Emergency Response Summary" report per QEP 0500-T01.	_____	_____
a. Provide this report and all documentation to the Assistant Station Director.	_____	_____

OPERATIONS DIRECTOR
DOWNGRADE, TERMINATION, AND RECOVERY CHECKLIST

ACTION	TIME	INITIALS
3. Release the following positions when no longer required:	_____	_____
<ul style="list-style-type: none">• OSC Team ("Brown" Phone) Communicator.• Data Link Communicator.• Status Board Recorder.		
4. Review the completed "Emergency Response Summary" reports of the Shift Manager and the OSC Director prior to turning over the reports and documentation to the Assistant Station Director.	_____	_____

SHIFT TURNOVER BRIEFING

- A. Provide a briefing of events to the relief person including the following:
1. Basis of the current emergency classification and the EALs of importance.
 2. Current precautionary measures taken onsite.
 3. Status of the primary fission product barriers and critical safety systems.
 4. Status of significant QOA/OCOA procedures initiated that are still in progress.
 5. Current status with regard to QGA implementation.
 6. Completed checklists.
 7. GSEP Log.
 8. Information on the Operations Data Status Board.
 9. NARS forms issued.
 10. Maintenance activities underway to bring critical equipment back on line.
 11. Recovery plans developed and corrective action items for plant recovery (QEP 0500-S02).
 12. Current shift schedule.
- B. Inform the following of the shift change of the "Operations Director's" position.
1. All TSC Directors.
 2. OSC Team ("Brown" Phone) Communicator (in TSC).
 3. Plant Status Communicator/Recorder.
 4. Status Board Recorder.
 5. NRC/State/GE Representatives.
 6. OSC Director and OSC Supervisor.
 7. Shift Manager.
- C. Turn over copies of your GSEP log to the Administrative Director.
- D. Verify the phone number on the shift schedule. If this phone number is inside the 10-mile EPZ, provide an alternate phone number for contact should evacuation of the EPZ be necessary.
- E. Take a copy of your shift schedule.
- F. Keep your TLD with you at Site Evacuation. For shift change, follow direction of the RP Director.
- G. Your ComEd security badge will be needed for access through possible road blocks when returning on the next shift.

TECHNICAL DIRECTOR
ALERT CHECKLIST

	(NAME)	(DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS.				
1.	Inform the Station Director of your arrival.		_____	_____
2.	Initiate a GSEP Log of activities. In particular document phone calls made and received and any data or information provided to other persons.		N/A	N/A
3.	Direct the Engineering staff to monitor the status of plant systems with special attention directed toward the fuel cladding, reactor coolant system, and containment integrity.		_____	_____
a.	Track and trend as a minimum the applicable parameters listed on QEP 0120-T10, Key Point History Listing.		N/A	N/A
4.	Confirm arrival of Engineering staff and direct their activities.			
	• Nuclear Engineer		_____	_____
	• Mechanical/Thermal Engineer		_____	_____
	• Electrical Engineer		_____	_____
	• Structural Engineer		_____	_____
	• SAMG Evaluator (Required at Site Area Emergency)		_____	_____
5.	Determine parameters that should be plotted by the Engineering staff that would be of value by the TSC organization.		_____	_____
6.	Verify that the Emergency Response Data System (ERDS) has been activated.		_____	_____
a.	If ERDS has not been activated, turn on per QEP 0300-03.		GSEP LOG	
7.	Ensure that a Technical Communicator is assigned to establish a communications link with the EOF.		_____	_____

TECHNICAL DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
8. Request that the Security Director inform you of the arrival of any State, NRC, or General Electric Representatives.	_____	_____
<ul style="list-style-type: none"> • GE's Emergency Support phone number is listed in ERF phone directory under "Support Group" (NTS 2544558932401R3.01). 		
<ul style="list-style-type: none"> a. Brief the representatives upon arrival and introduce them to the Station Director. 	_____	_____
<ul style="list-style-type: none"> b. Direct the Engineering staff to provide to the State representatives additional assistance in explaining the technical situation and supporting their needs in the TSC. 	_____	_____
B. ASSESSMENT ACTIONS		
1. Review QEP 0200-01, Classification of GSEP Conditions, and QEP 0200-T01, Quad Cities Emergency Action Levels, to verify that the Emergency Classification level is appropriate.	GSEP LOG	
2. Discuss with the Operations Director to determine if any QOA/QCOA procedures were implemented and if the correct EAL and Emergency Classification level has been selected.	GSEP LOG	
3. Review with the Radiation Protection and/or Chemistry Director the status of systems which indicate the integrity of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment) to assess if any Protective Action Recommendations should be initiated based on these fission product barriers not being maintained.	GSEP LOG	
4. Identify the next most likely EAL conditions that could cause an upgrade to Site Area Emergency and the conditions that must be met to terminate, downgrade to an Unusual Event, or enter Recovery. Instruct the Engineering staff to monitor these parameters.	GSEP LOG	
5. Brief the Station Director, Operations Director, NRC representative, and the State representatives of the reviews completed to verify that the correct Emergency Classification level and Protective Action Recommendations are in place.	GSEP LOG	

TECHNICAL DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Use (or Expected Use) of Hardened Vent.</u>		
a. Recommend declaration of Site Emergency per EAL FS1 (threshold values 1.c.3 and 3.b) if a Site or General Emergency does not already exist.	GSEP LOG	
b. Evaluate EALs and recommend a General Emergency per FG1 or RG1 if appropriate.	GSEP LOG	
2. <u>Plant Emergency Repair Efforts.</u>		
a. When informed by the Maintenance Director of the need to issue a replacement part that may not be fully qualified for the safety related equipment, perform the following:	GSEP LOG	
<ul style="list-style-type: none"> • Review the situation with the Maintenance Director, a QC Representative, and the Station Director. • Evaluate the urgency of the repair, the time required to obtain a qualified part, and the possible consequences of the unqualified part failing. • Consult, as necessary, with the EOF Technical Support Manager. 		
b. For all non-qualified parts approved for use, perform the following:	GSEP LOG	
<ul style="list-style-type: none"> • Direct the Engineering staff to perform a detailed review of the acceptability of the part and limitations which should be established on the equipment until the qualified part can be obtained. • Obtain a copy of the required paperwork from the Maintenance Director. • Request support from the EOF Technical Support Manager as needed. 		

TECHNICAL DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
3. <u>Security Threats</u>		
a. For bomb threats, where the location of the bomb has been given or for sabotage, where the location is known, evaluate the consequences of the potential damage and determine compensating actions that would need to be implemented.	GSEP LOG	
b. For potential internal ongoing threats of sabotage, determine critical equipment that must be protected from attempted sabotage and advise the Station Director and Security Director.	GSEP LOG	
c. Evaluate QEP 0200-T01, Quad Cities Emergency Action Levels to determine if a change in the Emergency Classification level is warranted due to the potential threat to equipment.	GSEP LOG	
D. ONGOING ACTIONS		
1. Periodically, brief the Station Director and Operations Director of any unusual plant parameters.	GSEP LOG	
2. Periodically, brief the Radiation Protection Director of any unusual radiological condition.	GSEP LOG	
3. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
4. Direct the activities of the Technical Communicator (to EOF), ENS Communicator, and Engineering staff.	N/A	N/A
5. Act as the primary TSC liaison on technical issues with State, NRC, and General Electric representatives at the TSC.	GSEP LOG	
6. Evaluate corrective actions planned by the Operations Director and Maintenance Director for returning systems to operation that deviate from Tech Specs or standard plant procedures.	GSEP LOG	
7. Periodically consult with the EOF Technical Support Manager if activated, concerning technical issues being evaluated at the TSC.	GSEP LOG	

TECHNICAL DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
8. Monitor Control Room implementation of any QOA/QCOA procedures to verify that the current Emergency Classification level is correct.	GSEP LOG	
9. Periodically, review QEP 0200-T01 to determine when criteria have been met to change the Emergency Classification level.	GSEP LOG	
10. To request a team from the OSC, complete the top portion of QEP 0400-S05, Team Request Form, and give to the Operations Director.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 120-T1, Shift Turnover Briefing. Include the Engineering staff in the briefing.	GSEP LOG	

TECHNICAL DIRECTOR
SITE AREA EMERGENCY CHECKLIST

(NAME)

(DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS.		
1. If not already completed, complete the Initial Actions section of QEP 0120-S01, Technical Director Alert Checklist.	_____	_____
2. Increase the engineering staff, as necessary. Verify with the Administrative Director that the additional personnel are notified.	_____	_____
B. ASSESSMENT ACTIONS.		
1. Initiate a review of QEP 0120-03, RTM-96 Core Damage Assessment, and begin tracking the inputs necessary to perform the assessment.	GSEP LOG	
2. Brief the EOF Technical Support Manager on the technical issues currently of concern and the basis for the current EAL condition.	GSEP LOG	
3. Review QEP 0200-01, Classification of GSEP Conditions, and QEP 0200-T01, Quad Cities Emergency Action Levels, to verify that the Emergency Classification level is appropriate.	GSEP LOG	
4. Discuss with the Operations Director to determine if any QOA/QCOA procedures were implemented and if the correct EAL and Emergency Classification level has been selected.	GSEP LOG	
5. Review with the Radiation Protection and/or Chemistry Director the status of systems which indicate the integrity of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment) to assess if any Protective Action Recommendations should be initiated based on these fission product barriers not being maintained.	GSEP LOG	
6. Identify the next most likely EAL conditions that could cause an upgrade to General Emergency and the conditions that must be met to terminate, or enter Recovery.	GSEP LOG	
a. Instruct the Technical Staff to monitor these parameters.	N/A	N/A

TECHNICAL DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
7. Brief the Station Director, Operations Director, NRC Representative, and the State Representatives of the reviews completed to verify that the correct Emergency Classification level and Protective Action Recommendations are in place.	GSEP LOG	
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED.		
1. <u>Use (or Expected Use) of Hardened Vent.</u>		
a. Verify a Site Emergency is declared (per EAL FS1 - threshold values 1.c.3 and 3.b) if a Site or General Emergency does not already exist.		
b. Evaluate EALs and recommend a General Emergency per FG1 or RG1 if appropriate.	GSEP LOG	
2. <u>Plant Emergency Repair Effort</u>		
a. When informed by the Maintenance Director of the need to issue a replacement part that may not be fully qualified for the safety related equipment, perform the following:	GSEP LOG	
• Review the situation with the Maintenance Director, a QC Representative, and the Station Director.		
• Evaluate the urgency of the repair, the time required to obtain a qualified part, and the possible consequences of the unqualified part failing.		
• Consult, as necessary, with the EOF Technical Support Manager.		

TECHNICAL DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
b. For all non-qualified parts approved for use, perform the following:	GSEP LOG	1
<ul style="list-style-type: none"> • Direct the engineering staff to perform a detailed review of the acceptability of the part and limitations which should be established on the equipment until the qualified part can be obtained. • Obtain a copy of the required paperwork from the Maintenance Director. • Request support from the EOF Technical Support Manager as needed. 		
3. <u>Security Threats</u>		
a. For bomb threats, where the location of the bomb has been given or for sabotage, where the location is known, evaluate the consequences of the potential damage and determine compensating actions that would need to be implemented.	GSEP LOG	
b. For potential internal ongoing threats of sabotage, determine critical equipment that must be protected from attempted sabotage and advise the Station Director and Security Director.	GSEP LOG	
c. Evaluate QEP 0200-T01, Quad Cities Emergency Action Levels to determine if a change in the Emergency Classification level is warranted due to the potential threat to equipment.	GSEP LOG	
D. ONGOING ACTIONS		
1. Periodically, brief the Station Director and Operations Director of any unusual plant parameters.	GSEP LOG	
2. Periodically, brief the Radiation Protection Director of any unusual radiological condition.	GSEP LOG	
3. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A

TECHNICAL DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
4. Direct the activities of the Technical Communicator (to EOF), ENS Communicator, and Technical Staff.	N/A	N/A
5. Act as the primary TSC liaison on technical issues with State, NRC, and General Electric representatives at the TSC.	GSEP LOG	
6. Evaluate corrective actions planned by the Operations Director and Maintenance Director for returning systems to operation that deviate from Tech Specs or standard plant procedures.	GSEP LOG	
7. Periodically consult with the EOF Technical Support Manager concerning technical issues being evaluated at the TSC.	GSEP LOG	
8. Monitor Control Room implementation of any QCOA procedures to verify that the current Emergency Classification level is correct.	GSEP LOG	
9. Periodically, review QEP 0200-T01 to determine when criteria have been met to change the Emergency Classification level.	GSEP LOG	
10. To request a team from the OSC, complete the top portion of QEP 0400-S05, Team Request Form, and give to the Operations Director.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0120-T01, Shift Turnover Briefing. Include the Technical Staff in the briefing.	GSEP LOG	

TECHNICAL DIRECTOR
GENERAL EMERGENCY CHECKLIST

(NAME)

(DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS.		
1. If not already completed, complete the Initial Actions section of QEP 0120-S02, Technical Director Site Area Emergency Checklist.	_____	_____
2. Determine if adequate TSC engineering staff are present to evaluate the problem. Request the Administrative Director to notify additional staff, if needed.	_____	_____
B. ASSESSMENT ACTIONS.		
1. Confer with the Chemistry Director to determine when PASS samples should be taken and analyzed. Core damage conditions should stabilize before samples are taken to assess the extent of core damage.	GSEP LOG	
2. Initiate QEP 0120-03, RTM-96 Core Damage Assessment.	GSEP LOG	
3. Brief the EOF Technical Support Manager on the technical issues currently of concern and the basis for the current EAL condition.	GSEP LOG	
4. Review QEP 0200-01, Classification of GSEP Conditions, and QEP 0200-T01, Quad Cities Emergency Action Levels, to verify that the Emergency Classification level is appropriate.	GSEP LOG	
5. Discuss with the Operations Director to determine if any QCOA procedures were implemented and if the correct EAL and Emergency Classification level has been selected.	GSEP LOG	
6. Review with the Radiation Protection and/or Chemistry Director the status of systems which indicate the integrity of the three primary fission product barriers (fuel cladding, reactor coolant system, and containment) to assess if any Protective Action Recommendations should be initiated based on these fission product barriers not being maintained.	GSEP LOG	

ACTION	TIME	INITIALS
7. Identify the likely conditions that must be met to enter Recovery.	GSEP LOG	
a. Instruct the Technical Staff to monitor these parameters.	N/A	N/A
8. Brief the Station Director, Operations Director, NRC Representative, and the State Representatives of the reviews completed to verify that the correct Emergency Classification level and Protective Action Recommendations are in place.	GSEP LOG	
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED.		
1. <u>Plant Emergency Repair Efforts.</u>		
a. When informed by the Maintenance Director of the need to issue a replacement part that may not be fully qualified for the safety related equipment, perform the following:	GSEP LOG	
<ul style="list-style-type: none"> • Review the situation with the Maintenance Director, a QC Representative, and the Station Director. • Evaluate the urgency of the repair, the time required to obtain a qualified part, and the possible consequences of the unqualified part failing. • Consult, as necessary, with the EOF Technical Support Manager. 		
b. For all non-qualified parts approved for use, perform the following:	GSEP LOG	
<ul style="list-style-type: none"> • Direct the Engineering staff to perform a detailed review of the acceptability of the part and limitations which should be established on the equipment until the qualified part can be obtained. • Obtain a copy of the required paperwork from the Maintenance Director. • Request support from the EOF Technical Support Manager as needed. 		

