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June 20, 2000

Re: Indian Point Units  
No. 1 and No. 2  
Docket No. 50-003  
and  
No. 50-247

Document Control Desk  
US Nuclear Regulatory Commission  
Mail Station P1-137  
Washington, DC 20555

Subject: Revision to Emergency Plan

In accordance with 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), Con Edison submits herewith a controlled copy of changes to the Emergency Plan procedures for Indian Point Units Nos. 1 and 2. These changes do not reduce the effectiveness of the Emergency Plan and the Emergency Plan as a whole continues to meet the standard of 50.47(b) and the requirements of Appendix E to 10 CFR 50.

Should you or your staff have any questions, please contact Mr. Frank Inzirillo, Manager Emergency Planning.

Sincerely,



Enclosure

A045

cc: Mr. Hubert J. Miller (2 copies)  
Regional Administrator - Region I  
US Nuclear Regulatory Commission  
475 Allendale Road  
King of Prussia, PA 19406-1498

Senior Resident Inspector (without copy)  
US Nuclear Regulatory Commission  
PO Box 38  
Buchanan, NY 10511

**TO:** Emergency Planning Document Controlled Copy # 14 Holder  
**FROM:** Emergency Planning Document Custodian  
**SUBJECT:** Emergency Planning Document Update

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Emergency Planning Department  
 Buchanan Service Center  
 Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	5/27/00	3/28/00	Replace entire document
IP-1002	Emergency Notification and Communication	20	19	Replace entire document
IP-1018	Media Relations Mobilization During Emergencies	7	6	Replace entire document
IP-1027	Personnel Accountability and Evacuation	11	10	Replace entire document
IP-1030	Emergency Operations Facility	1	0	Replace entire document
IP-1048	Termination and Recovery	8	7	Replace entire document
IP-1044	Radiation Protection Program During Emergencies	Cancel	6	Remove and discard
IP-1049	Recovery	Cancel	1	Remove and discard
IAP-14	Recovery Manager	Cancel	0	Remove and discard

Update completed as specified: \_\_\_\_\_  
 Signature of Controlled Copy Holder Date

# Emergency Plan Implementing Procedures #14

## Table of Contents

**CONTROLLED COPY**

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	10	3/28/00
IP-1002	Emergency Notification and Communication	20	5/27/00
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	6	9/1/99
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1005	MS-2 / SPA-3 to Determine Thyroid Burdens	6	9/1/99
IP-1006	Site Perimeter Survey	6	9/1/99
IP-1007	Dose Assessment	10	9/1/99
IP-1008	Personnel Radiological Check and Decontamination	6	9/1/99
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1012	Onsite Medical Emergency	9	4/30/98
IP-1013	Protective Action Recommendations	7	9/1/99
IP-1014	Radiological Check of Equipment Before It Leaves the Site	6	9/1/99
IP-1015	Mobilization and Operational Procedure for Offsite Monitoring Teams	7	9/13/99
IP-1016	Obtaining Meteorological Data	12	9/1/99
IP-1017	Issuance and Use of Radiological Equipment Stored in the Command Guard House	9	9/1/99
IP-1018	Media Relations Mobilizing During Emergencies	7	5/27/00
IP-1019	Corporate Response Center	8	9/1/99
IP-1020	Airborne Activity Determination	7	9/1/99
IP-1021	Manual Update, Readout and Printout of Proteus Plant Parameter Data	5	9/1/99
IP-1022	Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS	5	9/1/99
IP-1023	Operations Support Center (OSC)	13	3/28/00
IP-1024	Emergency Classification	7	9/1/99

## Emergency Plan Implementing Procedures Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1025	Handling Fire Department Personnel Fighting Fires in the Controlled Area	7	9/1/99
IP-1027	Personnel Accountability and Evacuation	11	5/27/00
IP-1028	Onsite (Out of Plant) Surveys	7	9/1/99
IP-1030	Emergency Operations Facility (EOF)	1	5/27/00
IP-1031	Air Raid Alert	7	9/1/99
IP-1032	Tornado Emergency	5	9/1/99
IP-1035	Technical Support Center (TSC)	15	3/28/00
IP-1036	Estimation of Population dose Within the 10 Mile Emergency Planning Zone	6	9/1/99
IP-1037	Obtaining Offsite Reuter-Stokes Monitor Data	8	9/1/99
IP-1039	Offsite Contamination Checks	8	9/1/99
IP-1040	Relocation of Personnel Dosimetry Facilities	6	9/1/99
IP-1041	Use of the Triton for Monitoring Radiogas	5	9/1/99
IP-1042	In-Plant Radiological Surveys and Sampling	6	9/1/99
IP-1044	Cancelled	--	5/27/00
IP-1045	Activation of Alternate Emergency Operations Facility	8	9/1/99
IP-1046	Responsibilities of Con Edison Personnel During Emergencies at Unit No. 3	7	9/1/99
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	8	5/27/00
IP-1049	Cancelled	--	5/27/00
IAP-10	Shift Manager	14	3/28/00
IAP-12	Watch Health Physics Technician (WHPT)	8	9/1/99
IAP-14	Cancelled	--	5/27/00

## Emergency Notification and Communication

Prepared by:	<u>Kelly Walker</u> Print Name	<u><i>C. Walker</i></u> Signature	<u>4/27/00</u> Date
Technical Reviewer:	<u>Richard Burns</u> Print Name	<u><i>Richard Burns</i></u> Signature	<u>5/1/2000</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>PREVIOUS SNSC # 2706</u> Meeting Number	<u>Not required JLD.</u> Signature Secretary	<u>5/1/2000</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>Frank Inzirillo</i></u> Signature	<u>5/1/2000</u> Date

Effective Date: 5/27/00

**CONTROLLED COPY**  
#14

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\_\_\_\_\_ Biennial Review \_\_\_\_\_  
Reviewer/Date Reviewer/Date

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## EMERGENCY NOTIFICATION AND COMMUNICATION

### 1.0 PURPOSE

To prescribe the responsibilities and methods for:

- 1.1 Initial notification and periodic updates made from the Central Control Room (CCR) and Central Information Group (CIG) in the event of a declared emergency at Indian Point Unit Nos. 1 & 2.
- 1.2 Provides checklists for the performance of notifications and activation of the Emergency Response Organization.

### 2.0 DISCUSSION

- 2.1 Following initial declaration of an emergency, the Shift Manager (SM) should assign the Support Facility Nuclear Plant Operator (NPO) to be the CCR Communicator. If the Fire Brigade has been or is subsequently summoned, the Support Facility NPO shall report with the Fire Brigade and a qualified communicator from the Station Security Force shall be assigned to the CCR Communicator position by the SM. When a non-Watch Control Room Supervisor (CRS), Reactor Operator (RO) or NPO becomes available, the Communicator from Security may then be replaced at the SM's discretion.
- 2.2 The CCR Communicator shall perform his duties in the Control Room under the SM's direction. These duties shall entail implementing the notification checklists and use of RECS, radio, and other telephones (Section 4.0) to notify on-site personnel as well as the off-site authorities of the accident conditions and to pass along directions and recommendations as appropriate from the SM. The Communicator shall also maintain himself ready to supply updates to the offsite authorities.
- 2.3 Notifications made from the EOF are described in IP-1030, Emergency Operations Facility.

### 3.0 PRECAUTIONS AND LIMITATIONS

- 3.1 Initial and Upgrade notifications to the State and counties shall be initiated within 15 minutes of the emergency classification declaration.
- 3.2 Periodic Update Notifications should be performed approximately every 30 minutes or more frequent when conditions change.

### 4.0 EQUIPMENT AND MATERIALS

- 4.1 Central Radio (System Operations) - see Addendum 1 for call letters.
- 4.2 Area Radio (Monitoring Teams) - see Addendum 1 for call letters.

- 4.3 Local Government Radio (LGR) - see Addendum 1 for call letters. For backup notifications IF RECS is out of service.
- 4.4 "Contingency" Phone - see Emergency Telephone Directory for unlisted number to be used only for receiving incoming calls from New York State AND the four counties.
- 4.5 Radiological Emergency Communications System (RECS) - party line phone for initial notification AND updates to NYS AND counties.
- 4.6 ENS Phone - dial-up telephone circuits used to contact NRC headquarters for initial notification of emergency AND continuing updates. (See Emergency Telephone Directory for listed numbers).
- 4.7 CR-EOF - direct line, with bell annunciation by means of push button.
- 4.8 CR-TSC direct line, automatic ringing phone.
- 4.9 Peekskill Police - direct line, automatic ringing phone.
- 4.10 NYS Police - direct line, automatic ringing phone.
- 4.11 Phone – Peekskill (914) 737 Exchange (see Emergency Telephone Directory).
- 4.12 Phone - Indian Point (914) 734 Exchange (see Emergency Telephone Directory).
- 4.13 Microwave (see Emergency Telephone Directory) - provides connection to the 212 exchange in NYC via microwave to the Empire State Building.

**5.0 INSTRUCTIONS**

**NOTE:**

**ALL PHONE NUMBERS NOT PROVIDED WITHIN THIS PROCEDURE CAN BE FOUND IN THE EMERGENCY TELEPHONE DIRECTORY.**

- 5.1 NUE Initial Notification - CCR Communicator
  - 5.1.1 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. Review form for completeness. Determine if the Shift Manager wants full ERO activation at the NUE level (not normally required). ALWAYS refer to the form as NYS Radiological Emergency Data Form PART I when talking to the State AND County authorities.
  - 5.1.2 Start the initial notification roll call to state and counties within 15 minutes of the declaration of an Unusual Event.

- 5.1.3 Use a CCR NUE Notification Checklist (Form IP-1002-1) to make and document the initial notifications.
- 5.1.4 Once the CCR NUE Notification Checklist is complete, **IF** the SM requests additional staffing level **THEN** perform the following:
  - a. Contact the on-call Emergency Director (ED) (refer to the Emergency Response Team On-call Schedule for duty ED.)
  - b. Request the activation of desired portions of the Emergency Response Organization On-Call Team to provide plant support.
- 5.2 NUE Update Notifications - CCR Communicator
  - 5.2.1 Make periodic updates approximately every 30 minutes throughout the event.
  - 5.2.2 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. Review form for completeness. **ALWAYS** refer to the form as Radiological Emergency Data Form PART I when talking to the State and County authorities.
  - 5.2.3 Use a CCR NUE Notification Checklist (Form IP-1002-1) and perform **ONLY the circled items**, to make the periodic Update Notifications.

NOTE:

The CCR Alert/ SAE/GE Initial Notification Checklist (form IP-1002-2) is used **only once**. After notifications are completed using this form, all subsequent upgrade and update notifications shall be made using the Alert/SAE/GE Upgrade/Update Notification Checklist (form IP-1002-3)

- 5.3 Alert, Site Area AND General Emergency Initial Notification – CCR Communicator
  - 5.3.1 Use a CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2) to make and document the initial notifications.
  - 5.3.2 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. Review form for completeness. **ALWAYS** refer to the form as Radiological Emergency Data Form PART I when talking to the State **AND** the county authorities.
  - 5.3.3 Start the initial notification roll call to State and counties within 15 minutes of the declaration of an Alert, Site Area Emergency (SAE) or General Emergency (GE).

**5.4 Alert / SAE / GE Upgrade/Update Notifications – CCR/EOF Communicator**

- 5.4.1 Upgrade/Update notifications are made for EAL upgrades and for periodic updates during an Alert, Site Area Emergency (SAE) or General Emergency (GE).
- 5.4.2 Use a(n) Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3) to make and document the emergency classification upgrade or update notifications.
- 5.4.3 Obtain the completed Radiological Emergency Data Form Part I (and Part II, if provided) from the Shift Manager/Emergency Director AND notify NY State and counties within 15 minutes of any emergency classification change or approximately every 30 minutes otherwise.

**5.5 Shift Security Supervisor**

- 5.5.1 When notified and directed by the Shift Manager or CCR Communicator, activate the Emergency Response Organization using Form IP-1002-4, Emergency Response Organization Activation Checklist.
- 5.5.2 Inform the Shift Manager or CCR Communicator of when the checklist is complete and of any problems encountered.

**5.6 NUE - Central Information Group (CIG)**

- 5.6.1 Obtain the following information from the Indian Point emergency personnel:
  - a. Classification
  - b. Time of declaration
  - c. Brief event description
- 5.6.2 Notify Media Relations as follows:
  - a. During normal working hours call the Director, Media Relations (phone numbers are listed in Emergency Telephone Directory).
  - b. During off-hours call the Media Relations Duty Officer (phone numbers are listed in Emergency Telephone Directory), who then notifies the Director, Media Relations.
- 5.6.3 Continue with SOP-CG-7-1 notifications.

5.7 Alert, Site Area AND General Emergency - Central Information Group (CIG)

5.7.1 Obtain the following information from the Indian Point emergency personnel:

- a. Classification
- b. Time of declaration
- c. Radioactive release

5.7.2. Notify Media Relations as follows:

- a. During normal working hours call the Director, Media Relations (phone numbers are listed in Emergency Telephone Directory)
- b. During off-hours call the Media Relations Duty Officer (phone numbers are listed in Emergency Telephone Directory), who then notifies the Director, Media Relations.

5.7.3 Notify the Con Edison President.

5.7.4 Notify one Administration Logistics Manager (see the Emergency Telephone Directory for list of individuals). This notification is only required once.

5.7.5 Notify Security at Irving Place Building (see Emergency Telephone Directory) of the emergency classification at Indian Point. Give Security the name of the Administration Logistics Manager (ALM) you have contacted with instructions to give the ALM the keys to the Corporate Response Center (Room 1425) upon his arrival.

5.7.6 During off-hours, notify Westinghouse (see the Emergency Telephone Directory). Call one of the representatives listed AND provide the following information. This notification is only required once:

- a. Location (Indian Point 2) AND emergency classification
- b. Technical Support Center phone numbers (see the Emergency Telephone Directory).

5.7.7 Notify the Institute of Nuclear Power Operation (INPO) (see the Emergency Telephone Directory). Provide them the following information. This notification is only required once:

- a. Location (Indian Point 2) AND emergency classification
- b. Technical Support Center phone numbers (see the Emergency Telephone Directory).

5.7.9 Notify the American Nuclear Insurers (see the Emergency Telephone Directory) AND Provide them the following information:

- a. Location (Indian Point 2) AND emergency classification.
- b. Inform them that subsequent notification AND further information shall be given by the Con Edison Risk Management Organization.

5.7.10 Continue with SOP-CG-7-1.

5.8 Recovery Phase - Central Information Group (CIG)

5.8.1 Upon notification from the EOF of the recovery phase, notify any of the organizations notified in Section 5.6.

6.0 REFERENCES

6.1 Development Documents

6.1.1 Emergency Plan for Indian Point Unit Nos. 1 & 2

6.1.2 SAO-804, "Emergency Response Organization"

6.2 Interface Documents

6.2.1 SOP-CG-7-1, "Notification During Nuclear Emergency Involving IP No. 2"

6.2.2 IP-1001, "Mobilization of Onsite Emergency Organization"

6.2.2 IP-1018, "Media Relations Mobilizing During Emergency"

6.2.4 IP-1027, "Personnel Accountability and Evacuation"

6.3 Commitments

NONE

7.0 ATTACHMENTS

NONE

8.0 ADDENDUM

8.1 Addendum 1, Indian Point Emergency Radio Systems

8.2 Addendum 2, CCR NUE Notification Checklist (Form IP-1002-1)

8.3 Addendum 3, CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2)

8.4 Addendum 4, CCR Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)

8.5 Addendum 5, Emergency Response Organization Activation Checklist (Form IP-1002-4)

[Proprietary Information]

Addendum 1

**INDIAN POINT EMERGENCY RADIO SYSTEMS**

Sheet 1 of 1

**Area Radio [Freq. 1 = 456.100 /Freq. 2 = 451.100/MHZ]**

<u>Base Station Location</u>	<u>Call Letters Freq. 1</u>	<u>Call Letters Freq. 1</u>
CR 1-2	[WAY-744]	[WAY-744]
CR 3	[WAE-280]	[KGS-757]
EOF	[KYA-424]	[KYA-424]
AEOF	[KYA-615]	[KYA-615]
CGH	[WDA-498]	[KMF-617]
<u>Mobile Station</u>	<u>Call Letters Freq. 1</u>	<u>Call Letters Freq. 1</u>
Mobile 1	[KU-3575]	[KU-3575]
Mobile 2	[KU-3575]	[KU-3575]
Mobile 3	[KU-3575]	[KU-3575]

**Central Radio [456.050 MHZ]**

<u>Base Station Location</u>	<u>Call Letters</u>
CR 1-2	[WAE-277]
EOF	[WAE-277]
AEOF	[WGQ-993]
CIG	[WGR-59]

**LOCAL GOVERNMENT RADIO [45.16 MHZ]**

<u>Base Station Location</u>	<u>Call Letters</u>
CR, EOF, AEOF	[KNFM-394]
So. Dist. Office	[WZM-947]
Westchester W.P.	[WRU-873]
Orange W.P.	[WQH-720]
Rockland W.P.	[KRH-269]
Putnam W.P.	[KFC-781]
Peekskill W.P.	(NONE)

Addendum 2  
CCR NUE Notification Checklist (Form IP-1002-1)  
Sheet 1 of 2

CCR NUE Notification Checklist

(Formally 45a)

**Note:** Perform only circled items for NUE periodic Update Notifications

**Notify State and Counties:**

1. Pick up the console handset and depress the "RECS" button **THEN** press the number "7" button on the keypad.
2. When you hear the message "You have initiated a conference ..." state:  
"This is to report an incident at Indian Point 2. Standby for roll call"
3. **IF** you did not hear the above message within 5 seconds of pressing the number "7" button **THEN** press "Clear" to hang up, wait 5 seconds and repeat steps 1 and 2.
4. **IF** unable to contact any station via RECS **THEN** use Local Government Radio (LGR) (instructions on back) **IF** both RECS and LGR fail **THEN** contact listed locations one at a time via telephone, attempting to contact the Warning Point first (phone numbers on back).
5. Enter time you are starting the initial roll call in the space provided below.
6. Initiate roll call by asking "(location title) are you on the line?" for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

Location	Initial Roll Call	Final Roll Call	Time Initial Roll Call Started
Westchester County	<input type="checkbox"/>	<input type="checkbox"/>	
Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>	
Rockland County	<input type="checkbox"/>	<input type="checkbox"/>	
Orange County	<input type="checkbox"/>	<input type="checkbox"/>	Time Final Roll Call Completed
Putnam County	<input type="checkbox"/>	<input type="checkbox"/>	
New York State	<input type="checkbox"/>	<input type="checkbox"/>	

7. **SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I. After reading the form say "Stay on line for final roll call."
8. Perform a final roll call by asking "(location title) did you copy?" for each location. Check off "Final Roll Call" for each location as they answer the roll call. **IF** any location did not copy the message **THEN** instruct them to call the State for clarification or, if requested, repeat the form information.
9. End notification by saying "Indian Point No. 2 out at (time)". Enter the time in the space provided above when final roll call is completed.
10. **IF** any location did not answer the initial roll call **THEN** contact the missing location via telephone and direct them to either call the State to obtain the notification information or read them the information over the telephone. Record the location and time of this notification in the comment section of this form.

**Notify Emergency Response Organization and Media Relations:**

Time

11. Call the Command Guard House at 734-5330 (5331, 5332) and read the following message:  
"This is Indian Point Unit No. 2 Control Room, an Unusual Event was declared at \_\_\_\_\_ hours"  
**IF** the Shift Manager directs call out of the full ERO **THEN** also state the following:  
"Initiate call in of Emergency Response Organization Personnel per Form IP-1002-4, ERO Activation Checklist"
12. Notify the Manager IP2 Communications at 734-5136 **OR** the Director Media Relations **OR** the Media Relations Duty Officer at 212-460-4111 and provide them with Date/Time of NUE classification, EAL # and brief description of event.  
Obtain and enter name of individual contacted: \_\_\_\_\_

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Proprietary Information

Page 1 of 2

Form IP-1002-1 Rev 1

Addendum 2  
CCR NUE Notification Checklist (Form IP-1002-1)  
Sheet 2 of 2

<b>CCR NUE Notification Checklist</b>		(Formally 45a)
<b>Notify Unit 3 and CIG:</b>		<b>Time</b>
12. Contact the Unit No. 3 Control Room (speed dial button on V-band console) and provide them with Date/Time of NUE classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____		
13. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of NUE classification, EAL # and brief description of event. IF classification was due to exceeding Tech Spec 2.1 or 2.2 limits <b>THEN</b> request CIG notify the NFSC Chairman. Obtain and enter name of individual contacted: _____		
<b>Notify NRC:</b>		<b>Time</b>
14. IF it is during normal working hours <b>THEN</b> notify the NRC Senior Resident Inspector at 914-739-9361 or x5347 IF during off-hours <b>THEN</b> call or page the NRC Senior Resident Inspector using phone numbers provided in the Emergency Telephone Directory Provide the Inspector with Date/Time of NUE classification, EAL # and brief description of event.		
15. Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform the NRC Communicator that this is a 50.72 notification and provide them with Date/Time of NUE classification, EAL # and brief description of event		
16. Record any Comments: _____ _____ _____		
17. Date and sign this form	Date: _____	Signature: _____
18. Inform the Shift Manager that you have completed NUE notifications.		
19. Fax copies of the NYS Radiological Emergency Data Form, Part I to State, counties, TSC and EOF and provide originals to the Shift Manager.		
<b>Use of Local Government Radio</b>		
A. Depress the "LGR" button on the communications console. B. Pickup the handset and depress the handset button. C. Announce "This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call" D. Return to step 4 on page 1 of this checklist.		
<b>Warning Point and EOC phone numbers</b>		
<b>Location</b>	<b>Warning Point Phone #</b>	<b>EOC Phone #</b>
Westchester County	914-741-4258	914-285-3026 or 285-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	914-364-8600	914-364-8800 or 364-8900
Orange County	914-294-3303	914-291-3199
Putnam County	914-225-4300	914-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900
<b>Proprietary Information</b>	Page 2 of 2	Form IP-1002-1 Rev 1

Addendum 3  
CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2)  
Sheet 1 of 2

CCR Alert/SAE/GE Initial Notification Checklist (Formally 45b)

Notify Protected Area Personnel and Emergency Response Organization:	Time
1. Sound the Site Assembly Alarm for 30 seconds	
2. Announce the following message over the P.A. System three (3) times: "Attention all personnel, a (Alert / Site Area Emergency / General Emergency) has been declared" "All Essential Personnel report to your assigned emergency facility" "All other personnel report to the Energy Education Center"	
3. Call the Command Guard House (phone 734-5330, 5331 or 5332) and read the following: "This is the Indian Point Unit No. 2 Control Room" "A (Alert / Site Area Emergency / General Emergency) has been declared. Initiate call-in of Emergency Response Organization personnel per Form IP-1002-4, ERO Activation Checklist"	

- Notify State and Counties:**
- Pick up the console handset and depress the "RECS" button **THEN** press the number "7" button on the keypad.
  - When you hear the message "You have initiated a conference ..." state:  
"This is to report an incident at Indian Point 2. Standby for roll call"
  - IF** you did not hear the above message within 5 seconds of pressing the number "7" button **THEN** press "Clear" to hang up, wait 5 seconds and repeat steps 4 and 5.
  - IF** unable to contact any station via RECS **THEN** use Local Government Radio (LGR) (instructions on back) **IF** both RECS and LGR fail **THEN** contact listed locations one at a time via telephone, attempting to contact the Warning Point first (phone numbers on back).
  - Enter time you are starting the initial roll call in the space provided below.
  - Initiate roll call by asking "(location title) are you on the line?" for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

Location	Initial Roll Call	Final Roll Call	Time Initial Roll Call Started
Westchester County	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>	
Rockland County	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Orange County	<input type="checkbox"/>	<input type="checkbox"/>	
Putnam County	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
New York State	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

- SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I. After reading form say "Stay on line for final roll call."
- Perform a final roll call by asking "(location title) did you copy?" for each location. Check off "Final Roll Call" for each location as they answer the roll call. **IF** any location did not copy the message **THEN** instruct them to call the State for clarification or, if requested, repeat the information.
- End notification by saying "Indian Point No. 2 out at (time)". Enter the time in the space provided above when final roll call is completed.
- IF** any location did not answer the initial roll call **THEN** contact the missing location via telephone and direct them to either call the State to obtain the notification information or read form information over the telephone. Record the location and time of this notification in the comment section of this form.

