

To: DC DESK

MAC: N/A

Holder #: 1242

Destination:

Description: NRC

Document:	Revision:	II	IC#	Comment:	Copy Totals		
					INF	CTL	MST
REP03	28				0	2	0
REPINDEX	111				0	2	0

Instructions to the Addressee: Please verify the document(s) received agrees with the above information. Notify Document Control if changes are required to addressee information, or mark the transmittal and return as indicated below.

Engineering managers are required by NEP-121 to determine if new, revised, or temporary changes to procedures affect job functions of their personnel. Managers will communicate change information appropriately and provide documentation of any training conducted to the Engineering Training Coordinator.

Operations department must attach old document(s) or portions of document(s) superseded by the above to this transmittal.

The signature indicates acknowledgment of receipt of the above document(s) and that documents have been updated. Return signed and dated transmittal to Document Control within 15 working days of transmittal date to mail code:

_____ SA2A
 _____ Florida Power Corporation
 Document Control, SA2A
 Crystal River Energy Complex
 15760 W. Power Line St.
 Crystal River, FL 34428-6708

Signature of Addressee: _____ Date: _____

A045



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP Rev. 111
DATE 05/30/00
PAGE 1 of 1

TITLE: **CONTROLLED COPY** REP INDEX
NUCLEAR OPERATIONS

Holder # 1292

<u>PROCEDURE NO.</u>	<u>TITLE</u>	<u>REVISION</u>	<u>DATE</u>
REP-01	Cancelled (Refer to REP-03.)		
REP-02	Activation and Notification of the Emergency Operations Facility Organization	70	04/18/00
REP-03	Operation of the Emergency Operations Facility	28	05/30/00
REP-03A	Setup of the Emergency Operations Facility	1	02/22/00
REP-04	Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility	9	02/16/96
REP-05	Cancelled (Refer to REP-03.)		
REP-06	Schedule for Radiological Emergency Response Plan Maintenance (limited distribution)	20	03/10/99
REP-07	Cancelled		
REP-08	Dissemination of Information Following an Emergency at Crystal River Unit 3	6	02/16/96
REP-09	Dose Assessment Software Control Program (issued only to REP Dept. personnel)	1	02/16/96
REP-10	Radiological Emergency Planning Administrative Instructions (issued only to REP Dept. personnel)	8	01/17/00
REP-11	Conduct of Drills and Exercises Supporting the Radiological Emergency Response Plan (issued only to REP Dept. personnel)	2	01/26/99
REP-12	Emergency Operations Facility Accident Assessment Procedure (limited distribution)	0	01/26/99



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP Rev. 111

DATE 05/30/00

PAGE 1 of 1

TITLE: CONTROLLED COPY
NUCLEAR OPERATIONS

REP INDEX

<u>PROCEDURE NO.</u>	<u>Holder #</u>	<u>TITLE</u>	<u>REVISION</u>	<u>DATE</u>
REP-01	1242	Cancelled (Refer to REP-03.)		
REP-02		Activation and Notification of the Emergency Operations Facility Organization	70	04/18/00
REP-03		Operation of the Emergency Operations Facility	28	05/30/00
REP-03A		Setup of the Emergency Operations Facility	1	02/22/00
REP-04		Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility	9	02/16/96
REP-05		Cancelled (Refer to REP-03.)		
REP-06		Schedule for Radiological Emergency Response Plan Maintenance (limited distribution)	20	03/10/99
REP-07		Cancelled		
REP-08		Dissemination of Information Following an Emergency at Crystal River Unit 3	6	02/16/96
REP-09		Dose Assessment Software Control Program (issued only to REP Dept. personnel)	1	02/16/96
REP-10		Radiological Emergency Planning Administrative Instructions (issued only to REP Dept. personnel)	8	01/17/00
REP-11		Conduct of Drills and Exercises Supporting the Radiological Emergency Response Plan (issued only to REP Dept. personnel)	2	01/26/99
REP-12		Emergency Operations Facility Accident Assessment Procedure (limited distribution)	0	01/26/99



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 1 of 85

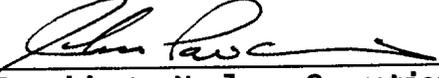
OPERATION OF THE EMERGENCY OPERATIONS FACILITY

REQUIRED APPROVALS



Manager, Radiological Emergency Planning

5/24/00
Date



Vice President, Nuclear Operations

5/25/2000
Date



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 2 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
1.0	4
<u>PURPOSE</u>	4
2.0	4
<u>SCOPE</u>	4
3.0	4
<u>APPLICABLE REFERENCE DOCUMENTS</u>	4
4.0	5
<u>DEFINITIONS AND ABBREVIATIONS</u>	5
4.1	5
DEFINITIONS	5
4.1.1	5
Activation	5
4.1.2	5
Operational	5
4.2	5
ABBREVIATIONS	5
5.0	6
<u>RESPONSIBILITIES AND ACTIONS</u>	6
5.1	6
RESPONSIBILITIES	6
5.2	6
EQUIPMENT AND MATERIALS	6
5.2.1	7
Communications Systems	7
5.2.2	7
Radiological Monitoring Equipment	7
5.2.3	7
Information Displays	7
5.2.4	8
Documents	8
5.2.5	8
Other Facilities	8
5.3	8
RECORDS AND NOTIFICATION	8
5.3.1	8
Communications Precautions and Protocol	8
5.3.2	9
Emergency Logs	9
5.3.3	9
TSC Log	9
5.3.4	9
Accountability Log	9
5.3.5	9
Dose Assessment	9
5.4	9
INSTRUCTIONS	9
5.4.1	10
Organizational Staffing	10
5.4.2	15
Functioning of the EOF	15
5.4.3	16
Support Services	16
5.4.4	16
Deactivation	16
5.4.5	17
Liaison Support	17
5.4.6	17
Evacuation	17
6.0	18
<u>INTERPRETATION CONTACT</u>	18
7.0	18
<u>REVISION HISTORY</u>	18
<u>FIGURES</u>	
Figure 1, EOF Organization	19
Figure 2, EOF Building Arrangement	20



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28
Date 05/30/00
Page 3 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