ACTION	TIME	INITIALS
2. <u>Security Threats</u>		
a. For bomb threats, where the location of the bomb has been given or for sabotage, where the location is known, evaluate the consequences of the potential damage and determine compensating actions that would need to be implemented.	GSEP LOG	
b. For potential internal ongoing threats of sabotage, determine critical equipment that must be protected from attempted sabotage and advise the Station Director and Security Director.	GSEP LOG	
c. Evaluate QEP 0200-T01, Quad Cities Emergency Action Levels to determine if a change in the Emergency Classification level is warranted due to the potential threat to equipment.	GSEP LOG	
3. <u>TSC Evacuation (If ordered by Station Director).</u>		
a. Collect the following documents:	GSEP LOG	
(1) "Technical Directors" Emergency Response Manual, (2) "Technical Staff" Emergency Response Manual, and (3) TSG's, TSG Reference Manual, SAMG-1 and SAMG-2, and (4) All GSEP Logs, checklists, and any other important data generated during event.		
b. Obtain secondary dosimetry and log the reading _____R.	GSEP LOG	
c. The Radiation Protection Director will announce any special precautions for proceeding to the chosen evacuation location. Follow these special directions.	GSEP LOG	
d. When directed by the Station Director, proceed with the engineering staff and the GE Representatives to the chosen evacuation location. Take your dosimetry with you.	GSEP LOG	
e. Log your secondary dosimeter reading upon arriving at the chosen evacuation location. _____R.	GSEP LOG	

ACTION	TIME	INITIALS
f. Notify the Assistant Station Director of your arrival and provide a phone number for future contacts. Phone # _____.	GSEP LOG	
D. ONGOING ACTIONS		
1. Periodically, brief the Station Director and Operations Director of any unusual plant parameters.	GSEP LOG	
2. Periodically, brief the Radiation Protection Director of any unusual radiological condition.	GSEP LOG	
3. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
4. Direct the activities of the Technical Communicator (to EOF), ENS Communicator, and Technical Staff.	N/A	N/A
5. Act as the primary TSC liaison on technical issues with State, NRC, and General Electric representatives at the TSC.	GSEP LOG	
6. Evaluate corrective actions planned by the Operations Director and Maintenance Director for returning systems to operation that deviate from Tech Specs or standard plant procedures.	GSEP LOG	
7. Periodically consult with the EOF Technical Support Manager concerning technical issues being evaluated at the TSC.	GSEP LOG	
8. Monitor Control Room implementation of any QCOA procedures to verify that the current Emergency Classification level is correct. Inform the NRC of any new QCOA procedures that are implemented.	GSEP LOG	
9. Periodically, review QEP 0200-T01 to determine when criteria have been met to change the Emergency Classification level.	GSEP LOG	
10. To request a team from the OSC, complete the top portion of QEP 0400-S05, Team Request Form, and give to the Operations Director.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0120-T01, Shift Turnover Briefing. Include the Technical Staff in the briefing.	GSEP LOG	

ADMINISTRATIVE DIRECTOR
IMPLEMENTING PROCEDURE

A. PURPOSE

The purpose of this procedure is to describe the responsibilities of the Administrative Director in the TSC.

The Administrative Director provides administrative services in support of emergency/recovery operations. The Administrative Director shall report to the Assistant Station Director in the TSC.

Responsibilities assigned to the Administrative Director include:

- Direct a staff in preparation of special procedures and interim reports during an emergency.
- Coordinate recordkeeping efforts to include recording of information from manual status boards for permanent records.
- Coordinate shift relief and continual staffing of the station.
- Arrange for food and sleeping facilities for onsite emergency workers.
- Arrange for clerical staff at the TSC, OSC, and Control Room.
- Maintain the Electronic Significant Events Log (SEL) and Station Priorities Log (SPL) in the TSC.
- Arrange for specialized training of Emergency Response personnel as needed.
- Maintain a record of GSEP related activities.

B. REFERENCES

1. QEP 0125-T01, Arrangements For Food Services.
2. QEP 0125-T02, Development Of Shift Schedules.
3. QEP 0125-T03, Arrangements For Support Personnel.
4. QEP 0125-T04, Shift Turnover Briefing.
5. QEP 0500-01, Recovery Operations.
6. QEP 0500-T01, Emergency Response Summary.
7. QEP 0600-02, Equipment Inventories.

ADMINISTRATIVE DIRECTOR
ALERT CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	Inform the Assistant Station Director of your arrival.		_____	_____
2.	Direct the Administrative staff to initiate the check out of equipment and supplies in the TSC by completing QEP 0125-S05, TSC Operations Checklist.		_____	_____
3.	Place the emergency classification "ALERT" signs in the TSC.		_____	_____
4.	Initiate a GSEP Log of activities. In particular, document phone calls made and received, and any data or information provided to other persons.		N/A	N/A
5.	If the emergency occurred during off hours, perform the following:		_____	_____
	a. Check for the CAN Inc Summary Report on FAX and identify any unfilled positions.		_____	_____
	b. Use the GSEP Organization Call List to contact any additional personnel needed for the emergency organization per the Alert column of QEP 0105-T01.			
6.	Initiate callouts for additional clerical staff, TSC/OSC personnel, or as identified by other Directors.		GSEP LOG	
7.	Initially update the Significant Events Board and electronic Significant Events Log (SEL) based on guidance from the Assistant Station Director.		_____	_____
	• Available clerical staff should be assigned, when available, to perform these tasks.			
8.	Ensure that Status Board Recorder (Data Link Communicator), assigned to Operations Director, is updating electronic Station Priorities Log (SPL).		_____	_____

ADMINISTRATIVE DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
9. Use QEP 0140-S06 and QEP 0140-S07 to document staffing in the TSC and OSC.	_____	
a. Distribute completed copies to TSC and OSC Directors.	_____	
B. ADMINISTRATIVE ACTIVITIES		
1. <u>EOF Activation:</u>		
a. The EOF is activated at the ALERT classification. FAX all previously transmitted NARs and Event Notification Worksheets to the EOF.	GSEP LOG	
2. <u>Arrangement For Food Services.</u>		
a. Make provisions for food services if the emergency condition may extend for several more hours, based on approval of the Assistant Station Director.	GSEP LOG	
b. Assign an Administrative staff person to implement the appropriate section of QEP 0125-T01, Arrangements For Food Services.	GSEP LOG	
(1) Consult with the Radiation Protection Director to determine if food in the lunch room is potentially contaminated.	GSEP LOG	
3. <u>Shift Schedules.</u>		
a. <u>After approximately 4 hours, begin planning a shift schedule if the emergency condition may extend beyond 12 hours.</u>	GSEP LOG	
b. Assign an Administrative staff person to implement QEP 0125-T02, Development of Shift Schedules, and QEP 0125-S06, Shift Assignment Worksheet.	GSEP LOG	
4. <u>Onsite Sleeping Arrangements.</u>		
a. Arrange for sleeping facilities if directed by the Assistant Station Director.	GSEP LOG	
b. Inform the Assistant Station Director when sleeping arrangements have been set up.	GSEP LOG	

ADMINISTRATIVE DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Security Threat.</u>		
a. Follow special actions identified by the Security Director to be taken concerning expected arrivals of food, personnel, supplies, and equipment.		GSEP LOG
D. ONGOING ACTIVITIES		
1. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
2. Direct the activities of the Administrative staff in preparing special procedures and interim reports and in coordinating any record-keeping requested.	N/A	N/A
3. Direct the activities of the Administrative staff in copying, faxing, and providing copies of documents and as-built drawings as requested.	N/A	N/A
<ul style="list-style-type: none"> • VETI manuals are available in the Record Storage Building. A key is available in the TSC key cabinet. 		
4. Ensure the Significant Events Board and electronic SEL and SPL are being maintained up to date.	N/A	N/A
5. Arrange for specialized training of Emergency Response personnel as needed.	N/A	N/A
<ul style="list-style-type: none"> • Personnel filling GSEP positions without formal training must have a GSEP training waiver, NOD-EP.02, Emergency GSEP Participation Approval Form, filled out and approved by the Station Director. 		
6. Maintain a log and file of all copies received over the FAX.	N/A	N/A
7. When the NARS forms are received over the FAX, make copies and distribute.	N/A	N/A
8. Maintain a master file of GSEP Logs for all Directors when provided these copies during shift changes.	N/A	N/A

ADMINISTRATIVE DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0125-T04, Shift Turnover Briefing.		GSEP LOG

ADMINISTRATIVE DIRECTOR
 SITE AREA EMERGENCY CHECKLIST

 (NAME) _____
 (DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS		
1. Replace the "ALERT" signs with "SITE AREA EMERGENCY".	_____	_____
2. If not already completed, complete the Initial Actions section of QEP 0125-S01, Administrative Director Alert Checklist.	_____	_____
a. Use the GSEP Call List to contact personnel required for the emergency organization per the Site and General Emergency columns of QEP 0105-T01.	_____	_____
(1) Ensure that the following positions are SAMG-qualified using the GSEP Call List:	GSEP LOG	
• Technical Director ("Evaluator").		
• Operations Director ("Decision Maker")		
b. Initiate notification of additional personnel as requested by other Directors.	GSEP LOG	
• Keep the TSC/OSC Directors advised of persons notified in their groups.		
c. Provide the Security Director with a list of persons expected to arrive.	GSEP LOG	
3. When the JPIC is activated, initially send clerical personnel for JPIC staffing.	_____	_____
a. Inform the Advisory Support Director to arrange for subsequent clerical personnel from resources other than Quad Cities Station.	GSEP LOG	

ADMINISTRATIVE DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
B. ADMINISTRATIVE ACTIVITIES		
1. <u>Arrangements for Food Service.</u>		
a. Make provisions for food services if the emergency condition may extend for several more hours, based on approval of the Assistant Station Director.	GSEP LOG	
b. Assign an Administrative staff person to implement the appropriate section of QEP 0125-T01, Arrangements For Food Services.	GSEP LOG	
(1) Consult with the Radiation Protection Director to determine if food in the lunch room is potentially contaminated.	GSEP LOG	
2. <u>Shift Schedules.</u>		
a. If shift schedules have been established, review staffing needs with each of the Directors to add any personnel necessary and notify those persons of their shifts.	GSEP LOG	
b. If shift schedules have not been established, assign an Administrative staff person to implement QEP 0125-T02, Development of Shift Schedules, and QEP 0125-S06, Shift Assignment Worksheet.	GSEP LOG	
3. <u>Onsite Sleeping Arrangements.</u>		
a. Arrange for sleeping facilities if requested by the Assistant Station Director.	GSEP LOG	
b. Inform the Assistant Station Director when sleeping arrangements have been set up.	GSEP LOG	

ADMINISTRATIVE DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Directive for All Site Personnel to Take Thyroid Blocking Agents.</u>		
a. Discuss with the Radiation Protection Director, arrangements for issuing thyroid blocking agents to:	GSEP LOG	
(1) Personnel arriving for the next shift or contract personnel arriving to support the emergency response effort.		
(2) Personnel delivering supplies, equipment, and food who will be onsite for only short periods.		
b. Inform the EOF Advisory Support Director of the provisions for issuing thyroid blocking agents.	GSEP LOG	
c. If arrangements for issuing thyroid blocking agents to shift and contract personnel require obtaining thyroid blocking agents at special offsite locations prior to arriving onsite, notify the individuals of the thyroid blocking agents issuance requirements.	GSEP LOG	
d. If thyroid blocking agents are to be taken by persons delivering supplies, equipment, and food, either make arrangements for them to obtain thyroid blocking agents, or for them to transfer the deliveries to ComEd personnel at a location offsite.	GSEP LOG	
2. <u>Security Threat</u>		
a. Follow special actions identified by the Security Director to be taken concerning expected arrivals of food, personnel, supplies and equipment.	GSEP LOG	
D. ONGOING ACTIVITIES		
1. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A

ADMINISTRATIVE DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
2. Direct the activities of the Administrative staff in preparing special procedures and interim reports and in coordinating any record-keeping requested.	N/A	N/A
3. Direct the activities of the Administrative staff in copying, faxing, and providing copies of documents and as-built drawings as requested.	N/A	N/A
4. Ensure the Significant Events Board and electronic Significant Events Log (SEL) and Station Priority Log (SPL) are being maintained up to date.	N/A	N/A
5. Arrange for specialized training of Emergency Response personnel as needed.	N/A	N/A
<ul style="list-style-type: none"> Personnel filling positions without formal training must have a GSEP training waiver, NOD-EP.02, Emergency GSEP Participation Approval Form, filled out and approved by the Station Director. 		
6. Maintain a log and file of all copies received over the FAX.	N/A	N/A
7. When the NARS forms are received over the FAX, make copies and distribute.	N/A	N/A
8. Maintain a master file of GSEP Logs for all Directors when provided these copies during shift changes.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0125-T04, Shift Turnover Briefing.	GSEP LOG	

ADMINISTRATIVE DIRECTOR
GENERAL EMERGENCY CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	Replace the "Site Area Emergency" signs with "General Emergency."		_____	_____
2.	If not already completed, complete the Initial Actions section of QEP 0125-S02, Administrative Director Site Area Emergency Checklist.		_____	_____
B. ADMINISTRATIVE ACTIVITIES				
1. <u>Arrangements for Food Services.</u>				
a.	Make provisions for food services if the emergency condition may extend for several more hours, based on Assistant Station Director approval.		GSEP LOG	
b.	Assign an Administrative staff person to implement the appropriate section of QEP 0125-T01, Arrangements for Food Service.		GSEP LOG	
(1)	Consult with the Radiation Protection Director to determine if food in the lunch room is potentially contaminated.		GSEP LOG	
2. <u>Shift Schedules.</u>				
a.	If shift schedules have been established, review staffing needs with each of the Directors to add any personnel necessary and notify those persons of their shifts.		GSEP LOG	
b.	If shift schedules have not been established, assign an Administrative staff person to implement QEP 0125-T02, Development of Shift Schedules, and QEP 0125-S06, Shift Assignment Worksheet.		GSEP LOG	
c.	Provide a copy of the completed shift schedule to the Security Director to be forwarded to Local Law Enforcement Agencies if road blocks have been set up.		GSEP LOG	

ADMINISTRATIVE DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
d. If necessary, request that the EOF Advisory Support Director establish a north and a south bus pickup location outside the 10-mile EPZ where shift personnel can leave their cars and ride buses to the Station. Provisions should include:	GSEP LOG	
(1) Arrangements for buses which may be obtained from state, city, or school authorities.		
(2) Bus schedules to support the shift schedule.		
(3) Security for employee vehicles.		
(4) Radiological precautions for persons being bused to the Station.		
(5) Provisions for monitoring and deconning personnel returning from the Station.		
(6) Notification to employees of bus pick-up points.		
<ul style="list-style-type: none"> • This could be through the local radio stations which can be arranged by the EOF Governmental Support Director. 		
(7) Notification to Local Law Enforcement Agency personnel at roadblocks to direct employees to the bus pick up points.		
3. <u>Onsite Sleeping Arrangements.</u>		
a. Arrange for sleeping facilities onsite if directed by the Station Director.	GSEP LOG	
b. Inform the Station Director when sleeping arrangements have been set up.	GSEP LOG	
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Security Threat.</u>		
a. Follow special actions identified by the Security Director to be taken concerning expected arrivals of food, personnel, supplies and equipment.	GSEP LOG	

ADMINISTRATIVE DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
2. <u>Directive for All Site Personnel to Take Thyroid Blocking Agents.</u>		
a. Discuss with the Radiation Protection Director, arrangements for issuing thyroid blocking agents to:	GSEP LOG	
(1) Personnel arriving for the next shift or contract personnel arriving to support the emergency response effort.		
(2) Personnel delivering supplies, equipment, and food who will be onsite for only short periods.		
b. Inform the EOF Advisory Support Director of the provisions for issuing thyroid blocking agents.	GSEP LOG	
c. If arrangements for issuing thyroid blocking agents to shift and contract personnel require obtaining thyroid blocking agents at special offsite locations prior to arriving onsite, notify the individuals of the thyroid blocking agent issuance requirements.	GSEP LOG	
d. If thyroid blocking agents are to be taken by persons delivering supplies, equipment, and food, either make arrangements for them to obtain thyroid blocking agents, or for them to transfer the deliveries to ComEd personnel at a location offsite.	GSEP LOG	
3. <u>TSC Evacuation (If ordered by Station Director).</u>		
a. Collect the following documents:	GSEP LOG	
(1) "Administrative Director" Emergency Response Manual.		
(2) Your GSEP Logs, checklists, and the master file of Logs for all Directors.		
(3) Training Record file for any support personnel.		
(4) Station Employee Card File Manual with site personnel phone numbers.		