Go to page 2 (back)

Addendum 3  
CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2)  
Sheet 2 of 2

CCR Alert/SAE/GE Initial Notification Checklist (Formally 45b)

Notify Unit 3, Media Relations and CIG:	Time		
14. Contact the Unit No. 3 Control Room (speed dial button on V-band console) and provide them with Date/Time of emergency classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____			
15. Notify the Manager IP2 Communications at 734-5136 <b>OR</b> the Director Media Relations , <b>OR</b> the Media Relations Duty Officer at 212-460-4111 and provide them with Date/Time of emergency classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____			
16. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of emergency classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____			
Notify NRC:	Time		
17. <b>IF</b> it is during normal working hours <b>THEN</b> notify the NRC Senior Resident Inspector at 914-739-9361 or x5347 <b>IF</b> during off-hours <b>THEN</b> call or page the NRC Senior Resident Inspector using phone numbers provided in the Emergency Telephone Directory Provide the Inspector with Date/Time of emergency classification, EAL # and brief description of event.			
18. Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform them that this is a 50.72 notification and provide them with Date/Time of emergency classification, EAL # and brief description of event.			
19. Record any Comments: _____ _____ _____			
20. Date and sign this form	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Date:</td> <td style="width: 50%;">Signature:</td> </tr> </table>	Date:	Signature:
Date:	Signature:		

- 21. Inform the Shift Manager that you have completed emergency notifications.
- 22. Fax copies of the NYS Radiological Data Form, Part I to State, counties, TSC and EOF and provide originals to the Shift Manager.

**Use of Local Government Radio**

- A. Depress the "LGR" button on the communications console.
- B. Pickup the handset and depress the handset button.
- C. Announce "This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call"
- D. Return to step 7 on page 1 of this checklist.

**Warning Point and EOC phone numbers**

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-285-3026 or 285-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	914-364-8600	914-364-8800 or 364-8900
Orange County	914-294-3303	914-291-3199
Putnam County	914-225-4300	914-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Addendum 4

Alert/SAE/GE Upgrade/Update Notification Checklist (Form 1002-3)

Sheet 1 of 2

**Alert/SAE/GE Upgrade/Update Notification Checklist** (Formally 45c)

**Note:** Upgrade notifications shall be made within 15 minutes of classification change. Periodic Update Notifications should be done approximately every 30 minutes or more frequent when conditions change.

**Notify Protected Area Personnel and Emergency Response Organization**

1. **IF** the emergency classification changes **THEN** perform the following:
  - A. Announce (or have the CCR announce) the applicable message over the P.A. System three (3) times:  
 “Attention all personnel, a (Site Area Emergency / General Emergency) has been declared”  
**OR** if emergency classification is terminated **THEN** announce:  
 “Attention all personnel, the emergency has been terminated”
  - B. Call the Command Guard House (phone 734-5330, 5331, 5332) and inform them of the new classification.

**Notify State and Counties:**

2. Pick up the console handset and depress the “RECS” button **THEN** press the number “7” button on the keypad.
3. When you hear the message “You have initiated a conference ...” state:  
 “This is to report an incident at Indian Point 2. Standby for roll call”
4. **IF** you did not hear the above message within 5 seconds of pressing the number “7” button **THEN** press “Clear” to hang up, wait 5 seconds and repeat steps 2 and 3.
5. **IF** unable to contact any station via RECS **THEN** use Local Government Radio (LGR) (instructions on back) **IF** both RECS and LGR fail **THEN** contact listed locations one at a time via telephone, (phone numbers on back).
6. Enter time you are starting the initial roll call in the space provided below.
7. Initiate roll call by asking “(location title) are you on the line?” for each of the following stations, stopping after each name is read to allow station to identify itself. Check off “Initial Roll Call” for each location as they answer the roll call:

Location	Initial Roll Call	Final Roll Call	
Westchester County	<input type="checkbox"/>	<input type="checkbox"/>	Time Initial Roll Call Started
Peekskill City	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
Rockland County	<input type="checkbox"/>	<input type="checkbox"/>	
Orange County	<input type="checkbox"/>	<input type="checkbox"/>	Time Final Roll Call Completed
Putnam County	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
New York State	<input type="checkbox"/>	<input type="checkbox"/>	

8. **SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I (and Part II if required). After reading form say “Stay on line for final roll call.”
9. Perform a final roll call by asking “(location title) did you copy?” for each location. Check off “Final Roll Call” for each location as they answer the roll call. **IF** any location did not copy the message **THEN** instruct them to call the State for clarification or, if requested, repeat the form information.
10. End notification by saying “Indian Point No. 2 out at (time)”. Enter the time in the space provided above when final roll call is completed.
11. **IF** any location did not answer the initial roll call **THEN** contact the missing location via telephone and direct them to either call the State to obtain the notification information or read them the form information over the telephone. Record the location and time of this notification in the comment section of this form.

Go to page 2 (back)

Addendum 4  
Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)  
Sheet 2 of 2

**Alert/SAE/GE Upgrade/Update Notification Checklist** (Formally 45c)

Note: Use the CCR Alert/SAE/GE Initial Notification Checklist for upgrade from NUE to Alert.

Notify Unit 3, Outside ConEd Personnel and Local Facilities:	Time
12. <b>IF</b> the emergency classification changed <b>THEN</b> perform the following: A. Contact the Unit No. 3 Control Room (speed dial button on V-band console) and provide them with Date/Time of classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____ B. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	
13. <b>IF</b> the emergency is classified as a Site Area or General Emergency <b>THEN</b> notify the plant manager of Lafarge Gypsum (Georgia Pacific) via telephone. (numbers in Emergency Telephone Directory)	
14. <b>EOF only</b> -- <b>IF</b> the emergency classification changes <b>THEN</b> notify the Corporate Response Center of the change, providing them with Date/Time of classification, EAL # and brief description of event. (numbers in Emergency Telephone Directory)	

Notify NRC:	Time
15. Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform them that this is a 50.72 notification and provide them with Date/Time of classification, EAL # and brief description of event	
16. Record any Comments: _____ _____ _____	

17. Date and sign this form	Date:	Signature:
-----------------------------	-------	------------

18. Inform the Shift Manager that you have completed emergency notifications.
19. Fax copies of the form 30a and 30b (if completed) to State, counties, TSC and EOF and provide originals to the Shift Manager (or EOF Manger).

**Use of Local Government Radio**

- A. Depress the "LGR" button on the communications console.
- B. Pickup the handset and depress the handset button.
- C. Announce "This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call"
- D. Return to step 5 on page 1 of this checklist.

**Warning Point and EOC phone numbers**

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-285-3026 or 285-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	914-364-8600	914-364-8800 or 364-8900
Orange County	914-294-3303	914-291-3199
Putnam County	914-225-4300	914-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Addendum 5

Emergency Response Organization Activation Checklist (Form IP-1002-4)

Sheet 1 of 2

Emergency Response Organization Activation Checklist

**A. Pager Notification Systems Activation:**

1. Call: 1-201-816-0569 OR 1-201-816-8998 (Mobile Comm pagers)

2. Upon hearing one (1) beep, enter the following code number:

██████████ 00 #

Upon entering the codes you will hear a series of short, rapid beeps, indicating that the message has been sent. Hang up.

3. Call: 1-917-457-8432 (PageNet pagers)

4. Upon hearing one (1) beep, enter the following code number:

00 #

Upon entering the code you will hear a series of short, rapid beeps, indicating that the message has been sent. Hang up.

5. Enter time you completed activating pagers

Time:

6. Verify that the correct message was sent by confirming the pager message received on each of the control pagers is 00

7. **IF** the message on both of the control pagers is 00, **THEN** proceed to page 2 of this form (back) to activate the **Community Alert Network (CAN)**

8. **IF** the message is incorrect on either the Mobile Comm or PageNet control pager **THEN** **immediately** call the following appropriate number and send the "Disregard Last Message" code as listed below.

<u>Mobile Comm pagers</u>	<u>PageNet pagers</u>
Call 1-201-816-0569 <u>OR</u> 1-201-816-8998	Call 1-917-457-8432
Enter Code: ██████████ 55 * 55 * 55 #	Enter Code: 55 * 55 * 55 #

9. **IF** you had to send the "Disregard Last Message" for either pager, **THEN** return to step 1 or 3, as appropriate, and repeat to send correct codes.

10. **IF** you continue to have a problem, **THEN** contact Metromedia at 1-201-296-5678 and leave a voice message with a return telephone #. Metromedia will respond in 5 minutes. Request a Technician activate the page.

11. Proceed to page 2 of this form (back) to activate the **Community Alert Network (CAN)**

Addendum 5

Emergency Response Organization Activation Checklist (Form IP-1002-4)

Sheet 2 of 2

**Emergency Response Organization Activation Checklist**

**B. Community Alert Network (CAN) Activation:**

1. Call: **1-518-382-8030**

2. Identify yourself as from "Con Edison Indian Point"

(Note: If an answering machine picks up instead of an operator, proceed to step 7.)

3. Request operator to read **Message # 1** to you. Verify that the message matches the following:

"This is the Indian Point notification system. An emergency has been declared. Report to your emergency response facility. An emergency has been declared. Report to your emergency response facility."

4. When the operator requests a password, provide the password #: XXXXXXXXXX

5. Operator will ask how many times you wish the message be repeated. Tell him/her **3** times.

6. Operator will ask you for a Fax number to send the notification report. Provide the following EOF fax number:

**914-271-7075**

7. **IF** an answering machine picks up instead of an operator, **THEN** read the entire message in step 3 into the machine, followed with your return phone number. **IF** you do not receive a call back from CAN within 10 minutes,

**THEN** call: **1-800-992-2331** and inform them you are having problems with the CAN system.

8. Enter time you completed CAN activation.

Time:

9. Inform the Shift Manager that you have completed ERO activation.

10. Date and sign this form when complete:

Date:

Signature:



## MEDIA RELATIONS MOBILIZATION DURING EMERGENCIES

### 1.0 PURPOSE

To describe the mobilization of the Media Relations Organization during emergencies.

### 2.0 DISCUSSION

- 2.1 Media Relations ensures that timely and accurate information concerning IP2 emergency events is provided to the news media and other offsite agencies as prescribed by the Indian Point Media Relations Emergency Response Plan. Media Relations maintains the Emergency Response Plan, associated procedures and listings of Media Relations emergency personnel.
- 2.2 Upon initial notification of an emergency event, Media Relations and vice president of Public Affairs determine the necessary initial media response, which requires activation of the Joint News Center (JNC) for Alert, Site Area Emergency and General Emergency classifications.
- 2.3 The Central Control Room (CCR) notifies Media Relations to mobilize during emergencies by calling one of the following individuals in the order given:
1. Manager – IP2 Communications
  2. Director – Media Relations
  3. Media Relations Duty Officer
- 2.4 CCR contacts CIG who also notifies Media Relations. During normal working hours, CIG notifies the Director – Media Relations, or the Media Relations Duty Officer. During off-hours, CIG notifies the Media Relations Duty Officer who then notifies the Manager – IP2 Communications and the Director – Media Relations.
- 2.5 The JNC is located at the Westchester County Airport. when activated, the JNC provides a location for coordinating the dissemination of information intended to reach the public. Facilities for representatives from Con Edison, New York State, the counties of Westchester, Rockland, Orange and Putnam, NRC and FEMA are located within the JNC.

- 2.6 To facilitate the timely movement of information, an Information Liaison is assigned to the Emergency Operations Facility (EOF). Before the EOF is activated, the Manager – IP2 Communications or designee provides the interface between the IP2 Emergency Response Organization and Media Relations.
- 2.7 Media Relations is responsible for scheduling training for personnel in the JNC organization. Nuclear Power supports Media Relations in training.

3.0 **PRECAUTIONS AND LIMITATIONS**

NONE

4.0 **EQUIPMENT AND MATERIALS**

NONE

5.0 **INSTRUCTIONS**

5.1 Initial Media Relations Responsibility/Activity

5.1.1 **WHEN** notified by pager/phone **OR** upon hearing the emergency assembly alarm, the Manager – IP2 Communications or designee shall:

- a. **IF** the EOF is being or has been activated (e.g., due to an Alert, Site Area Emergency, General Emergency, management discretion), proceed to the EOF, become the Information Liaison and obtain briefing from the Emergency Director.

**NOTE**

Until the EOF is activated, the Shift Manager or Emergency Plant Manager perform the duties of the Emergency Director.

- b. **IF** the EOF is **NOT** activated (e.g., during a Notification of Unusual Event), proceed to the Field Support Services office and obtain briefing from the Emergency Director.

5.2 Continuous Media Relations Responsibility/Activity

5.2.1 **IF** the Joint News Center is **NOT** activated (e.g., during a Notification of Emergency event), the Manager – IP2 Communications or designee shall:

- a. With the Director – Media Relations and Vice President, Public Affairs, assess plant conditions and determine initial media response.
- b. **BEFORE** issuing any news release, obtain technical review and approval of draft news releases from the Emergency Director.

- 5.2.2 **IF** the Joint News Center is activated (e.g., due to an Alert, Site Area Emergency, General Emergency, management discretion), the Manager – IP2 Communications or designee shall:
- a. Establish hot-line contact with the Joint News Center.
  - b. Update the Joint News Center with fax numbers, plant status and time synchronization.
  - c. Serve as the only source of plant status information to the Joint News Center.
  - d. Respond to Joint News Center requests for information.
  - e. Receive draft news releases and track to obtain prompt approvals.
  - f. **BEFORE** issuing any news release, obtain technical review and approval of draft news releases from the Emergency Director.
  - g. Relay suggestions from the Emergency Director for news release edits.
  - h. Fax approved news release drafts to the Joint News Center.
  - i. Receive final news releases from the Joint News Center and post on the EOF-bulletin board.

5.3 EOF Information Liaison Closeout Responsibility/Activity

- 5.3.2 Return all EOF equipment to proper storage locations.
- 5.3.3 Review all documentation maintained during the emergency. Ensure logs, forms and other documentation are complete.
- 5.3.4 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.

**6.0**    **REFERENCES**

6.1    Development Documents

6.1.1    Emergency Plan for Indian Point Unit Nos. 1 & 2

6.1.2    Indian Point Media Relations Emergency Response Plan

6.2    Interface Documents

6.2.1    IP-1002, Emergency Notification and Communication

6.3    Commitments

NONE

**7.0**    **ATTACHMENTS**

NONE

**8.0**    **ADDENDUM**

NONE

### Personnel Accountability and Evacuation

Prepared by:	<u>C. KELLY WALKER</u> Print Name	<u>C. Kelly</u> Signature	<u>5/1/00</u> Date
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Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>2727</u> Meeting Number	<u>[Signature]</u> per telecon Signature Secretary J. Curry	<u>5/4/00</u> Date
Approval:	<u>Frank Inzivillo</u> Print Name	<u>[Signature]</u> Signature	<u>5/26/00</u> Date

Effective Date: 5/27/00

**CONTROLLED COPY**

#14

_____	Biennial Review	_____
Reviewer/Date		Reviewer/Date
_____		_____
_____		_____

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**Site Personnel Accountability and Evacuation****1.0 PURPOSE**

- 1.1 To describe the method and procedures used to initially account for individuals within the Protected Area whenever the Site Assembly Alarm is sounded and/or accountability is called for.
- 1.2 To describe the method of handling continuing accountability during the emergency.
- 1.3 To describe method of conducting Site Evacuation.

**2.0 DISCUSSION****2.1 Accountability Philosophy**

- 2.1.1 Accountability is defined as accounting for (knowing the location of) all personnel within the Protected Area OR knowing they are within the Protected area but missing.
- 2.1.2 For the purpose of this procedure the following groups of personnel are defined:
  - A. Essential Personnel individuals assigned to the Emergency Response Organization (ERO) and NRC. This includes:
    - (1) All members of the onshift watch (SROs, ROs, NPOs, Watch Engineer, Watch HP and Chemist)
    - (2) All members of the Security Force.
    - (3) All TSC/OSC ERO staff members,
    - (4) Non-Shift Operators within the Protected Area
    - (5) All ConEd Mechanics, Electricians, I&C Technicians, Chemistry Technicians and HP Technicians within the Protected Area.
  - B. Non-essential personnel all other personnel who are not assigned responsibilities in the ERO. This also includes all contractors and visitors.
- 2.1.3 Accountability is accomplished by evacuation of all non-essential personnel from the Protected Area and physically accounting for all individuals who remain within the Protected Area.
- 2.1.4 During plant shutdowns, when there may be large numbers of workers onsite and within the radiological control areas, a Health Physics computer printout may be used to assist in locating missing personnel within the radiological control area after accountability is completed.

- 2.1.5 After non-essential personnel have been evacuated from the Protected Area, Security will provide an access report to the OSC Manager (or individual designated to complete accountability), which will be compared with Assembly Area Rosters to confirm all individuals have been accounted for.
  - 2.1.6 Accountability is complete when the Shift Manager (or Emergency Plant Manager if he/she is in place) are informed that all personnel are accounted for or the names of missing people are identified.
  - 2.1.7 Search and Rescue missions shall be undertaken immediately to locate any missing personnel.
  - 2.1.8 Initial Accountability shall be accomplished for events classified at the Alert, Site Area or General Emergency
- 2.2 Assembly Area Locations
- 2.2.1 Within the Protected Area all personnel will assemble in one of three (3) pre-designated Assembly Areas: TSC/OSC Complex, the Central Control Room (CCR), and Command Guard House.
  - 2.2.2 Non-essential personnel who evacuate the Protected Area will assemble in the Energy Education Center (auditorium and large area outside auditorium).
  - 2.2.3 All personnel shall remain assembled onsite until released by the Emergency Director.
- 2.3 Release of Non-Essential Personnel from Site
- Once accountability has been completed, provided personnel can be released offsite without concern for radiological contamination or personnel safety, the Emergency Director shall release offsite all unneeded personnel assembled in the Energy Education Center.
- 2.4 Continuing Accountability
- After initial accountability is complete, continuing accountability within the Protected Area shall be maintained for events classified as Site Area Emergencies or General Emergencies. For events classified as an Alert the Emergency Plant Manager (EPM) may suspend accountability requirements based on plant conditions. The EPM may also suspend accountability during the later stages of higher classifications after plant conditions have stabilized and surveys have been completed in all habitable areas within the Protected Area verifying normal radiation levels.
- 2.5 Site Evacuation
- 2.5.1 Evacuation of all non-essential personnel from the site shall be at the direction of the Emergency Director at a Site Area Emergency or General Emergency. He/she may call for Site Evacuation prior to these emergency levels if deemed necessary.

2.5.2 Personnel may evacuate using either their own vehicles or by company vehicles obtained for that purpose if personal vehicles are contaminated.

2.5.3 Evacuation and/or relocation of essential personnel will be at the direction of the Emergency Plant Manager for individuals within the Protected Area or the Emergency Director for onsite individuals outside the Protected Area.

**3.0 PRECAUTIONS AND LIMITATIONS**

None

**4.0 EQUIPMENT AND MATERIALS**

None

**5.0 INSTRUCTIONS**

**5.1 Initial Accountability**

**5.1.1 The Shift Manager or Control Room Supervisor**

**IF** an event has been classified as an Alert, Site Area or General Emergency **AND** Accountability has **NOT** been established **THEN** the Shift Manager or the Control Room Supervisor shall direct the following:

**NOTE:**

Steps A and B, emergency notifications are performed in accordance with a checklist provided in IP-1002, Emergency Notification and Communication

- A. Sound the Site Assembly Alarm for at least 30 seconds.
- B. Make a Public Address system announcement for activation of the ERO and evacuation of non-essential personnel from the Protected Area.
- C. Account for CCR Personnel (or assigning someone to account for)
  - (1) Use an Accountability Roster (Form IP-1027-1) and develop a list of all watch individuals (CCR Staff, NPOs, watch HP and chemistry technicians) and non-watch Operations personnel assembled in the CCR or assigned to tasks in the field.
  - (2) Have the Accountability Roster delivered to the OSC Manager or Accountability Clerk.
- D. Send an individual to or call the TSC/OSC Complex to verify there is an OSC Manager or Accountability Clerk present. **IF** one of these individuals is not present **THEN** direct an on-shift individual to perform step 5.1.3 of this procedure until their arrival.

- E. **IF** the OSC has not been activated **AND** personnel have been determined to be missing **THEN** coordinate search and rescue missions to locate missing persons within the Protected Area, until the OSC is activated and assumes this responsibility.
- F. **IF** the OSC has not been activated **THEN** authorize any required ERO members to enter the Protected Area and report to the TSC/OSC Complex.

NOTE:

Senior Management who are not assigned to the ERO but who are within the Protected Area at the time accountability is called for may report to the CCR or TSC/OSC Complex to be accounted for and then assist in emergency response.

5.1.2 All personnel within the Protected Area

**WHEN** the Site Assembly Alarm sounds and an announcement is made for activation of the ERO and relocation of the non-essential personnel **THEN** all personnel within the Protected Area shall:

NOTES:

Personnel within the Radiological Control Areas shall follow normal procedures to leave the area as quickly as possible and report to Assembly Area.

- A. **IF** you are a member of the onshift watch (SROs, ROs, NPOs, Watch Engineer, Watch HP or Chemist) **THEN** report to the CCR for accountability.
- B. **IF** you are a member of the ERO (TSC, OSC) **THEN** report to the TSC/OSC Complex and sign the accountability rosters.
- C. **IF** you are a member of the EOF ERO **THEN** identify yourself as a member of the EOF Staff and move to the front of the line to expedite egress from the Protected Area and report to the EOF
- D. **IF** you are with the NRC **THEN** report to either the CCR or TSC/OSC Complex and sign the accountability roster.
- E. **IF** you are a ConEd employee but non-essential to the ERO **THEN** exit the Protected Area as quickly as possible and report to the Energy Education Center and stand by for further instructions.

NOTE

Non-ConEd personnel (such as HP Technicians & Security) may be designated to remain onsite

- F. **IF** you are not a ConEd employee **THEN** exit the Protected Area and leave the site.

5.1.3 The OSC Manager (or Accountability Clerk) shall:

**NOTE:**  
Initial Accountability shall be completed within approximately 30 minutes from the time the Site Accountability Alarm is sounded.