Section

Page

ATTACHMENTS

Attachment 1,	Emergency Log	21
Attachment 2,	EOF Accountability Log for Non-FPC Personnel . .	22
Attachment 3,	EOF Accountability/Fitness-for-Duty (FFD) Log for FPC Personnel	23
Attachment 4,	EOF Emergency Position Descriptions	24
Attachment 5,	EOF Checklist	74
Attachment 6,	Short-Term Recovery Plan Generic Outline	75
Attachment 7,	TSC Computer Log Access Instructions	77
Attachment 8,	Florida Nuclear Plant Emergency Notification Form Supplemental Data Sheet	78 79
	State of Florida Notification Protocol	80
Attachment 9,	Guidance for Completing the Florida Nuclear Plant Emergency Notification Form	81
	Release Significance Categories	82
Attachment 10,	Emergency Coordinator to EOF Director Turnover/Briefing Worksheet	83
Attachment 11,	Guidelines for Protective Action Recommendations for Non-Essential Generating Complex Personnel and General Population	85



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 4 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

1.0 PURPOSE

The purpose of this procedure is to provide instructions and position responsibilities for operation of the EOF.

2.0 SCOPE

- 2.1 This procedure describes the operation of the EOF during a radiological emergency at CR-3. The EOF is the center of operations for support to control and mitigate a radiological emergency. The EOF provides a location for the following functions:
- a. Technical and logistical support activities.
 - b. Assembly of Federal, State, and local emergency support organizations, and industry support teams.
 - c. Support to the State Emergency Response Team.
 - d. Off-site dose projections and PAR's for the public to local and State agencies.
 - e. Communications with the CR-3 Control Room and the TSC.
 - f. Communications with the SWPT; DOH in Orlando, Florida; and Levy and Citrus County EOC's.
- 2.2 The EOF is located in FPC's Nuclear Training Facility at 8200 West Venable Street in Crystal River, Florida approximately 0.5 miles east of Highway 19, adjacent to the Crystal River Airport.
- 2.3 A Safety Assessment was performed for this procedure. A determination was made that this procedure is outside the scope of 10 CFR 50.59.

3.0 APPLICABLE REFERENCE DOCUMENTS

- 3.1 FPC CR-3 "Radiological Emergency Response Plan"
- 3.2 REP-02, "Activation and Notification of the Emergency Operations Facility Organization"
- 3.3 REP-03A, "Setup of the Emergency Operations Facility"
- 3.4 REP-04, "Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility"
- 3.5 REP-08, "Dissemination of Information Following an Emergency at Crystal River Unit 3"
- 3.6 REP-12, "Emergency Operations Facility Accident Assessment Procedure"



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 5 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- 3.7 EM-204B, "Off-Site Dose Assessment During Radiological Emergencies (User Instructions for RADDOSE-IV)"
- 3.8 EM-219, "Duties of the Dose Assessment Team"
- 3.9 EM-225, "Duties of the Technical Support Center Accident Assessment Team"

4.0 DEFINITIONS AND ABBREVIATIONS

4.1 DEFINITIONS

4.1.1 Activation

To provide notification to emergency response personnel of the need to respond to the EOF for staffing and operation.

4.1.2 Operational

The minimum functions and communication links are established and required equipment is in proper working order per the EOF Checklist (Attachment 5).

4.2 ABBREVIATIONS

- AAT - Accident Assessment Team
- CR-3 - Crystal River Unit 3
- DEM - Division of Emergency Management
- DOH - Department of Health (Bureau of Radiation Control)
- EAL - Emergency Action Level
- EC - Emergency Coordinator
- ENC - Emergency News Center
- ENS - Emergency Notification System
- EOC - Emergency Operations Center
- EOF - Emergency Operations Facility
- EPZ - Emergency Planning Zone
- ESATCOM - State Emergency Satellite Communications System
- FEMA - U.S. Federal Emergency Management Agency
- FFD - Fitness-for-Duty
- FPC - Florida Power Corporation
- FSAR - Final Safety Analysis Report
- HPI - High Pressure Injection
- HPN - Health Physics Network
- HVAC - Heating, Ventilating, and Air Conditioning
- INPO - Institute of Nuclear Power Operations
- LAN - Local Area Network
- LGR - Local Government Radio
- MCL - Management Counterpart Link
- MERL - Mobile Emergency Radiological Laboratory
- NGRC - Nuclear General Review Committee
- NRC - U.S. Nuclear Regulatory Commission
- OSC - Operational Support Center



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 6 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- PAR - Protective Action Recommendation
- PAX - Public Address Exchange
- PMCL - Protective Measures Counterpart Link
- POQAM - Plant Operating Quality Assurance Manual
- PORV - Pilot-Operated Relief Valve
- PRC - Plant Review Committee
- RACES - Radio Amateur Civil Emergency Service
- REDAS - Replacement Emergency Dose Assessment System
- RERP - Radiological Emergency Response Plan
- RSCL - Reactor Safety Counterpart Link
- SHRD - State Hot Ringdown System
- SPDS - Safety Parameter Display System
- SWPT - State Warning Point-Tallahassee
- TLD - Thermoluminescent Dosimeter
- TSC - Technical Support Center

5.0 RESPONSIBILITIES AND ACTIONS

5.1 RESPONSIBILITIES

- 5.1.1 The EOF Director is responsible for direction and control of all emergency phase activities. A complete position description and responsibilities are provided in Attachment 4.
- 5.1.2 The EOF Director is responsible for notification of off-site agencies and PAR's (Attachment 11) for the public when appropriate.
- 5.1.3 The EOF Director is responsible for providing notification of emergency termination and initiation of recovery operations to the NRC, State of Florida (SWPT), the CR-3 Plant Staff, and other organizations that provide on-site support.
- 5.1.4 The EOF Facility Manager, or his alternate, is responsible for assuring that the physical setup of the EOF is accomplished per REP-03A. A complete position description and responsibilities are provided in Attachment 4.
- 5.1.5 The position description and responsibilities for each EOF Staff position are provided in Attachment 4. A directory of the positions and the page on which they can be found is provided at the front of the attachment.