ADMINISTRATIVE DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
b. Obtain secondary dosimetry from the RP Director and log the reading _____R.	GSEP LOG	
c. The Radiation Protection Director will announce any special precautions for proceeding to the chosen evacuation location. Follow these special directions.	GSEP LOG	
d. Make arrangements for all support and contractor personnel brought in to follow the same evacuation plans as the TSC and/or OSC staff.	GSEP LOG	
(1) Direct them to go to the chosen evacuation location or another location as a staging area.		
(2) Assign someone to coordinate their activities at the selected staging area.		
e. When directed by the Station Director, proceed with the Administrative Staff to the chosen evacuation location and report to the Advisory Support Manager upon arrival.	GSEP LOG	
• Take your secondary dosimeter and TLD with you.		
f. Log your secondary dosimeter reading upon arrival at the chosen evacuation location. _____R.	GSEP LOG	
g. Notify the Assistant Station Director of your arrival and provide a phone number for future contacts. Phone # _____	GSEP LOG	
D. ONGOING ACTIVITIES		
1. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
2. Direct the activities of the Administrative staff in preparing special procedures and interim reports and in coordinating any recordkeeping requested.	N/A	N/A

ADMINISTRATIVE DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
3. Direct the activities of the Administrative staff in copying, faxing, and providing copies of documents and as-built drawings as requested.	N/A	N/A
4. Ensure the Significant Events Board and electronic Significant Events Log (SEL) and Station Priority Log (SPL) are being maintained up to date.	N/A	N/A
5. Arrange for specialized training of Emergency Response personnel as needed. Personnel filling positions without formal training must have a GSEP training waiver, NOD-EP.02, Emergency GSEP Participation Approval Form, filled out and approved by the Station Director.	N/A	N/A
6. Maintain a log and file of all copies received over the FAX.	N/A	N/A
7. When the NARS forms are received over the FAX make copies and distribute.	N/A	N/A
8. Maintain a master file of GSEP Logs for all Directors when provided these copies during shift changes.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide briefing based on QEP 0125-T04, Shift Turnover Briefing.		GSEP LOG

MAINTENANCE DIRECTOR
ALERT CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	Inform the Station Director of your arrival.		_____	_____
2.	Initiate a GSEP Log of activities. In particular, document phone calls made and received and any data or information provided to other persons.		N/A	N/A
3.	During normal working hours, contact one mechanical, electrical, and instrument maintenance supervisor and instruct them to report to the OSC with their crew if personnel are available onsite. For offshifts, the Acting Station Director will automatically activate supervisory personnel per QEP 0300-04, Augmentation of Personnel for Emergency Response. Determine the quantity of maintenance personnel needed and request the Admin Director to initiate a callout.		_____	_____
4.	Confirm arrival of Maintenance Director staff and direct their activities including keeping the Maintenance status board current concerning important repair activities and the work status.		_____	_____
B. REPAIR TEAM ACTIVITIES				
1.	Coordinate with the Operations Director and OSC Director to return equipment to an operational status and to determine the appropriate requirements of QEP 0130-T01, Procedure Requirements for Maintenance Repair During Emergencies, and QEP 0130-T02, Maintenance Procedures Applicable to Emergency Conditions, that should be implemented by the repair teams. Modify QEP 0130-T02, as appropriate.		N/A	N/A
2.	Prior to initiating repair work, provide the OSC Director with a briefing of the repair effort needed using QEP 0400-S05, Team Request Form, and confirm with the Operations Director that tag out of the equipment will be implemented.		GSEP LOG	

MAINTENANCE DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
3. Periodically monitor progress of the repair team with the OSC Director and/or Operations Director. Update the Station Director on the activities and status of completion.	GSEP LOG	
4. If informed of the need to issue a replacement part for safety related equipment that may not be fully qualified, Perform the following: <ul style="list-style-type: none"> • Review the situation with the Technical Director, a QC Representative, and the Station Director. • Evaluate the urgency of the repair, the time required to obtain a qualified part, and the possible consequences of the unqualified part failing. • Upon approval by the Technical Director, and approval to start work by the Station Director and Manager of Emergency Operations, if in "Command and Control", instruct Stores to issue the part and to locate and obtain a qualified part as soon as possible. 	GSEP LOG	
5. For all non-qualified parts approved for use, request that the Technical Director conduct a detailed review of the acceptability of the part and limitations which should be established on the equipment until the qualified part can be obtained.	GSEP LOG	
6. Continually monitor repair work activities and assess the need for additional staff with the OSC Director.	N/A	N/A
a. Activate staff already onsite by contacting the appropriate maintenance supervisors.	GSEP LOG	
b. Activate staff from offsite through the Station Director including additional Quad Cities Station personnel, personnel from other ComEd Stations, and contractors.	GSEP LOG	

MAINTENANCE DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Plant Assembly (if requested by Station Director at Alert).</u>		
a. With the OSC Director, determine the number of maintenance personnel and the types of expertise that should remain onsite should a site evacuation be ordered.		GSEP LOG
2. <u>Search and Rescue.</u>		
a. Standby to provide additional labor, tools, and equipment to support the search and rescue effort.	N/A	N/A
D. ONGOING ACTIVITIES		
1. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
2. Keep the TSC Directors apprised of OSC activities and changes in team status.		GSEP LOG
3. Provide direction in maintaining the OSC Team Assignments Board to the OSC Team ("Brown" Phone) Communicator.	N/A	N/A
4. Ensure the Shift Manager is informed of OSC staffing and activities.	N/A	N/A
5. To request a team from the OSC, complete the top portion of QEP 0400-S05, OSC Team Request Form, and give to the Operations Director.	N/A	N/A
6. Assist the Operations Director in prioritizing OSC activities requested via QEP 0400-S05.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement or the shift replacement for the Maintenance Director staff, provide a briefing based on QEP 0130-T03, Shift Turnover Briefing.		GSEP LOG

MAINTENANCE DIRECTOR
SITE AREA EMERGENCY CHECKLIST

(NAME)

(DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS		
1. If not already completed, complete the Initial Action section of QEP 130-S1, Maintenance Director Alert Checklist.	_____	_____
2. With the OSC Director, determine the necessary maintenance personnel staffing level for the OSC.	_____	_____
<ul style="list-style-type: none"> • Include, as a minimum, three maintenance supervisors and personnel with expertise in each of the maintenance disciplines. 		
<ul style="list-style-type: none"> a. If personnel are not available onsite, verify with the Administrative Director that the necessary personnel are notified. 	_____	_____
B. REPAIR TEAM ACTIVITIES		
1. Coordinate with the Operations Director and OSC Director to return equipment to an operational status and to determine the appropriate requirements of QEP 130-T1, Procedure Requirements for Maintenance Repair During Emergencies, and QEP 130-T2, Maintenance Procedures Applicable to Emergency Conditions, that should be implemented by the repair teams. Modify QEP 130-T2, as appropriate.		GSEP LOG
2. Prior to initiating repair work, provide the OSC Director with a briefing of the repair effort needed using QEP 0400-S05, OSC Team Request Form, and confirm with the Operations Director that tag out of the equipment will be implemented.		GSEP LOG
3. Periodically monitor progress of the repair team with the OSC Director and/or Operations Director. Update the Station Director on the activities and status of completion.		GSEP LOG

MAINTENANCE DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
<p>4. If informed of the need to issue a replacement part for safety related equipment that may not be fully qualified, perform the following:</p> <ul style="list-style-type: none"> • Review the situation with the Technical Director, a QC Representative, and the Station Director. • Evaluate the urgency of the repair, the time required to obtain a qualified part, and the possible consequences of the unqualified part failing. • Upon approval of the part by the Technical Director, and approval to start work by the Station Director, instruct Stores to issue the part and to locate and obtain a qualified part as soon as possible. 	GSEP LOG	
<p>5. For all non-qualified parts approved for use, perform the following:</p> <p>Request that the Technical Director conduct a detailed review of the acceptability of the part and limitations which should be established on the equipment until the qualified part can be obtained.</p>	GSEP LOG	
<p>6. Continually monitor repair work activities and assess the need for additional staff with the OSC Director.</p>	N/A	N/A
<p>a. Activate additional staff through the Administrative Director including both Quad Cities Station personnel, personnel from other ComEd Stations, and contractors.</p>	GSEP LOG	
<p>C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED</p>		
<p>1. <u>Plant Assembly.</u></p>		
<p>a. With the OSC Director, determine the number of maintenance personnel and the types of expertise that should remain onsite should a site evacuation be ordered.</p>	GSEP LOG	

MAINTENANCE DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
2. <u>Search and Rescue.</u>		
a. Standby to provide additional labor, tools, and equipment to support the search and rescue efforts.	N/A	N/A
D. ONGOING ACTIVITIES		
1. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
2. Keep the TSC Directors apprised of OSC activities and changes in team status.		GSEP LOG
3. Provide direction maintaining the OSC Team Assignment Board to the OSC Team ("Brown Phone) Communicator.	N/A	N/A
4. Maintain a log and file of all maintenance required paperwork.	N/A	N/A
5. Ensure the Shift Manager is informed of OSC staffing and activities.	N/A	N/A
6. To request a team from the OSC, complete the top portion of QEP 0400-S05, OSC Team Request Form, and gives to the Operations Director.	N/A	N/A
7. Assist the Operations Director in prioritizing OSC activities requested via QEP 0400-S05 forms.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement or the shift replacement for the Maintenance Director staff, provide a briefing based on QEP 0130-T03, Shift Turnover Briefing.		GSEP LOG

MAINTENANCE DIRECTOR
GENERAL EMERGENCY CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	If not already completed, complete the Initial Action section of QEP 0130-S02, Maintenance Director Site Area Emergency Checklist.		_____	_____
2.	With the OSC Director, determine the need to increase the maintenance staff in the OSC.		_____	_____
	a. Request the Administrative Director to activate the additional personnel.			
	• Provide specific expertise and numbers of people that may be needed based on the emergency situation.		_____	_____
B. REPAIR TEAM ACTIVITIES.				
1.	Coordinate with the Operations Director and OSC Director to return equipment to an operational status and to determine the appropriate requirements of QEP 0130-T01, Procedure Requirements for Maintenance Repair During Emergencies, and QEP 0130-T02, Maintenance Procedures Applicable to Emergency Conditions, that should be implemented by the repair teams. Modify QEP 0130-T02, as appropriate.		N/A	N/A
2.	Prior to initiating repair work, provide the OSC Director with a briefing of the repair effort needed using QEP 0400-S05, OSC Team Request Form, and confirm with the Operations Director that tag out of the equipment will be implemented.			GSEP LOG
3.	Periodically monitor progress of the repair team with the OSC Director and/or Operations Director. Update the Station Director on the activities and status of completion.			GSEP LOG

MAINTENANCE DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
<p>4. If informed of the need to issue a replacement part for safety related equipment that may not be fully qualified, perform the following:</p> <p>Review the situation with the Technical Director, a QC Representative, and the Station Director.</p> <ul style="list-style-type: none"> • Evaluate the urgency of the repair, the time required to obtain a qualified part, and the possible consequences of the unqualified part failing. • Upon approval of the part by the Technical Director, and approval to start work by the Station Director, instruct Stores to issue the part and to locate and obtain a qualified part as soon as possible. 	GSEP LOG	
<p>5. For all non-qualified parts approved for use, request that the Technical Director conduct a detailed review of the acceptability of the part and limitations which should be established on the equipment until the qualified part can be obtained.</p>	GSEP LOG	
<p>6. Continually monitor repair work activities and assess the need for additional staff with the OSC Director.</p>	N/A	N/A
<p>a. Activate additional staff through the Administrative Director including both Quad Cities Station personnel, personnel from other ComEd Stations, and contractors.</p>	GSEP LOG	
<p>C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED</p>		
<p>1. <u>TSC Evacuation (If Ordered by Station Director)</u></p>		
<p>a. Collect the following documents:</p> <ul style="list-style-type: none"> (1) "Maintenance Director" Emergency Response Manual, (2) All GSEP Logs, logs of the status boards, checklists and any other important data generated, and (3) The files of all maintenance required paperwork. 	GSEP LOG	

MAINTENANCE DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
b. Obtain secondary dosimetry and log the reading _____R.	GSEP	LOG
c. The Radiation Protection Director will provide any special precautions for proceeding to the chosen evacuation location. Follow these special directions.	GSEP	LOG
d. When directed by the Station Director, proceed with the Maintenance Director staff to the chosen evacuation location and report to the Advisory Support Manager upon arrival. Take your dosimetry with you.	GSEP	LOG
e. Log your secondary dosimetry reading upon arriving at the chosen evacuation location. _____R	GSEP	LOG
f. Notify the Assistant Station Director of your arrival and provide a phone number for future contacts. Phone # _____.	GSEP	LOG
g. Coordinate activities with the TSC Technical Director to stay current with activities onsite.	N/A	N/A
h. Evaluate the status of repair efforts that were underway prior to the evacuation and establish the priorities for maintenance activities when return to the TSC is approved.	GSEP	LOG
D. ONGOING ACTIVITIES		
1. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
2. Keep the TSC Directors apprised of OSC activities and changes in team status.	GSEP	LOG
3. Provide direction maintaining the OSC Team Assignment Board to the OSC Team ("Brown" Phone) Communicator.	N/A	N/A
4. Maintain a log and file of all maintenance paperwork.	N/A	N/A
5. Ensure the Shift Manager is informed of OSC staffing and activities.	N/A	N/A

MAINTENANCE DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
6. To request a team from the OSC, complete the top portion of QEP 0400-S05, OSC Team Request Form, and give to the Operations Director.	N/A	N/A
7. Assist the Operations Director in prioritizing OSC activities requested via QEP 0400-S05.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement or the shift replacement for the Maintenance Director staff, provide a briefing based on QEP 0130-T03, Shift Turnover Briefing.	GSEP LOG	

SECURITY DIRECTOR
IMPLEMENTING PROCEDURE

A. PURPOSE

The purpose of this procedure is to describe the responsibilities of the Security Director in the TSC. The Security Director maintains plant security and personnel accountability at the nuclear station. The Security Director shall report to the Station Director.

Responsibilities assigned to the Security Director include:

- Maintain plant security and account for all personnel within the protected area.
- Assist the Station Director in evaluating changes in security related Emergency Action Levels (EALs).
- Identify any non-routine security procedures and/or contingencies that are in effect or that require a response.
- Expedite ingress and egress of emergency response personnel.
- Coordinate with the Radiation Protection Director in controlling ingress and egress to and from the protected area if radiological concerns are present.
- Provide for access control to the Control Room, TSC and OSC, as appropriate.
- Notify the Corporate Nuclear Security Administrator to initiate security at the JPIC if requested by the MEO or the Station Director.
- Provide an escort and expedite ingress, as necessary, for NRC Site Team personnel.
- Act as the TSC liaison with the appropriate NRC Site Team representative.
- Assist the Radiation Protection Director in determining personnel evacuation routes as necessary.
- Coordinate the evacuation of station non-essential personnel with the appropriate Local Law Enforcement Agencies.
- Maintain a record of GSEP related activities.