- A. Direct the OSC Coordinators to choose technicians to remain for emergency response and release other individuals to the Energy Education Center.
- B. Direct all ERO members remaining in the TSC/OSC Complex to sign an Accountability Roster (Form IP-1027-1)
- C. Obtain the completed Accountability Rosters from the CCR
- D. **WHEN** security delivers the Protected Area Security Access Report **THEN:**
  - (1) Verify that names of Security personnel have been checked off Access Report **OR** cross off names of individuals listed as working for Wackenhut

**NOTE:**  
If a roll-call method is used to account for personnel, someone must review CCR accountability rosters and any other list of personnel accounted for such as individuals assembled in the Radiological Control Areas or remaining at other sites for safety reasons.

- (2) Perform a roll-call using the Access Report. Check off names of individuals who are present **OR** cross off individuals who's names appear on TSC/OSC and CCR Accountability Rosters.
- E. **WHEN** you have completed comparing the Security Access Report, (all individuals within Protected Area) to the Accountability Rosters (personnel accounted for) **THEN:**
  - (1) Report to the Shift Manager and/or Emergency Plant Manager that accountability is complete and the number of names not checked off Security Access Report as missing.
  - (2) Log initial accountability as completed.
- F. **IF** there are individuals who are **NOT** accounted for **THEN:**
  - (1) Contact the Security Guard House for Accountability Rosters or computer report of individuals who may have left the Protected Area since Security Access Report was printed and printout of individuals within the Protected Area sorted by location.

- (2) Send an HP to obtain the Health Physics Computer Printout of individuals within the Radiological Control Area.
- (3) Check off names of possible missing individuals who have left Protected Area to narrow the list of actually missing persons and review HP Computer Printout for any missing individuals within the Radiological Control Area.

NOTE:

Search and Rescue missions should attempt to locate anyone thought to be within the Radiological Control Areas first.

- (4) Assemble and dispatch search and rescue teams using guidance provided in IP-1023, Operations Support Center, procedure for team dispatch.
- G. **IF** there has been a release of radioactive materials **THEN** direct the RP Coordinator to dispatch an HP Technician to the Energy Education Center to verify habitability.
- H. Inform the Emergency Plant Manager or Shift Manger of any habitability concerns in the Energy Education Center.
- I. Designate an individual to report to the Energy Education Center and act as Assembly Area Coordinator. Direct them to:
- (1) Call the OSC Manager or Accountability Clerk and establish a communications path between OSC and Assembly Area. Another individual at the Assembly Area should be selected to act as a communicator.
  - (2) Have personnel stand-bye in the Assembly Area until directed to leave site or return to work.
  - (3) Coordinate movement of personnel to the Buchanan Service Center if required.
- 5.1.4 The Security Shift Supervisor shall direct the Security Force to perform the following:
- A. Stop all ingress to the Protected Area, with the exception of Emergency Response Organization personnel.
  - B. Expedite the egress of non-essential personnel from the Protected Area by ensuring all Command Gate House (Old and New) turnstiles are used.
  - C. Direct Protected Area patrol vehicles to perform route alerting using instructions in Addendum #3, Security Vehicle Route Alerting.
  - D. Direct all Emergency Response Personnel reporting within the Protected Area to report to the TSC/OSC.

## NOTE:

The Security Access Report should be run as soon as possible (or when most individuals have exited) but no later than 20 minutes after the Site Accountability Alarm is sounded.

- E. **WHEN** the majority of non-essential personnel have departed **THEN** have the LO2 Security Access Report printed.
  - F. Check off all Security Force personnel from the Security Access Report.
  - G. Add to the list any individuals that have been manually given access (not carded in).
  - H. Have the Security Access Report (with security force names checked off) delivered immediately to the OSC Manager or Accountability Clerk in the TSC/OSC complex.
  - I. Maintain a list of all personnel who leave the Protected Area after the report is printed. This list will be used to identify the location of personnel once initial accountability is complete.
  - J. Maintain Continuing Accountability until directed otherwise as follows:
    - (1) **ONLY** allow Emergency Response Organization personnel access to the Protected Area unless authorized by the OSC Manager, Emergency Plant Manager or Shift Manager.
    - (2) **WHEN** individuals are authorized to enter Protected Area **THEN** instruct them to report to either the CCR or TSC/OSC Complex.
- 5.1.5 **WHEN** the on-call Emergency Plant Manager has assumed duties **THEN** he/she shall:
- A. **IF** there is any habitability concerns with the Energy Education Center, **THEN** inform the Emergency Director at once and recommend a site evacuation in accordance with section 5.3.
  - B. Request any additional personnel who have relocated to the Energy Education Center augment the ERO within the Protected Area before personnel are evacuated or released from Assembly Area.
  - C. Recommend to the Emergency Director that non-essential personnel assembled at the Energy Education Center be released from the site.
  - D. **IF** the Emergency Plant Manager elects to suspend continuing accountability **THEN** the Emergency Plant Manager shall:
    - (1) Consider if plant conditions could degrade to the point accountability is again required.

- (2) Make a formal announcement that accountability is no longer required. Log time decision is made in his/her position log.
- (3) **IF** conditions again require accountability (such as declaration of higher classification) **THEN** direct initial accountability be performed in accordance with step 5.1 of this procedure.

5.2 Continuing Accountability

- 5.2.1 Unless otherwise directed by the Emergency Plant Manager, continuing accountability shall be maintained once initial accountability is completed.
- 5.2.2 Continuing Accountability shall be maintained by facility managers as directed in procedures IP-1023, Operations Support Center and IP-1035, Technical Support Center.

5.3 Site Evacuation

5.3.1 The Emergency Plant Manager shall:

- A. Review the current and second shift staffing requirements for ERO positions stationed within the Protected Area.
- B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.

5.3.2 The Emergency Director shall:

- A. Review the current and second shift staffing requirements for ERO positions stationed outside the Protected Area.
- B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.
- C. **IF** a radiological release of a magnitude requiring declaration of a General Emergency is or may potentially occur **THEN** evacuate the site by calling the Energy Education Center and informing personnel to evacuate. Direct security to do a sweep of all site areas outside the Protected Area.
- D. **IF** there has been a radiological release of a magnitude that requires declaration of a Site Area Emergency **THEN** after conferring with the Emergency Plant Manager:
  - (1) Direct the ORAD to have a random survey of personal vehicles onsite performed to determine if they are contaminated.
  - (2) **IF** vehicles are found to be contaminated **THEN** make arrangements for other vehicles to evacuate personnel from the site.
  - (3) Direct Security to do a sweep of site areas outside the Protected Area and inform personnel to report to the Buchanan Service Center.

(4) Relocate personnel from Energy Education Center to the Buchanan Service Center to be checked for contamination prior to release.

E. **IF** there has been **NO** radiological release of a magnitude that requires declaration of a Site Area Emergency **THEN** after conferring with the Emergency Plant Manager:

(1) Direct non-essential personnel be dismissed from the Energy Education Center without any contamination checks.

(2) Direct Security to do a sweep of site areas outside the Protected Area and inform personnel to leave the site.

5.3.3 Security shall:

A. As directed by the Emergency Director perform sweeps of site areas outside the Protected Area informing personnel to relocate or leave site.

B. **IF** Site Evacuation has been called for **THEN** restrict site access, allowing only personnel authorized by the Emergency Director or the Emergency Plant Manager to enter the site.

**6.0 REFERENCES**

6.1 IP-1002, "Emergency Notification and Communication"

6.2 IP-1023, "Operations Support Center"

6.3 IP-1035, "Technical Support Center"

**7.0 ATTACHMENTS**

None

**8.0 ADDENDUM**

8.1 Addendum 1, Accountability Rosters (Form IP-1027-1)

8.2 Addendum 2, Site Map with Assembly Areas (Form IP-1027-2)

8.3 Addendum 3, Security Vehicle Route Alerting

Addendum 1  
**Accountability Roster (Form IP-1027-1)**  
 Sheet 1 of 1

**Accountability Roster**

Location:  TSC/OSC Complex  Central Control Room  Command Guard House

✓		Clearly Print Last / First Name
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	20	

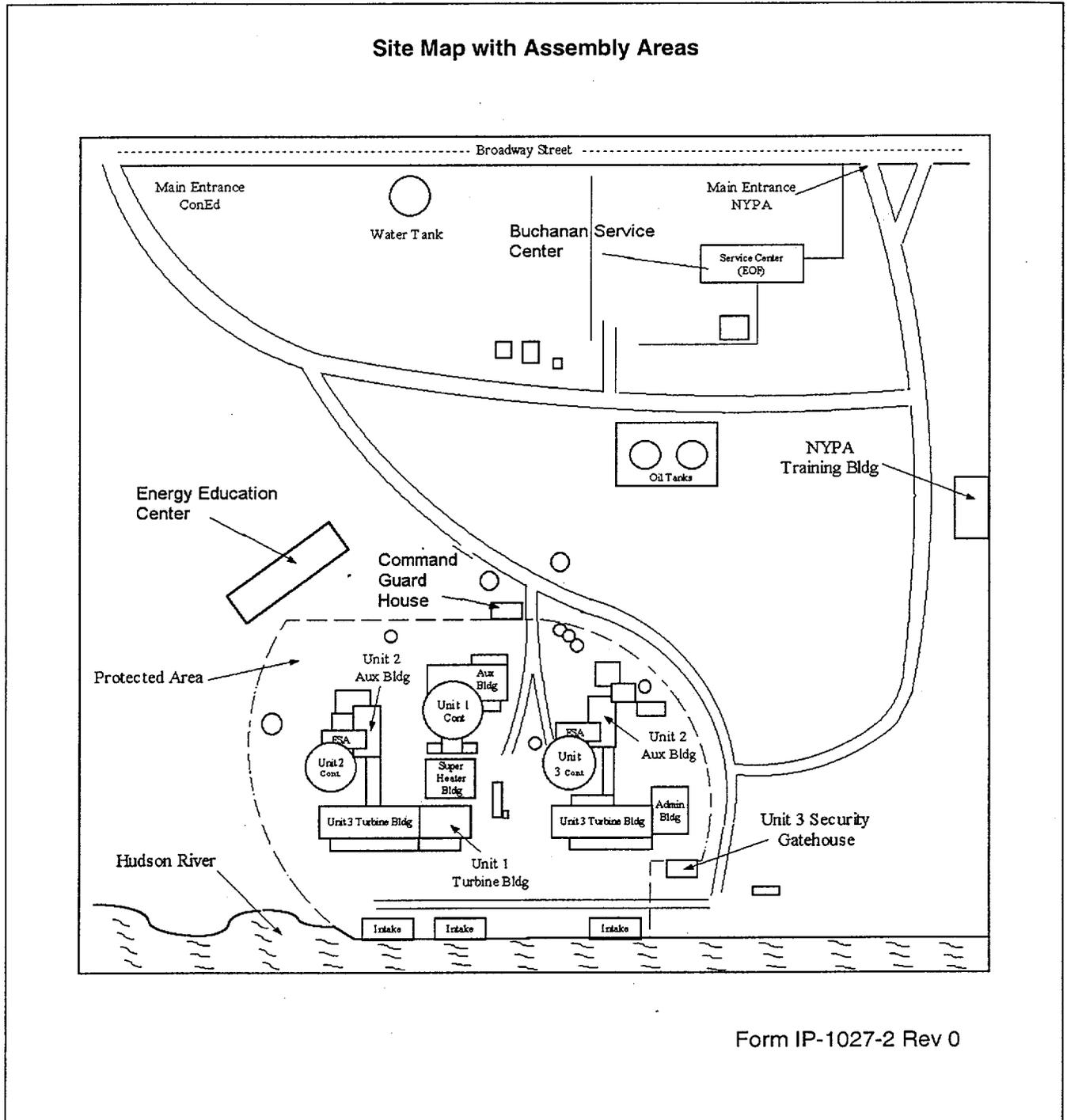
✓		Clearly Print Last / First Name
	21	
	22	
	23	
	24	
	25	
	26	
	27	
	28	
	29	
	30	
	31	
	32	
	33	
	34	
	35	
	36	
	37	
	38	
	39	
	40	

Total Individuals on this Roster: \_\_\_\_\_

Accountability checked by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Signature) (Date) (Time)

Form IP-1027-1 Rev 0

Addendum 2  
Site Map with Assembly Areas (Form 1027-2)  
Sheet 1 of 1



Addendum 3  
Security Vehicle Route Alerting  
Sheet 1 of 1

Security Patrol Vehicle should go to each marked



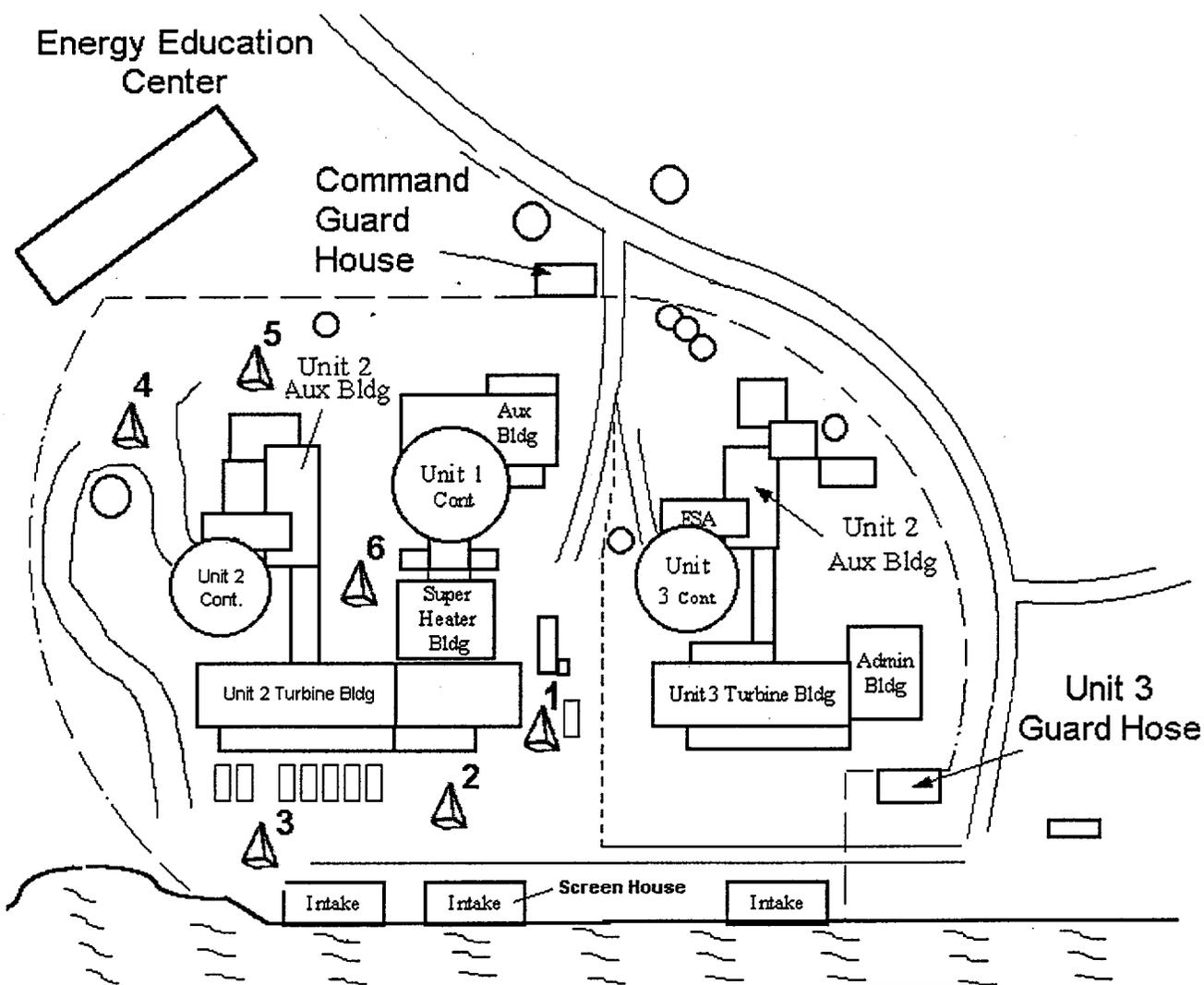
Location and make the following announcement, twice:

**“Attention all personnel, Attention all personnel, an emergency has been declared”**

**“All essential personnel report to your emergency facility”**

**“All other personnel report to the Energy Education Center”**

Then proceed to next location and repeat the announcement, until all six locations have been notified.



### Emergency Operations Facility

Prepared by: C. KELLY WAXER c. Kelly Waxer 5/23/00  
Print Name Signature Date

Technical Reviewer: Martin B. Boyer [Signature] 5/26/00  
Print Name Signature Date

Reviewer: \_\_\_\_\_  
Print Name Signature Date

Reviewer: \_\_\_\_\_  
Print Name Signature Date

Reviewer: \_\_\_\_\_  
Print Name Signature Date

SNSC Review: NOT REQ'D \_\_\_\_\_  
Meeting Number Signature Secretary Date  
PREVIOUS SNSC # 2706

Approval: Frank Inzerillo [Signature] 5/26/00  
Print Name Signature Date

Effective Date: 5/27/00

**CONTROLLED COPY**  
#14

\_\_\_\_\_ Biennial Review \_\_\_\_\_  
Reviewer/Date Reviewer/Date

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**1.0 PURPOSE**

To describe the activation and operation of the Emergency Operations Facility (EOF)

**2.0 DISCUSSION**

None

**3.0 PRECAUTIONS AND LIMITATIONS**

EOF habitability checks are necessary to ensure long-term manning of the EOF. Should conditions exist which may result in a loss of long-term habitability of the EOF, evaluate the need for relocation of emergency response functions to the Alternate EOF in accordance with IP-1045 "Activation of Alternate Emergency Operations Facility."

**4.0 EQUIPMENT AND MATERIALS**

4.1 The following types of equipment and materials are available for use in the EOF

4.1.1 Plant information systems:

- EDDS
- SAS
- Proteus
- Meteorological Displays

4.1.2 Radiological equipment needed to perform offsite monitoring:

- Field Monitoring kits
- Survey equipment for performance of facility habitability checks

4.1.3 Dose Assessment and plume tracking equipment:

- MIDAS
- MEANS
- Map table

4.1.4 Communication systems needed to transfer important data to offsite authorities:

- V-Band communications consoles
- Telephones
- Fax Machines

4.1.5 Procedures and forms:

- IP2 Emergency Plan
- IP2 Emergency Plan Implementing Procedures
- Position Binders
- Forms

4.1.6 Office Supplies

4.2 The key to the EOF is located in a break glass container in the EOF entry way.

**5.0 INSTRUCTIONS**

5.1 The Emergency Director (ED) shall follow the instructions outlined in Attachment 1, Emergency Director Checklist.

5.2 The EOF Manager shall follow the instructions outlined in Attachment 2, EOF Manager Checklist.

5.3 The Offsite Radiological Assessment Director (ORAD) shall follow the instructions outlined Attachment 3, Offsite Radiological Assessment Director (ORAD) Checklist

5.4 The Dose Assessment Health Physicist (DAHP) shall follow the instructions outlined in Attachment 4, Dose Assessment Health Physicist Checklist.

5.5 The Midas Operator shall follow the instructions outlined Attachment 5, Midas Operator Checklist.

5.6 The Survey Team Health Physicist (STHP) shall follow the instructions outlined in Attachment 6, Survey Team Health Physicist Checklist.

5.7 The Technical Advisor to Emergency Director shall follow the instructions outlined in Attachment 7, Technical Advisor (TA) Checklist

5.8 The EOF Communicator #1 shall follow the instructions outlined in Attachment 8, EOF Communicator #1. Checklist

5.9 The EOF Communicator #2 shall follow the instructions outlined in Attachment 9, EOF Communicator #2. Checklist

5.10 The EOF Clerical Staff shall follow the instructions outlined in Attachment 10, EOF Clerks. Checklist

**6.0 REFERENCES**

- 6.1 IP-1021, "Manual Update and Readout of Proteus Plant Parameter Data"
- 6.2 IP-1024, "Emergency Classification"
- 6.3 IP-1027, "Site Personnel Accountability and Evacuation"
- 6.4 IP-1048, "Termination & Recovery"

**7.0 ATTACHMENTS**

- 7.1 Attachment 1, Emergency Director Checklist
- 7.2 Attachment 2, EOF Manager Checklist
- 7.3 Attachment 3, Offsite Radiological Assessment Director (ORAD) Checklist
- 7.4 Attachment 4, Dose Assessment Health Physicist (DAHP) Checklist
- 7.5 Attachment 5, MIDAS Operator Checklist
- 7.6 Attachment 6, Survey Team Health Physicist (STHP) Checklist
- 7.7 Attachment 7, ED Technical Advisor Checklist
- 7.8 Attachment 8, EOF Communicator #1 Checklist
- 7.9 Attachment 9, EOF Communicator #2 Checklist
- 7.10 Attachment 10, EOF Clerical Staff Checklist

**8.0 ADDENDUM**

- 8.1 Addendum 1, EOF Layout
- 8.2 Addendum 2, NYS Radiological Data Form (Part I & II) (Form IP-1030-1)
- 8.3 Addendum 3, Sample Form - Normal EOF Staffing (Form IP-1030-2)
- 8.4 Addendum 4, Sample Form - EOF Radiological Survey Map (Form IP-1030-3)
- 8.5 Addendum 5, Directions to NYS EOC
- 8.6 Addendum 6., EPA 302.4 Nuclide Table (Form IP-1030-4)
- 8.7 Addendum 7, Sample Form - Offsite Survey Team Data Sheet (Form IP-1030-5)

Attachment 1  
Emergency Director Checklist

Sheet 1 of 8

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of Emergency Director.</b></p> <p>1.1 Upon arrival at the EOF review facility status boards, EDDS and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain a briefing from the acting ED. (if the EOF has not been activated, either the SM or EPM will be the acting ED in the Central Control Room and they can be contacted via the direct EOF-CCR ring-down on the V-Band console)</p> <p>A. Use an Essential Information Checklist (Form IP-1035-2) to document the briefing.</p> <p>B. Request additional information on current status of emergency classification, response activities and offsite notifications.</p> <p>1.3 <b>IF</b> the EOF has <b>NOT</b> been activated <b>THEN</b>:</p> <p>A. Request the CCR to fax copies of all NYS Radiological Emergency Data Forms used to make offsite notifications to the EOF for your review.</p> <p>B. <b>IF</b> an EOF Manager is <b>NOT</b> yet present <b>THEN</b> assign individuals to the following positions as they become available:</p> <ol style="list-style-type: none"> <li>1. ED Technical Advisor</li> <li>2. Offsite Radiological Assessment Director (ORAD)</li> <li>3. Dose Assessment Health Physicist (DAHP)</li> <li>4. MIDAS Operator</li> <li>5. EOF Communicator #1</li> <li>6. EOF Communicator #2</li> <li>7. EOF Clerical Staff</li> </ol> <p>C. <b>IF</b> additional personnel are needed <b>THEN</b> call or direct someone to call additional individuals using the Emergency Telephone Directory.</p>	