5.2 EQUIPMENT AND MATERIALS

5.2.1 Communications Systems

- 5.2.1.1 The following communications systems are available to responders in the EOF:
 - a. Accident Assessment Ringdown (monitor only)
 - b. Commercial Telephone System
 - c. Corporate Ringdown System



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 7 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- d. Dose Assessment Ringdown System
- e. FPC Microwave System
- f. Local Government Radio (LGR)
- g. Telecopy (FAX)
- h. State Hot Ringdown System (SHRD)
- i. State Emergency Satellite Communications System (ESATCOM)

5.2.1.2 The FTS-2000 communications system is available to NRC representatives located in the EOF, and includes:

- a. Emergency Notification System (ENS)
- b. Health Physics Network (HPN)
- c. Reactor Safety Counterpart Link (RSCL)
- d. Protective Measures Counterpart Link (PMCL)
- e. Management Counterpart Link (MCL)
- f. Local Area Network (LAN)
- g. Commercial Telephone System

5.2.2 Radiological Monitoring Equipment

If radiological monitoring instrumentation and support are needed, the Corporate Health Physicist will request them from the TSC Dose Assessment Coordinator. TLD's are available at the EOF in the Health Physics Lab area.

5.2.3 Information Displays

The Data Display System (Spectrum System) displays plant and other technical data for the EOF Staff. Displays include, but are not limited to, the following:

- a. Plant Status
- b. Plant System Schematics
- c. Dose Assessment Model
- d. REDAS
- e. SPDS

5.2.4 Documents

The following documents are maintained in the EOF:

- a. CR-3 Drawings
- b. CR-3 FSAR
- c. CR-3 POQAM
- d. CR-3 Technical Specifications
- e. RERP
- f. Corporate Emergency Support Plan
- g. Radioactive Effluent Release Report (annual)
- h. FPC Radiation Exposure Histories
(maintained on computer data base)
- i. INPO Emergency Resource Manual
- j. EM-225E Support Documents (two volumes)



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 8 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- k. Area Maps
- l. CR-3 Severe Accident Guideline

5.2.5 Other Facilities

Kitchen facilities are available at the EOF for the storage, preparation, and distribution of food for the EOF Staff.

Rest rooms (men and women), which include showers, are available at the EOF.

5.3 RECORDS AND NOTIFICATION

5.3.1 Communications Precautions and Protocol

5.3.1.1 Internal Communications:

All internal telephone communications should be as brief as practical so telephones and switchboards are not tied up.

5.3.1.2 External Communications:

Off-site contacts and support organizations are listed in REP-02.

5.3.1.3 Communications for public information purposes are the responsibility of the Communications Director, or designee, and all media questions are to be referred to this contact. Release of information from this contact through public meetings, press conferences, press release or telephone communication takes place in conjunction with the NRC, State of Florida, or local governments, as appropriate. No statement to the public or media personnel regarding the emergency is made by an employee without prior clearance from the Communications Director.

5.3.2 Emergency Logs

Personnel involved in emergency and recovery phase operations must summarize significant actions taken and the results of these actions, in their respective emergency logs. Communications of significant importance to the emergency must be documented in detail, which could include contact with Federal, State, and local government officials/agencies, and industry contacts.

These logs must be of sufficient detail to explain actions associated with emergency and recovery activities. Results of these actions are documented in sufficient detail to facilitate critique and event reconstruction following event termination. Logs are submitted, with the communications logs, to respective directors upon request or upon event termination. Individual directors may provide additional guidance on specific reporting requirements, content, and level of detail, and utilize such input for written or verbal status reporting to Senior Management. Attachment 1 provides a sample emergency logsheet.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 9 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.3.3 TSC Log

The telecopied version of the TSC Log sent to the EOF is the primary version that is copied and distributed. The version accessed by computer is distributed only if the telecopy machines fail. The telecopied version from the TSC has been reviewed/approved for accuracy.

5.3.4 Accountability Log

An accountability/FFD log is maintained for personnel to sign when entering and leaving the EOF. Attachment 2 provides a sample logsheet for non-FPC personnel and Attachment 3 provides a sample logsheet for FPC personnel.

5.3.5 Dose Assessment

Records of off-site dose rates, integrated dose estimates, and PAR's are maintained per guidance outlined in REP-04.

5.4 INSTRUCTIONS

5.4.1 Organizational Staffing

5.4.1.1 FPC Personnel:

The following emergency positions must be filled to declare the EOF operational and are required within 60 minutes of the SITE AREA EMERGENCY or GENERAL EMERGENCY declaration:

- a. EOF Director
- b. EOF Facility Manager
- c. Assistant EOF Director
- d. EOF Accident Assessment Coordinator
- e. Corporate Health Physicist

NOTE: The Corporate Health Physicist and Dose Assessment Team should staff at an ALERT.

The following additional emergency positions must be filled, but are not required to declare the EOF operational:

- a. Administrative Manager
- b. Communications Director
- c. Corporate Security Specialist
- d. ENC Manager
- e. EOF Accident Assessment Engineer
- f. EOF Accident Assessment Operations Representative
- g. EOF Accountability Representatives (2)
- h. EOF Communicator
- i. EOF Dose Assessment Team Members (3)
- j. FPC Field Team Liaison
- k. EOF NRC Liaison



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28
Date 05/30/00
Page 10 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- l. EOF Setup/Status Board Support Personnel
- m. EOF Risk Analysis Representative
- n. EOF State and Local Government Liaison
- o. EOF Technical Support Director
- p. Materials Manager
- q. Medical Representative
- r. State and County EOC Communicator

5.4.1.2 FPC Support Functions Available (Listed in REP-02, Attachment 3):

- a. Claims
- b. Computer Services Support (Information Technology)
- c. Employee Information (FPC)
- d. Finance/Accounting
- e. Labor
- f. Legal
- g. Risk Management
- h. Simulator Support
- i. Telecommunications (Information Technology)
- j. Transportation

5.4.1.3 Federal Agencies and Industry Support Teams:

Representatives from the following Federal agencies and industry support teams may also be located at the EOF:

- a. Nuclear Regulatory Commission (NRC)
- b. Federal Emergency Management Agency (FEMA)
- c. Institute of Nuclear Power Operations (INPO)
- d. Framatome Technologies (formerly B&W)
- e. Parsons Power (formerly Gilbert Associates, Inc.)