5. QEP 0140-S05. Site Security Control Orders.
6. QEP 0400-S01. Plant Assembly Checklist.
7. QEP 0400-S02. Site Evacuation Checklist.
8. QEP 0500-S02. Corrective Action Items for Plant Recovery.

H. TECHNICAL SPECIFICATION REFERENCES

1. None.

SECURITY DIRECTOR
ALERT CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS.				
1.	Inform the Station Director of your arrival.		____	____
2.	Direct the Security Shift Supervisor to implement the following:		____	____
	a. Dispatch a security officer with copies of the Security Plan, Special Post Orders, Security procedures, and "V" Keys to the TSC.			
	b. Post an "Alert" Emergency Classification level sign at the gatehouse turnstyles.			
	c. Broadcast over the Security frequency that a GSEP Alert has been declared and to complete a roll call of officers. Account for the total number of security officers onsite and their approximate locations by building.			
	d. If site assembly has been activated, close gate 1 and allow access for Quad Cities Station employees only. Allow access for off-site ComEd, contractors and other personnel only with approval from the Station Director. Close gate 11 as staffing permits.			
	e. Inform the Station Director of any reported unusual activities or alarms that may be relevant to the current emergency condition.			
3.	Initiate a GSEP Log of activities. In particular, document phone calls made and received and any data or information provided to other persons.		N/A	N/A
4.	Notify the Security Shift Supervisor when the Station Director assumes "Command and Control" authority.		____	____
5.	Expedite ingress and egress of emergency response personnel, as required.		N/A	N/A

SECURITY DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
B. SECURITY ACTIVITIES		
1. Assist the Station Director in evaluating changes in security related Emergency Action Levels (EALs).	GSEP LOG	
2. Review QEP 0140-S05, Site Security Control Orders, and determine if any changes to standard security procedures, or Special Post Orders, should be implemented. Document the modifications and brief the Security Shift Supervisor, the Station Director, and the NRC Representative at the TSC. Issue QEP 0140-S05 to the Security Shift Supervisor for briefing security officers and shift replacements.	GSEP LOG	
3. Review QEP 0400-01, Plant Assembly, and QEP 0400-02, Site Evacuation. Determine if any preparations should be initiated by the Security force for possible plant assembly and evacuation.	GSEP LOG	
4. Contact the Illinois State Patrol and Rock Island County Sheriff if any onsite activities may impact Local Law Enforcement Agency activities. Phone numbers are provided in the ERF Phone Directory under "Public Safety".	GSEP LOG	
5. Contact Corporate Security and provide a briefing of the current situation.	GSEP LOG	
6. Brief the Station Director on special security actions underway in response to the emergency condition and known Local Law Enforcement Agency or Corporate Security activities being implemented.	GSEP LOG	
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Plant Assembly</u>		
a. If plant assembly is initiated by Station Director at the ALERT level, coordinate the implementation of QEP 0400-01, Plant Assembly using QEP 0400-S01, Plant Assembly Checklist.	GSEP LOG	
b. Brief the Station Director of progress and upon completion of the effort.	GSEP LOG	

SECURITY DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
2. <u>Missing Persons</u>		
a. Provide the Operations Director with the accountability and security information identified from Assembly to form Search and Rescue Teams, including information received concerning bomb threats or possible "insider" threats.	GSEP LOG	
3. <u>Site Evacuation</u>		
a. Coordinate the implementation of QEP 0400-S02, Site Evacuation Checklist.	GSEP LOG	
b. Assist the Radiation Protection Director in determining personnel evacuation routes as necessary.	GSEP LOG	
4. <u>Security Threat</u>		
a. Implement appropriate security procedures in response to the security threat.	GSEP LOG	
b. Brief the TSC/OSC Directors, NRC Representative, and State Representative of the situation.	GSEP LOG	
c. Advise the Environs Director of any precautionary actions which should be taken by environmental field teams.	GSEP LOG	
d. Advise the Operations Director of any precautionary actions which should be taken by the Control Room.	GSEP LOG	
e. Advise the Administrative Director of any actions which should be taken concerning expected arrivals of food, personnel, supplies, and equipment.	GSEP LOG	
5. <u>Personnel Emergency</u>		
a. Implement the security responsibilities in QCOA 0010-07, Personnel Emergencies, under the coordination of the Operations Director.	GSEP LOG	

SECURITY DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
6. <u>Airplane Crash/Missile Impact</u>		
a. Implement the Security responsibilities in QCOA 0010-13, Airplane Crash/Missile Impact, under the coordination of the Operations Director.	GSEP LOG	
7. <u>Fires/Explosions</u>		
a. Implement the security responsibilities in QCOA 0010-12, Fires/Explosions, under the coordination of the Operations Director.	GSEP LOG	
8. <u>Chemical Spill/PCB Spill OnSite</u>		
a. Implement the security responsibilities in QCOA 0010-15, Chemical Spill/PCB Spill, under the coordination of the Chemistry Director.	GSEP LOG	
9. <u>Toxic Gas/Chemical Release from Nearby Chemical Facilities</u>		
a. Implement the security responsibilities in QCOA 0010-17, Toxic Gas/Chemical Release from Nearby Chemical Facilities, under the coordination of the Chemistry Director.	GSEP LOG	
D. ONGOING ACTIVITIES		
1. Brief the Station Director of unusual security activities onsite.	GSEP LOG	
2. Confer with the Radiation Protection Director concerning radiological conditions which could impact security operations and dispatching of security officers or that could impact entry/exit to/from the protected area.	GSEP LOG	
3. Provide access control for the control room, TSC, and OSC, as needed.	GSEP LOG	
4. Maintain a GSEP Log of activities, phone calls, and important information.	N/A	N/A
5. Act as the primary TSC Liaison with NRC Security.	GSEP LOG	

SECURITY DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
6. Periodically contact the Safeguards Specialist at the EOF, and provide updates on the current situation. Request information on activities by Local Law Enforcement Agencies.	GSEP LOG	
7. Advise the Station Director of special security actions underway and, as you become aware of them, offsite activities by Local Law Enforcement Agencies and Corporate Security.	GSEP LOG	
8. Coordinate with the Administrative Director if conditions indicate that the event may continue for more than one shift. Arrange for shift schedules to be forwarded to Local Law Enforcement Agencies, if road blocks have been established. Provide any special security/access control instructions to the Administrative Director for personnel reporting on future shifts.	GSEP LOG	
9. Provide assistance to the Administrative Director for badging, processing, and providing site access to responding support personnel.	N/A	N/A
10. Periodically interface with Stores on expected deliveries of equipment and supplies. If road blocks have been established, inform Local Law Enforcement Agencies of expected deliveries.	GSEP LOG	
11. Provide an escort and expedite ingress, as necessary, for NRC Site Team personnel. The Assistant Station Director will ensure that the NRC Site Representatives are directed to their appropriate counterparts.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement or the shift replacement for the Security Shift Supervisor, provide a briefing based on QEP 0140-T01. Shift Turnover Briefing.	GSEP LOG	

OPERATIONS SUPPORT CENTER DIRECTOR
IMPLEMENTING PROCEDURE

A. PURPOSE

The purpose of this procedure is to describe the responsibilities of the Operations Support Center (OSC) Director in the OSC. The OSC Director reports to the Operations Director.

Responsibilities assigned to the OSC Director include:

- Assign tasks to individuals in the OSC.
- Notify the Control Room prior to dispatch of any OSC teams into the plant.
- Maintain OSC resources, including personnel staffing, material, and equipment.
- Maintain accountability for all individuals dispatched from the OSC.
- Conduct periodic briefings on the overall plant status, emergency response activities, and station priorities.
- Maintain a record of GSEP related activities.

B. REFERENCES

1. QEP 0160-T01, Shift Turnover Briefing.
2. QEP 0400-T04, Recommended Team Composition.
3. QEP 0500-01, Recovery Operations.
4. QEP 0500-T01, Emergency Response Summary.
5. QEP 0600-T01, Operations Support Center Suggested Layout.
6. QCOP 0010-07, Seismograph Event Retrieval.

C. PREREQUISITES

1. None.

D. PRECAUTIONS

1. None.

E. LIMITATIONS AND ACTIONS

1. Every reasonable effort shall be made to keep personnel exposures within the occupational exposure limits as specified in 10 CFR 20.
2. Personnel approved to receive exposures specified in 10 CFR 20 (QEP 0150-T02) should meet the considerations listed in QEP 0165-S05.

F. PROCEDURE

1. Upon responding to the OSC at an Alert or higher Emergency Classification level, implement the appropriate checklist QEP 0160-S01 through S04, based on the Emergency Classification level declared at the time of arrival. Use these checklists as guides to help direct emergency activities.
2. If requested by the Station Director at the Unusual Event Classification to respond to the OSC, implement the appropriate portions of QEP 0160-S01, as deemed necessary based on the events underway.

G. CHECKLISTS

1. QEP 0160-S01, OSC Director Alert Checklist.
2. QEP 0160-S02, OSC Director Site Area Emergency Checklist.
3. QEP 0160-S03, OSC Director General Emergency Checklist.
4. QEP 0160-S04, OSC Director Downgrade, Termination, and Recovery Checklist.
5. QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval Form.
6. QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklist.
7. QEP 0400-S01, Plant Assembly Checklist.
8. QEP 0400-S02, Site Evacuation Checklist.
9. QEP 0400-S05, OSC Team Request Form.
10. QEP 0400-S06, OSC Team Briefing/Debriefing Form.
11. QEP 0500-S02, Corrective Action Items for Plant Recovery.

H. TECHNICAL SPECIFICATION REFERENCES

1. None.

OSC DIRECTOR
ALERT CHECKLIST

(NAME) (DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS		
1. Obtain the "S" keys from the Unit Supervisors' desk enroute to the OSC.	_____	_____
a. Direct the OSC Supervisor to maintain control of the keys.	_____	_____
2. Inform the Operations Director, or if not available, the Maintenance Director of your arrival.	_____	_____
3. Inform the Control Room of your arrival.	_____	_____
4. Verify the "OSC Director" Emergency Response Manual is available.	_____	_____
5. Install the OSC phones from the GSEP storage closet and verify that phones have dial tones.	_____	_____
6. Direct all arriving personnel to sign in with appropriate work group leader.	_____	_____
7. Announce to the personnel assembled in the OSC who the OSC Director and OSC Supervisor are for the event.	_____	_____
• This may have to be done several times as more people arrive in the OSC.		
8. Assign a Group Lead for each of the following:		
• Mechanical Maintenance	_____	_____
• Electrical Maintenance	_____	_____
• Instrument Maintenance	_____	_____
• Operations	_____	_____
• Radiation Protection/Chemistry	_____	_____
9. Direct the Group Leads to set up the OSC in accordance with QEP 0600-T01, Operations Support Center Suggested Layout, and to segregate the work groups using Mechanical Maintenance Break Room as an overflow area (if required).	_____	_____

OSC DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
10. Assign a person to the dedicated Control Room/TSC phone (brown phone) until a trained communicator arrives. Log calls on the "GSEP Log".	_____	_____
11. Initiate a GSEP Log of Activities. In particular, document phone calls made and received, and any data or information provided to other persons.	N/A	N/A
12. Direct Group Leads to coordinate the activities of their respective groups, including:	N/A	N/A
a. <u>Immediate Actions</u>		
(1) Have all individuals sign in on note pad provided (names and badge numbers).		
(2) Instruct all individuals in your work group to fill in as much information as possible on magnetic cards.		
(3) Transfer names and badge numbers to QEP 0140-S07, OSC Staffing Log.		
(4) Issue dose cards for everyone reporting to the OSC, if electronic dose tracking is not available.		
b. <u>Ongoing Actions</u>		
(1) Assist the OSC Director and OSC Supervisor by assigning teams for jobs received by the OSC Director.		
(2) Use QEP 0400-T04, Recommended Team Composition, as a guide for forming teams.		
(3) Use QEP 0400-S06, OSC Team Briefing/Debriefing Form, for dispatching all teams.		
(4) Ensure that personnel in your work group stay aware of plant status and activities in progress.		
(5) Ensure that OSC activities related to your work group are orderly and efficient.		

OSC DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
(6) Debrief teams using QEP 0400-S06, OSC Team Briefing/Debriefing Forms, when they return.		
(7) Inform the OSC Director of the results of the debriefing.		
13. Verify with the Group Leads that all persons are listed on QEP 0140-S07. Fax the OSC Staffing Log to the TSC.	_____	_____
14. Determine if additional personnel are needed in the OSC. Request additional personnel through the respective TSC Directors.	_____	_____
B. TEAM ACTIVITIES		
1. As teams are requested, implement QEP 0400-03, Emergency Teams. Direct the Group Leaders to:	N/A	N/A
a. Use QEP 0400-T04, Recommended Team Composition, as a guide in forming teams.		
b. Use QEP 0400-S06, Emergency Team Briefing/Debriefing Form, for dispatching of teams.		
2. Before dispatching repair teams, coordinate with the Maintenance Director for instructions concerning emergency maintenance procedures to be followed during emergency efforts.	N/A	N/A
• Task priorities are established by the TSC using QEP 0400-S05, OSC Team Request Form.		
3. Notify the Control Room and TSC of the dispatching and return of OSC teams via the "Brown" Phone Communicator.	N/A	N/A
4. Periodically update the Operations Director on team activities.	GSEP LOG	
5. Ensure teams are debriefed by the Group Lead using QEP 0400-S06, OSC Team Briefing/Debriefing Forms upon return.	N/A	N/A

OSC DIRECTOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Plant Assembly</u>		
If plant assembly is initiated at the Alert classification, determine which OSC teams are designated to remain in the plant to complete their work per the Team Briefing/Debriefing Form. Report the names and badge numbers of teams not reporting for assembly to the Security Director in the TSC.	GSEP LOG	
GSEP LOG		
2. <u>Earthquake</u>		
a. Contact the Control Room to determine if the following actions should be taken:	GSEP LOG	
(1) Dispatch damage investigation teams into the plant to inspect for damage.		
(2) Dispatch an Operations person to collect data from the seismic detector in the Unit 1 Condensate Pump Room Basement using QCOP 0010-07, Seismograph Event Retrieval.		
3. <u>Requests to Receive Exposure Limits or to Issue Thyroid Blocking Agents.</u>		
a. Review any requests to receive exposure limits or to issue Thyroid Blocking Agents from the OSC Supervisor on QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval form.	N/A	N/A
b. Provide QEP 0165-S05 to the Radiation Protection Director and request approval from the person with Command and Control using telephone communications, fax, or hand delivery of the form.	N/A	N/A
c. Return QEP 0165-S05 to the OSC Supervisor.	N/A	N/A

OSC DIRECTOR
ALERT CHECKLIST

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

OSC DIRECTOR
SITE AREA EMERGENCY CHECKLIST

(NAME)

(DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS		
1. If not already completed, complete the Initial Actions section of QEP 0160-S01, OSC Director Alert Checklist.	_____	_____
2. Direct those communicating with teams to notify teams in the plant of the change in Emergency Classification level.	_____	_____
B. TEAM ACTIVITIES		
1. As teams are requested, implement QEP 0400-03, Emergency Teams. Direct the Group Leads to:	N/A	N/A
a. Use QEP 0400-T04, Recommended Team Composition, as a guide in forming teams.		
b. Use QEP 0400-S06, OSC Team Briefing/Debriefing Form, for dispatching of all teams.		
2. Before dispatching repair teams, coordinate with the Maintenance Director for instructions concerning emergency maintenance procedures to be followed during emergency efforts.	N/A	N/A
• Task priorities are established by the TSC using QEP 0400-S05, OSC Team Request Form.		
3. Notify the Control Room and TSC of the dispatching and return of OSC teams via the "Brown" Phone Communicator.	N/A	N/A
4. Periodically update the Operations Director on team activities.	GSEP LOG	
5. Ensure teams are debriefed using QEP 0400-S06, OSC Team Briefing/Debriefing Forms upon return.	N/A	N/A