Attachment 1

Emergency Director Checklist

Sheet 2 of 8

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>D. <b>WHEN</b> there is sufficient EOF staff present to assume the following emergency responsibilities:</p> <ul style="list-style-type: none"> <li>• Assess plant conditions and classify emergencies.</li> <li>• Perform dose assessment and make protective action recommendations (PARs)</li> <li>• Make notifications to offsite authorities</li> </ul> <p><b>THEN</b> declare the EOF activated, announce facility activation within the facility and record activation time in the ED ERO Log.</p> <p>E. <b>WHEN</b> ready to assume the role of ED, perform a formal turnover with the acting ED (SM or EPM in the Central Control Room):</p> <ul style="list-style-type: none"> <li>• Review the latest transmitted NYS Radiological Emergency Data Form (Part I &amp; II). Determine the time that the next follow-up notifications will be required.</li> <li>• Coordinate the official time of turnover to ensure it will not interfere with or delay required emergency classification, offsite notifications, briefings or issuance of PARs.</li> <li>• Once the determination has been made to formally turnover ED responsibilities, make an announcement to EOF personnel that you are now the Emergency Director.</li> </ul> <p>F Inform, or direct the EOF Manager to inform, the following individuals that you have assumed the duties of Emergency Director and that the EOF is activated.</p> <ol style="list-style-type: none"> <li>1. Emergency Plant Manager (TSC)</li> <li>2. Shift Manager (CCR)</li> <li>3. Company Spokes person or JNC Director (if activated)</li> <li>4. CIG Duty Officer</li> </ol> <p>G Direct EOF Manager or EOF Communicator #2 to notify Offsite Agencies of the time that the EOF was activated:</p> <ol style="list-style-type: none"> <li>1. NRC via ENS</li> <li>2. NYS and 4 Counties via RECS</li> </ol>	

Attachment 1  
**Emergency Director Checklist**

Sheet 3 of 8

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>1.4 <b>IF</b> relieving another Emergency Director in the EOF <b>THEN</b> perform a formal turnover with the current Emergency Director:</p> <ul style="list-style-type: none"> <li>A. Review the Emergency Director's activity log</li> <li>B. Obtain briefing from current ED on the emergency and any actions the have been competed or are in progress using an Essential Information Checklist (Form IP-1035-2) to document the briefing.</li> <li>C. Once the formal turnover is complete direct the EOF Manager to inform the EOF, TSC, CCR and JNC that you are now the Emergency Director.</li> </ul>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Maintain personnel accountability in the EOF</b></p> <p>2.1 Direct EOF personnel that are required to temporarily leave the EOF area to inform the EOF Manager before leaving the work area.</p> <p>2.2 If you leave the area, upon your return, obtain a briefing from the EOF Manager on any events that have occurred while you were away.</p>	
<p><b>3.0 Maintain a log:</b></p> <p>3.1 Maintain or direct the EOF Manager to maintain a log using Form IP-1023-4, ERO Log Sheet</p> <p>3.2 Log when you assume the duties of Emergency Director (and EOF activation if not previously done).</p> <p>3.3 Log significant decisions and important details used to make decisions. (emergency classification changes and protective actions recommendations)</p> <p>3.4 Log all significant communications with other members of the ERO and all communications with individuals offsite.</p> <p>3.5 <b>IF</b> you have assigned someone to maintain the ED log <b>THEN</b> periodically review the log for accuracy.</p>	

Attachment 1

Emergency Director Checklist

Sheet 4 of 8

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p><b>4.0 Classify emergency conditions. (non-delegable)</b></p> <p>4.1 Review plant conditions with the Emergency Plant Manager in the TSC and ED Technical Advisor.</p> <p>4.2 Review offsite radiological data with the ORAD and EOF Manager.</p> <p>4.3 Compare current information and recommendations with the thresholds on the EAL Wall Chart, Procedure IP-1024, Emergency Classification and the EAL Technical Basis Document.</p> <p>4.4 Solicit recommendation for change of classification from the Emergency Plant Manager.</p> <p>4.5 Escalate the emergency classification when appropriate.</p> <p>4.6 Notify the Emergency Plant Manager and the EOF Staff when and at what time the new emergency classification is made.</p>	
<p><b>5.0 Make protective action recommendations (PARs). (non-delegable)</b></p> <p style="text-align: center;"><b>NOTE:</b></p> <p>Protective Action Recommendations (PARs) are to be made only at the General Emergency classification</p> <p>5.1 Determine, with the assistance of the ORAD and EOF Manager, the appropriate PAR per IP-1013, Protective Action Recommendations</p> <p>5.2 Reevaluate the adequacy of PARs when plant conditions, dose projections, meteorological, or environmental conditions change.</p> <p>5.3 Confer with State authorities prior to PAR issuance, if possible.</p> <p>5.4 PARs shall be transmitted to offsite authorities within 15 minutes of the decision to make the PAR using the offsite notification methods as specified in Step 6.0 below.</p>	

Attachment 1

Emergency Director Checklist

Sheet 5 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>6.0 Direct initial notification of emergency classification and/or PARs to offsite authorities (State, local and NRC). (non-delegable)</b></p> <p style="text-align: center;"><b>NOTE:</b></p> <p>Initial offsite notifications to State and local authorities must be completed within 15 minutes of making an emergency declaration or PAR. Notification of the NRC must be completed within 1 hour.</p> <p>6.1 Direct the EOF Manager to complete a NYS Radiological Emergency Data Form Part I</p> <p>6.2 Review and approve (sign) the completed NYS Radiological Emergency Data Form (non-delegable).</p> <p>6.3 Direct the EOF Manager to have EOF Communicator #2 transmit data on the form to the State and Local authorities and the NRC and report to you when task is complete.</p>	
<p><b>7.0 Direct periodic update notification to offsite authorities</b></p> <p>7.1 Direct the EOF Manager to complete a NYS Radiological Emergency Data Form (Parts I &amp; II) at the following frequencies:</p> <p>A When there has been a significant change in release rates and/or meteorological conditions.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>B When there has been a significant change in plant conditions.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>C Approximately every 30 minutes when conditions are static.</p> <p>7.2 Review and approve the completed NYS Radiological Emergency Data Forms (non-delegable).</p> <p>7.3 Direct the EOF manager to have EOF Communicator #2 transmit data on the form to State and Local authorities and the NRC and report to you when task is complete.</p>	

Attachment 1

Emergency Director Checklist

Sheet 6 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>8.0 Brief offsite representatives (State, Local, FEMA and NRC)</b></p> <p>8.1 Upon their arrival at the EOF, brief offsite representatives on:</p> <ul style="list-style-type: none"> <li>A. emergency events</li> <li>B. current plant conditions</li> <li>C. emergency response activities currently underway</li> <li>D. offsite radiological release status</li> <li>E. dose assessment and PARs</li> </ul> <p>8.2 Conduct periodic briefing of offsite representatives as deemed appropriate.</p>	
<p><b>9.0 Review and approve ConEd news releases (non-delegable)</b></p> <p>9.1 Maintain the EOF Information Liaison apprised of current emergency status and any significant events that may be of public interest.</p> <p>9.2 Ensure that the EOF Information Liaison obtains a copy of any news release prior to issue for your review and approval.</p> <p>9.3 Confer with the Company Spokesperson at the JNC and the EOF Manager and ORAD if there is any question as to the accuracy of the proposed news release prior to approval.</p>	
<p><b>10.0 Conduct periodic facility briefings</b></p> <p>10.1 Coordinate with the EOF Manager to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.</p> <p>10.2 Use an Essential Information Checklist (Form IP1035-2) as a guide for leading the briefings.</p> <p>10.3 Direct the ED Technical Advisor and the ORAD to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.</p> <p>10.4 <b>Emphasize</b> what the major tasks and priorities are during every briefing.</p> <p>10.5 Direct EOF staff to review there procedure to ensure required actions are being performed.</p>	

Attachment 1

Emergency Director Checklist

Sheet 7 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	
<p><b>11.0 Approve emergency radiation exposures and KI issuance for ConEd Workers outside the Protected Area (non-delegable)</b></p> <p>11.1 When requested by the EOF Manager and/or ORAD, approve emergency radiation exposures and/or issuance of KI for ConEd emergency workers outside the Protected Area Fence.</p> <p>11.2 Authorize emergency exposures up to <b>1 Rem TEDE</b> for all monitoring team personnel dispatched from the EOF and other EOF staff as required. Ensure this authorization is documented in the ED's Log Sheet.</p> <p>11.3 <b>IF</b> emergency measures require additional exposure <b>THEN</b> authorize raising the blanket emergency exposure limit 1 Rem at a time up to a limit of 5 Rem</p> <p>11.4 Review, when requested by ORAD or EOF Manager, emergency exposures beyond 5 Rem on an individual basis. Exposure in excess of 5 Rem shall be authorized using an Emergency Exposure Authorization sheet (Form IP-1023-6).</p>	
<p><b>12.0 Acquire and allocate ConEd and external resources as needed to support emergency response.</b></p> <p>12.1 Review personnel, equipment and supply needs with the EPM.</p> <p>12.2 Make all Nuclear Organization resources available to supply needed items.</p> <p>12.3 Direct the EOF Manager to interface and coordinate with the ConEd Corporate organization to acquire needed equipment and resources that are not under the direct control of the Nuclear Organization.</p> <p>12.4 Request support from INPO and Federal authorities when needed.</p>	
<p><b>13.0 IF the emergency is classified as a General Emergency THEN direct evacuation of onsite non-essential personnel.</b></p>	
<p><b>14.0 IF the emergency is classified as a Site Area Emergency THEN review procedure IP-1027, Personnel Accountability and Evacuation for evacuation or dismissal of non-essential personnel.</b></p>	

Attachment 1

Emergency Director Checklist - .

Sheet 8 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	
<p><b>15.0 Terminate the emergency and enter the Recovery Phase.</b></p> <p>15.1 Refer to IP-1048, Termination and Recovery, for guidance on entry into Recovery Phase.</p> <p>15.2 Identify and assign a Recovery Manager.</p> <p>15.3 Notify the Recovery Manager of the intention to enter recovery and request his/her presence in the EOF.</p> <p>15.4 <b>IF</b> there was a radiological release <b>THEN</b> direct the Emergency Plant Manager to have a survey team survey the Recovery Center (Vice President, Nuclear Power Office complex, 72' elevation).</p> <p>15.5 Terminate the emergency and officially enter the Recovery Phase.</p> <p>15.6 Formally turnover the emergency organization to the Recovery Manager</p> <p>15.7 Direct notification of the following locations that Indian Point has entered the Recovery Phase:</p> <ul style="list-style-type: none"> <li>A. The NRC via Energy Notification System (ENS)</li> <li>B. State and Counties using a NYS Radiological Emergency Data Form – Part I, via the RECS</li> <li>C. Corporate Information Group (CIG)</li> <li>D. All activated emergency response centers (TSC/OSC and JNC)</li> </ul> <p>15.8 Ensure that a written summary of the event is provided to State and Counties per IP-1048, Termination and Recovery</p>	
<u>Closeout Responsibility/Activity</u>	
<p><b>16.0 Direct all Emergency Response Organization Managers to review documentation generated during the emergency</b></p> <p>16.1 Verify all required documentation has been completed.</p> <p>16.2 Verify accuracy of documentation.</p> <p>16.3 Provide additional documentation such as summary reports or closeout reports that could assist in recovery of station.</p>	
<p><b>17.0 Have ERO members provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 2  
**EOF Manager**

Sheet 1 of 10

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of EOF Manager.</b></p> <p>1.1 Upon arrival at the EOF review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the Emergency Director</p> <p>A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.</p> <p>B. Request any additional information on current status of emergency response.</p> <p>1.3 <b><u>IF</u></b> the EOF has <b><u>NOT</u></b> been activated <b><u>THEN</u></b>:</p> <p>A. <b><u>IF</u></b> the NYS Radiological Emergency Data Form (Part I &amp; II) completed by the CCR are not available in the EOF <b><u>THEN</u></b>. Request CCR fax copies to EOF</p> <p>B. Review notification forms, noting time next notification is due.</p> <p>C. Assign individuals to the following positions:</p> <ol style="list-style-type: none"> <li>1. ED Technical Advisor</li> <li>2. Offsite Radiological Assessment Director (ORAD)</li> <li>3. Dose Assessment Health Physicist (DAHP)</li> <li>4. MIDAS Operator</li> <li>5. EOF Communicator #1</li> <li>6. EOF Communicator #2</li> <li>7. EOF Clerical Staff</li> </ol> <p>D. <b><u>WHEN</u></b> the following minimum staff is available <b><u>THEN</u></b> inform the On-Call ED that you are ready to activate the EOF.</p> <ol style="list-style-type: none"> <li>1. Offsite Radiological Assessment Director (ORAD)</li> <li>2. EOF Communicator #2</li> <li>3. Additional personnel as deemed necessary for the EOF to perform it's functions based on the current emergency conditions.</li> </ol> <p>E. Review Normal EOF Staffing (Form IP-1030-2) to verify full EOF Staffing.</p>	

Attachment 2  
**EOF Manager**

Sheet 2 of 10

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>F <b><u>IF</u></b> additional personnel are required <b><u>THEN</u></b>:</p> <ol style="list-style-type: none"> <li>1. <b><u>IF</u></b> it is during normal working hours <b><u>THEN</u></b> call or assign someone to call Access Control (ext. 5327) in the Energy Education Center for additional personnel.</li> <li>2. <b><u>IF</u></b> the needed individuals are <b><u>NOT</u></b> available onsite <b><u>THEN</u></b> call or assign someone to call individuals at home using the Emergency Telephone Directory.</li> </ol> <p>G <b><u>WHEN</u></b> the On-Call Emergency Director assumes ED responsibilities from the acting ED in the CCR <b><u>THEN</u></b>:</p> <ol style="list-style-type: none"> <li>1. Inform the following locations that _____ (name) _____ is now the Emergency Director and that the EOF is activated.                     <ol style="list-style-type: none"> <li>(a) TSC – TSC Manager (734-5587)</li> <li>(b) CCR – Shift Manager (734-5299)</li> <li>(c) JNC (if activated) – Utility Work Room (734-5065)</li> <li>(d) CIG (212-580-8689)</li> </ol> </li> <li>2. Direct EOF Communicator #2 to inform the NRC via the ENS phone that the EOF is activated.</li> </ol> <p>H Establish EOF Security</p> <ol style="list-style-type: none"> <li>1. Request temporary guard for EOF entrance from the Site Security Supervisor</li> <li>2. Direct Security to allow access only to personnel who show a valid ID from the following organizations unless authorized:                     <ol style="list-style-type: none"> <li>(a) ConEd or NYPA</li> <li>(b) State, Counties (Putnam, Orange, Rockland or Westchester) or PSC</li> <li>(c) NRC or FEMA</li> </ol> </li> </ol> <p>I. Send Liaison to New York State EOC</p> <ol style="list-style-type: none"> <li>(a) Give the Liaison the State Campus Office Building Map, Addendum 1</li> <li>(b) Direct that the Liaison should provide technical assistance to state personnel and direct any other request to the EOF</li> <li>(c) Direct the Liaison NOT to talk to the press and direct any media questions to the JNC</li> </ol>	

Attachment 2  
**EOF Manager**  
 Sheet 3 of 10

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>J Notify or direct the EOF Communicator #2 to notify Offsite Agencies that the EOF is now activated:</p> <ol style="list-style-type: none"> <li>1. NRC via ENS</li> <li>2. NYS and 4 Counties via RECS</li> </ol> <p>1.4 <b>IF</b> relieving another EOF Manager <b>THEN</b> perform a formal turnover with the current EOF Manager:</p> <ol style="list-style-type: none"> <li>A Review the Emergency Director's activity log</li> <li>B Obtain briefing form current EOF Manager on the emergency and any actions the have been completed or are in progress.</li> <li>C Announcement to the EOF that you are now the EOF Manager.</li> </ol>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Maintain personnel accountability in the EOF</b></p> <p>2.1 Direct EOF personnel to inform you and sign out with Security if they must temporarily leave the EOF.</p> <p>2.2 <b>IF</b> you are temporarily leaving the work area <b>THEN</b></p> <ol style="list-style-type: none"> <li>A Inform the Emergency Director if you are leaving the work area.</li> <li>B Upon return, obtain a briefing from the Emergency Director on any events that have occurred while you were away.</li> </ol>	
<p><b>3.0 Assist the ED in maintenance of ED Log</b></p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when the Emergency Director assumed the duties of ED (and EOF activation if not previously done).</p> <p>3.3 Log when you assumed the duties of EOF Manager.</p> <p>3.4 Log significant decisions and important details used to make decisions. (Emergency classification changes and protective actions recommendations shall be logged)</p> <p>3.5 Log significant communications with other members of the ERO and all communications with individuals offsite.</p>	

Attachment 2  
**EOF Manager**  
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<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>4.0 Keep the ED informed of changing conditions that may cause an upgrade in the Emergency Classification.</b></p> <p>4.1 Review plant data with ED Technical Advisor</p> <p>4.2 Review offsite radiological data with ORAD.</p> <p>4.3 Compare current information and recommendations with EAL Wall Chart, Procedure IP-1024, Emergency Classification and the EAL Technical Basis Document.</p> <p>4.4 Inform the ED of any possible changes in the Emergency Classification</p>	
<p><b>5.0 Assist the ED in determining the appropriate Protective Action Recommendations to Offsite Authorities.</b></p> <p style="text-align: center;"><b>NOTE:</b></p> <p>Protective Action Recommendations (PARs) will only be made for the General Emergency Classification</p> <p>5.1 Determine with the assistance of the ORAD the appropriate PAR per IP-1013, Protective Action Recommendations</p> <p>5.2 Reevaluate the adequacy of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.</p> <p>5.3 Confer with State authorities prior to PAR issuance, if possible.</p> <p>5.4 Once the ED makes or changes a PAR it shall be transmitted to offsite authorities using a NYS Radiological Emergency Data Form, Part I, within 15 minutes of the decision to make the PAR.</p>	

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**EOF Manager**  
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<u>Continuous Responsibility/Activity (cont.)</u>	
<p><b>6.0 IF the ED changes the emergency classification <u>THEN</u> ensure notification of State and Local authorities be completed within 15 minutes.</b></p> <p>6.1 Complete (or designate the completion of) a NYS Radiological Emergency Data Form (Part I)</p> <p>6.2 Have the ED review and approve the completed NYS Radiological Emergency Data Form (The ED approval is non-delegable).</p> <p>6.3 Direct EOF Communicator #2 to transmit data on form to State and Local authorities and report to you when task is complete.</p> <p>6.4 Direct transmittal of form data to NRC as soon as possible but no later than 1 hour.</p>	
<p><b>7.0 Direct periodic updates to offsite authorities be prepared</b></p> <p style="text-align: center;">NOTE:</p> <p>Completion and transmittal of part II of the NYS Radiological Emergency Data Form may not be needed if there has been no significant release of radioactive materials.</p> <p>7.1 Complete (or designate the completion of) a NYS Radiological Emergency Data Form (Parts I &amp; II) at the following times:</p> <p style="margin-left: 20px;">A When there has been a significant change in release rates and/or meteorological data.</p> <p style="margin-left: 20px;">B When there has been a significant change in plant conditions.</p> <p style="margin-left: 20px;">C <b><u>OR</u></b> approximately every 30 minutes if conditions are static.</p> <p>7.2 Present completed form to the ED for review and approval. (The ED's Approval is non-delegable.)</p> <p>7.3 Direct EOF Communicator #2 to transmit data on form to State and Local authorities and the NRC and report to you when task is complete.</p>	

Attachment 2  
**EOF Manager**

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<u>Continuous Responsibility/Activity (cont.)</u>	
<p><b>8.0 Assist the ED in briefing offsite representatives (State, Local, FEMA and NRC)</b></p> <p>8.1 Upon their arrival at the facility, offsite representatives should be briefed on:</p> <ul style="list-style-type: none"> <li>A. emergency events</li> <li>B. current plant conditions</li> <li>C. emergency response activities currently underway</li> <li>D. offsite radiological release status</li> <li>E. dose assessment and PARs</li> </ul> <p>8.2 Coordinate with ED the periodic briefing of offsite representatives as deemed appropriate.</p>	
<p><b>9.0 Evaluate the need to evacuate all Non-Essential Personnel and recommend evacuation to ED if conditions warrant.</b></p> <p>9.1 Check with the EPM on conditions within the Protected Area and the ORAD on conditions outside the Protected Area.</p> <p>9.2 Review IP-1027, Personnel Accountability and Evacuation</p> <p>9.3 Evacuation should occur at a Site Area Emergency, if radiological plume direction does not preclude.</p> <p>9.4 <b><u>IF</u></b> conditions exist at an Alert that could warrant evacuation <b><u>THEN</u></b> consider evacuation of non-essential personnel from site.</p>	
<p><b>10.0 Assist the ED in periodic facility briefings</b></p> <p>10.1 Coordinate with the Emergency Director to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.</p> <p>10.2 Use Form IP1035-2, Essential Information Checklist as a guide for leading the briefings.</p> <p>10.3 Direct the ED Technical Advisor and the ORAD to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.</p> <p>10.4 <b>Emphasize</b> what the major tasks and priorities are.</p>	

<u>Continuous Responsibility/Activity (cont.)</u>	
<p><b>11.0 Track EOF Staff emergency exposures.</b></p> <p>11.1 Monitor actual or potential EOF personnel exposures or potential exposures and request ED to authorize emergency exposures and the issuance of KI to ConEd emergency workers outside the Protected Area. (ED authorization of emergency exposures is non-delegable)</p> <p>11.2 <b>IF</b> EOF staff must receive exposure <b>THEN</b> request the ED authorize emergency exposures up to <b>1 Rem TEDE</b> for all monitoring team personnel dispatched from the EOF and remainder of staff as required. Document this authorization in the ED's ERO Log Sheet.</p> <p>11.3 <b>IF</b> emergency measures require additional exposure <b>THEN</b> request the ED to raise the emergency exposure limit 1 Rem at a time up to a total exposure of 5 Rem.</p> <p>11.4 Evaluate when requested by ORAD, emergency exposures beyond 5 Rem on an individual basis. Request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization general guidelines (more details are listed on the authorization form).</p> <p>A. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities.</p> <p>B. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment.</p> <p>C. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life.</p> <p>D. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.</p> <p>E. Authorize the issuance of KI when requested for any large exposures or expected large exposures to the thyroid.</p>	

Attachment 2  
**EOF Manager**

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<u>Continuous Responsibility/Activity (cont.)</u>	
12.0	<b>IF additional resources are need to support emergency response <u>THEN</u> assist ED in making request to Federal agencies or other non-ConEd organizations.</b>
13.0	<b>Relocation of the EOF</b>
13.1	<p><b>IF</b> the following conditions are present <b>THEN</b> perform an organized evacuation of the EOF to the AEOF.</p> <ul style="list-style-type: none"> <li>• Exposure rates &gt; 80 mRem/Hr TEDE <b>OR</b> 500mRem/Hr TODE</li> <li>• Projected Whole Body Dose for a 12 hour period is &gt; 1 Rem TEDE <b>OR</b> Thyroid Dose &gt;5 Rem TODE</li> <li>• Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.</li> </ul> <p>Evacuation may be performed at rates below those listed based on plant conditions and response needs.</p>
13.2	<b>IF</b> there has been a core melt sequence where large amounts of fission products (other than noble gases) are in the containment atmosphere <b>AND</b> containment failure is judged imminent <b>THEN</b> consider starting relocation to the AEOF.
13.3	<b>IF</b> time permits <b>THEN</b> have a relief shift report to the AEOF and perform turnover prior to evacuation of EOF.
13.4	<p>Determine the speed at which the relocation of personnel should occur giving consideration to the following items:</p> <ul style="list-style-type: none"> <li>A. Consider the impact of immediate relocation vs. projects in progress.</li> <li>B. Current radiological conditions within the EOF</li> <li>C. Radiological conditions en route.</li> <li>D. The adequacy of response from the alternate location.</li> </ul>
13.5	Coordinate evacuation of the EOF with the ED and the EPM transferring ED responsibilities back to the EPM if another ED can not assume responsibilities at the AEOF
13.6	Request that the EPM announce the decision to evacuate and ensure relief shift is made aware of re-location.