5.4.1.4 State and Local Agencies:

Representatives from the State of Florida DEM and DOH, Levy County, and Citrus County may be present in the EOF.

5.4.1.5 Organizational Structure:

The organizational structure of the EOF Staff is presented in Figure 1. Organizational positions are defined in Attachment 4.

Other individuals may be requested to provide support and/or assistance to the EOF Staff.

5.4.2 Functioning of the EOF

5.4.2.1 Activation:

The EOF Director shall activate the EOF each time a SITE AREA EMERGENCY or GENERAL EMERGENCY classification is declared.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 11 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

The Corporate Health Physicist and EOF Dose Assessment Team should activate at an ALERT classification. The EOF Director may use his discretion concerning the remainder of EOF setup and activation due to the declaration of an ALERT.

5.4.2.2 Notification:

Notification of the EOF Staff will normally be accomplished via telephone calls using the EOF Notification Network provided in Attachment 1 of REP-02, but pagers are also activated by Nuclear Security.

5.4.2.3 Facility Preparation:

The EOF will be set up per instructions provided in REP-03A.

5.4.2.4 General Requirements for Operation:

The EOF must be declared operational within 60 minutes of the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY. The minimum requirements listed in Attachment 5 must be met prior to declaring the EOF operational. The EOF can be declared operational even though conditions may exist that delay the transfer of State of Florida notifications and PAR's from the TSC. Additional requirements for a fully functioning status are listed below:

- a. Physical and administrative access control established. The EOF Accountability Representatives ensure all responders are signed in and have an appropriate identification badge.
- b. The EOF Auto Phone Attendant turned off to ensure incoming calls are not routed to voice mail.
- c. Security guards posted at the locations described in the "EOF Security Instructions" book located with the EOF accountability supplies. Guidelines for each security post location are also included in these instructions.
- d. Communications established by the EOF Communicator (or designee) with the TSC for the purpose of transmitting and receiving plant data and status information. Arrangements must be in place to assure timely, accurate relay of information to the EOF Staff.
- e. Dose assessment data available. The EOF Dose Assessment Team must obtain dose assessment data from the TSC Dose Assessment Team or by use of the EOF dose assessment equipment. Operation of the EOF does not require the EOF dose assessment equipment/computers to be operable, but does require the ability to obtain current dose assessment information.
- f. Arrangements in place to assure timely, accurate maintenance of the status boards (either electronic or manual) in the Main Conference Room and Dose Assessment Room.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 12 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.4.2.5 Emergency Phase Operations:

- a. The EOF Director, or his designee, conducts an initial briefing that includes a description of the emergency in progress, a summary of known facts, and a preliminary determination of the support required from the EOF. The emergency classification status (including changes) should be announced over the public address system.
- b. The EOF Director must communicate with the Emergency Coordinator to coordinate the transfer of responsibility to notify the State and local authorities, and to make PAR's (Attachment 11). This transfer is not required to declare the EOF operational. The Emergency Coordinator to EOF Director Turnover/Briefing Worksheet (Attachment 10) provides turnover guidance.
- c. Once the EOF Director has communicated to the Emergency Coordinator that the EOF has accepted responsibility for State notification and PAR's, the EOF Director must assure all items are completed on the "FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM" (Attachment 8). Refer to Attachment 9, "Guidance for Completing the Florida Nuclear Plant Emergency Notification Form." The use of the Form is required for the following circumstances:
 1. Initial notification that an emergency condition exists.
 2. Any escalation in emergency classification.
 3. The termination of an emergency condition.
 4. Any change in PAR's.

Any other updated information that does not meet the above criteria does not require the use of the State Notification Form. Verbal updates that are logged are acceptable.
- d. Following initial assessments, arrangements must be made to notify off-site technical organizations, if appropriate. A directory of these organizations is provided in REP-02, Attachment 3.
- e. Off-site dose estimates must be calculated (by either the TSC or EOF Dose Assessment Team), and PAR's made, if appropriate. Calculations will be evaluated by the EOF Dose Assessment member(s) under the guidance of the Corporate Health Physicist.
- f. Availability of supplies and services during both emergency and recovery phases.
- g. Frequent status reports provided to the EOF Staff.
- h. Arrangements made with the TSC to provide personnel for radiological monitoring and instrumentation, if needed.
- i. Information briefings to the press must be provided in the ENC. Details concerning operation of the ENC are contained in REP-08.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 13 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- j. If the event warrants, the FPC State EOC Representative and the FPC Citrus and Levy County EOC Representatives should be sent to the off-site EOC's (State EOC in Tallahassee, Florida and Citrus and Levy Counties) to provide technical expertise and assistance.
- k. As representatives of Federal/State/local agencies and industry support teams arrive at the EOF, the EOF Director or designee should brief them on the status of the emergency. Information contained in this briefing should include the following, as appropriate, for the support being provided:
 - The scenario of the emergency.
 - Summary of latest briefing given by the EOF Director.
 - Summary of latest protective actions recommended, if needed.
 - Summary of latest media briefing/news release.
 - Introduction to the FPC counterpart with which they will interact.
 - Point out data displays and other status board information.
 - Show them their work location(s).
 - Discuss general layout of the EOF.
- l. Coordination with the Information Technology Department must be accomplished to ensure required computer functions can be met if the event warrants evacuation of the Crystal River Generating Complex.
- m. In the event that an emergency requires long-term support, the EOF Director initiates personnel shift changes. Instructions for implementing a shift change are contained in REP-02, Section 5.5.

5.4.2.6 Emergency Phase Termination/De-Escalation:

- a. If termination or de-escalation of the emergency classification is warranted, the decisions and implementation must be coordinated with the State.
- b. When it has been determined (as identified in Section 17.2 per the criteria of the RERP, assessment by the Emergency Coordinator, and through coordination with the State) that no further emergency situation exists, emergency phase actions will be terminated by the EOF Director. A transition of activities to the recovery phase will then begin.

5.4.2.7 Recovery Phase Operations:

- a. The EOF Director must determine the appropriate level of staffing in the EOF during recovery operations.
- b. Recovery operations must, insofar as possible, utilize standing procedures with which emergency teams and plant personnel are familiar and for which they have received appropriate training. Personnel exposure to radiation will be limited by utilization of existing procedures for radiation



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28
Date 05/30/00
Page 14 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

protection. Normal occupational radiological dose limits will apply.