OSC DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Plant Assembly</u>		
When plant assembly is initiated, determine which OSC teams are designated to remain in the plant per Team Briefing Form to complete their work. Report the names and badge numbers of teams not reporting for assembly to the Security Director in the TSC.	GSEP LOG	
2. <u>Earthquake.</u>		
a. Contact the Control Room to determine if the following actions should be taken:	GSEP LOG	
(1) Dispatch damage investigation teams into the plant to inspect for damage.		
(2) Dispatch an Operations person to collect data from the seismic detector in the Unit 1 Condensate Pump Room Basement using QCOP 0010-07, Seismograph Event Retrieval.		
3. <u>Requests to Receive Exposure Limits or to Issue Thyroid Blocking Agents.</u>		
a. Review any requests to receive exposure limits or to issue Thyroid Blocking Agents from the OSC Supervisor on QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval form.	N/A	N/A
b. Provide QEP 0165-S05 to the Radiation Protection Director and request approval from the person with "Command and Control" authority using telephone communications, FAX, or hand delivery of the form.	N/A	N/A
c. Return QEP 0165-S05 to the OSC Supervisor.	N/A	N/A

OSC DIRECTOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
D. ONGOING ACTIVITIES		
1. Periodically, brief the OSC staff of overall plant status, emergency response activities, and station priorities.	GSEP LOG	
2. Continue to evaluate staffing needs and request additional staffing from the respective TSC Directors.	GSEP LOG	
3. Continue to evaluate equipment and supply needs. Request additional equipment and supplies from Stores. Inform the Radiation Protection Director of any radiological supplies needed.	GSEP LOG	
4. If someone requests approval to leave the OSC, provide cautions concerning inplant conditions and any restrictions on where the individual can go based on radiological conditions. If necessary, provide an RT to accompany the individual(s).	GSEP LOG	
5. Periodically, review completed QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklists and the habitability monitoring efforts of the OSC Supervisor.	GSEP LOG	
6. Maintain a record of GSEP related activities.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0160-T01, Shift Turnover Briefing. Include the OSC Supervisor and the Group Leads in the briefing.	_____	_____

OSC DIRECTOR
GENERAL EMERGENCY CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	If not already completed, complete the Initial Actions section of QEP 0160-S02, OSC Director Site Area Emergency Checklist.		_____	_____
2.	Direct those communicating with teams to notify teams in the plant of the change in Emergency Classification level.		_____	_____
B. TEAM ACTIVITIES				
1.	As teams are requested, implement QEP 0400-03, Emergency Teams. Direct the Group Leads to:		N/A	N/A
	a. Use QEP 0400-T04, Recommended Team Composition, as a guide in forming teams.			
	b. Use QEP 0400-S06, OSC Team Briefing/Debriefing Form, for dispatching of all teams.			
2.	Before dispatching repair teams, coordinate with the Maintenance Director for instructions concerning emergency maintenance procedures to be followed during emergency efforts.		N/A	N/A
	• Task priorities are established by the TSC using QEP 0400-S05, OSC Team Request Form.			
3.	Notify the Control Room and TSC of the dispatching and return of OSC teams via the "Brown" Phone Communicator.		N/A	N/A
4.	Periodically update the Operations Director on team activities.		GSEP LOG	
5.	Ensure teams are debriefed using QEP 0400-S06, OSC Team Briefing/Debriefing Forms upon return.		N/A	N/A

OSC DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Earthquake.</u>		
a. Contact the Control Room to determine if the following actions should be taken:	GSEP LOG	
(1) Dispatch damage investigation teams into the plant to inspect for damage.		
(2) Dispatch an Operations person to collect data from the seismic detector in the Unit 1 Condensate Pump Room Basement using QCOP 0010-07, Seismograph Event Retrieval.		
2. <u>Requests to Receive Exposure Limits or to Issue Thyroid Blocking Agents.</u>		
a. Review any requests to receive exposure limits or to issue Thyroid Blocking Agents from the OSC Supervisor on QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval form.	N/A	N/A
b. Provide QEP 0165-S05 to the Radiation Protection Director and request approval from the person with "Command and Control" authority using telephone communications, fax, or hand delivery of the form.	N/A	N/A
c. Return QEP 0165-S05 to the OSC Supervisor.	N/A	N/A
4. <u>OSC Evacuation (If Ordered by Station Director)</u>		
a. Collect the following:	GSEP LOG	
(1) "OSC Director" Emergency Response Manual.		
(2) Station S and LHRA Keys.		
b. Obtain secondary dosimetry and log the reading _____ R.	GSEP LOG	

OSC DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
c. Direct the OSC Supervisor to issue secondary dosimeters to personnel in the OSC and direct them to record the readings now and when they arrive at the chosen evacuation location. <ul style="list-style-type: none"> • Not all persons need dosimeters since the evacuation will be as a group. 	GSEP LOG	
d. Inform the OSC of any special precautions for proceeding to the chosen evacuation location.	GSEP LOG	
e. When directed by the Station Director, proceed with the OSC staff to the chosen evacuation location and report to the Operations Director upon arrival. Take your secondary dosimeter and TLD with you.	GSEP LOG	
f. Log your secondary dosimeter reading upon arrival at the evacuation location. _____ R. Add exposure received during evacuation to any OSC personnel who did not have secondary dosimetry.	GSEP LOG	
g. Record the secondary dosimeter values of the OSC personnel assigned dosimetry and add to their exposure records (i.e.; dose card, magnetic personnel cards).	GSEP LOG	
h. Notify the Assistant Station Director of your arrival and provide a phone number for future contacts. Phone # _____.	GSEP LOG	
i. Standby for assignments and be prepared to dispatch teams from the evacuation location back into the plant for emergency repair activities.	N/A	N/A
D. ONGOING ACTIVITIES		
1. Periodically, brief the OSC staff of overall plant status, emergency response activities, and station priorities.	GSEP LOG	
2. Continue to evaluate staffing needs and request additional staffing from the respective TSC Directors.	GSEP LOG	

OSC DIRECTOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
3. Continue to evaluate equipment and supply needs. Request additional equipment and supplies from Stores.	GSEP LOG	
a. Inform the Radiation Protection Director of any radiological supplies needed.	GSEP LOG	
4. If someone requests approval to leave the OSC, provide cautions concerning inplant conditions and any restrictions on where the individual can go based on radiological conditions.	GSEP LOG	
• If necessary, provide an RT to accompany the individual(s).		
5. Periodically, review completed QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklists and the habitability monitoring efforts of the OSC Supervisor.	GSEP LOG	
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0160-T01, Shift Turnover Briefing. Include the OSC Supervisor and the Group Leads in the briefing.	GSEP LOG	

OSC DIRECTOR
DOWNGRADE, TERMINATION, AND RECOVERY

(NAME)

(DATE)

ACTION	TIME	INITIALS
A. INITIAL ACTIONS		
1. Determine the staffing requirements necessary for upcoming repair efforts and request the Maintenance Director and the Radiation Protection Director to initiate callouts for necessary personnel.	GSEP LOG	
B. RECOVERY		
1. Complete a list of any corrective action items using QEP 500-S2, Corrective Action Items for Plant Recovery, with input from the OSC Supervisor and Group Leads.	_____	_____
a. Submit QEP 500-S2 to the Operations Director.	_____	_____
2. Assist in the development of recovery plans and procedures per QEP 500-1, Recovery Operations.	N/A	N/A
3. Maintain a GSEP Log until termination.	N/A	N/A
4. If a shift change occurs, brief your replacement based on applicable sections of QEP 160-T1, Shift Turnover Briefing. Include the OSC Supervisor and the Group Leads in the briefing.	_____	_____
C. TERMINATION		
1. Provide a list of any supplies or forms needing replacement in the "Emergency Response Manual" to the Administrative Director.	_____	_____
2. Collect all documentation, checklists, logs, and Status Board data sheets.	_____	_____
3. With the OSC Supervisor and selected OSC staff, write an "Emergency Response Summary" report per QEP 500-T1.		
a. Provide this report and all documentation to the Operations Director.		

SHIFT TURNOVER BRIEFING

- A. Provide a briefing of events to the relief person including the following.
1. Basis of the current emergency classification and station priorities.
 2. Completed checklists.
 3. GSEP Log.
 4. Information on the OSC Status Board.
 5. Maintenance required paperwork.
 6. Repair efforts underway and repair efforts awaiting delivery of parts.
 7. Approved forms for exceeding exposure limits or taking thyroid blocking agents and the status of the individuals approved.
 8. Staffing status including any personnel at staging areas awaiting work assignments.
 9. Recovery plans developed and corrective action items for plant recovery (QEP 0500-S02).
 10. Current shift schedule.
- B. Inform the following of the shift change of the "OSC Director" position.
1. TSC Operations Director.
 2. Group Leaders in the OSC.
 3. Control Room.
- C. Turn over the copies of your GSEP log to the Administrative Director.
- D. Verify the phone number on the shift schedule. If this phone number is inside the 10-mile EPZ, provide an alternate phone number for contact should evacuation of the EPZ be necessary.
- E. Take a copy of your shift schedule.
- F. Keep your TLD with you at Site Evacuation. For shift changes, follow direction of the RP Director.
- G. Your ComEd Security Badge will be needed for access through possible road blocks when returning on the next shift.

OSC SUPERVISOR
 ALERT CHECKLIST

 (NAME) (DATE)

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

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
<p>9. Direct the Radiation Protection/Chemistry Group Lead to assign someone to perform habitability surveys of the TSC, OSC, Control Room, SAS, and CAS using QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklist.</p> <p>a. Contact the Security Director in the TSC to upgrade this person's status level for entrance into SAS and CAS.</p> <p>b. As part of the initial habitability survey, place an electronic dosimeter in the TSC, OSC, Control Room, SAS, and CAS with dose rate alarm setpoint of 100 mR/hr and accumulated dose of 9999 mR. This will be used as an area radiation monitor. Refer to QCRP 5824-03 for digi reader set up.</p> <p>c. If conditions warrant the issuance of secondary dosimetry, issue electronic dosimetry to persons in the TSC, Control Room, SAS, and CAS.</p>	_____	_____
<p>10. Direct the Radiation Protection/Chemistry Group Leader to assign someone to the Rad Protection Director in the TSC to activate the ARM and the CAM.</p> <p>a. Complete QEP 0165-S09, TSC Lab Activation Checklist.</p>	_____	_____
<p>11. Discuss with the RP Director the need to assign a Radiation Protection person to set up a step off pad and frisking station in the entrance area to the OSC and TSC.</p> <p>a. If necessary, assign a person knowledgeable in frisking techniques to the step off pad.</p> <ul style="list-style-type: none"> • Use QCRP 5720-03, Monitoring Personnel for Radioactive Contamination, and QCRP 5720-04, Personnel Decontamination. 	_____	N/A N/A
<p>12. Direct the Radiation Protection/Chemistry Group Leader to assign someone to check equipment and supplies in the OSC emergency cabinets for calibration dates and operability (air samplers, flashlights, etc.).</p>	_____	_____

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
13. Review QEP 0150-T04, Radiation Protection (QCRP) Procedures Applicable to Emergency Conditions, with the Radiation Protection Director to determine the level of implementation of the on-site radiation protection controls.	_____	_____
B. TEAM ACTIVITIES		
1. Form Plant Area Survey Teams and conduct plant radiological surveys as needed.	N/A	N/A
a. Use QCRP 6020-03, Radiological Surveys.	N/A	N/A
• Post survey maps.		
2. Avoid repeat exposure to team members with high accumulated dose.	N/A	N/A
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Plant Assembly.</u>		
a. Assist the OSC Director and Radiation Protection Director in implementing their responsibilities in QEP 0400-01, Plant Assembly and QEP 0400-S01, Plant Assembly Checklist.	GSEP	LOG
2. <u>Site Evacuation.</u>		
a. Assist the OSC Director and Radiation Protection Director in implementing their responsibilities in QEP 0400-S02, Site Evacuation Checklist.	GSEP	LOG
3. <u>Need to Receive Exposure Limits or To Issue Thyroid Blocking Agents.</u>		
a. Review QEP 0150-T02, Emergency Exposure Limits to determine if exposure limits of personnel are being approached.		
b. Initiate QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval, for the individual(s) and provide to the OSC Director to obtain approvals.		
c. Upon approval of QEP 0165-S05, update the "OSC Sign In and Exposure Tracking Status Board" and QEP 0165-S06, Emergency Exposure Limit Approval Log.		

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
4. <u>TSC/OSC/Control Room/SAS/CAS Habitability</u>		GSEP LOG
a. Brief the Radiation Protection Director using completed QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklist information.		
b. If the OSC may need to be evacuated, review possible relocation options with the RP Director.		
c. Survey the desired relocation option before relocating.		
d. The Control Room and SAS/CAS will relocate in accordance with their applicable procedures/guides.		
5. <u>Evacuation of the OSC (If ordered by Station Director).</u>		
a. Collect the following documents:		GSEP LOG
(1) "OSC Supervisor" Emergency Response Manual.		
(2) Copies of significant event logs and rad survey sheets posted on status boards.		
(3) All completed paperwork on jobs performed.		
(4) Extra copies of QEP 0400-S06 OSC Team Briefing/Debriefing Form.		
b. Issue the remaining secondary dosimetry to personnel in the OSC and direct personnel to log the readings now and when they arrive at the chosen evacuation location.		GSEP LOG
• Not all persons need dosimeters since the evacuation will be as a group.		
c. The Radiation Protection Director will announce any special precautions for proceeding to the chosen evacuation location.		GSEP LOG
• Follow those special directions and assist the OSC Director with evacuation of the OSC.		