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EOF Manager  
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<u>Continuous Responsibility/Activity (cont.)</u>	
<p><b>14.0 Termination of the emergency and entering the Recovery Phase. (The ED is responsible for directing entry into the Recovery Phase)</b></p> <p>14.1 Refer to IP-1048, Termination and Recovery, for guidance on entry into Recovery Phase.</p> <p>14.2 The ED shall assign a Recovery Manager</p> <p>14.3 Notify the Recovery Manager of the intention to enter recovery and request his/her presence in the EOF</p> <p>14.4 <b>IF</b> there was a radiological release <b>THEN</b> direct the Emergency Plant Manager to have a survey team survey the Recovery Center.</p> <p>14.5 De-escalate the Emergency and officially enter the Recovery Phase</p> <p>14.6 Formally turnover the emergency organization to the Recovery Manager</p> <p>14.7 Notify the following locations that Indian Point has entered the Recovery Phase:</p> <ul style="list-style-type: none"> <li>A. The NRC via Energy Notification System (ENS)</li> <li>B. State and Counties using information on a NYS Radiological Emergency Data Form Part I, via the RECS</li> <li>C. Corporate Information Group</li> <li>D. All activated emergency response centers (TSC/OSC and JNC)</li> </ul> <p>14.8 Ensure that a written summary of the event is provided to State and Counties per IP-1048, Termination and Recovery</p>	

Attachment 2

EOF Manager

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<u>Closeout Responsibility/Activity</u>	
<b>15.0</b>	<b>Direct EOF Staff to return all equipment to proper storage locations.</b>
<b>16.0</b>	<b>Review all documentation the EOF Staff maintained during the emergency:</b>
16.1	Ensure logs, forms and other documentation are complete
16.2	Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations
<b>17.0</b>	<b>Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</b>

Attachment 3  
Offsite Radiological Assessment Director (ORAD)  
Sheet 1 of 8

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of ORAD.</b></p> <p>1.1 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the EOF Manager or Emergency Director</p> <p>A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.</p> <p>B. Request any additional information on current status of emergency response.</p> <p>1.3 <b>IF</b> the EOF has <b>NOT</b> been activated <b>THEN</b>:</p> <p style="text-align: center;"><b>NOTE:</b></p> <p>Offsite Dose Assessment and Radiological Monitoring responsibilities may be transferred to the ORAD before the EOF is fully activated.</p> <p>A. <b>WHEN</b> the following minimum staff is available <b>THEN</b> inform the EOF Manager or the ED that you are ready to assume responsibilities for offsite dose assessment and offsite monitoring.</p> <ol style="list-style-type: none"> <li>1. On or Offsite Survey Team Members (2)</li> <li>2. EOF Communicator #1</li> </ol> <p>B. <b>WHEN</b> ready to assume dose assessment and offsite (outside Protected Area) monitoring responsibilities from the CCR <b>THEN</b> contact the CCR and formally assume these responsibilities.</p> <p>C. Review Normal EOF Staffing (Form IP-1030-2) to verify full EOF Staffing for offsite radiological tracking.</p> <p>D. <b>IF</b> additional personnel are required <b>THEN</b> inform the EOF Manager to direct callout of needed personnel.</p> <p>E. Notify the EOF staff that you have assumed these responsibilities.</p>	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

Sheet 2 of 8

<u>Initial Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>F Direct the MIDAS Operator to disarm (or disarm IAW steps in MIDAS Operator's Checklist) the Halon Fire Protection System (Real emergencies only)</p> <p>G <b><u>IF</u></b> there has been a release of radioactive to the environment <b><u>THEN:</u></b></p> <ol style="list-style-type: none"> <li>1. Direct the MIDAS Operator to place (or place IAW steps in MIDAS Operator's Checklist) the EOF ventilation in the internal recirculation mode.</li> <li>2. Contact the Unit #3 Control Room and request that NYPA Offsite Monitoring Teams report to EOF</li> </ol> <p>H <b><u>IF</u></b> the CCR performed offsite dose assessments and made a Protective Action Recommendation <b><u>THEN:</u></b></p> <ol style="list-style-type: none"> <li>1. Obtain and review NYS Radiological Emergency Data Form - Part I and Part II</li> <li>2. Verify or have the Dose Assessment HP verify dose assessment calculations.</li> <li>3. Evaluate Protective Action Recommendations.</li> <li>4. Notify the ED or CCR if there are any discrepancies.</li> </ol> <p>1.4 <b><u>IF</u></b> relieving another ORAD <b><u>THEN</u></b> perform a formal turnover with the current ORAD:</p> <ol style="list-style-type: none"> <li>A Review the current ORAD's activity log</li> <li>B Obtain briefing form current ORAD on the emergency and any actions the have been competed or are in progress.</li> <li>C Make an announcement to the EOF Staff that you are now the ORAD.</li> </ol>	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

Sheet 3 of 8

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Ensure habitability surveys are performed in the EOF</b></p> <p>2.1 Assign an HP Technician to the position of Survey Team Health Physicist (STHP) providing them the following instructions:</p> <p style="padding-left: 40px;">A Perform steps in Attachment 6, Survey Team Health Physicist (STHP) Checklist</p> <p>2.2 <b><u>IF</u></b> there is a potential for surface or airborne contamination with in the EOF <b><u>THEN</u></b></p> <p style="padding-left: 40px;">A Suspend eating and drinking until you ensure EOF food and drinking water supplies are consumable.</p> <p style="padding-left: 40px;">B Determine the survey and radiological controls needed for the EOF based on plant conditions and whether there has been a release or not.</p> <p style="padding-left: 40px;">C Provide further guidance to STHP on frequency of surveys and on the level of contamination controls required.</p> <p>2.3 <b><u>IF</u></b> the following conditions are present <b><u>THEN</u></b> inform the EOF Manager and/or the ED that an organized evacuation of the EOF to the AEOF should be considered.</p> <ul style="list-style-type: none"> <li>• Exposure rates &gt; 80 mRem/Hr TEDE <b><u>OR</u></b> 500mRem/Hr TODE</li> <li>• Projected Whole Body Dose for a 12 hour period is &gt; 1 Rem TEDE <b><u>OR</u></b> Thyroid Dose &gt;5 Rem TODE</li> <li>• Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.</li> </ul> <p>2.4 Evacuation may be performed at rates below those listed based on plant conditions and response needs.</p>	

Attachment 3  
Offsite Radiological Assessment Director (ORAD)

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<p><b>3.0 Maintain personnel accountability in the EOF</b></p> <p>3.1 Keep apprised of the whereabouts of Field Monitoring Teams and other personnel assigned to you at all times.</p> <p>3.2 <b><u>IF</u></b> you are temporarily leaving the work area <b><u>THEN</u></b></p> <p>A Inform the EOF Manager if you are leaving the work area.</p> <p>B Upon return, obtain a briefing from the EOF Manager on any events which have occurred while you were away.</p>	
<p><b>4.0 Maintain a Log</b></p> <p>4.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>4.2 Log when you assumed the duties of ORAD.</p> <p>4.3 Log significant decisions and important details used to make decisions.</p>	
<p><b>5.0 Develop and provide recommendations for EAL and classification level changes based on radiological considerations to the ED.</b></p> <p>5.1 Compare dose projection and field survey results with EAL criteria to determine the impact on the existing classification level.</p> <p>5.2 Notify the ED of any EALs effected by changes in radiological conditions.</p>	
<p><b>6.0 Develop and provide recommendations for offsite PARs based on radiological considerations to the ERM.</b></p> <p>6.1 Notify the ED of any changes in radiological conditions which may effect the PAR</p> <p>6.2 Use procedure IP-1013, Protective Action Recommendations to determine proper PAR.</p> <p>6.3 Document ConEd PARs whenever a General Emergency is declared.</p> <p>6.4 Review PARs whenever radiological conditions change significantly.</p>	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

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<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
<p><b>7.0 Maintain communications with the TSC Radiological Advisor to discuss radiological conditions and on and off site response actions.</b></p> <p>7.1 Contact the TSC Radiological Advisor for information on releases or potential releases and plant conditions which may lead to offsite radiological effects.</p> <p>7.2 Periodically contact the TSC Radiological Advisor to provide updates on new dose projections, results of environmental monitoring and to provide technical assistance as needed.</p>	
<p><b>8.0 Coordinate and direct the dose assessment and environmental monitoring efforts.</b></p> <p>8.1 Supervise the activities of the Dose Assessment HP, MIDAS Operator, EOF Communicator #1 and the Field Monitoring Teams</p> <p>8.2 Ensure the Health Physics Network (HPN) is manned when requested by the NRC</p> <p>8.3 Determine the periodicity of dose projection calculations.</p> <p>A Direct the Dose Assessment HP to perform offsite dose projections using IP-1007, Dose Assessment.</p> <p>B Direct MIDAS Operator to obtain dose projections, plume plot and Reuter-Stokes Senti System readings, using IP-1047, Obtaining Offsite Exposure Rates from MIDAS using Data Terminal and IP-1037, Obtaining Offsite Reuter-Stokes Monitoring Data.</p> <p>8.4 Analyze dose assessment and environmental information to determine any actual or potential offsite consequences of the event.</p> <p>8.5 Determine anticipated plume based on meteorological data.</p> <p>8.6 Mark plume front and times on map table map.</p> <p>8.7 Based on projected plume travel path select offsite sample points and indicate them on Form IP-1030-5.</p>	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

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<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
<p>8.8 Determine special instructions to be provided to monitoring teams:</p> <p>A IF the expected thyroid dose is greater than 25 Rem THEN consider issuing KI</p> <p>B Team tracking efforts should be directed to limit their exposure to less than 5 Rem for the entire emergency.</p> <p>8.9 Teams should not go into radiation fields greater than 1 Rem/hr without specific directions from you. Direct On and Offsite Monitoring to survey anticipated plume path:</p> <p>A Direct EOF Communicator #1 to:</p> <ol style="list-style-type: none"> <li>1. Brief teams on expected doses, plume path and any special instructions or safety precautions (such as use of KI, respirators, or protective clothing).</li> <li>2. Have teams pick up samples from designated sample points.</li> <li>3. Direct environmental monitoring be performed to confirm dose projections and track any offsite radioactive plume.</li> </ol> <p>8.10 Compare projected doses with actual readings taken by field monitoring teams.</p> <p>8.11 Determine which ERPAs are affected by any release and verify proper PARs have been issued.</p> <p>8.12 Conduct periodic briefings with the ED and the EOF Manager to discuss the status of offsite radiological information and assessments.</p> <p>8.13 Compare dose assessment and environmental monitoring efforts with state personnel in the State EOC and/or in the EOF.</p> <p>8.14 Compare dose assessment and environmental monitoring efforts with the NRC Environmental Dose Assessment Coordinator once the NRC Site Team is in the EOF.</p>	

## Attachment 3

## Offsite Radiological Assessment Director (ORAD)

## Sheet 7 of 8

<p><b>9.0 Evaluate and direct the requirements for offsite emergency exposure.</b></p> <p>9.1 Track EOF Staff emergency exposures.</p> <p>A Monitor EOF personnel exposures or potential exposures and request ED to Authorize Emergency Exposures and the issuance of KI to ConEd emergency workers outside the Protected Area. (ED authorization of exposures is non-delegable)</p> <p>B <b>IF</b> EOF staff must receive exposure <b>THEN</b> request the ED authorize emergency exposures up to <b>1 Rem TEDE</b> for all monitoring team personnel dispatched from the EOF and remainder of staff as required. This authorization shall be documented in the ED's ERO Log Sheet.</p> <p>C <b>IF</b> emergency measures require additional exposure <b>THEN</b> request the ED to the raise the emergency exposure limit 1 Rem at a time up to 5 Rem.</p> <p>D Emergency exposures beyond 5 Rem shall be authorized on an individual basis. Request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization. General guidelines (more details are listed on authorization form)</p> <ol style="list-style-type: none"> <li>1. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities.</li> <li>2. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment.</li> <li>3. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life.</li> <li>4. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.</li> </ol> <p>9.2 Request authorization for the issuance of KI for any large exposures or expected large exposures to the thyroid.</p> <p>9.3 Direct the use of protective clothing and respirators as necessary for ConEd workers outside the Protected Area.</p>	
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Attachment 3

Offsite Radiological Assessment Director (ORAD)

Sheet 8 of 8

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p><b>10.0 Report releases to the Environmental Protection Agency (EPA)</b></p> <p>10.1 <b><u>IF</u></b> any radionuclide release exceeds the value listed in Appendix B to § 302.4, (Form IP-1030-4) Title 40CFR302 <b><u>THEN</u></b></p> <p>A Notify the EPA National Response Center (phone number in Emergency Telephone Directory).</p> <p>B Direct Communicator to identify report is pursuant to 40CFR302.</p> <p>10.2 Document details of any communications with EPA.</p>	
<p><b><u>Closeout Responsibility/Activity</u></b></p>	
<p><b>11.0 Direct Staff to return all equipment to proper storage locations.</b></p>	
<p><b>12.0 Review all documentation the EOF Radiological Staff maintained during the emergency:</b></p> <p>12.1 Ensure logs, forms and other documentation are complete</p> <p>12.2 Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations</p>	
<p><b>13.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 4  
**Dose Assessment Health Physicist (DAHP)**  
 Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of DAHP.</b></p> <p>1.1 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the ORAD or EOF Manager</p> <p style="padding-left: 20px;">A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.</p> <p style="padding-left: 20px;">B. Review NYS Radiological Emergency Data Form, Part II if copy is available.</p> <p style="padding-left: 20px;">C. Request any additional information on current status of emergency response.</p> <p>1.5 <b><u>IF</u></b> relieving another DAHP <b><u>THEN</u></b> perform a formal turnover with the current DAHP:</p> <p style="padding-left: 20px;">D Review the current DAHP activity log</p> <p style="padding-left: 20px;">E Obtain briefing form current DAHP on the emergency and any actions the have been competed or are in progress.</p> <p>1.3 Inform the ORAD that you are now the DAHP.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 <u>IF</u> you are temporarily leaving the work area <u>THEN</u></b></p> <p>2.1 Inform the ORAD you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the ORAD on any events which have occurred while you were away.</p>	
<p><b>3.0 Maintain a Log</b></p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of DAHP.</p> <p>3.3 Log significant decisions and important details used to make decisions.</p>	

Attachment 4

Dose Assessment Health Physicist (DAHP)

Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>4.0 Evaluate Plant Radiological Data</b></p> <p>4.1 Obtain Form 42c data from EDDS display, SAS printouts or fax copies received from the TSC.</p> <p>4.2 Review radiation monitor readings and evaluate for actual or potential radiological releases.</p> <p>4.3 Contact the TSC Radiological Advisor for additional information on plant radiological conditions and assistance in interpreting data.</p> <p>4.4 IF there are any indications of a radiological release THEN perform step 5.0 of this checklist.</p>	
<p><b>5.0 <u>IF there has been a release or potential release of radioactive materials from the plant THEN:</u></b></p> <p>5.1 Give meteorological data, iodine to noble gas ratio and release rates to the MIDAS operator and direct him/her to perform dose projections</p> <p><b><u>OR</u></b></p> <p>5.2 Perform dose projections utilizing procedure IP-1007, Dose Assessment.</p>	
<p><b>6.0 Assist the ORAD in directing Onsite and Offsite Monitoring Teams to survey locations.</b></p> <p>6.1 Use overlays to obtain an approximation of the plume location</p> <p>6.2 Determine which emergency sampling sites would be appropriate to send the offsite monitoring teams to.</p> <p>6.3 Use Xu/Q values to approximate relative values between locations.</p>	

Attachment 4

Dose Assessment Health Physicist (DAHP)

Sheet 3 of 4

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
<p><b>7.0 Evaluate the offsite survey data.</b></p> <p>7.1 Calculate the charcoal / silver zeolite iodine and particulate activities using procedure IP-1020, Airborne Radioiodine Determination.</p> <p>7.2 Determine the equivalent thyroid and whole body exposure rates utilizing Procedure IP-1007, "Dose Assessment"</p> <p>7.3 Complete Form IP-1030-5, Offsite Survey Data and review data with the ORAD</p>	
<p><b>8.0 Establish communications with the NRC via the HPN phone line.</b></p> <p>8.1 Dial the number listed on the V-Band console or listed in the Emergency Telephone Directory.</p> <p>8.2 Inform the NRC that the EOF is activated and performing offsite dose assessment activities. Brief them on any potential releases and answer any questions.</p> <p>8.3 <b><u>IF</u></b> requested by the NRC to stay on <b><u>THEN</u></b> stay on the line and request the ORAD to locate another individual to assist in HPN line communications.</p> <p>8.4 <b><u>IF</u></b> continuous communications are not requested <b><u>THEN</u></b> receive calls from the NRC on the HPN when phone rings.</p>	

Attachment 4

Dose Assessment Health Physicist (DAHP)

Sheet 4 of 4

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p><b>9.0 Review Reuter-Stokes Sentri readings.</b></p> <p>9.1 Obtain the readings from the MIDAS Operator</p> <p>9.2 Compare the projected values and the measured offsite exposure rates with the Reuter-Stokes readings</p> <p>9.3 <b>IF</b> there are large discrepancies <b>THEN</b> Inform the ORAD and continue to gather and analyze data to resolve values.</p> <p>9.4 Present Reuter-Stokes data to ORAD for review</p>	
<p><b><u>Closeout Responsibility/Activity</u></b></p>	
<p><b>10.0 Return all equipment to proper storage locations.</b></p>	
<p><b>11.0 Review all documentation the DAHPs maintained during the emergency:</b></p> <p>A. Ensure logs, forms and other documentation are complete</p> <p>B. Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase</p>	
<p><b>12.0 Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 5  
**MIDAS Operator**  
 Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of MIDAS Operator.</b></p> <p>1.1 Sign in on the Facility Sign-in Board</p> <p>1.2 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.3 Obtain briefing from the DAHP or the ORAD</p> <p style="padding-left: 20px;">A. Review NYS Radiological Emergency Data Form, Part II if copy is available.</p> <p style="padding-left: 20px;">B. Request any additional information on current status of emergency response.</p> <p>1.4 <b><u>IF</u></b> relieving another MIDAS Operator <b><u>THEN</u></b> perform a formal turnover with the current MIDAS Operator:</p> <p style="padding-left: 20px;">A. Review the current MIDAS Operator activity log</p> <p style="padding-left: 20px;">B. Obtain briefing form current MIDAS Operator on the emergency and any actions the have been competed or are in progress.</p> <p>1.5 Inform the DAHP that you are now the MIDAS Operator.</p> <p>1.6 <b><u>IF</u></b> the facility has <b><u>NOT</u></b> been activated <b><u>THEN</u></b></p> <p style="padding-left: 20px;">A. Check operability and availability of MIDAS equipment, Reuter-Stokes Systems and Meteorological data.</p> <p style="padding-left: 20px;">B. Report any equipment problems to the DAHP or ORAD.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 <u>IF</u> you are temporarily leaving the work area <u>THEN</u></b></p> <p>2.1 Inform the DAHP or ORAD you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the DAHP or ORAD on any events which have occurred while you were away.</p>	

Attachment 5  
**MIDAS Operator**

Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>3.0 Maintain a Log</b></p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of MIDAS Operator.</p> <p>3.3 Log significant decisions, important details used to make decisions and any equipment operability issues.</p>	
<p><b>4.0 <u>WHEN</u> directed by the ORAD <u>THEN</u> disarm the EOF Halon System</b></p> <p>4.1 Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.</p> <p>4.2 Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.</p> <p>4.3 Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "Armed" position to the "S1" position.</p> <p>4.4 <b><u>IF</u></b> the ORAD does <b><u>NOT</u></b> direct this action <b><u>THEN</u></b> ask the ORAD if the action is required.</p>	
<p><b>5.0 <u>WHEN</u> directed by the ORAD <u>THEN</u> place the EOF ventilation on internal recirculation.</b></p> <p>5.1 Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.</p> <p>5.2 Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.</p> <p>5.3 Rotate all three (3) damper control knobs <b>CLOCKWISE</b> to close the dampers.</p> <p>5.4 Place the three (3) AC Unit control switches to the "OVERRIDE" (up) position</p> <p>5.5 Inform the ORAD and log when you have placed ventilation system in recirculation and return key to key locker.</p> <p>5.6 <b><u>IF</u></b> the ORAD does <b><u>NOT</u></b> direct this action <b><u>THEN</u></b> ask the ORAD if the action is required.</p>	

Attachment 5  
**MIDAS Operator**

Sheet 3 of 4

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p><b>6.0 Maintain the MET Data Status Board</b></p> <p>6.1 Use procedure IP-1016, Obtaining Meteorological Data to retrieve weather predictions.</p> <p>6.2 Obtain the latest measured MET data from MIDAS every 15 minutes.</p> <p style="padding-left: 20px;">A Update the MET Data Status Board to display the correct data.</p> <p style="padding-left: 20px;">B Notify the ORAD of any changes in the meteorological data.</p> <p>6.3 Obtain weather predictions from MIDAS and/or Weather Bureau</p> <p style="padding-left: 20px;">A Update the MET Data Status Board to display the correct data.</p> <p style="padding-left: 20px;">B Notify the ORAD of any significant changes in the weather forecast data</p>	
<p><b>7.0 Obtain Reuter-Stokes data.</b></p> <p>7.1 Use procedure IP-1037, Obtaining Reuter-Stokes Monitor Data to obtain radiological data.</p> <p>7.2 IF any readings indicate above background levels THEN inform the DAHP and ORAD immediately of the readings.</p>	
<p><b>8.0 Obtain radiological release data and perform dose projections as directed.</b></p> <p>8.1 Use procedure IP-1022, Obtaining Meteorological and Dose Assessment Data from MIDAS</p> <p>8.2 Review MIDAS dose assessment data with the DAHP and ORAD</p>	

Attachment 5  
**MIDAS Operator**

Sheet 4 of 4

<u>Closeout Responsibility/Activity</u>	
<p><b>9.0 Rearm the EOF Halon System</b></p> <p>9.1 Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.</p> <p>9.2 Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.</p> <p>9.3 Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "S1" (up) position to the "Armed" (down) position.</p>	
<p><b>10.0 Return the EOF ventilation to normal.</b></p> <p>10.1 Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.</p> <p>10.2 Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.</p> <p>10.3 Rotate all three (3) damper control knobs COUNTER - CLOCKWISE half way to open the dampers.</p> <p>10.4 Place the three (3) AC control switches to the "NORMAL" (down) position</p>	
<p><b>11.0 Return all equipment used by MIDAS Operators to it's proper storage locations.</b></p>	
<p><b>12.0 Review all documentation the MIDAS Operator maintained during the emergency:</b></p> <p>12.1 Ensure logs, forms and other documentation are complete</p> <p>12.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase</p>	
<p><b>13.0 Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.</b></p>	

## Attachment 6

## Survey Team Health Physicist (STHP)

Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 When directed by the ORAD assume the position of STHP.</b></p> <p>1.1 Sign in on the Facility Sign In Board.</p> <p>1.2 Periodically review this checklist throughout the emergency to determine which actions are appropriate for current conditions.</p> <p>1.3 <b>IF</b> relieving another STHP <b>THEN</b> perform a formal turnover with the current STHP:</p> <p>A. Review the current EOF survey data</p> <p>B. Obtain briefing form current STHP on the emergency and any actions the have been competed or are in progress.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Confer with the ORAD or DAHP on the need to set up EOF Radiological Controls. When directed set up EOF entrance as follows:</b></p> <p>2.1 Set up stanchions, rope barricade, and frisker in the main hall entrance to EOF work area.</p> <p>2.2 Set frisker alarm to two (2) times background.</p> <p>2.3 Set up Step Off Pads (SOPs) at entrance.</p> <p>A <b>IF</b> hallway contamination levels are LESS THAN 1000 dpm/100 cm<sup>2</sup> <b>THEN</b> use SOP labeled "CHECK SHOES BEFORE STEPPING HERE"</p> <p>B <b>IF</b> hallway contamination levels are GREATER THAN 1000 dpm/100 cm<sup>2</sup> <b>THEN</b> use SOP labeled "REMOVE PROTECTIVE CLOTHING BEFORE STEPPING HERE"</p> <p>AND</p> <p>C Place a waste receptacle and clean shoe covers near the SOP location.</p> <p>2.4 Post the door in the upper level EOF near the Clerks as "Emergency Exit Only"</p> <p>2.5 Check to ensure door to West stairwell (to upper EOF) is locked.</p>	

Attachment 6

Survey Team Health Physicist (STHP) .

Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>3.0 Monitor Habitability of the EOF</b></p> <p>3.1 Survey building using an Ion Chamber instrument approximately every 30 minutes. Survey times can be changed at the discretion of the ORAD.</p> <p>3.2 Take Beta and Gamma readings throughout occupied areas of the EOF and hallways record readings on EOF Radiological Survey (Form IP-1030-3).</p> <p>3.3 Take smears at building entrance, EOF entrance and in hallways. Record results on EOF Radiological Survey (Form IP-1030-3)</p> <p>3.4 <b>IF</b> any readings are found to be above background <b>THEN</b> inform the ORAD or DAHP immediately.</p> <p>3.5 Use procedure IP-1041, "Use of Triton to Monitor for Radiogas" to set up the Triton monitor.</p> <p>3.6 <b>IF</b> Triton monitor alarms or surveys indicate contamination <b>THEN</b> monitor air in the EOF</p> <p>A Set up air sampler near HP Work Area</p> <p>B <b>IF</b> beta survey results are greater than 50 mr/hr <b>OR</b> the iodine-131 activity on a charcoal filter cartridge is greater than 10 –8 uCi/cc <b>THEN</b> use silver zeolite filter cartridge.</p> <p>C Set up MS-2/SPA-3 Counter in the lower level of the EOF by the HP area.</p> <p>D Determine airborne air activity using procedure IP-1020, Airborne Activity Determination. Record results EOF Radiological Survey (Form IP-1030-3).</p>	
<p><b>4.0 IF the Security Guards do NOT bring two (2) radios THEN obtain Emergency Planning Radios</b></p> <p>4.1 Call the Command Guard House and request they send the two (2) Emergency Planning Radios to the EOF</p> <p>4.2 Provide radios to Security Guards</p>	

Attachment 6

Survey Team Health Physicist (STHP) .

Sheet 3 of 4

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
<p><b>5.0 Assign Dosimetry</b></p> <p>5.1 <b>IF</b> the EOF Security Guards do <b>NOT</b> have a TLD or dosimeter <b>THEN</b> assign a TLD badge and dosimeter to the EOF Security Guards.</p> <p>5.2 Place one (1) each TLD badge and dosimeter in the upper and lower areas of the EOF work areas to monitor EOF personnel exposures.</p> <p>5.3 Ensure Onsite and Offsite Monitoring Team members are issued TLD badges and dosimeter.</p>	
<p><b>6.0 Personnel Exposure Control - ALARA</b></p> <p>6.1 <b>IF</b> ConED Emergency Personnel outside the Protected Area must receive emergency exposures <b>THEN</b> confer with the ORAD and EOF Manager to establish controls and limits.</p> <p>A Emergency Exposures may be authorized by the Emergency Director up to 5 Rem for the event regardless of prior year-to-date exposures.</p> <p>B Limits will normally be set at 1 Rem and raised 1 Rem at a time up to 5 Rem.</p> <p style="text-align: center;"><u>NOTE</u></p> <p>EOF Communicator #1 shall track exposures of on and offsite monitoring team members.</p> <p>6.2 <b>IF</b> any ConEd emergency workers outside the Protected Area are receiving radiological exposures <b>THEN</b> record exposures on Individual Exposure Tracking Log (Form IP-1023-3)</p> <p>6.3 Maintain Total Effective Dose Equivalent (TEDE) less than established emergency exposure limits.</p> <p>6.4 <b>IF</b> any worker must receive greater than 5 Rem <b>THEN</b> Have the ORAD request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization.</p>	
<p>7.0 <b>IF</b> directed to determine thyroid burdens <b>THEN</b> use procedure IP-1005, MS-2 / SPA-3 to Determine Thyroid Burden.</p>	

Attachment 6  
 Survey Team Health Physicist (STHP) .

Sheet 4 of 4

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
8.0 <b>IF</b> directed to perform onsite surveys <b>THEN</b> use procedure IP-1028, Onsite (Out of Plant) Field Surveys.	
9.0 <b>IF</b> directed to perform site perimeter surveys <b>THEN</b> use procedure IP-1006, Site Perimeter Survey.	
10.0 <b>IF</b> directed to perform personnel contamination checks and decontamination <b>THEN</b> use procedure IP-1008, Personnel Radiological Check and Decontamination.	
11.0 <b>IF</b> directed to perform vehicle contamination checks and decontamination <b>THEN</b> use procedure IP-1009, Radiological Check and Decontamination of Vehicles.	
12.0 <b>IF</b> directed to check equipment leaving the site <b>THEN</b> use procedure IP-1014, Radiological Check of Equipment Before it leaves the Site.	
<b><u>Closeout Responsibility/Activity</u></b>	
13.0 <b>Review all documentation the STHPs maintained during the emergency:</b>  13.1 Ensure logs, forms and other documentation are complete  13.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
14.0 <b>Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.</b>	

Attachment 7

Emergency Director Technical Advisor (TA)

Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of TA.</b></p> <p>1.1 Sign in on the Facility Sign-in Board</p> <p>1.2 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.3 Confer with the Emergency Director and EOF Manager on emergency status</p> <p>1.4 <b>IF</b> relieving another TA <b>THEN</b> perform a formal turnover with the current TA:</p> <p style="padding-left: 20px;">A. Review the current TA activity log</p> <p style="padding-left: 20px;">B. Obtain briefing from current TA on the emergency and any actions the have been competed or are in progress.</p> <p>1.5 Inform the Emergency Director that you are now the TA.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 IF you are temporarily leaving the work area THEN</b></p> <p>2.1 Inform the DAHP or ORAD you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the DAHP or ORAD on any events which have occurred while you were away.</p>	
<p><b>3.0 Maintain a Log</b></p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of Emergency Director Technical Advisor.</p> <p>3.3 Log significant decisions, important details used to make decisions and any equipment operability issues.</p>	

Attachment 7

Emergency Director Technical Advisor (TA)

Sheet 2 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>4.0 Obtain and monitor plant data:</b></p> <p>4.1 Monitor plant data and operations information on the EOF-TSC-CCR dedicated phone line.</p> <p>4.2 Monitor plant data on the Emergency Data Display System (EDDS), SAS Computer Terminal and Proteus Computer.</p> <p>4.3 Advise ED on the following items:</p> <ul style="list-style-type: none"> <li>A Any significant change in the condition of the plant</li> <li>B Any observable trends in plant data</li> <li>C Major Operator actions being undertaken</li> <li>D Any condition which may effect the emergency classification.</li> </ul> <p>4.4 Advise the ORAD of any observed changes in plant radiological data.</p> <p>4.5 <b><u>IF</u></b> any of the EOF plant data computer systems are not functioning <b><u>THEN</u></b> inform a SAS/Proteus operator of malfunctions.</p>	
<p><b>5.0 Maintain Plant Status Chronology on easel pad.</b></p> <p>5.1 Enter major information on plant status or changes to plant status obtained from CCR or TSC</p> <p>5.2 <b>WHEN</b> easel sheet gets full <b>THEN</b>:</p> <ul style="list-style-type: none"> <li>A Have Clerical Staff transcribe information onto log sheet, place sheet with TA logs.</li> <li>B Have Clerical Staff hang completed easel sheet on the wall between upper and lower levels of EOF.</li> </ul>	
<p><b>6.0 Assist ED in interpreting plant data</b></p> <p>6.1 Provide technical advice on plant operating procedures</p> <p>6.2 Provide technical advice on Severe Accident Management Guidelines.</p>	

Attachment 7

Emergency Director Technical Advisor (TA)

Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>7.0 Assist Emergency Director in conduct of briefings</b></p> <p>7.1 Assist the ED in preparations for facility briefings.</p> <p>7.2 When directed by the ED provide summary briefings of plant conditions to EOF Staff and/or offsite authorities present in the EOF.</p>	
<p><b>8.0 Return all equipment to it's proper storage locations.</b></p>	
<p><b>9.0 Review all documentation the ED Technical Advisors maintained during the emergency:</b></p> <p>9.1 Ensure logs, forms and other documentation are complete</p> <p>9.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase</p>	
<p><b>10.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 8  
**EOF Communicator No. 1**

Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of EOF Communicator No. 1.</b></p>	
<p>1.1 Review facility status boards, Emergency Data Display System (EDDS) information and any other available sources to become familiar with current plant status.</p>	
<p>1.2 Obtain briefing from the Dose Assessment HP (DAHP) or the Offsite Radiological Assessment Director (ORAD).</p> <p>A. Review onsite and offsite monitoring team data.</p> <p>B. Request any additional information on current status of emergency response.</p>	
<p>1.3 <b>IF</b> relieving another communicator <b>THEN</b> perform a formal turnover with the current EOF Communicator No. 1:</p> <p>A. Review the current EOF Communicator No. 1 activity log.</p> <p>B. Obtain briefing from current EOF Communicator No. 1 on the emergency and any actions the have been completed or are in progress.</p>	
<p>1.4 Inform the ORAD and DAHP that you are now EOF Communicator No. 1.</p>	

Attachment 8  
 EOF Communicator No. 1

Sheet 2 of 4

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Transmit directions to the Offsite Teams</b></p> <p style="text-align: center;">Note:</p> <p style="text-align: center;">Offsite Teams are designated as Unit # 2 or Unit # 3</p> <p>2.1 Use the Radio or Cell Phones to communicate with teams.</p> <p>2.2 Confer with the ORAD and DAHP to determine the sample points and the expected whole body exposure rates based on dose projections.</p> <p>2.3 Enter selected sample point(s) and assigned team number on Form IP-1030-5, Offsite Survey Team Data Sheet.</p> <p>2.4 Contact the each team and direct them to the designated sample point providing following information:</p> <p style="margin-left: 40px;">A The expected whole body dose rates</p> <p style="margin-left: 40px;">B Methods of traversing the plume to keep their exposure as low as possible, such as going around plume or traveling through low field areas.</p> <p>2.5 Have teams verify instructions by repeating them back.</p>	
<p><b>3.0 Receive and Record Offsite Monitoring Team Data</b></p> <p>3.1 Have teams state sample point for which data is being transmitted.</p> <p>3.2 Record survey data on Form IP-1030-5, Offsite Survey Team Data Sheet.</p> <p>3.3 Verify numbers by repeating values back to Team</p> <p>3.4 Inform the ORAD or DAHP immediately of survey and sample results</p>	

Attachment 8  
 EOF Communicator No. 1

Sheet 3 of 4

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p><b>4.0 <u>Receive and Record Onsite Monitoring Team Data</u></b></p> <p>4.1 Have teams state sample locations for which data is being transmitted.</p> <p>4.2 Record survey data on Form 10, Monitoring Team Field Survey.</p> <p>4.3 Verify numbers by repeating values back to each team.</p> <p>4.4 Inform the ORAD or DAHP immediately of survey and sample results.</p>	
<p><b>5.0 <u>Maintain Onsite and Offsite Monitoring Team Exposure Records.</u></b></p> <p>5.1 <b><u>IF</u></b> any exposure rates are above background <b><u>THEN</u></b> obtain team member whole body exposure (dosimetry readings) each time they radio or call in.</p> <p>5.2 <b><u>IF</u></b> any team members are receiving radiological exposures <b><u>THEN</u></b> record exposures on Individual Exposure Tracking Log (Form IP-1023-3)</p>	
<p><b>6.0 <u>Keep Onsite and Offsite Teams informed of major changes in emergency status:</u></b></p> <p>6.1 Changes in emergency classification.</p> <p>6.2 Start or stop of any offsite releases of radioactive materials.</p>	
<p><b>7.0 <u>Obtain new sample locations and points from ORAD</u></b></p> <p>Repeat above steps to continue plume tracking until ORAD determined surveys and sampling are no longer necessary.</p>	

Attachment 8  
 EOF Communicator No. 1

Sheet 4 of 4

<u>Closeout Responsibility/Activity</u>	
<b>8.0</b>	<b>Return all equipment to proper storage locations.</b>
<b>9.0</b>	<b>Review all documentation EOF Communicator No. 1s maintained during the emergency:</b>
9.1	Ensure logs, forms and other documentation are complete
9.2	Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase
<b>10.0</b>	<b>Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.</b>

Attachment 9  
**EOF Communicator No. 2**

Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of EOF Communicator No. 2.</b></p> <p>1.1 Review facility status boards, Emergency Data Display System (EDDS) information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the EOF Manager or the Emergency Director</p> <p style="padding-left: 20px;">A. Review NYS Radiological Emergency Data Form Part I data which has been transmitted</p> <p style="padding-left: 20px;">B. Request any additional information on current status of emergency response.</p> <p>1.3 <b><u>IF</u></b> relieving another communicator <b><u>THEN</u></b> perform a formal turnover with the current EOF Communicator No. 2:</p> <p style="padding-left: 20px;">A. Review the current EOF Communicator No. 2 activity log.</p> <p style="padding-left: 20px;">B. Obtain briefing from current EOF Communicator No. 2 on the emergency and any actions the have been completed or are in progress.</p> <p style="padding-left: 20px;">C. Determine the time the next notification update is due to be transmitted.</p> <p>1.4 Inform the EOF Manager and ED that you are now EOF Communicator No. 2.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 <u>IF</u> you are temporarily leaving the work area <u>THEN</u></b></p> <p>2.1 Inform the EOF Manager you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the EOF Manager on any events which have occurred while you were away.</p>	
<p><b>3.0 Maintain a Log</b></p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of EOF Communicator No.2.</p> <p>3.3 Log all communications that are not already documented on Forms.</p>	

Attachment 9  
 EOF Communicator No. 2

Sheet 2 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>4.0 Perform required notifications to Offsite Authorities.</b></p> <p style="text-align: center;"><b>NOTE:</b></p> <p>Start notification of any change in classification within 15 minutes of the classification change.</p> <p><b>4.1 IF</b> the emergency classification changes(upgrade, downgrade, terminates) <b>THEN</b> perform the following:</p> <p>A Complete or obtain from ED a NYS Radiological Emergency Data Form Part 1 (Form IP-1030-1)</p> <p>B Ensure the ED has signed the NYS Radiological Emergency Data Form to indicate approval for transmittal.</p> <p>C Communicate the information on the completed form(s) to the offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)</p> <p><b>4.2 IF</b> the emergency classification <b>DOES NOT</b> change <b>THEN</b> perform subsequent notifications as follows:</p> <p>A Complete or obtain from ED a NYS Radiological Emergency Data Form (Part I) when any of the following conditions are met:</p> <ul style="list-style-type: none"> <li>• It has been approximately 30 minutes since the last form was transmitted.</li> <li>• The plant status has changed (Stable, improving, degrading or entry into the recovery phase)</li> <li>• There has been a change in the status of an actual or potential radiological release.</li> </ul> <p>B <b>IF</b> there is a change in radiological release data <b>THEN</b> include transmittal of data on NYS Radiological Emergency Data Form Part II</p> <p>C Ensure the ED has signed the NYS Radiological Emergency Data Form(s) to indicate approval for transmittal.</p> <p>D Communicate the information on the completed form(s) to the offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)</p>	

Attachment 9  
 EOF Communicator No. 2

Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>5.0 WHEN directed by the Emergency Director (ED) THEN obtain accountability status from the OSC Manager and/ or Unit 3 Watch Supervisor.</p>	
<p><u>Closeout Responsibility/Activity</u></p>	
<p>6.0 Return all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation EOF Communicator No. 2 maintained during the emergency:</p> <p>7.1 Ensure logs, forms and other documentation are complete</p>	
<p>8.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 10  
**EOF Clerical Staff**

Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of EOF Clerical.</b></p> <p>1.1 Sign in on the Facility Sign-in Board</p> <p>1.2 Obtain briefing from the EOF Manager</p> <p>1.3 <b>IF</b> relieving another clerk <b>THEN</b> perform a formal turnover with the current clerk:</p> <p style="padding-left: 20px;">A. Review current emergency status</p> <p style="padding-left: 20px;">B. Obtain briefing from current Clerical Staff on the emergency and any actions the have been competed or are in progress.</p> <p>1.4 Inform the EOF Manager that you are now part of the EOF Clerical Staff.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Process Plant Status Data</b></p> <p>2.1 <b>IF</b> the Emergency Data Display System (EDDS) is operating <b>THEN</b> perform the following:</p> <p style="padding-left: 20px;">A. Obtain computer printout of Forms 42a, 42b and 42c trend data screens every 15 minutes.</p> <p style="padding-left: 20px;">B. Make and distribute copies of updated Forms 42a, 42b and 42c to representative located in the EOF.</p> <p>Telecopy forms (a, b &amp; c) to the following locations and record times sent in the Telecopy Log, Form 19:</p> <ul style="list-style-type: none"> <li>• State</li> <li>• County EOCs</li> <li>• NRC</li> <li>• JNC</li> </ul>	

Attachment 10  
**EOF Clerical Staff**

Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>2.2 <b><u>IF</u></b> the Emergency Data Display System (EDDS) is <b><u>NOT</u></b> operating <b><u>THEN</u></b> perform the following:</p> <ul style="list-style-type: none"> <li>A. Inform the EOF Manager</li> <li>B. Receive Forms 42a, 42b and 42c via telecopier from the TSC.</li> <li>C. Prepare transparencies of forms and place on projector.</li> <li>D. Make and distribute copies of forms to NRC, FEMA, State and County Representatives at the EOF</li> <li>E. Telecopy forms (a, b &amp; c) to the State and County EOCs, JNC and NRC and record times sent in the Telecopy Log (Form 19).</li> </ul>	
<p>2.3 <b><u>IF</u></b> the Emergency Data Display System (EDDS) is <b><u>NOT</u></b> operating <b><u>AND</u></b> Forms 42a, 42b and 42c are <b><u>NOT</u></b> available via telecopier from the TSC <b><u>THEN</u></b> perform the following:</p> <ul style="list-style-type: none"> <li>A. Inform the EOF Manager</li> <li>B. Receive data on Forms 42a, 42b and 42c from the EOF SAS Proteus Operator and the TSC</li> <li>C. Prepare transparencies of forms and place on projector.</li> <li>D. Make and distribute copies of updated Forms 42a, 42b and 42c to NRC, FEMA, State and County Representatives at the EOF.</li> <li>E. Telecopy forms (a, b &amp; c) to the State and County EOCs, JNC and NRC and record times sent in the Telecopy Log (Form 19).</li> </ul>	
<p>2.4 <b><u>IF</u></b> all of the following systems are <b><u>NOT</u></b> operating: EDDS, Telecopiers and EOF SAS Proteus Computer Terminals:</p> <p><b><u>THEN</u></b></p> <ul style="list-style-type: none"> <li>A. Inform the EOF manager that equipment necessary to obtain plant data in the EOF is not operating</li> <li>B. Request the SAS / Proteus Operator obtain Form 42a, 42b and 42c data via phone from the TSC</li> <li>C. Distribute forms as specified in step 2.3 above..</li> </ul>	

Attachment 10  
 EOF Clerical Staff

Sheet 3 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>3.0 Process the NYS Radiological Emergency Data Form Parts I &amp; II as follows:</b></p> <p>3.1 Receive form(s) from the EOF Communicator #2, verifying that the form(s) are signed by the Emergency Director.</p> <p>3.2 Telecopy form(s) to NYS, Counties, JNC and NRC</p> <p>3.3 Record time of telecopy on Telecopy Log, Form 18</p> <p>3.4 Make and distribute copies of form to NRC, FEMA, State and County representatives in the EOF.</p> <p>3.5 Return original form to EOF Communicator #2</p>	
<p><b>4.0 Process the Offsite Survey Team Data (Form IP-1030-5) as follows:</b></p> <p>4.1 Receive form from the ORAD</p> <p>4.2 Make copies of form and distribute to NRC, FEMA, State and County representatives in the EOF.</p> <p>4.3 Telecopy form to NYS and County EOCs. (Ask the ORAD for the order in which to transmit forms to the counties.)</p>	
<p><b>5.0 Receive and distribute telecopies from outside sources as follows:</b></p> <p>5.1 Make copies of all documents received.</p> <p>5.2 Distribute to addressee if known</p> <p>5.3 For any document containing radiological data distribute copies to ORAD and NRC, FEMA, State and County representatives in the EOF.</p> <p>5.4 Maintain copies of all telecopies.</p>	