- c. Recovery planning will encompass both short- and long-term requirements, and should address (but is not limited to) the following:
- The degree of system or equipment damage.
 - Items to be repaired or replaced.
 - Re-Entry and Repair Operations
 - Procurement Efforts
 - Licensing Implications
 - Analysis for licensing or safety assessments.
 - Decontamination and Cleanup
 - Radwaste Processing
 - Measures for minimizing potential further releases.
 - Isolation of systems and equipment.
 - Personnel Access Control
 - Need for specific procedures.
 - Test Programs
 - Special Training Requirements
 - Off-Site Organization Support
 - Organization and Personnel Assignments
 - Whole Body Counting of FPC Emergency Workers

Attachment 6 is an example of a "generic" short-term recovery plan that may be used as the basis for more specific planning.

- d. An assessment of off-site emergency response capability should be evaluated in preparation of a FEMA disaster-initiated review. These reviews assess the off-site radiological emergency preparedness capabilities of the jurisdictions located in the 10 mile EPZ. The assessment focuses on overall off-site communications, siren operability, sheltering, notifications, monitoring, and decontamination. The FPC Radiological Emergency Planning Department is the primary FPC contact for this review.
- e. The completed recovery plan and implementing procedures must be approved by the EOF Director, and shall be submitted to the PRC for approval prior to implementation.

5.4.2.8 Recovery Completion and Final Investigations:

- a. Upon completion of recovery activities, the EOF Director must direct a final investigation of both the emergency and recovery actions to assure all issues have been appropriately considered, and to assure all data has been addressed. The results of this final investigation should be presented to the PRC and NGRC. The results must also be provided to the NRC as justification to return to full power operation.
- b. Upon completion of the final investigation and acceptance by management and regulatory authorities, the EOF Director may



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 15 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

deactivate the emergency organizations and the unit may be returned to service under the direction and control of the normal Corporate and CR-3 organizations.

- c. Any necessary improvements identified by the final investigation will be factored into the Radiological Emergency Response Program.

5.4.3 Support Services

The following services are available during both emergency and recovery phase operations.

5.4.3.1 **Food, Housing, and Clothing:**

Food, housing, and clothing may be provided to EOF personnel and emergency assistance teams, if required, during the emergency. The Administrative Manager, assisted by the EOF Facility Manager, will make arrangements as needed.

5.4.3.2 **Equipment Repair and Maintenance:**

A listing of major contractors, and active contract numbers, which can be contacted for equipment repair and maintenance is provided by the Materials Manager.

5.4.3.3 **Personnel:**

If required, additional office and technical personnel may be provided through Supplemental Labor Resources. (Refer to REP-02, Attachment 3.) Personnel requirements may be met with existing Company personnel and/or outside applicants.

5.4.3.4 **Communications:**

The FPC Emergency Facility Telephone Book is maintained at the back of the current CR-3 Site Internal Telephone Directory and will be distributed upon EOF activation. Additional communications services (e.g., telephones, etc.), equipment repair, and maintenance will be coordinated by the EOF Facility Manager and provided through the Telecommunications Department.

5.4.3.5 **Working Space:**

Additional working space for the EOF Staff, emergency assistance teams, and the press will be provided through the EOF Facility Manager, as directed by the EOF Director.

5.4.3.6 **Transportation:**

Transportation for personnel and equipment to support emergency operations and vehicle maintenance/service will be provided by the Transportation Department. (Refer to REP-02, Attachment 3.)



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 16 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.4.3.7 Office Supplies:

Basic office supplies are stored in the EOF supply cabinets. These items will be issued and maintained by the Administrative Manager.

5.4.3.8 Building Janitorial Services:

Janitorial services for the EOF may be provided, if required, by an outside contractor. The EOF Facility Manager is responsible for coordinating janitorial services.

5.4.3.9 Access Control and Building Security:

General building security is provided through the Corporate Security Specialist. Administrative access control is provided by the EOF Accountability Representative. Access is restricted to FPC employees and representatives of Federal, State, county, or industry support organizations. Each individual must provide proof of organizational affiliation prior to admission. Any individual who does not meet this criterion must receive approval from the EOF Director, Assistant EOF Director, or a Radiological Emergency Planning Department member before admission is allowed.

5.4.3.10 EOF Emergency Diesel Generator:

The emergency diesel generator control panel is located on the east wall in the HVAC Equipment Room at the EOF. If there is a power failure and the diesel does not pick up the load, there is a "gold" panel in the HVAC Equipment Room with a selector switch on it, and a similar switch on the diesel located outside the HVAC Equipment Room, that should be verified to be in the "AUTO" position before determining that the diesel has failed to pick up the load.

5.4.4 Deactivation

Upon notification from the EOF Director, the EOF Facility Manager is responsible for assuring that the EOF and ENC are disassembled, and that the building is secured.

5.4.5 Liaison Support

5.4.5.1 Mobile Emergency Radiological Laboratory (MERL):

The State Mobile Emergency Radiological Laboratory and accompanying field/emergency response teams may locate in the Crystal River area. Electrical and telephone service for the MERL has been pre-arranged at the EOF (southeast corner in fenced/gated area) and at the Levy County Sheriff's Substation (north of Inglis). Assistance with food, housing, and clothing may be coordinated through the DOH Representative at the EOF.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 17 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.4.5.2 State and Risk County Representatives:

Space and communications services are provided in the EOF for State of Florida, Levy County, and Citrus County representatives. The State and Local Government Liaison provides the liaison contact between the State and County Representatives and the FPC Staff.

5.4.5.3 Federal Agencies:

Space and communications services are provided in the EOF for NRC and FEMA representatives. Additional space may be provided for other Federal support groups, if required. Electrical and telephone service is available for the NRC Mobile Laboratory behind the EOF (southeast corner in fenced/gated area).

5.4.5.4 Industry Support Groups:

Space and communications services may be provided in the EOF for industry support groups if their services are required during an emergency.