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
d. When directed by the OSC Director, proceed with the OSC staff to the chosen evacuation location.		GSEP LOG
<ul style="list-style-type: none"> • Take your secondary dosimetry and TLD with you. 		
e. Log your secondary dosimetry reading upon arrival at the chosen evacuation location.		GSEP LOG
f. Direct the OSC staff to determine their dose during the evacuation and log the doses.		GSEP LOG
g. Notify the Assistant Station Director of your arrival, provide a phone number for future contacts, (phone # _____) and assist in completing the dose section of QEP 0107-S05, TSC/OSC Evacuation Accountability Log.		GSEP LOG
6. <u>Arrival of Emergency Vehicles.</u>		GSEP LOG
<u>NOTE</u>		
Do not delay emergency vehicles with paper work requirements. QEP 0165-S07 can be completed after the emergency personnel have completed their assignment.		
a. Dispatch a Radiation Protection person with QEP 0165-S07, Emergency Dosimetry Issuance Log to the Gatehouse to assist in the response.		
(1) Direct the Radiation Protection person to distribute the emergency packets with dosimeters that are stored in the gatehouse.		GSEP LOG
D. ONGOING ACTIVITIES		
1. Assist the OSC Director in supervising personnel in the OSC.		N/A N/A
2. Assist in the formation of teams as directed by the TSC to support station priorities.		N/A N/A
3. Verify the OSC status boards are updated.		N/A N/A
4. Conduct periodic facility briefings on plant radiological conditions.		GSEP LOG

OSC SUPERVISOR
ALERT CHECKLIST

ACTION	TIME	INITIALS
5. Periodically, review the status of in-plant radiological conditions and ARM readings with the Radiation Protection Director.		GSEP LOG
<ul style="list-style-type: none"> • Refer to QEP 0150-S05, ARM System. 		
6. Periodically, review the need for setting up a step off pad at the entrance to the TSC, OSC, Control Room, SAS, and CAS with the RP Director.	N/A	N/A
7. Periodically, contact the Control Room and obtain their dosimetry reading.		GSEP LOG
8. Maintain exposure records for all essential personnel on site.	N/A	N/A
9. Periodically, request the Security Director to provide the dosimetry readings of the CAS and SAS operators and one person at the gatehouse.		GSEP LOG
10. Continue to evaluate staffing needs and keep the OSC Director advised.		GSEP LOG
11. Continue to evaluate equipment and supply needs and keep the OSC Director advised. Request the OSC Director to dispatch a Storekeeper to the Stores warehouse with an RT if radiological conditions may be a hazard.		GSEP LOG
12. Conduct in-plant team dispatch briefings regarding expected activities and radiological hazards.	N/A	N/A
13. Fulfill the OSC Director's responsibilities if the OSC Director is absent.	N/A	N/A
14. Maintain a record of GSEP related activities.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0165-T02, Shift Turnover Briefing. Include the Radiation Protection/ Chemistry Group Leader in the briefing.	_____	_____

OSC SUPERVISOR
SITE AREA EMERGENCY CHECKLIST

	_____ (NAME)	_____ (DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1.	If not already completed, complete the Initial Action section of QEP 0165-S01, OSC Supervisor Alert Checklist.		_____	_____
2.	If a plant assembly and/or site evacuation were not implemented at the Alert, assist the OSC Director and Radiation Protection Director in implementing their responsibilities in the following:		_____	_____
	a. QEP 0400-01, Plant Assembly, and			
	b. QEP 0400-S02, Site Evacuation Checklist.			
3.	Coordinate with the Radiation Protection Director to arrange for TLD badge changeout during each shift change if necessary.		_____	_____
	a. Schedule with the Administrative Director such that prior to the first group of personnel leaving at the end of each shift that all personnel onsite change out their TLD.		_____	_____
<u>NOTE</u>				
TLDs are to be read as soon as possible. TLDs should remain with personnel if Site Evacuation is taking place.				
4.	Review QEP 0150-T04, Radiation Protection (QCRP) Procedures Applicable to the emergency condition, with the Radiation Protection Director to determine if the level of implementation of the onsite radiation protection controls should change.		_____	_____
B. TEAM ACTIVITIES				
1.	Form Plant Area Survey Teams and conduct plant radiological surveys as needed.		N/A	N/A
	a. Use QCRP 6020-03, Radiological Surveys.		N/A	N/A
	• Post survey maps on appropriate OSC status board.			

OSC SUPERVISOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
2. Avoid repeat exposure to team members with high accumulated dose.	N/A	N/A
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED		
1. <u>Need to Exceed Exposure Limits or To Issue Thyroid Blocking Agents</u>		GSEP LOG
a. Review QEP 0150-T02, Emergency Exposure Limits to determine if exposure limits of personnel are being approached.		
b. Initiate QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval, for the individual(s) and provide to the OSC Director to obtain approvals.		
c. Upon approval of QEP 0165-S05, update the "OSC Sign In and Exposure Tracking Status Board", and QEP 0165-S06, Emergency Exposure Limit Approval Log.		
2. <u>TSC/OSC/Control Room/SAS/CAS Habitability</u>		GSEP LOG
a. Brief the Radiation Protection Director using completed QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklist information.		
b. If the OSC may need to be evacuated, review possible relocation options with the RP Director.		
c. Survey the desired relocation option before relocating.		
d. The Control Room and SAS/CAS will relocate in accordance with their applicable procedures/guides.		
3. <u>Evacuation of the OSC (If ordered by Station Director).</u>		
a. Collect the following documents:		
(1) "OSC Supervisor" Emergency Response Manual.		
(2) Copies of significant event logs and rad survey sheets posted on status boards.		

OSC SUPERVISOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
(3) All completed paperwork on jobs performed.		
(4) Extra copies of QEP 0400-S06 OSC Team Briefing Form (20-40).		
b. Issue the remaining secondary dosimetry to personnel in the OSC and direct personnel to log the readings now and when they arrive at the chosen evacuation location.		GSEP LOG
<ul style="list-style-type: none"> • Not all persons need dosimeters since the evacuation will be as a group. 		
c. The Radiation Protection Director will announce any special precautions for proceeding to the chosen evacuation location.	_____	_____
<ul style="list-style-type: none"> • Follow those special directions and assist the OSC Director with evacuation of the OSC. 		
d. When directed by the OSC Director, proceed with the OSC staff to the chosen evacuation location.	_____	_____
<ul style="list-style-type: none"> • Take your secondary dosimetry and TLD with you. 		
e. Log your secondary dosimetry reading upon arrival at the chosen evacuation location.		GSEP LOG
f. Direct the OSC staff to determine their dose during the evacuation and log the doses.		GSEP LOG
g. Notify the Assistant Station Director of your arrival, provide a phone number for future contacts, (phone # _____) and assist in completing the dose section of QEP 0107-S05, TSC/OSC Evacuation Accountability Log.	_____	_____

OSC SUPERVISOR
SITE AREA EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
4. <u>Arrival of Emergency Vehicles.</u>		GSEP LOG
<u>NOTE</u>		
Do not delay emergency vehicles with paperwork requirements. QEP 0165-S07 can be completed after the emergency personnel have completed their assignment.		
a. Dispatch a Radiation Protection person with QEP 0165-S07, Emergency Dosimetry Issuance Log, to the gatehouse to assist in the response.		
(1) Direct the Radiation Protection personnel to distribute the emergency packets with dosimeters that are stored in the gatehouse.		GSEP LOG
D. ONGOING ACTIVITIES		
1. Assist the OSC Director in supervising personnel in the OSC.	N/A	N/A
2. Assist in the formation of teams as directed by the TSC to support station priorities.	N/A	N/A
3. Verify the OSC status boards are updated.	N/A	N/A
4. Conduct periodic facility briefings on plant radiological conditions.		GSEP LOG
5. Periodically, review the status of inplant radiological conditions and ARM readings with the Radiation Protection Director.		GSEP LOG
• Refer to QEP 0150-S05, ARM System.		
6. Periodically, contact the Control Room and obtain their dosimetry reading.		GSEP LOG
7. Maintain exposure records for personnel in and dispatched from the OSC, and personnel in assembly areas and the TSC.		GSEP LOG
8. Periodically, request the Security Director to provide the dosimetry readings of the CAS and SAS operators and one person at the gatehouse.		GSEP LOG

OSC SUPERVISOR
SITE AREA EMERGENCY CHECKLIST

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

OSC SUPERVISOR
GENERAL EMERGENCY CHECKLIST

	(NAME)	(DATE)		
ACTION			TIME	INITIALS
A. INITIAL ACTIONS				
1. If not already completed, complete the Initial Action section of QEP 0165-S02, OSC Supervisor Site Area Emergency Checklist.			_____	_____
2. Review QEP 0150-T04, Radiation Protection (QCRP) Procedures Applicable to Emergency Conditions, with the Radiation Protection Director to determine if the level of implementation of the onsite radiation protection controls should change.			_____	_____
B. TEAM ACTIVITIES				
1. Form Plant Area Survey Teams and conduct plant radiological surveys as needed. Post survey maps on appropriate OSC status boards. Use QCRP 6020-03, Radiological Surveys.			N/A	N/A
2. Avoid repeat exposure to team members with high accumulated dose.			N/A	N/A
C. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED				
1. <u>Need to Receive Exposure Limits or To Issue Thyroid Blocking Agents.</u>				GSEP LOG
a. Review QEP 0150-T02, Emergency Exposure Limits to determine if exposure limits of personnel are being approached.				
b. Initiate QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval, for the individual(s) and provide to the OSC Director to obtain approvals.				
c. Upon approval of QEP 0165-S05, update the "OSC Sign In and Exposure Tracking Status Board" and QEP 0165-S06, Emergency Exposure Limit Approval Log.				

OSC SUPERVISOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
2. <u>TSC/OSC/Control Room/SAS/CAS Habitability</u>		GSEP LOG
a. Brief the Radiation Protection Director using completed QEP 0165-S08, TSC/OSC/Control Room/SAS/CAS Habitability Checklist information.		
b. If the OSC may need to be evacuated, review possible relocation options with the RP Director.		
c. Survey the desired relocation option before relocating.		
d. The Control Room and SAS/CAS will relocate in accordance with their applicable procedures/guides.		
3. <u>Evacuation of the OSC (If ordered by Station Director).</u>		
a. Collect the following documents:		
(1) "OSC Supervisor" Emergency Response Manual.		
(2) Copies of significant event logs and rad survey sheets posted on status boards.		
(3) All completed paperwork on jobs performed.		
b. Issue the remaining secondary dosimetry to personnel in the OSC and direct personnel to log the readings now and when they arrive at the chosen evacuation location.		GSEP LOG
• Not all persons need dosimeters since the evacuation will be as a group).		
c. The Radiation Protection Director will announce any special precautions for proceeding to the chosen evacuation location.		
• Follow those special directions and assist the OSC Director with evacuation of the OSC.		
d. When directed by the OSC Director, proceed with the OSC staff to the chosen evacuation location.		
• Take your secondary dosimetry and TLD with you.		

OSC SUPERVISOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
e. Log your secondary dosimetry reading upon arrival at the chosen evacuation location.		GSEP LOG
f. Direct the OSC staff to determine their dose during the evacuation and log the doses.		GSEP LOG
g. Notify the Assistant Station Director of your arrival, provide a phone number for future contacts, (phone # _____) and assist in completing the dose section of QEP 0107-S05, TSC/OSC Evacuation Accountability Log.	_____	_____
4. <u>Arrival of Emergency Vehicles.</u>		GSEP LOG
<u>NOTE</u>		
Do not delay emergency vehicles with paperwork requirements. QEP 0165-S07 can be completed after the emergency personnel have completed their assignment.		
a. Dispatch a Radiation Protection person with QEP 0165-S07, Emergency Dosimetry Issuance Log, to the Gatehouse to assist in the response.		
(1) Direct the Radiation Protection person to distribute the emergency packets with dosimeters that are stored in the gatehouse.		GSEP LOG
D. ONGOING ACTIVITIES		
1. Assist the OSC Director in supervising personnel in the OSC.	N/A	N/A
2. Assist in the formation of teams as directed by the TSC to support station priorities.	N/A	N/A
3. Verify the OSC status boards are updated.	N/A	N/A
4. Conduct periodic facility briefings on plant radiological conditions.		GSEP LOG

OSC SUPERVISOR
GENERAL EMERGENCY CHECKLIST

ACTION	TIME	INITIALS
5. Periodically, review the status of inplant radiological conditions and ARM readings with the Radiation Protection Director.		GSEP LOG
<ul style="list-style-type: none"> • Refer to QEP 0150-S05, ARM System. 		
6. Periodically, contact the Control Room and obtain their dosimetry reading.		GSEP LOG
7. Maintain exposure records for personnel in and dispatched from the OSC, and personnel in assembly areas and the TSC.		
8. Periodically, request the Security Director to provide the dosimetry readings of the CAS and SAS operators and one person at the gatehouse.		GSEP LOG
9. Continue to evaluate staffing needs and keep the OSC Director advised.		GSEP LOG
10. Continue to evaluate equipment and supply needs and keep the OSC Director advised.		GSEP LOG
11. Conduct inplant team dispatch briefings regarding expected activities and radiological hazards.	N/A	N/A
12. Fulfill the OSC Director's responsibilities if the OSC Director is absent.	N/A	N/A
13. Maintain a record of GSEP related activities.	N/A	N/A
E. SHIFT CHANGE		
1. Upon arrival of your shift replacement, provide a briefing based on QEP 0165-T02, Shift Turnover Briefing. Include the Radiation Protection/ Chemistry Group Leader in the briefing.	_____	_____

STATE OF ILLINOIS
NARS FORMS
INSTRUCTIONS FOR USE

QEP 0300-T01
Revision 20
Reference Use

Complete the NARS as follows:

NOTE

S.18 indicates portions of NARS form which are used to determine form "Accuracy" for Drill/Exercise Performance purposes.

UTILITY MESSAGE NUMBER For use by Utility personnel only. Number Messages sequentially, starting with 1, for the Event described. For concurrent event on other unit, do not start sequence over, include as part of ongoing sequential numbering.

STATE MESSAGE NUMBER Enter State Message Number when receiving a NARS message from the State.

INITIAL ROLL CALL (S.18) Disregard this section, use QEP 300-S03, GSEP Emergency Notification Log (S.18) for performing roll calls. (See back of NARS form)

MESSAGE INITIATED (S.18) Document the time and date at the completion of the initial roll call.

1. STATUS Check the letter corresponding to the appropriate status description.

- | | |
|-----------------|---|
| [A] ACTUAL | Classified actual event |
| [B] EXERCISE | Classified event during the annual exercise or pre-exercise |
| [C] DRILL | Classified event during Simulator Exam, or a medical, communications, TSC tabletop or other drill |
| [D] TERMINATION | Used to terminate any of the above status.
<u>A separate NARS Form will always be used to terminate an event</u> |

2. STATION (S.18) Check [C] to indicate Quad Cities Station.

3. ON-SITE ACCIDENT CLASSIFICATION (S.18) Check the letter corresponding to the classification issued by the Utility, per QEP 0200-T01, Emergency Action Levels (e.g. FA1, FS1, etc.)

When TERMINATION [D] is marked as only status in Section 1, then NOT APPLICABLE [F] is marked in Section 3.

4. ACCIDENT CLASSIFIED
(S.18) Fill in the time (24 hour clock) and date at which the most recent event classification was determined and the applicable EAL number. Enter "NA" if this is an event termination message.

Time and date in this section changes only with classification change in Section 3.

- ACCIDENT TERMINATED Fill in the time and date of event termination, if applicable. Enter "NA" if this is an event classified message.

5. RELEASE TO ENVIRONMENT
(S.18) To obtain total station effluent release rate, click on START/SITE APPS/ GSEP SUITE/REAL MODE, and then click on the A-Model Login icon. If not already selected, click on Quad Cities and ODCSCAL. Click on the RUN button. Type 1 for View A-Model Parameters. Enter option A for Auto Updates. Select option 15 for total station effluent release rate data.

• A "release" is OCCURRING [C] IF:

- (1) Gaseous effluents being released via the main chimney, or the reactor building vent, wherein the monitored release rates meet or exceed $1.4E4 \mu\text{ci}/\text{sec}$ which is one-half of the threshold value of EAL RU2, and/or
- (2) A liquid effluent release is suspected due to abnormal plant indications and the release rate exceeds the calculation in the ODCM, and/or
- (3) Environmental samples detect:
 - (a) Area radiation greater than normal background; and/or
 - (b) Detectable airborne radioactivity; and/or
 - (c) Detectable environmental contamination; and
 - (d) There is some independent indication (e.g., containment pressure changes, abnormal ventilation system alignment, etc.) that there may be some unmonitored release pathway available, and/or
- (4) Any abnormal release which cannot be quantified within 15 minutes.

• A "release" is POTENTIAL [B] whenever the criteria for FS1 OR FG1 are met.

6. TYPE OF RELEASE Check the letter corresponding to the appropriate release type.

- IF NONE [A] was checked in Section 5, THEN NOT APPLICABLE [A] should be checked.
- IF POTENTIAL [B] or OCCURRING [C] or TERMINATED [D] was checked in Section 5, THEN RADIOACTIVE GAS [B] or RADIOACTIVE LIQUID [C] should be checked.

NOTE

Wind direction should be indicated on every NARS form, regardless of the type of event.

7. WIND DIRECTION (S.18) **Fill in the direction from which the wind is coming, in degrees.** This information should be obtained from the process computer, Murray and Trettel, or the National Weather Service. The instrument on the 912-1 panel should not be used.