Sheet 4 of 4

Attachment 10  
**EOF Clerical Staff**

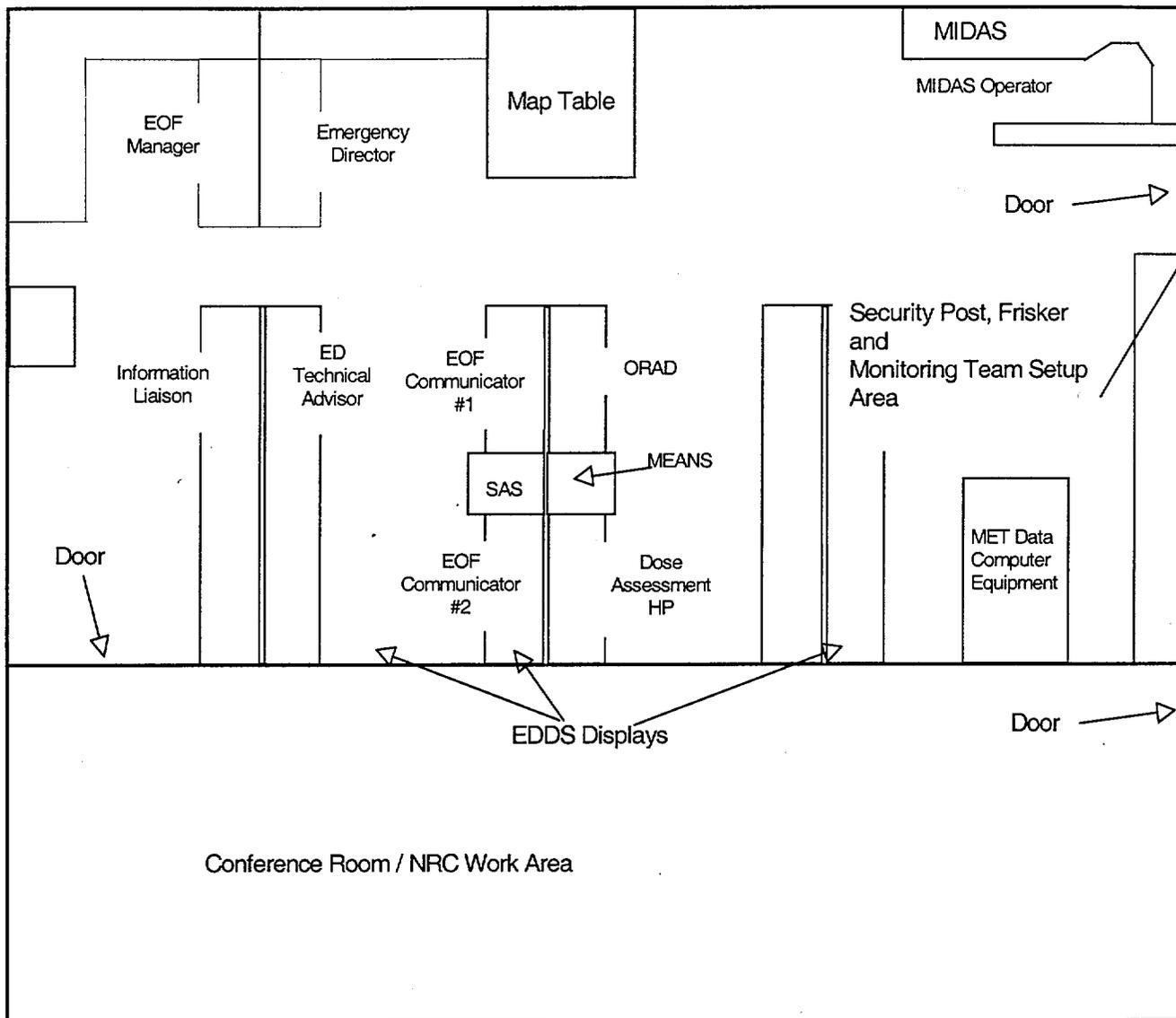
<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>6.0 Copy Chronology Easel Pad as follows:</b></p> <p>6.1 Receive completed easel pad from ED Technical Advisor</p> <p>6.2 Transcribe the information from the easel pad and give transcript to the ED Technical Advisor</p> <p>6.3 Tape the easel pad to the wall between the upper and lower levels of the EOF.</p>	
<p><b>7.0 Perform accountability duty for the Upper Level of the EOF as follows:</b></p> <p>7.1 Record the names and arrival times of personnel stationed in the upper level EOF.</p>	
<p><u>Closeout Responsibility/Activity</u></p>	
<p><b>8.0 Return all equipment to proper storage locations.</b></p>	
<p><b>9.0 Review all documentation maintained during the emergency by the clerical staff to ensure it is complete and organized.</b></p>	
<p><b>10.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Addendum 1

EOF Layout

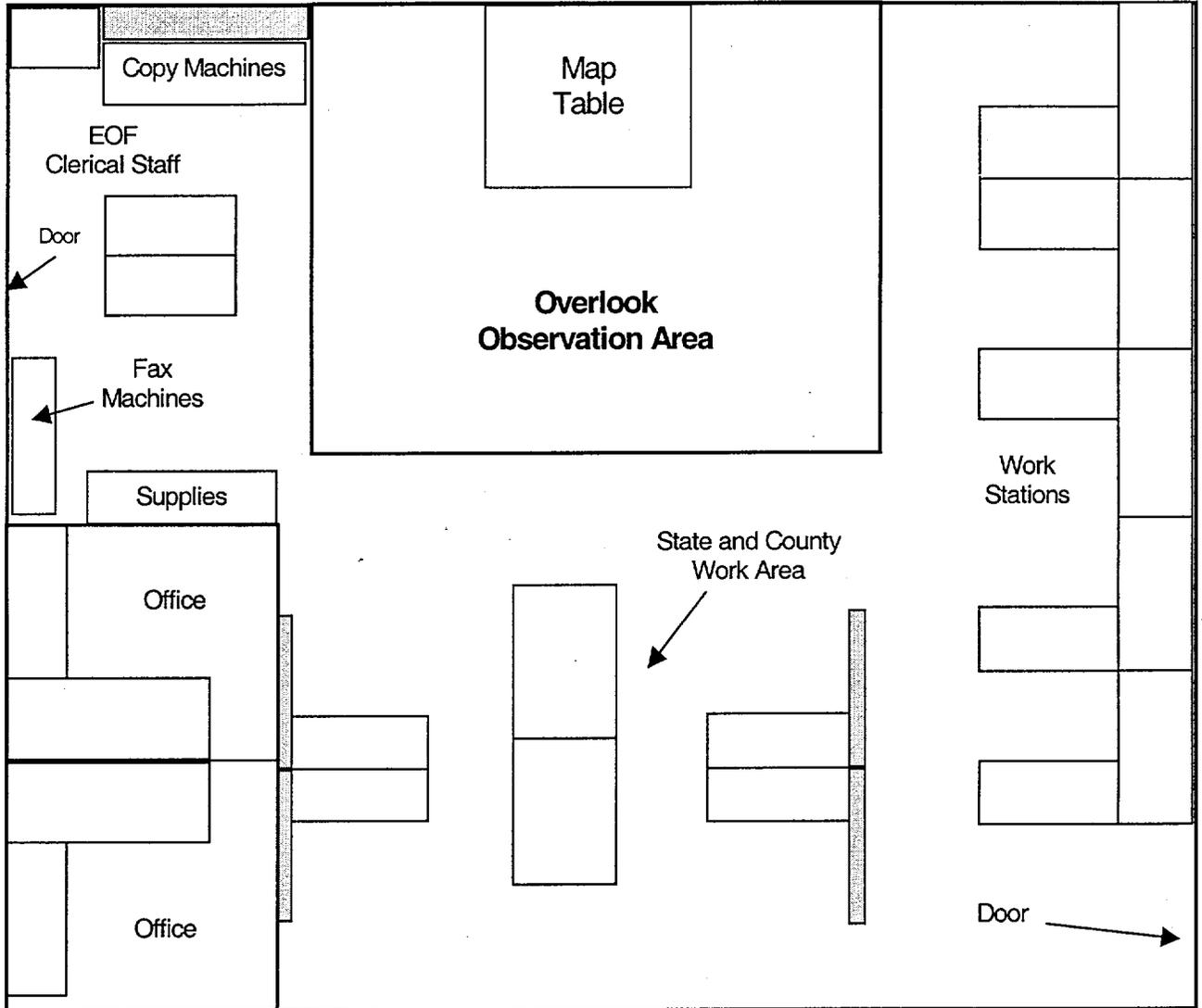
Sheet 1 of 2

Lower Level Work Area



Addendum 1  
EOF Layout  
Sheet 2 of 2

Upper Level Work Area



Addendum 2

NYS Radiological Data Form (Part I) (Form\_IP-1030-1)

Sheet 1 of 2

CON EDISON

(Formally FORM 30a)

New York State

Radiological Emergency Data Form

Part I - General Information Instructions:

Circle or Fill-in Information as appropriate

1. This message being transmitted on: (Date) at: (Time) [ ] AM [ ] PM VIA: A. RECS B. Other

2. This is..... A. NOT an Exercise B. An Exercise

3. The Facility Providing this Information is: A. INDIAN POINT NUMBER 2 B. INDIAN POINT NUMBER 3

4. The Emergency A. Unusual Event C. Site Area Emergency E. Emergency F. Recovery B. Alert D. General Emergency Terminated G. Transportation Incident

5. This Emergency Classification Declared on: (Date) at: (Time) [ ] AM [ ] PM VIA: A. RECS

6. Release of Radioactive Materials: A. No release (Above Technical Specifications limits) B. Release to atmosphere (above Technical Specifications limits) C. Release to a Body of Water (Above Technical Specifications limits)

7. Protective Action Recommendations: A. No need for Protective Actions outside the site boundary. B. EVACUATE the following ERPAs: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 C. SHELTER all remaining ERPAs.

8. EAL Number: [ ] Brief [ ] Event [ ] Description [ ]

9. The Plant status is: A. Stable C. Degrading E. Cold Shutdown B. Improving D. Hot Shutdown

10. Reactor Shutdown: A. Not Applicable B. (Date) at: (Time) [ ] AM [ ] PM

11. Wind Speed: Meters/Second at elevation 10 meters.

12. Wind Direction: (From) Degrees at elevation 10 meters.

13. Stability Class: A B C D E F G

14. Report By: (Communicator's Name) at Telephone Number (914) 737-8929

Message Received by: Message Ended at:

Emergency Director Review and Approval:

Addendum 2  
NYS Radiological Data Form (Part II) (Form IP-1030-1)  
Sheet 2 of 2

CON EDISON

(Formally FORM 30b)

New York State

**Radiological Emergency Data Form**

Part II - EP Form Part II:

Circle or Fill-in information as appropriate

14. Message transmitted at: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ FROM: \_\_\_\_\_

16. General release information:

- A. RELEASE > TECH. SPEC STARTED AT: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ E. WIND SPEED: \_\_\_\_\_ M/SEC. AT ELEVATION: \_\_\_\_\_ (METERS)
- B. PROJECTED DURATION OF RELEASE: \_\_\_\_\_ (hrs.) F. WIND DIRECTION: (FROM) \_\_\_\_\_ DEGREES
- C. RELEASE > TECH. SPEC. ENDED DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AT ELEVATION: \_\_\_\_\_ (METERS)
- D. REACTOR SHUTDOWN: N/A OR DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ G. STABILITY CLASS: (PASQUILL A-G)

17. Atmospheric release information:

- A. RELEASE FROM: GROUND LEVEL FT. \_\_\_\_\_ D. NOBLE GAS RELEASE RATE: \_\_\_\_\_ Ci/SEC.
- B. IODINE/NOBLE GAS RATIO: \_\_\_\_\_ (Assumed or Actual) E. IODINE RELEASE RATE: \_\_\_\_\_ Ci/SEC.
- F. PARTICULATE RELEASE RATE: \_\_\_\_\_ Ci/SEC.
- C. TOTAL RELEASE RATE: \_\_\_\_\_ Ci/SEC.

18. Waterborne release information:

- A. VOLUME OF RELEASE: \_\_\_\_\_ GALLONS C. RADIONUCLIDES IN RELEASE: \_\_\_\_\_
- B. TOTAL CONCENTRATION (gross): \_\_\_\_\_  $\mu$ Ci/ml D. TOTAL ACTIVITY RELEASED: \_\_\_\_\_

19. Dose calculations (based on release duration of \_\_\_\_\_ Hrs.):

CALCULATION IS BASED ON: (circle one)

- A. INPLANT MEASUREMENTS  
B. FIELD MEASUREMENTS  
C. ASSUMED SOURCE TERM

TABLE BELOW APPLIES TO: (circle one)

- A. ATMOSPHERE RELEASE  
B. WATERBORNE RELEASE

DISTANCE	$X\mu/Q$	DOSE	
		TEDE (REM)	TODE (REM)
SITE BOUNDARY			
2 MILES			
5 MILES			
10 MILES			
MILES			

20. Field measurement of dose rates or surface contamination/deposition:

MILE/SECTOR OR MILES/DEGREES	LOCATION OR SAMPLING POINT	TIME OF READING	DOSE RATE (mR/HR.) OR CONTAMINATION ( $\mu$ Ci/m <sup>2</sup> )

Emergency Director Review and Approval: \_\_\_\_\_

Addendum 3  
 Normal EOF Staffing (Form IP-1030-2)  
 Sheet 1 of 1

**Normal EOF Staffing**

No.	Positions	Number Present	Number Needed	Called
1	Emergency Director			
1	EOF Manager			
1	Offsite Radiological Assessment Director			
1	ED Technical Advisor			
1	Dose Assessment Health Physicist			
1	Survey Team Health Physicist			
1	MIDAS Operator			
1	EOF Communicator #1			
1	EOF Communicator #2			
3	EOF Clerical Staff			
2	Onsite Monitoring Team Members			
4	Offsite Monitoring Team Members			
1	Technical Advisor to State EOC			
19	Total number of individuals assigned to EOF			

EOF Manager should enter number of each position needed based on event.

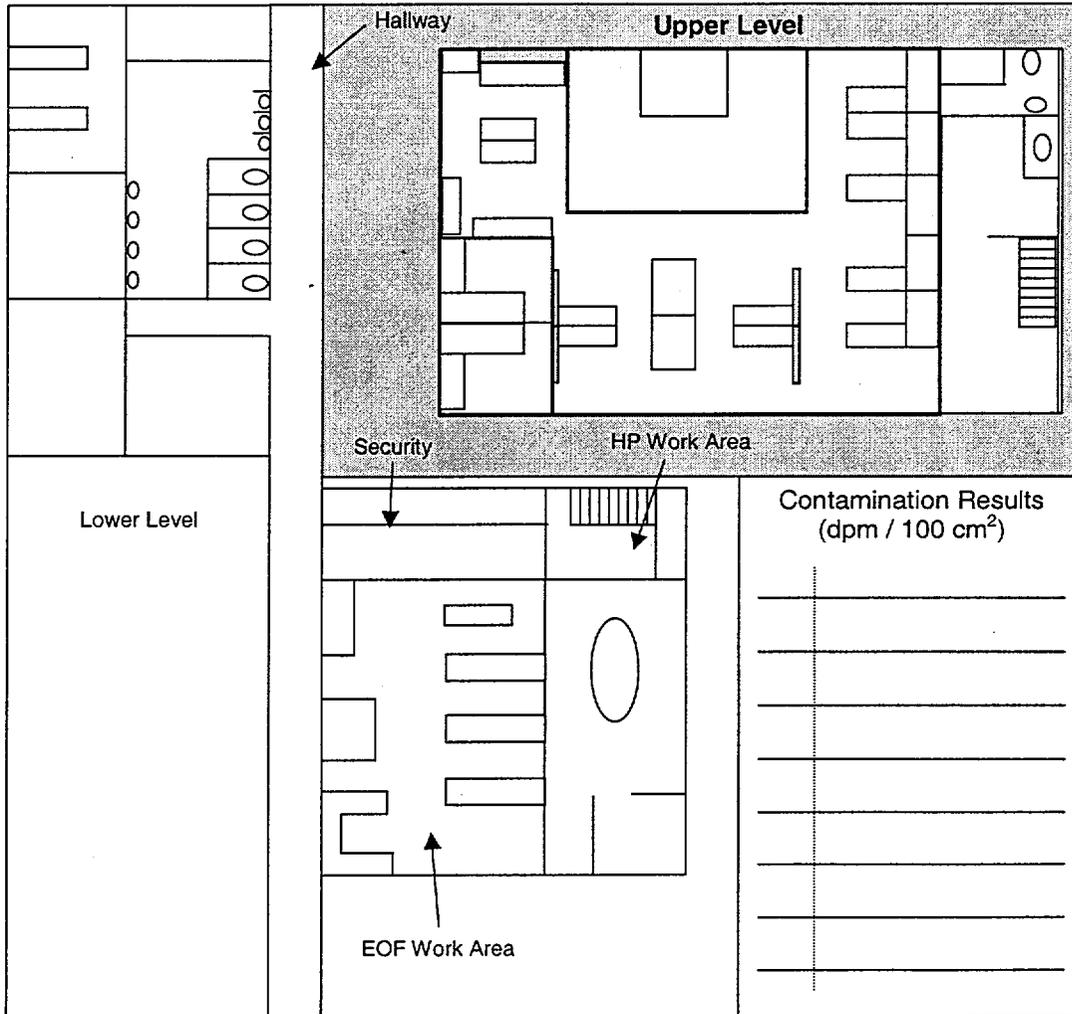
Addendum 4

EOF Radiological Survey Map (Form IP-1030-3)

Sheet 1 of 1

EOF Radiological Survey Map

By:		Area / Item: Occupied Areas EOF / Service Center	
Date:	Time:	Type of Survey: <input type="checkbox"/> Rad <input type="checkbox"/> Cont <input type="checkbox"/> Air	
Meter / Serial #		Smear Counter/ Serial #	
Map Key: ___ =Dose Rate, * =Contact, $\beta$ =Beta, O =Smear, H =Head, C =Chest, K =Knee, FL = Floor			
Air Sample Results:	RadioGas:	Particulate:	Charcoal:
Air Sample Counter / Serial #		Highest mr/hour Reading:	
Comments:			

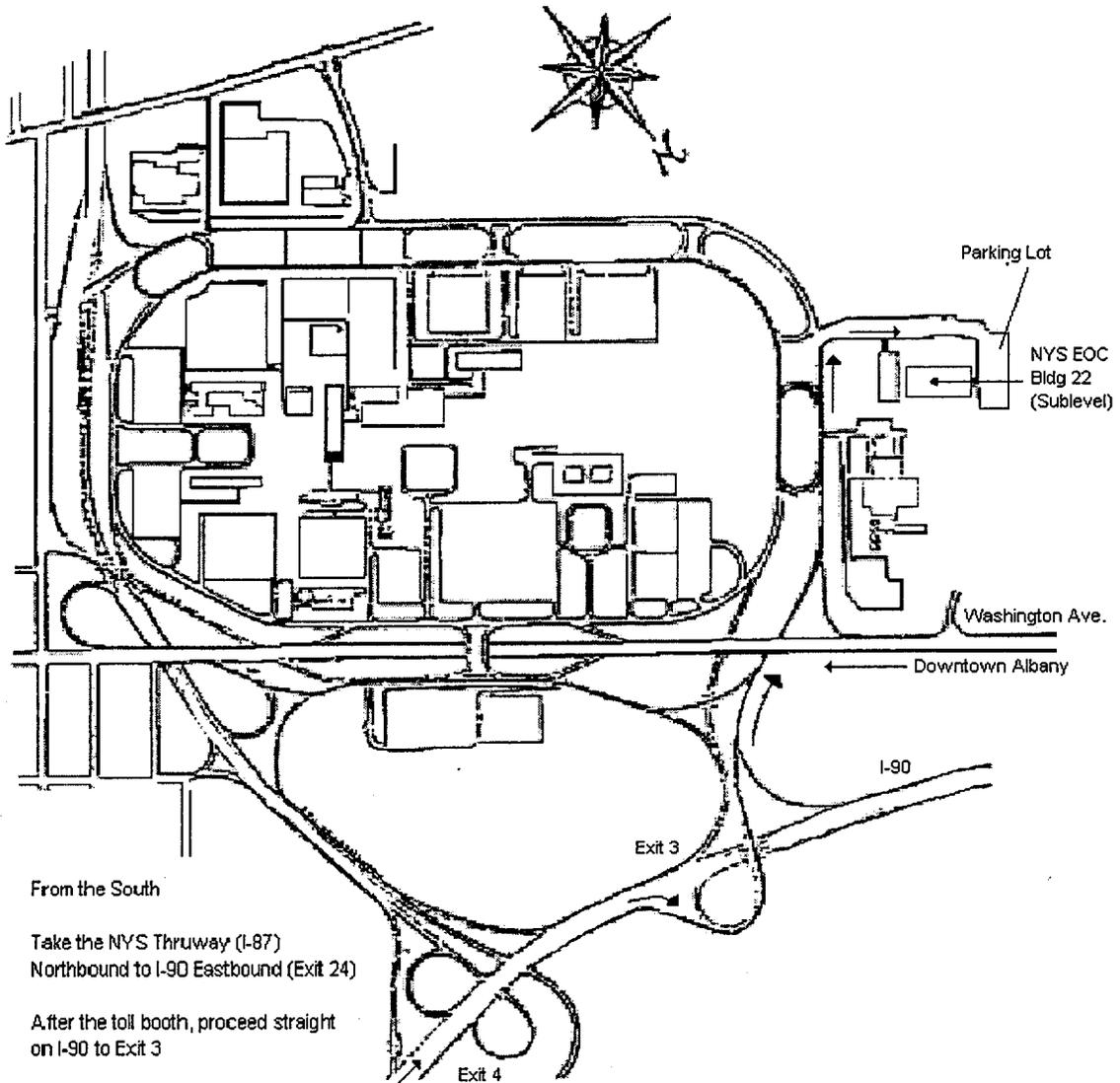


Form IP-1030-3 Rev 0

Addendum 5

State Campus Office Building Map

Sheet 1 of 1



Addendum 6  
**Appendix B to § 302.4**

The table of reportable amounts of radionuclides from CFR 40 PART 302—  
DESIGNATION, REPORT-ABLE QUANTITIES, AND NOTIFICATION

Maintained current by Emergency Planning Department and distributed to ERO position binders where required.

The table is designated as Form IP-1030-4, titled "APPENDIX B TO § 302.4 –  
RADIONUCLIDES"

Current Revision is 0

7 pages



### TERMINATION AND RECOVERY

Prepared by:	<u>Allen Lee</u> Print Name	<u></u> Signature	<u>4/17/00</u> Date
Technical Reviewer:	<u>Kelly Walker</u> Print Name	<u></u> Signature	<u>5/1/00</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>2727</u> Meeting Number	<u></u> Signature Secretary J. Curry	<u>5/4/00</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>5/26/00</u> Date

Effective Date: 5/27/00

**CONTROLLED COPY**

#14

Extensively Revised

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_____	Biennial Review	_____
Reviewer/Date		Reviewer/Date

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## Termination and Recovery

### 1.0 PURPOSE

This procedure provides guidance for the transition into, conduct of operations while in, and termination of the recovery phase of a classified emergency event involving the implementation of the Indian Point Units 1 & 2 Emergency Plan.

### 2.0 DISCUSSION

#### 2.1 This procedure is entered when:

2.1.1. An event has been classified as an emergency in accordance with IP-1024, Emergency Classification.

2.1.2. Conditions have stabilized and the Emergency Director is preparing to terminate the emergency.

#### 2.2 Recovery Goals

2.2.1. To assess the on and off site consequences of the emergency.

2.2.2. Identify and plan for clean up and repair operations as necessary to return plant to pre-event conditions.

2.2.3. Investigate the causes of the event and plan actions to prevent reoccurrence.

#### 2.3 Federal Response

2.3.1. The NRC and/or FEMA will coordinate support from multiple federal government agencies.

2.3.2. Federal Agencies may request ConEd provide logistical resources (space, phones, etc.) to aid in their recovery efforts.

#### 2.4 Definitions

2.4.1. Critique - A fact-finding meeting with the individuals involved in the occurrence to review the event(s), cause(s) and actions leading up to and throughout the declaration of an emergency.