5.4.5.5 INPO Emergency Resource Manual:

The INPO Emergency Resource Manual provides a summary description of each United States nuclear plant, principal contacts, technical expertise, and specialized equipment that utilities and suppliers could provide in response to requests for emergency assistance. INPO contacts provide assistance in identifying and mobilizing the resources needed for the nuclear industry in the event of an emergency.

5.4.6 Evacuation

It is unlikely that evacuation of the EOF would be required during a radiological emergency because of its location (outside the 10 mile EPZ). If necessary, however, the EOF Director may evacuate based on recommendations from the Corporate Health Physicist.

In the event that a decision is made to evacuate, the EOF Director must choose an alternate location for assembly and direct the transfer of functions and responsibilities. Alternative locations may include the:

- a. **Dunnellon Business Office:** Communications capability limited to commercial and microwave telephones.
- b. **Inverness Business Office:** Communications capability limited to commercial and microwave telephones.
- c. **Simulator Building (if necessary during severe weather):** Communications capability limited to commercial and microwave telephones, ENS, State Hot Ringdown, PAX, and plant radios.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 18 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

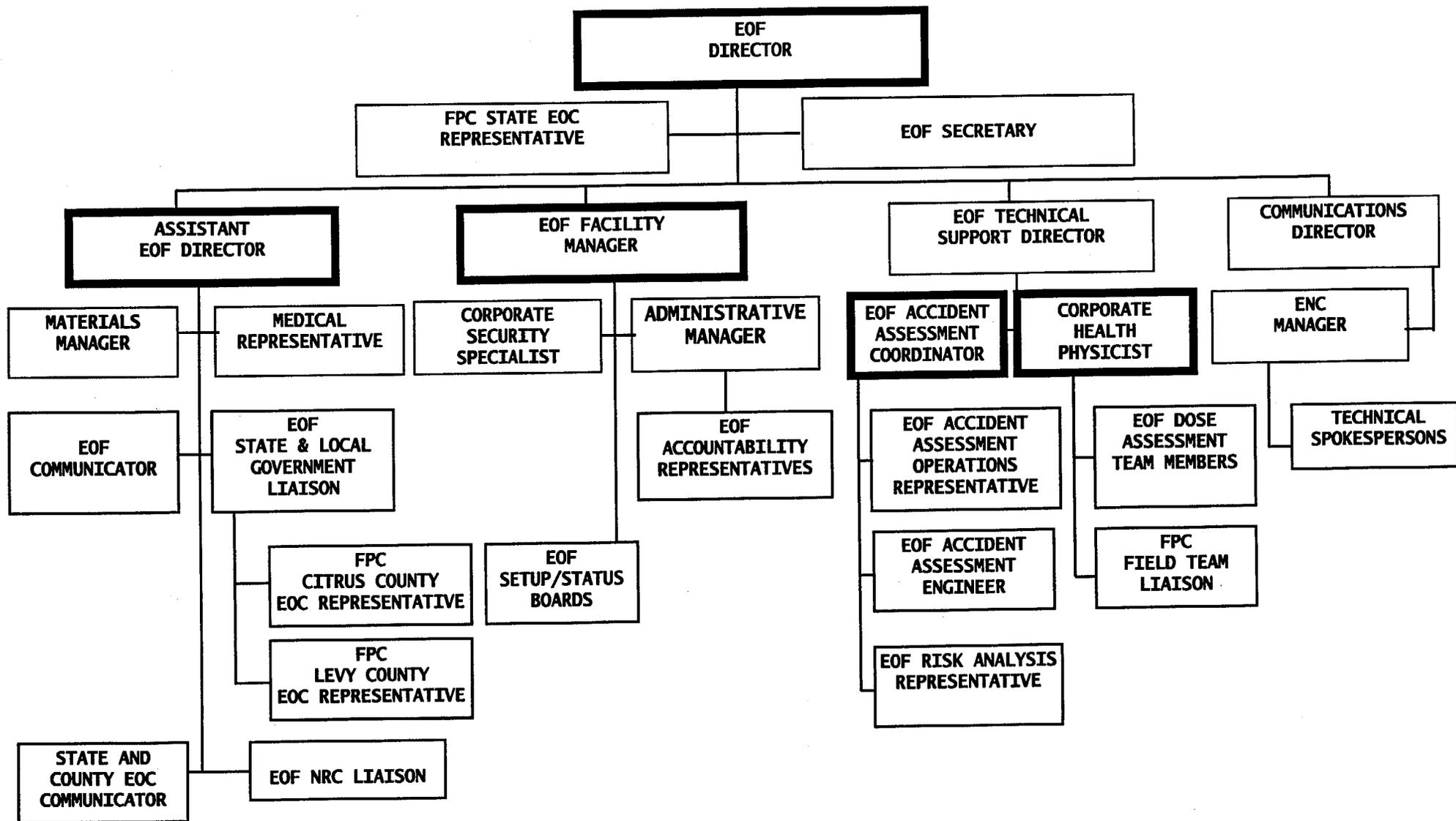
6.0 INTERPRETATION CONTACT

The responsibility for the development and maintenance of this procedure rests with the Manager, Radiological Emergency Planning. The Manager, Radiological Emergency Planning shall be contacted regarding any clarification or interpretation of requirements in this procedure.