To obtain wind direction, complete the login steps specified in step 5, if not already completed. If already logged into A-Model for Total Station Effluent Release Rate, press the enter key. Select option 1 for wind speed, or option 2 for wind direction data.

If needed, a prioritized list of sources for wind direction information follows:

ELEVATED RELEASE (Main Chimney)	GROUND LEVEL RELEASE (Rx Bldg. Vent)	NO RELEASE
296' elevation - computer pt. AM006 D651 (U1) D751 (U2) *Murray & Trettel *National Weather Serv	33' elevation - computer pt. AM004 D649 (U1) D749 (U2) *Murray & Trettel *National Weather Serv	Same as elevated release

*Phone numbers are in the ERF phone directory

DOWNWIND SECTOR **Fill in the letter corresponding to the Centerline DOWNWIND SECTOR.** Use the back of the NARS form or the following table:

WIND FROM DEGREES	CENTERLINE DOWNWIND SECTOR	WIND FROM DEGREES	CENTERLINE DOWNWIND SECTOR	WIND FROM DEGREES	CENTERLINE DOWNWIND SECTOR	WIND FROM DEGREES	CENTERLINE DOWNWIND SECTOR
169-191	A	259-281	E	349-11	J	79-101	N
192-213	B	282-303	F	12-33	K	102-123	P
214-236	C	304-326	G	34-56	L	124-146	Q
237-258	D	327-348	H	57-78	M	147-168	R

A single sector is indicated in this space, the Centerline DOWNWIND SECTOR only.

In cases where PARs have been made to the public or a release is POTENTIAL [B], OCCURRING [C] or TERMINATED [D], wind direction should be checked approximately every 15 minutes by shift personnel (until Environs personnel arrive).

When wind direction changes enough to cause a downwind sector change, a new NARS form should be communicated with this information. When wind direction changes, but not enough to cause a sector change, a new NARS form is not necessary.

NOTE

Wind speed should be indicated on every NARS form, regardless of the type of event.

8. WIND SPEED Fill in the wind speed, BOTH meters/second AND miles/hour. This value should be from the same elevation as the WIND DIRECTION value (item 7). Use View A Model Parameters as in step 7 or the prioritized list for wind speed information that follows:

ELEVATED RELEASE MAIN CHIMNEY)	GROUND LEVEL RELEASE (RX. BLDG. VENT)	NO RELEASE
296' elevation - computer pt. AM003, D648 (U1), D748 (U2) *Murray and Trettel *National Weather Service	33' elevation - computer pt. AM001, D646 (U1), D746 (U2) *Murray and Trettel *National Weather Service	same as elevated release

*Phone numbers are in the ERF phone directory

NOTE

Recommended actions should always be completed. If an event is terminated, "NONE" should be indicated.

9. RECOMMENDED ACTIONS
(S.18) Check the letter corresponding to the appropriate protective action per QEP 0100-T02, Protective Action Recommendations.

- IF recommended action [C] is checked, THEN additional information must be provided regarding the radius and sectors to SHELTER and/or EVACUATE.
- List all sectors (downwind and adjacent sectors) in which actions are to be taken. After a wind shift, previously affected sectors should continue to be listed in this portion of the form (therefore, affected sectors may be more than 3.).
- [L] thru [P] are for State use only.

10. ADDITIONAL INFORMATION The initial notification provides the EAL under which the classification is made and needs no Additional Information. Additional information should only be used to explain why a new NARS is being issued for other than a change in classification. Additional information should be included when:

- * A wind shift which results in additional downwind sectors.
- * A change is made in PARs
- * Corrections to the current NARS are made.

Additional Information block can also be used during NARS notification to provide information on equal or lesser classifications on either unit that do not cause classification upgrade and require separate NARS form.

If the NARS is not being issued for one of the above, then block 10 should read "none".

NARS "APPROVAL BLOCK" (lower right corner) must be signed by acting or TSC Station Director prior to forwarding to Communicator for transmittal.

11. MESSAGE TRANSMITTED BY Fill in name, organization, and outside phone number of person transmitting the NARS Form information.
12. MESSAGE TRANSMITTED Fill in time and date that the message was transmitted by the person listed in step 11. The time should correspond to the date and time when this block is read.
13. MESSAGE RECEIVED BY IF transmitting a NARS message, perform a final roll call.
- Fill in the name of the person at IEMA who receives the NARS message, and check the IEMA block.
 - The initials of other agencies receiving the NARS call should be recorded on QEP 0300-S03, GSEP Emergency Notification Log.
 - IF receiving a State NARS message, fill in your name, and check the ComEd block.

UTILITY USE ONLY

This portion of the NARS form is a reminder that the person with "Command and Control" must review and sign their name indicating approval of the NARS form information prior to transmittal.

OUTSIDE PHONE NUMBERS

This portion of the NARS form may be used if the NARS phone is inoperable. Roll Call is normally accomplished using QEP 0300-S03.

FINAL ROLL CALL
(S.18)

Disregard this section, use QEP 300-S3, GSEP Emergency Notification Log for performing a Final Roll Call.

OSC TEAM REQUEST FORM

QEP 0400-S05
Revision 11
February 2000

TO: OPERATIONS DIRECTOR

OSC Team Requested By: _____

Task:

Task Location:

OPERATIONS OR MAINTENANCE DIRECTOR:

- Assign the task priority based on the following definitions:
- URGENT Tasks which involve Life Saving or Fires. Emergency Exposure Limits may apply.
- HIGH The task must be accomplished to mitigate a release to the public or to mitigate core damage. Emergency Exposure Limits may apply.
- MEDIUM The task must be accomplished to support accident mitigation.
- LOW The completion of these tasks are activities which support the functions of the ERO.

COMMUNICATOR:

- Order to the OSC @ _____ time.
- Team Dispatched @ _____ time.
- Operations and Maintenance Directors Informed.
- Update Status Board.

OSC TEAM DEBRIEFING FORM

Team No. _____
Time of Return to OSC: _____ Task Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:
Follow-up Actions Needed:
Unusual Conditions Encountered:
Radiological Conditions:
UPDATE Survey Maps from this data.
Total Time out of the OSC: _____ Hr. _____ Min.
Highest Personnel Exposure Received: _____ mRem
Briefed By: _____ Group Lead OSC Supervisor/RP Review: _____ Initial
OSC Director Notified: Yes Control Room: Yes TSC: Yes
Team member Exposure Tracking Placard and the Team Tracking Status Board updated? Yes
FORWARD COPY TO THE TSC

EMERGENCY PREPAREDNESS MONTHLY AUDIT
FOR THE MONTH OF _____

AUDIT REQUIREMENT	PROCEDURE REFERENCE	DATE DUE	DATE PERFORMED	INITIALS
MONTHLY COMMUNICATION TEST	CEPIP 1100-00			
ASSEMBLY PROGRAM UPLOAD TEST AND VERIFY CARD READER OPERABILITY AND POSTING ACCURACY	N/A			
TSC - INSPECT SUPPLIES, DOCUMENTS, AND FACILITIES *	N/A			
OSC - INSPECT SUPPLIES, DOCUMENTS, AND FACILITIES *	N/A			
VERIFY PRE-RECORDED CALLOUT MESSAGE FOR "GROUP" PAGE	QEP 0300-04			
CONDUCT ANNOUNCED CAN SYSTEM TEST (VERIFY SCENARIO) #	QEP 0300-04			
CONDUCT ANNOUNCED TEST OF "GROUP" PAGE (1st WEDNESDAY AT NOON) #	N/A			
VERIFY OPERATION OF GSEP CELLULAR PHONES	N/A			
DRILLS/EXERCISES THIS MONTH (QAA 04-90-15)				
			Report Received	Open Items Tracked
- Augmentation Y/N	Y/N/NA	Y/N/NA		
- HRSS Y/N	Y/N/NA	Y/N/NA		
- HP Inplant Y/N	Y/N/NA	Y/N/NA		
- Tabletop Y/N	Y/N/NA	Y/N/NA		
			Report Received	Open Items Tracked
	- Environs Y/N	Y/N/NA		
	- Medical Y/N	Y/N/NA		
	- Exercise Y/N	Y/N/NA		
	- Pre-Exercise Y/N	Y/N/NA		

Reviewed By	Date	Initials
EP Coordinator		

* Inspection for overall facility cleanliness and organization
Test may be waived by EP Coordinator

PROCEDURE: QEP 0730-03

QEP 0730-S02
Revision 11
Reference Use

EMERGENCY PREPAREDNESS QUARTERLY AUDIT

FOR _____ QUARTER OF _____

AUDIT REQUIREMENT	REFERENCE	DATE DUE	DATE PERFORMED	INITIALS
Review/Update the GSEP Organization Call List *	QEP 0730-T01			
Review/Update of Emergency Response Facilities Telephone Directory (Quad Cities Section)	QEP 0730-T01			
Review/Update Support Agency Phone Numbers (QCOA 0010-06)	QEP 0730-T01			
TSC Emergency Equipment and Supplies Inventory	QEP 0600-S01			
OSC Emergency Equipment and Supplies Inventory	QEP 0600-S02			
JPIC Emergency Equipment and Supplies Inventory	CEPIP 4010-02			
First Aid and Decon Inventory	QEP 0600-S03			
Environs Sampling Inventory	QEP 0600-S04			
Hospital Radiological Emergency Inventory	QEP 0600-S05			
Relocation Center Inventory Checklist	QEP 0600-S07			
Review TSC/HRSS ventilation surveillance for necessity	QCTS 0420-1,2,3			
ERDS Testing	QEP 0300-05			

REVIEWED BY	DATE	INITIALS
EP Coordinator		

(final)

STATION DIRECTOR

<u>QEP 0105-00</u> Station Director	Rev. 27	04-24-00
<u>QEP 0105-01</u> Station Director Implementing Procedure	Rev. 9	04-24-00
<u>QEP 0105-S01</u> Station Director Alert Checklist	Rev. 14	03-01-00
<u>QEP 0105-S02</u> Station Director Site Area Emergency Checklist	Rev. 14	03-01-00
<u>QEP 0105-S03</u> Station Director General Emergency Checklist	Rev. 13	03-01-00
<u>QEP 105-S4</u> Station Director Downgrade, Termination, and Recovery Checklist	Rev. 2	03-01-91
<u>QEP 0105-S05</u> Command and Control Turnover Form (TSC)	Rev. 12	03-01-00
<u>QEP 0105-S06</u> Procedure Deleted (No Longer Needed)	Rev. 10	05-13-99
<u>QEP 0105-T01</u> Augmentation of the Onsite Emergency Organization Within 60 Minutes	Rev. 5	05-13-99
<u>QEP 0105-T02</u> Shift Turnover Briefing	Rev. 7	05-13-99

ASSISTANT STATION DIRECTOR

<u>QEP 0107-00</u> Assistant Station Director	Rev. 23	04-24-00
<u>QEP 0107-01</u> Assistant Station Director Implementing Procedure	Rev. 8	03-01-00
<u>QEP 0107-02</u> Communicators and Status Board Recorders	Rev. 2	04-24-00
<u>QEP 0107-S01</u> Assistant Station Director Alert Checklist	Rev. 14	04-24-00
<u>QEP 0107-S02</u> Assistant Station Director Site Emergency Checklist	Rev. 11	04-24-00
<u>QEP 0107-S03</u> Assistant Station Director General Emergency Checklist	Rev. 13	04-24-00
<u>QEP 0107-S04</u> Assistant Station Director Downgrade, Termination, and Recovery	Rev. 5	04-24-00
<u>QEP 0107-S05</u> TSC/OSC Evacuation Accountability Log	Rev. 7	05-13-99
<u>QEP 0107-T01</u> Shift Turnover Briefing	Rev. 5	05-13-99

OPERATIONS DIRECTOR

<u>QEP 0110-00</u> Operations Director	Rev. 37	04-24-00
<u>QEP 0110-01</u> Operations Director Implementing Procedure	Rev. 20	03-01-00
<u>QEP 110-2</u> Procedure Deleted (see QEP 100-1)	Rev. 12	08-04-88
<u>QEP 0110-S01</u> Operations Director Alert Checklist	Rev. 16	04-24-00
<u>QEP 0110-S02</u> Operations Director Site Area Emergency Checklist	Rev. 11	04-24-00
<u>QEP 0110-S03</u> Operations Director General Emergency Checklist	Rev. 10	04-24-00
<u>QEP 0110-S04</u> Operations Director Downgrade, Termination, and Recovery Checklist	Rev. 5	04-24-00
<u>QEP 0110-T01</u> Shift Turnover Briefing	Rev. 9	04-24-00
<u>QEP 110-T2</u> Procedure Deleted	Rev. 2	10-25-83

TECHNICAL DIRECTOR

<u>QEP 0120-00</u> Technical Director	Rev. 31	04-24-00
<u>QEP 0120-01</u> Technical Director Implementing Procedure	Rev. 14	05-13-99
<u>QEP 0120-02</u> Procedure Deleted (See QEP 0120-03)	Rev. 7	02-19-99
<u>QEP 0120-03</u> RTM-96 Core Damage Assessment	Rev. 1	02-19-99
<u>QEP 0120-S01</u> Technical Director Alert Checklist	Rev. 12	04-24-00
<u>QEP 0120-S02</u> Technical Director Site Area Emergency Checklist	Rev. 8	04-24-00
<u>QEP 0120-S03</u> Technical Director General Emergency Checklist	Rev. 10	04-24-00
<u>QEP 0120-S04</u> Technical Director Downgrade, Termination, and Recovery Checklist	Rev. 3	05-13-99
<u>QEP 0120-S05</u> Procedure Deleted (See QEP 0120-03)	Rev. 5	02-19-99
<u>QEP 0120-S06</u> Procedure Deleted (No Longer Needed)	Rev. 5	06-18-96
<u>QEP 0120-S07</u> Core Damage Assessment Worksheet	Rev. 1	02-19-99

<u>QEP 0120-T01</u> Shift Turnover Briefing	Rev. 6	05-13-99
<u>QEP 0120-T02</u> Procedure Deleted (See QEP 0120-03)	Rev. 2	02-19-99
<u>QEP 0120-T03</u> Procedure Deleted (See QEP 0120-03)	Rev. 2	02-19-99
<u>QEP 0120-T04</u> Procedure Deleted (No longer needed)	Rev. 2	07-15-97
<u>QEP 0120-T05</u> Procedure Deleted (See QEP 0120-03)	Rev. 2	02-19-99
<u>QEP 0120-T06</u> Procedure Deleted (See QEP 0120-03)	Rev. 2	02-19-99
<u>QEP 0120-T07</u> Procedure Deleted (See QEP 0120-03)	Rev. 3	02-19-99
<u>QEP 0120-T08</u> Procedure Deleted (See QEP 0120-03)	Rev. 2	02-19-99
<u>QEP 0120-T09</u> Procedure Deleted (No Longer Needed)	Rev. 2	06-18-96
<u>QEP 0120-T10</u> Key Point History Listing	Rev. 5	10-08-98
<u>QEP 0120-T11</u> Procedure Deleted (No longer needed)	Rev. 2	07-15-97
<u>QEP 0120-T12</u> Procedure Deleted (See QEP 0120-03)	Rev. 2	02-19-99

ADMINISTRATIVE DIRECTOR

<u>QEP 0125-00</u> Administrative Director	Rev. 30	04-24-00
<u>QEP 0125-01</u> Administrative Director Implementing Procedure	Rev. 6	04-24-00
<u>QEP 0125-S01</u> Administrative Director Alert Checklist	Rev. 16	04-24-00
<u>QEP 0125-S02</u> Administrative Director Site Area Emergency Checklist	Rev. 13	04-24-00
<u>QEP 0125-S03</u> Administrative Director General Emergency Checklist	Rev. 10	04-24-00
<u>QEP 0125-S04</u> Administrative Director Downgrade, Termination, and Recovery	Rev. 4	05-13-99
<u>QEP 0125-S05</u> TSC Operations Checklist	Rev. 12	03-01-00
<u>QEP 0125-S06</u> Shift Assignment Worksheet	Rev. 5	05-13-99
<u>QEP 0125-T01</u> Arrangements for Food Services	Rev. 5	05-13-99
<u>QEP 0125-T02</u> Development of Shift Schedules	Rev. 6	05-13-99