2.4.2. SL-1Report - A written report that summarizes the facts and assigns corrective actions. The report includes the facts of the emergency, describes the root cause(s) of any emergency response problems and recommends corrective actions.

- 2.4.3. Event Summary Report - A written report summarizing the incident prepared for delivery to offsite authorities (NRC, State and local). This report is required within 24 hours of terminating an Unusual Event and within 8 hours of terminating any higher event.
- 2.4.4. Investigation - An investigation is conducted to evaluate the event causes, actions and response each time the emergency plan is implemented. This will be accomplished by a close examination of the facts through critique(s), interviews, and a review of pertinent documentation and logs.
- 2.4.5. Recovery - The classification describing the plant status and organization which occurs after the emergency situation has been controlled/corrected and the event has been terminated. Recovery consists of the actions required to restore the plant to its pre-incident condition or to place the plant into a safe, long term shutdown condition.
- 2.4.6. Termination - The point at which the classified emergency event is no longer considered to be an emergency. Termination of the emergency is formally identified by transmission of change of status on a NYS Radiological Emergency Data Form and entry into Recovery.
- 2.4.7. Transition - The passage from the emergency phase into the recovery phase of an accident. Transition is the period of time following the stabilization of the emergency when plans and personnel necessary to the recovery are developed and identified. Transition activities are performed while in a classified event and immediately after termination. The emergency should not be terminated until a Recovery Plan Outline has been developed and a Recovery Organization identified.

### **3.0 PRECAUTION AND LIMITATIONS**

Prior to entry into the Recovery Phase procedures must be in place to assure safety of plant personnel for the current conditions within the plant.

### **4.0 EQUIPMENT AND MATERIALS**

NONE

5.0 INSTRUCTIONS

5.1 Transition and Recovery Following an Unusual Event

NOTE

The steps described in Sections 5.2 and 5.3 shall be used whenever the classification level has exceeded an Unusual Event.

5.1.1. The Emergency Director (Shift Manager) shall:

- a. Direct the completion and distribution of a NYS Radiological Emergency Data Form, per IP-1002, to signify termination of the Unusual Event this notification can also be considered the Event Summary Report.
- b. Announce (or direct someone to announce) the following (or similar) message to plant personnel over the public address system:  
  
"Attention all personnel, attention all personnel. The Unusual Event has been terminated. I repeat, the Unusual Event has been terminated."
- c. Notify the ERO of the decision to terminate the emergency per IP-1002, Emergency Notification and Communication.
- d. Notify a qualified Emergency Director or Emergency Plant Manager to enter this procedure upon entry into Recovery from an Unusual Event. This individual becomes the Recovery Manager.

5.1.2. The Recovery Manager shall:

NOTE:

At the discretion of the Recovery Manager, the start of the recovery activities following an Unusual Event may be delayed until the next morning.

- a. Ensure any reportable event(s) is/are reported to the NRC per station procedures.
- b. Convene an event review meeting as soon as practical following termination from the Unusual Event. The review should involve key participants from the event and focus on establishing lessons learned and the generation of follow up action items.
- c. Ensure that a Root Cause Investigation is initiated, in coordination with the Licensing and Emergency Preparedness Managers.

- d. Ensure that identified corrective actions are assigned to appropriate organizations and a method is established for tracking items to completion.

## 5.2 Transition Following an Alert or Higher Classification

5.2.1. As conditions improve and additional personnel and resources become available, certain recovery activities should be initiated prior to termination of the emergency. The process for transition to Recovery is illustrated in Attachment 1, Illustrated Recovery Process.

5.2.2. The Emergency Director shall:

- a. Review the EALs and document any that are still being exceeded. This review shall include a fission product barrier integrity status assessment. Develop a written explanation why exceeding the EAL no longer requires remaining in the Emergency Classification required by the EAL (e.g., plant now being cooled down, removing driving force for impact on offsite areas, etc.). Distribute the explanation to shift management so that unnecessary reclassifications are avoided.
- b. Verify that the following conditions are met prior to transition into the recovery phase:
  1. **IF** the plant is not currently in cold shutdown, **THEN** the plant is in process of being cooled down to cold shutdown with assurance of the availability of long-term core cooling mechanisms.
  2. Releases of radioactive material to the environment have ceased.
  3. Radiation levels in-plant are stable or decreasing with time.
  4. Conditions do not limit site access by plant personnel or necessary support resources.
- c. Determine Emergency Response Facilities staffing requirements until a Recovery Plan Outline describing the necessary Recovery Organization has been approved (see Attachment 2, Recovery Plan Outline).
- d. For events of the Alert classification, Emergency Response Organization personnel may be adequate to perform initial recovery actions prior to returning to the normal IP1&2 Organization.
- e. For event classifications of Site Area or General Emergency, the basic Recovery Organization (as illustrated in Attachment 3) should be established (unless the event was transitory in nature - downgraded at time of first notification). Additional positions may be assigned to perform specific recovery activities.

## NOTE:

Detailed plans and procedures are not required to be developed prior to event termination and entry into Recovery. However, a Recovery Plan Outline should be completed and the recovery organization management positions identified and ready for staffing.

- f. If possible, ensure that key ERO members initially responding to the event are debriefed prior to discharge from the site so their input can be captured while recollection of the event is fresh.
- g. Direct the Emergency Plant Manager and the Company Spokesperson (or JNC Director) to each develop an Issues/Strategies Package and determine the Onsite and Public Information Recovery Organization staffing requirements using Attachments 4 and 6 for guidance.
- h. Develop an Offsite Issues/Strategies Package and determine the Offsite Recovery Organization staffing requirements using Attachment 5 for guidance.
- i. Convene a joint conference with the Emergency Plant Manager, the Company Spokesperson (or JNC Director) to:
  - 1. Review the Recovery Issues/Strategies Packages.
  - 2. Review the Recovery Organization staffing requirements.
  - 3. Develop and approve the Recovery Plan Outline.
- j. Conduct a formal discussion with regulatory, State and local authorities to ensure coordination and agreement is met for entry into Recovery.
- k. Complete and distribute a NYS Radiological Emergency Data Form, per IP-1002, Emergency Notification and Communication, to signify entry into Recovery.
- l. Concurrent with offsite notification, announce or direct the announcement of the following message (or similar message) to plant personnel over the public address system:

“Attention all personnel, attention all personnel. The emergency has been terminated and we have entered Recovery. I repeat, the emergency has been terminated and we have entered Recovery.”
- m. Notify the ERO of the decision to terminate the emergency and enter into Recovery.

## 5.3 Recovery Following an Alert or Higher Classification

## NOTE:

Select emergency response facilities or portions thereof may remain activated for some time after event termination during Recovery (for example, the JNC, Communications portions of the EOF).

## 5.3.1. The Recovery Manager should:

- a. Ensure non-emergency (10 CFR 20) limits and controls for radiation exposure are used for repair activities conducted during Recovery (see existing plant exposure control procedures for guidance).
- b. Within eight (8) hours of entering Recovery, complete an Event Summary Report and transmit it to offsite authorities. Attachment 7, Event Summary Report Format, provides guidance on report content and format.
- c. Ensure existing plant procedures, or procedures developed for specific tasks are used for plant repair activities during Recovery.
- d. Maintain a log of specific recovery actions taken such as:
  1. Specific actions taken per this procedure.
  2. Communications with offsite authorities related to emergency and/or Recovery.
  3. Meetings held to discuss conduct /close out of the recovery phase.
- e. Ensure any reportable event(s) is/are reported per station procedures (events such as 10CFR50.72, 10CFR20 Subpart M, or IP2 Technical Specifications).
- f. Approve any special procedures developed for recovery activities outside the plant.
- g. As necessary, determine the scope and direct the Onsite Recovery Director to conduct an investigation and develop a Root Cause Investigation Report in accordance with station procedures.
- h. Ensure action items identified during the transition phase are entered for tracking per the CRS program.
- i. Direct and/or coordinate all actions of the Recovery Organization, and approve any reports released to offsite authorities.
- j. Continue to develop and direct the activities of the Recovery Plan and supporting procedures.
- k. Continue verification and approval of information released by the Company Spokesperson which pertains to the emergency or recovery from the accident.

- 5.3.2. The Onsite Recovery Director should perform the following as required:
  - a. Continue to identify and document issues relating to Recovery operations using Attachment 4 and the CRS program.
  - b. Develop and implement the Recovery Plan and procedures for onsite activities. Procedures used for outage planning should be used to plan and schedule details of specific tasks.
- 5.3.3. The Offsite Recovery Director should perform the following as required:
  - a. Continue to identify and document issues relating to recovery operations using Attachment 5 and the CRS program.
  - b. Develop and implement the Recovery Plan and procedures for offsite activities.
  - c. Communicate with offsite agencies and coordinate ConEd assistance for offsite recovery activities as needed.
  - d. Develop and deliver any post-accident reports to offsite agencies (such as; development of an offsite accident analysis report).
  - e. Coordinate ConEd environmental sampling activities. This should include calculations for total population exposure based on data from available sources and/or mathematical modeling.
  - f. Develop a radiological release report including an estimation of the total projected population exposure as applicable.
- 5.3.4. The Company Spokesperson (or JNC Director) should direct the following as required:
  - a. Continue to identify and document issues relating to recovery operations using Attachment 6 and the corrective action program.
  - b. Construct and implement the Recovery Plan and procedures for Public Information activities.

**5.4 Exit from Recovery**

- 5.4.1. The recovery phase can be terminated for an Unusual Event, when the Station Management has ensured the following:
  - a. Corrective items are assigned to the responsible organizations and entered into the CRS for tracking.
  - b. Plant conditions warrant exiting the recovery phase (i.e. normal station staff is now performing all required recovery actions)
- 5.4.2. For any event or series of events which reached an Alert classification or higher, the Recovery Manager should consider the following prior to terminating the recovery phase:
  - a. Onsite and offsite organizations involved with the emergency and the recovery have been apprised of the existing conditions and of the anticipated termination of activities.

- b. The news media has received a final status report on the emergency and recovery operations.
- c. The emergency response facilities are no longer required, and actions have commenced to restore them to their pre-emergency condition.
- d. A thorough review of all actions taken during the emergency and recovery phases has been conducted and a Root Cause Investigation Report has been prepared.
- e. Necessary revisions of the IP1&2 Emergency Plan and Implementing Procedures have been identified and provided to the Emergency Planning Manager.

5.5 Terminate the Recovery Phase

- 5.5.1 Issue an SL-1 Report containing the Root Cause Investigation and a summary of major action items identified. This should be done in the form of a memo to the Chief Nuclear Officer – IP2 with copies going to all personnel involved in event (use of computer distribution to all plant personnel is preferred).
- 5.5.2 Ensure that the SL-1 Report, along with all emergency records (position logs and forms completed per Emergency Plan Implementing Procedures), are collected and submitted for records retention.

6.0 **REFERENCES**

- 6.1 Emergency Plan for Indian Point Unit Nos. 1 & 2
- 6.2 Referenced Emergency Plan Implementing Procedures
  - 6.2.1. IP-1024, “Emergency Classification”
  - 6.2.2. IP-1002, “Emergency Notification and Communication”
- 6.3 Other References
  - 6.3.1. NUREG-0654,
  - 6.3.2. AP-617, “Reportability Determination”

7.0 **ATTACHMENTS**

See Table of Contents.

8.0 **ADDENDUMS**

- 8.1 Addendum 1, Issues/Strategies Form (Form IP-1048-1)

**ILLUSTRATED RECOVERY PROCESS**

<p><b>1</b></p> 	<p><b>Emergency Event</b></p>	<ul style="list-style-type: none"> <li>• Emergency Plan is implemented.</li> <li>• Actions are taken to return the plant to a safe condition.</li> <li>• Select Facilities are maintained at full or partial staffing.</li> <li>• The ED, EPM and Company Spokesperson prepare a Recovery Issues/Strategies Package.</li> <li>• A Recovery Plan Outline is developed.</li> <li>• Organizational requirements are determined.</li> <li>• Personnel are standing by to assume the identified recovery positions.</li> </ul>
	<p><b>Transition</b></p>	
<p><b>2</b></p> 	<p><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• An Event Summary Report is developed and issued.</li> <li>• A Root Cause Investigation is conducted and action items identified</li> <li>• A detailed Recovery Plan is developed and implemented.</li> <li>• Activities to restore the plant to pre-incident conditions are conducted.</li> </ul>
	<p><b>Exit Recovery</b></p>	<ul style="list-style-type: none"> <li>• SL-1 Report is developed and issued.</li> <li>• Records collected and vaulted.</li> </ul>

The above arrows represent points in time in the chronology of a classified emergency:

- ❶ The initiating state of emergency no longer exists.
- ❷ Formal termination of the emergency occurs (Notification of termination to Federal, State and County Officials by the Emergency Response Manager).
  - Emergency dose limits and special exceptions to procedures no longer apply.
  - Organizational titles are changed to reflect the new status.
- ❸ Exit from Recovery.

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**RECOVERY PLAN OUTLINE**

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SECTION I. RECOVERY ORGANIZATION

- A. Organization structure
- B. Assignment of authorities/responsibilities

SECTION II. ONSITE RECOVERY PROGRAM

- A. Major Goals
- B. Issues and Strategies

SECTION III. OFFSITE RECOVERY PROGRAM

- A. Major Goals
- B. Issues and Strategies

SECTION IV. PUBLIC INFORMATION RECOVERY PROGRAM

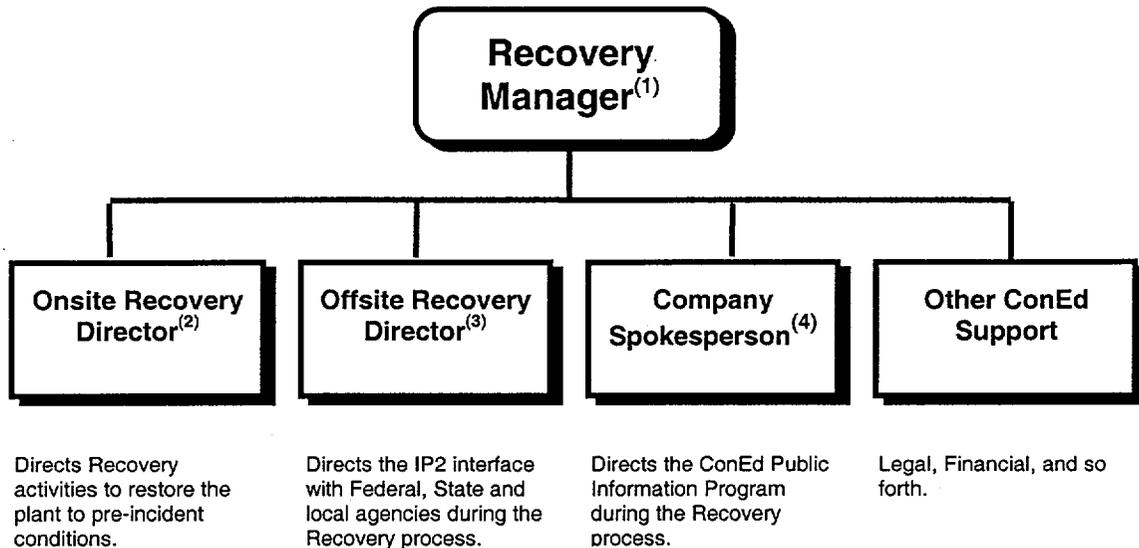
- A. Major Goals
- B. Issues and Strategies

Attachment 3  
Sheet 1 of 1

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**TYPICAL RECOVERY ORGANIZATION**

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**NOTES:**

- (1) The Recovery Manager position will normally be filled by a Vice President- or designee.
- (2) The Onsite Recovery Director position will normally be filled by the Plant Manager or designee. The normal plant staff will support recovery activities as required. A special Radiological Controls Manager and/or Administrative and Logistics Manager may need to be appointed for events which involving severe plant damage or large releases of radioactive materials inside or outside the plant.
- (3) The Offsite Recovery Director position will normally be filled by the Manager Emergency Planning or designee.
- (4) The Company Spokesperson position will normally be filled by the Site Communications Manager or designee.

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**ONSITE RECOVERY ISSUES/STRATEGIES GUIDE**

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- NOTE:**
- Addendum 1, Issue/Strategies Form should be used to document items identified during the meeting. Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.
  - In addition to the ERO positions listed, members of the Outage Planning group should attend the initial onsite recovery meeting to plan for the "Forced Outage" needed to restore plant to pre-event condition.
1. When directed, convene a meeting of key plant ERO personnel. It is suggested as a minimum the following members attend:
    - Emergency Plant Manager
    - TSC Manager
    - Technical Assessment Coordinator
    - OSC Manager
    - Radiation Protection Coordinator
  2. Review existing conditions, outline the onsite issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the onsite portion of the plant Recovery Plan. Issues that should be considered in the formation of the package include:
    - A. Present Activities Being Performed By Plant Staff (Onsite ERO)**
      - Identify ongoing activities and determine the need to continue
    - B. Equipment Status Verifications**
      - Establish/document secured lineups
      - List/identify inoperable equipment
      - Hang appropriate tagouts
      - Document temporary repairs/lineup
      - Obtain appropriate samples to verify core status
    - C. Stabilization Of Plant For Long Term Cooling**
      - Identify present cooling lineup(s)
      - Document available back-up cooling lineup(s)
      - Confirm condition of RHR/Service Water/Cont. Spray
        - Develop a plan to transition to long term cooling if required

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**ONSITE RECOVERY ISSUES/STRATEGIES GUIDE**

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**D. System Repairs and Restorations**

- Prioritize out of service equipment for restoration
- Plan restoration process by milestones
- Determine testing to increase/ensure equipment reliability
- Determine long term resolution of temporary modifications and repairs
- Examine options for temporary systems
- Bring in industry expertise (such as INPO, Westinghouse) as necessary
- Insure proper QA on any repairs made during the emergency

**E. Radiological Controls And Area Decontamination**

- Perform comprehensive surveys of onsite areas
- Establish additional survey and sampling frequency requirements
- Determine if additional monitoring equipment is required
- Develop a decon plan based on prioritized recovery of plant areas
- Commence bioassay program
- Contract for large volume decontamination equipment/expertise

**F. Water Management**

- Identify sources, volumes and activity of water inventories
- Prioritize clean-up
- Verify/evaluate condition of existing clean-up systems
- Establish tagouts/controls to preclude inadvertent discharges
- Evaluate need to contract portable filtering systems/expertise
- Establish berms and restraints for control and mitigation of spills
- Evaluate need for additional onsite waste storage capability
- Evaluate need for additional burial space for waste

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**ONSITE RECOVERY ISSUES/STRATEGIES GUIDE**

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**G. Logistics (Use guidelines for Forced Outage Scheduling)**

- Identify manpower needs
- Obtain (if necessary) damage control equipment
- Consider use of outside specialist (INPO, Westinghouse)
- Set up training for off normal conditions (ALARA)
- Consider restricting site access
- Order extra HP supplies to support recovery
- Evaluate the need for additional security (crowd control)
- Evaluate the need for remote technology for inspections and cleanup
- Evaluate the need for additional communications capabilities

**H. Documentation**

- Initiate actions to complete any required NRC reports per SAO-124 and SAO-125.
- Develop onsite portions of SL-1 Report
- Develop onsite portion of the Recovery Plan (short/long term)
- Write special procedures to perform tasks outside the scope of normal procedures

**I. Other**

- Any item which does not fall into one of the listed categories

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**OFFSITE RECOVERY ISSUES/STRATEGIES GUIDE**

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**NOTE:** • Addendum 1, Issue/Strategies Form should be used to document items identified during the meeting. Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.

1. Convene a meeting of key EOF Emergency Response Organization (ERO) personnel and the Emergency Plan Manager. It is suggested as a minimum the following members attend:
  - Emergency Director
  - EOF Manager
  - Offsite Radiological Assessment Director
  - Technical Advisor to the Emergency Director
2. Review existing conditions, outline the issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the offsite portion of the plant Recovery Plan. Issues that should be considered include:

**A. Present Activities Being Performed by EOF Staff**

- Identify ongoing activities and determine the need to continue

**B. Radiological**

- Evaluate the need for an environmental sampling program
- If required, estimate total population dose in accordance with IP-1036
- Evaluate clean-up requirements
- Evaluate the need to bring in outside expertise for radiological monitoring

**C. Support to Offsite Authorities**

- Consider outstanding requests from offsite authorities
- Keep offsite authorities apprised of onsite conditions and activities

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**OFFSITE RECOVERY ISSUES/STRATEGIES GUIDE**

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**D. Corporate Interface**

- Keep corporate management apprised of conditions and activities
- Provide information to legal organization as requested
- Identify issues applicable to Human Resources and Employee Assistance

**E. Logistics**

- Identify manpower needs to support offsite recovery activities
- Identify all non-ConEd personnel and activities currently in place
- Review equipment and material needs for EOF recovery activities
- Assist onsite and Public Information organizations in obtaining offsite support
- Evaluate the need for additional communications capabilities

**F. Documentation**

- Direct that an Event Summary Report be prepared
- Develop offsite portions of SL-1 Report
- Develop offsite portion of the Recovery Plan (short/long term)

**G. Other**

- Any item which does not fall into one of the listed categories

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**PUBLIC INFORMATION RECOVERY ISSUES/STRATEGIES GUIDE**

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**NOTE:** Addendum 1, Issue/Strategies Form should be used to document items identified during the meeting. Complete as much of the form as possible but only the 'Description of Issue' section needs to be completed during initial meeting.

1. When directed, convene a meeting of key Public Information Emergency Response Organization personnel. It is suggested as a minimum the following ERO members attend:
  - Company Spokesperson
  - JNC Director
2. Review existing conditions, outline the public information issues to be resolved, and develop an Issues/Strategies Package that will form the basis for the public information portion of the plant Recovery Plan. Issues that should be considered in the formation of the package include:
  - A. **Present Activities Being Performed by JNC Staff**
    - Identify ongoing activities and determine the need to continue
  - B. **Offsite Interface**
    - Identify activities needed to keep offsite authorities apprised of ConEd Public Information activities
  - C. **Documentation**
    - Develop the Public Information portion of the Recovery Plan
  - D. **Other**
    - Any item which does not fall into one of the listed categories

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**EVENT SUMMARY REPORT FORMAT**

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*Date**Time*To: *Offsite Authority* (NRC, State, County)From: *Name* (Recovery Manager)Subject: Event Summary Report of Emergency Declared at Indian Point Nuclear Plant

The Indian Point Nuclear Plant terminated from emergency status at [*time*] and entered into Recovery.

The following is a review of events and items pertaining to [*Indicate EAL and Type*] reported on [*date*].

[*Provide a narrative of the event*] (describe the event giving the facts of the emergency including as a minimum:)

1. Time and description of initiating events (i.e., "On July 4, 1999, at 0640 hours a bomb threat was received at....."). Include information on personnel injuries and status. **(DO NOT INCLUDE NAME(S) OF VICTIMS UNLESS THE FAMILY HAS BEEN NOTIFIED).**
2. Performance of initial notifications to offsite authorities, to include time, location and mode of notification (That is: fax, radio, telephone).
3. Requests for offsite assistance, including time and type.
4. The magnitude of any radiological release and Protective Action Recommendation information as applicable.
5. Telephone numbers where people can call for any additional information (such as the Rumor Control or Media Centers).

Approval: *Signature*