7.0 REVISION HISTORY

Rev. 0	Date: <u>12/01/82</u>	Original Issue
Rev. 1	Date: <u>02/17/83</u>	5.2.2
Rev. 2	Date: <u>09/30/83</u>	General Reorganization
Rev. 3	Date: <u>02/29/84</u>	Completeness
Rev. 4	Date: <u>01/03/85</u>	Completeness
Rev. 5	Date: <u>08/30/85</u>	Completeness
Rev. 6	Date: <u>06/15/87</u>	Addition of information previously contained in REP-01 and REP-05.
Rev. 7	Date: <u>11/30/87</u>	Corporate Command Center (CCC) Reorganization
Rev. 8	Date: <u>05/19/89</u>	General revision with update of floor plans/set-up procedures.
Rev. 9	Date: <u>12/22/89</u>	General Revision/Fitness-for-Duty
Rev. 10	Date: <u>01/25/91</u>	General Revision
Rev. 11	Date: <u>05/23/91</u>	General Revision
Rev. 12	Date: <u>10/30/91</u>	General Revision
Rev. 13	Date: <u>05/22/92</u>	General Revision
Rev. 14	Date: <u>07/28/92</u>	CCC Deletion
Rev. 15	Date: <u>01/29/93</u>	General Revision
Rev. 16	Date: <u>12/10/93</u>	General Revision
Rev. 17	Date: <u>03/31/94</u>	EPA-400/General
Rev. 18	Date: <u>07/01/94</u>	State Form/General
Rev. 19	Date: <u>12/15/94</u>	General Revision
Rev. 20	Date: <u>02/16/96</u>	General Revision
Rev. 21	Date: <u>10/07/96</u>	Revision of floor plans and inclusion of Accident Assessment Team.
Rev. 22	Date: <u>03/31/97</u>	General revision to include 1996 Annual RERP Exercise ARCA's.
Rev. 23	Date: <u>11/03/97</u>	General revision to include new position, EOF Technical Support Director.
Rev. 24	Date: <u>05/18/98</u>	Setup portion of procedure removed and established in a separate procedure for same, REP-03A. Added checklists for each EOF emergency position.
Rev. 25	Date: <u>10/08/98</u>	General Revision
Rev. 26	Date: <u>01/26/99</u>	General Revision
Rev. 27	Date: <u>05/28/99</u>	General Revision
Rev. 28	Date: <u>05/30/00</u>	Revision included adding Table of Contents and new State Notification Form and PAR's.

- FIGURE 1 -
EOF ORGANIZATION



NOTE: The boxes with dark borders indicate minimum positions required to declare the EOF "operational."



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

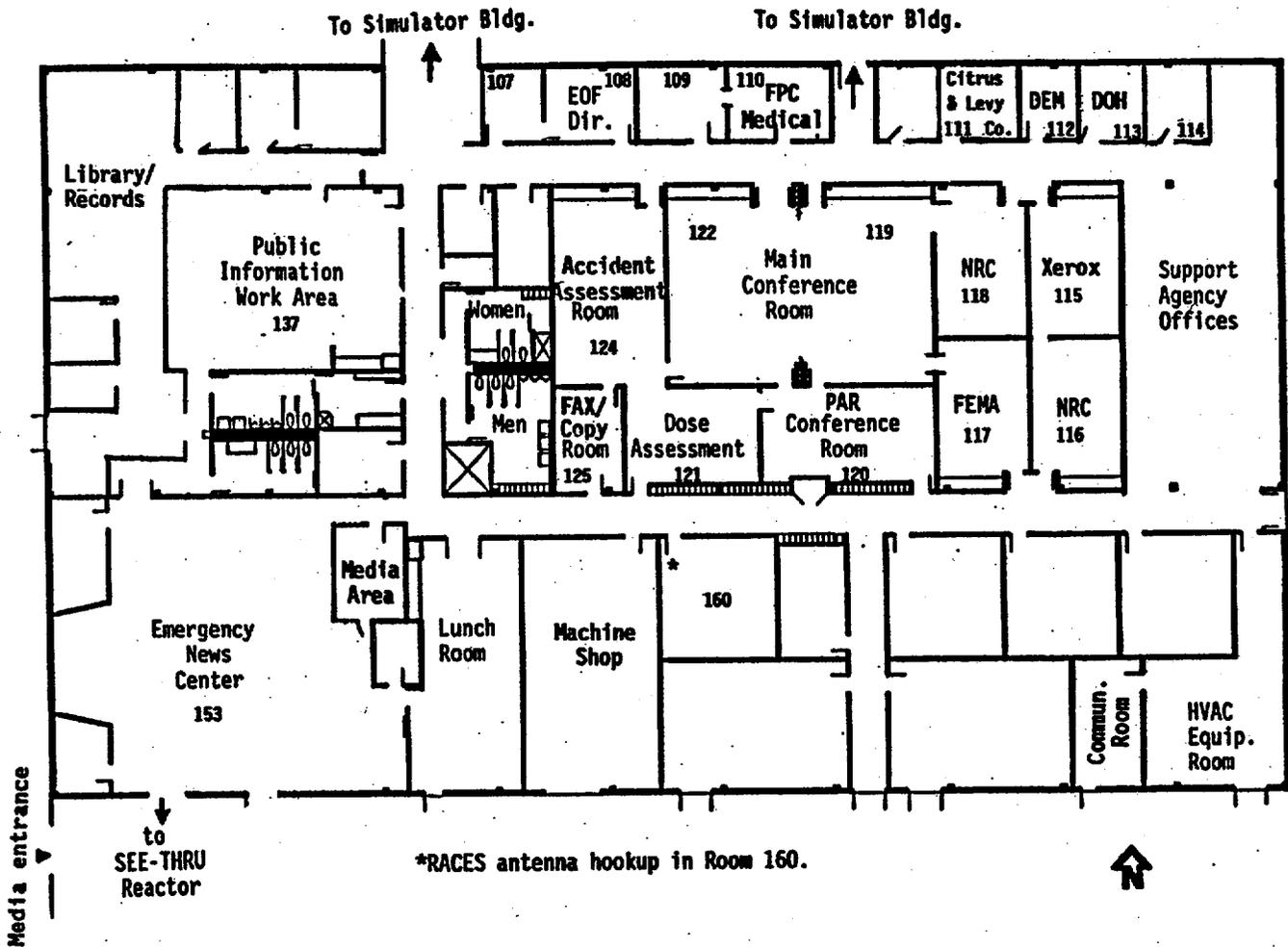
Page 20 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- FIGURE 2 -

EOF BUILDING ARRANGEMENT

SAMPLE





**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 24 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 4 -

EOF EMERGENCY POSITION DESCRIPTIONS

<u>Position Title</u>	<u>Page No.</u>
Administrative Manager	44
Assistant EOF Director	31
Corporate Health Physicist	38
Corporate Security Specialist	70
EOF Accident Assessment Coordinator	50
EOF Accident Assessment Engineer	52
EOF Accident Assessment Operations Representative	51
EOF Accountability Representative	46
EOF Communicator	55
EOF Director	26
EOF Dose Assessment Team Member	42
EOF Facility Manager	33
EOF NRC Liaison	68
EOF Setup/Status Boards	53
EOF Risk Analysis Representative	57
EOF State and Local Government Liaison	62
EOF Technical Support Director	36
FPC Citrus County EOC Representative	66
FPC Field Team Liaison	60
FPC Levy County EOC Representative	66
FPC State EOC Representative	64
Materials Manager	48
Medical Representative	58
State and County EOC Communicator	72
Vice President, Nuclear Operations	25



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 25 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Vice President, Nuclear Operations

REPORTING STATUS: At the discretion of the Vice President, Nuclear Operations.