QEP 0125-T03

Procedure Deleted (No Longer Needed)

Rev. 5

04-24-00

QEP 0125-T04

Shift Turnover Briefing

Rev. 3

05-13-99

MAINTENANCE DIRECTOR

<u>QEP 0130-00</u> Maintenance Director	Rev. 24	04-24-00
<u>QEP 0130-01</u> Maintenance Director Implementing Procedure	Rev. 11	05-13-99
<u>QEP 0130-S01</u> Maintenance Director Alert Checklist	Rev. 11	04-24-00
<u>QEP 0130-S02</u> Maintenance Director Site Area Emergency Checklist	Rev. 10	04-24-00
<u>QEP 0130-S03</u> Maintenance Director General Emergency Checklist	Rev. 11	04-24-00
<u>QEP 130-S4</u> Maintenance Director Downgrade, Termination, and Recovery	Rev. 3	03-31-95
<u>QEP 0130-S05</u> Procedure Deleted (No longer needed)	Rev. 3	01-23-97
<u>QEP 0130-T01</u> Procedure Requirements for Maintenance Repair During Emergencies	Rev. 3	03-12-97
<u>QEP 0130-T02</u> Maintenance Procedures Applicable to Emergency Conditions	Rev. 6	12-15-99
<u>QEP 0130-T03</u> Shift Turnover Briefing	Rev. 4	03-12-97

SECURITY DIRECTOR

<u>QEP 0140-00</u> Security Director	Rev. 30	04-24-00
<u>QEP 0140-01</u> Security Director Implementing Procedure	Rev. 11	04-24-00
<u>QEP 0140-S01</u> Security Director Alert Checklist	Rev. 17	04-24-00
<u>QEP 0140-S02</u> Security Director Site Area Emergency Checklist	Rev. 10	11-08-99
<u>QEP 0140-S03</u> Security Director General Emergency Checklist	Rev. 7	05-13-99
<u>QEP 140-S4</u> Security Director Downgrade, Termination, and Recovery Checklist	Rev. 2	03-01-91
<u>QEP 0140-S05</u> Site Security Control Orders	Rev. 5	02-01-00
<u>QEP 0140-S06</u> TSC Staffing Log	Rev. 4	05-13-99
<u>QEP 0140-S07</u> OSC Staffing Log	Rev. 4	10-21-97
<u>QEP 0140-S08</u> Procedure Deleted (No longer needed)	Rev. 2	12-20-96
<u>QEP 0140-T01</u> Shift Turnover Briefing	Rev. 3	05-13-99

OPERATIONS SUPPORT CENTER DIRECTOR

<u>QEP 0160-00</u> Operations Support Center Director	Rev. 22	04-24-00
<u>QEP 0160-01</u> Operations Support Center Director Implementing Procedure	Rev. 12	04-24-00
<u>QEP 0160-S01</u> OSC Director Alert Checklist	Rev. 17	04-24-00
<u>QEP 0160-S02</u> OSC Director Site Area Emergency Checklist	Rev. 14	04-24-00
<u>QEP 0160-S03</u> OSC Director General Emergency Checklist	Rev. 14	04-24-00
<u>QEP 160-S04</u> OSC Director Downgrade, Termination, and Recovery	Rev. 5	04-24-00
<u>QEP 0160-T01</u> Shift Turnover Briefing	Rev. 5	04-24-00

OPERATIONS SUPPORT CENTER SUPERVISOR

<u>QEP 0165-00</u> Operations Support Center Supervisor	Rev. 22	04-24-00
<u>QEP 0165-01</u> Operations Support Center Supervisor Implementing Procedure	Rev. 10	03-01-00
<u>QEP 0165-S01</u> OSC Supervisor Alert Checklist	Rev. 16	04-24-00
<u>QEP 0165-S02</u> OSC Supervisor Site Area Emergency Checklist	Rev. 11	04-24-00
<u>QEP 0165-S03</u> OSC Supervisor General Emergency Checklist	Rev. 13	04-24-00
<u>QEP 165-S4</u> OSC Supervisor Downgrade, Termination, and Recovery	Rev. 3	03-31-95
<u>QEP 0165-S05</u> Emergency Exposure Limit/Potassium Iodide Issuance Approval Form	Rev. 6	12-13-95
<u>QEP 165-S6</u> Emergency Exposure Limit Approval Log	Rev. 2	12-29-93
<u>QEP 165-S7</u> Emergency Dosimetry Issuance Log	Rev. 1	08-04-88
<u>QEP 0165-S08</u> TSC/OSC/Control Room/SAS/CAS Habitability Checklist	Rev. 8	05-13-99

<u>QEP 0165-S09</u> TSC Lab Activation and TSC Decon Room Checklist	Rev. 2	06-04-98
<u>QEP 0165-T01</u> Procedure Deleted (See QEP 0165-S08)	Rev. 5	03-06-96
<u>QEP 0165-T02</u> Shift Turnover Briefing	Rev. 2	05-13-99

NOTIFICATIONS

<u>QEP 0300-00</u> Notifications	Rev. 57	04-24-00
<u>QEP 0300-01</u> Notifications for GSEP Emergencies	Rev. 25	03-01-00
<u>QEP 300-2</u> Procedure Deleted (See QOA 010-18)	Rev. 2	03-01-91
<u>QEP 0300-03</u> Activation of the Emergency Response Data System (ERDS)	Rev. 8	01-26-99
<u>QEP 0300-04</u> Augmentation of Personnel for Emergency Response	Rev. 12	01-06-00
<u>QEP 0300-05</u> Procedure Deleted (See CEPIP 1030-10)	Rev. 3	03-01-00
<u>QEP 300-S1</u> Procedure Deleted (See QOA 010-S4)	Rev. 3	03-01-91
<u>QEP 300-S2</u> Procedure Deleted (See QOA 010-S5)	Rev. 4	03-01-91
<u>QEP 0300-S03</u> GSEP Emergency Notification Log	Rev. 12	06-23-98
<u>QEP 0300-S04</u> Procedure Deleted (No longer needed)	Rev. 4	11-07-96
<u>QEP 0300-S05</u> Procedure Deleted (No longer needed)	Rev. 4	11-07-96
<u>QEP 0300-S06</u> Procedure Deleted (No longer needed)	Rev. 12	03-19-97

<u>QEP 0300-S07</u> Procedure Deleted (See CEPIP 1030-10)	Rev. 2	03-01-00
<u>QEP 0300-T01</u> State of Illinois NARS Forms Instructions For Use	Rev. 20	04-24-00
<u>QEP 0300-T02</u> Procedure Deleted (No Longer Needed)	Rev. 10	05-13-99
<u>QEP 0300-T03</u> Procedure Deleted (No longer needed)	Rev. 3	03-18-97
<u>QEP 300-T4</u> ERDS Parameter List	Rev. 1	03-01-91
<u>QEP 0300-T05</u> Procedure Deleted (No longer needed)	Rev. 3	07-15-98

ON-SITE RESPONSE ACTIONS

<u>QEP 0400-00</u> On-Site Response Actions	Rev. 49	04-24-00
<u>QEP 0400-01</u> Plant Assembly	Rev. 13	01-14-00
<u>QEP 0400-02</u> Site Evacuation	Rev. 4	05-13-99
<u>QEP 0400-03</u> Emergency Teams	Rev. 7	04-24-00
<u>QEP 0400-S01</u> Plant Assembly Checklist	Rev. 14	01-14-00
<u>QEP 0400-S02</u> Site Evacuation Checklist	Rev. 14	11-18-99
<u>QEP 0400-S03</u> Procedure Deleted (See QEP 0400-03)	Rev. 10	01-23-97
<u>QEP 0400-S04</u> Procedure Deleted (No longer needed)	Rev. 6	10-21-97
<u>QEP 0400-S05</u> OSC Team Request Form	Rev. 11	04-24-00
<u>QEP 0400-S06</u> OSC Team Briefing Form	Rev. 6	04-24-00
<u>QEP 400-S7</u> Accident Scene Checklist	Rev. 2	04-06-92
<u>QEP 0400-S08</u> Relocation Center Operations Checklist	Rev. 7	05-13-99

<u>QEP 400-S9</u> Relocation Center Accountability Log	Rev. 1	03-30-89
<u>QEP 0400-S10</u> Relocation Center Briefing Form	Rev. 4	05-13-99
<u>QEP 0400-S11</u> Determination of Essential Personnel Checklists	Rev. 3	05-13-99
<u>QEP 0400-T01</u> Assembly Areas for Onsite Personnel	Rev. 8	01-14-00
<u>QEP 0400-T02</u> Site Evacuation Map	Rev. 6	04-11-97
<u>QEP 400-T3</u> Relocation Center Layout	Rev. 6	03-31-95
<u>QEP 0400-T04</u> Recommended Team Composition	Rev. 4	05-31-96

EMERGENCY TEAMS

A. PURPOSE

The purpose of this procedure is to establish guidelines for teams dispatched from the OSC. This procedure provides recommendations for team composition, for briefing and debriefing teams, and for information which should be obtained from the accident scene. The OSC Director is responsible for the overall coordination and implementation of this procedure.

B. REFERENCES

1. QEP 0150-T02, Emergency Exposure Limits.
2. QEP 0400-T04, Recommended Team Composition.

C. PREREQUISITES

1. None.

D. PRECAUTIONS

1. Inplant radiological conditions could change quickly. All teams should be cautious and should monitor radiation levels closely.

E. LIMITATIONS AND ACTIONS

1. The OSC Director is responsible for the overall coordination and control of all inplant teams, for ensuring that teams are properly briefed and debriefed, and that OSC operations support the efforts of the teams.
2. The OSC Supervisor is responsible for the health physics aspects of the OSC operations and assists the OSC Director by forming the required teams, completing RWPs as necessary, ensuring proper protective equipment is issued, and providing information for briefings.

F. PROCEDURE

1. Form teams, as follows, based on the team requirements and briefing level outlined on QEP 0400-S05, OSC Team Request Form.

NOTE

Avoid repeat exposure to team members with high accumulated doses.

- a. Form teams using QEP 0400-T04; Recommended Team Composition.

NOTE

QEP 0400-S06 can serve as the RWP in lieu of normal methods.

- b. Complete QEP 0400-S06, OSC Team Briefing/Debriefing Form, for all teams except for Environs Field Teams. Types of briefings will include the following:
- (1) Urgent Priority Tasks - these tasks will receive a minimum of briefing and all paperwork can be completed upon the teams return to the OSC.
 - (a) All Urgent Priority Teams shall receive at least a verbal briefing on the following. IF they apply:
 - 1) Security Threats, these could impact on the ability of the team to function in the plant.
 - 2) Plant Hazards, damage to the plant or plant equipment which could interfere with mitigation or rescue efforts.
 - 3) Radiological conditions, routes, and protective actions for the team.
 - 4) An accountability report, (for a Search and Rescue Team) this will identify individuals who did not report to their assembly area along with their last known location.
 - (2) High, Medium, and Low Priority Tasks - these tasks will all receive a full briefing using QEP 0400-S05.
- c. Equip teams with the following special equipment as appropriate:
- (1) ED's or appropriate pencil dosimeter(s).
 - (2) SCBA if airborne levels may be hazardous; full face masks for all other entries into the plant until airborne levels have been monitored (use QCRP 5510-01, Attachment A, Respiratory Device Log Sheet).
 - (3) Hand held radio.
 - (4) High range survey instrument (RO-7 or Teletector).
 - (5) If CPs are used, seal in plastic bags to avoid noble gas intrusion.

- (6) Finger rings for repair and HRSS teams (one for each hand).
 - (7) Thyroid blocking agent for potential high iodine atmospheres.
 - (8) Pagers, if available.
- d. Make a list of equipment and supplies not available in the OSC, such as tools, and the location of the needed equipment and supplies. Direct the teams to procure these supplies immediately upon leaving the OSC.
 - e. Provide each team with a copy of QEP 0400-S07, Accident Scene Checklist. Document work as necessary.
 - f. Complete QEP 0165-S05, Emergency Exposure Limit/Potassium Iodide Issuance Approval form for any persons needing exposure extensions or thyroid blocking agents. Refer to QEP 0150-T02, Emergency Exposure Limits.
 - g. Log on the "OSC Team Assignment Status Board" the information relating to the team.
 - h. Direct teams to use inplant step-off pads unless prevented by radiological conditions. Also use the OSC step-off pad when necessary.
2. Dispatching teams.
- a. Notify the Control Room when dispatching teams. This is to ensure operation of plant equipment in the teams location will not impact their rad conditions or safety.
 - b. Inform the Maintenance Director, Operations Director, and the Radiation Protection Director when the team is dispatched.
 - c. Perform communications checks approximately every 15 to 30 minutes. This can be simply a roll call and exposure update. Keep teams informed of new developments that could impact conditions in the plant.
3. Return of teams.
- a. When the team returns to the OSC, ensure the Control Room is informed of the teams arrival.
 - b. Complete the debriefing portion of QEP 0400-S06.
 - c. After debriefing, inform the OSC Director, OSC Supervisor, and the Director who requested the team of the results of the team's effort.

- d. Inform the Radiation Protection Director of any high exposures experienced or in any change to radiological conditions.
- e. Inform the Control Room and Operations Director of any new problems.
- f. Maintain a file of all forms.
- g. Update the "OSC Sign-in and Exposure Tracking Status Board" and "OSC Team Assignment Status Board".

G. CHECKLISTS

- 1. QEP 0165-S05, Emergency Exposure Limits/Potassium Iodide Issuance Approval Form.
- 2. QEP 0400-S05, OSC Team Request Form.
- 3. QEP 0400-S06, OSC Team Briefing/Debriefing Form.
- 4. QEP 0400-S07, Accident Scene Checklist.
- 5. QCRP 5510-01, Attachment A, Respiratory Device Log Sheet.

H. TECHNICAL SPECIFICATION REFERENCES

- 1. None.

DOCUMENT CONTROL AND REVIEW

<u>QEP 0730-00</u> Document Control and Review	Rev. 39	04-24-00
<u>QEP 0730-01</u> Emergency Preparedness Program Document Control and Review	Rev. 6	03-01-00
<u>QEP 0730-02</u> Offsite Support Agency Agreement Letters	Rev. 6	03-01-00
<u>QEP 0730-03</u> Emergency Preparedness Program Audits	Rev. 7	03-01-00
<u>QEP 0730-S01</u> Emergency Preparedness Monthly Audit	Rev. 9	04-24-00
<u>QEP 0730-S02</u> Emergency Preparedness Quarterly Audit	Rev. 11	04-24-00
<u>QEP 0730-S03</u> Emergency Preparedness Semi-Annual Audit	Rev. 6	03-01-00
<u>QEP 0730-S04</u> Emergency Preparedness Annual Audit	Rev. 6	03-01-00
<u>QEP 0730-T01</u> Document Review Responsibilities	Rev. 8	03-01-00
<u>QEP 730-T2</u> Procedure Deleted	Rev. 6	08-13-91
<u>QEP 730-T3</u> Procedure Deleted	Rev. 3	03-29-93
<u>QEP 0730-T04</u> Support Agency List	Rev. 14	01-07-00
<u>QEP 0730-T05</u> Procedure Deleted (No longer needed)	Rev. 3	03-24-97