FUNCTION: To represent Senior Management whenever emergency mitigation or recovery plans require broad-based decisions that will impact Corporate resources.

RESPONSIBILITIES:

- a. Notifies the President and Chief Executive Officer whenever an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY has been declared.
- b. Assures FPC Senior Management is kept apprised of the plant emergency status.
- c. Acts as FPC spokesperson to media when appropriate.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 26 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Director

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: - To assume responsibility for control and mitigation of the emergency.
- To exercise authority-of-position to acquire and use Corporate resources for control and mitigation of the emergency, and for recovery phase operations.

RESPONSIBILITIES:

Emergency Phase

- a. Notifies Nuclear Security to activate EOF pagers at SITE AREA EMERGENCY or GENERAL EMERGENCY declaration, or when EOF is to be activated.
- b. Notifies the following positions that the EOF has been activated:
 - EOF Facility Manager
 - EOF Technical Support Director
 - Assistant EOF Director
 - Communications Director
- c. Notifies the Vice President, Nuclear Operations that an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY has been declared and provides updates, as needed.
- d. Coordinates and supports the following EOF positions:
 - EOF Facility Manager
 - EOF Technical Support Director
 - Assistant EOF Director
 - Communications Director
 - FPC State EOC Representative
- e. Communicates with the Emergency Coordinator to determine the plant status and level of emergency support required from the EOF Staff.
- f. Directs briefings for EOF personnel concerning the nature of the emergency and required EOF support.
- g. Directs and controls all emergency phase activities.
- h. Manages the EOF organization to produce assessments and recommendations for accident mitigation; to support the plant emergency organization; to provide effective liaison with Federal, State, local, and industry response teams; and to support information dissemination.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 27 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- i. Communicates recommended corrective and/or protective actions to the State, county, NRC, and Emergency Coordinator.
- j. Acts as FPC liaison for coordination of emergency assistance teams from the NRC, FEMA, INPO, or other off-site organizations located at the EOF or plant site.
- k. Ensures that frequent status reports are provided to the EOF Staff.
- l. Ensures representatives of Federal/State/local agencies and industry support teams are provided briefings on emergency status upon arrival at the EOF.
- m. Determines the need to utilize an alternate location for the EOF and implements the move, if needed.
- n. Ensures the State Notification Form is completed after the EOF is declared operational.
- o. Dispatches the FPC State EOC Representative to Tallahassee, Florida, if event warrants.
- p. Coordinates the termination of emergency phase operations with the Deputy State Coordinating Officer, and notification to the NRC, SWPT, the Emergency Coordinator, the CR-3 emergency organization, and other organizations providing on-site support to initiate recovery activities.

Recovery Phase

- a. Develops and/or reviews recovery plan using members of the Plant Staff, EOF Staff, and outside assistance, as required.
- b. Determines staffing levels required to implement the recovery plan.
- c. Ensures notification to the organizations that are providing off-site support when the emergency has been terminated and recovery has begun.
- d. Provides direction and control of recovery plan implementation.
- e. Provides status reports to the Vice President, Nuclear Operations.
- f. Directs recovery completion and final investigations per Section 5.4.2.8 of this procedure.
- g. Coordinates formal deactivation of the EOF once recovery is completed, or the normal organization has assumed responsibility for completing recovery and returning the unit to service.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 28 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF DIRECTOR CHECKLIST

- | <u>Check</u> | <u>Emergency Phase</u> |
|--------------|--|
| _____ | 1. Determine emergency status and EOF staffing level. |
| _____ | 2. Notify Nuclear Security to activate EOF pagers. |
| _____ | 3. Perform telephone notifications (referring to REP-02 or call card): |
| | <input type="checkbox"/> EOF Facility Manager
<input type="checkbox"/> EOF Technical Support Director
<input type="checkbox"/> Assistant EOF Director
<input type="checkbox"/> Communications Director
<input type="checkbox"/> Vice President, Nuclear Operations |
| _____ | 4. Ensure minimum staffing and equipment are available (Attachment 5). |
| _____ | 5. Complete turnover from Emergency Coordinator (Attachment 10). |
| _____ | 6. Ensure EOF Staff is aware when EOF is declared operational (public address announcement completed). |
| _____ | 7. Provide EOF Staff an initial briefing of emergency status, to include: |
| | <ul style="list-style-type: none"> - Description of emergency in progress/emergency classification - Summary of known facts - Support required from EOF |
| | <p>NOTE: Direct notifications should not be turned over to the DEM Deputy State Coordinating Officer or designee until they have established local control and state they are ready to receive the notifications.</p> |
| _____ | 8. Confirm with Assistant EOF Director that State Notification Form has been completed and State Warning Point has been notified via State Hot Ringdown (until DEM arrives at EOF and can be provided direct notifications), when applicable. |
| _____ | 9. Ensure the following organizations are notified of protective action recommendations (see Attachment 11 for PAR guidelines): |
| | <input type="checkbox"/> DEM
<input type="checkbox"/> Citrus County
<input type="checkbox"/> Levy County |



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 29 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF DIRECTOR CHECKLIST (Continued)

Check Emergency Phase (Cont'd)

- _____ 10. Ensure personnel from the following organizations are briefed [cover information outlined in Section 5.4.2.5(k)] upon arrival at the EOF:
 - _____ DEM
 - _____ DOH
 - _____ Citrus County
 - _____ Levy County
 - _____ NRC
 - _____ FEMA
- _____ 11. Provide periodic status reports (briefing updates) to EOF Staff.
- _____ 12. Evaluate long-term EOF staffing needs and arrange for shift changes, if necessary.
- _____ 13. Dispatch FPC State EOC Representative to Tallahassee, if needed.
- _____ 14. Update Vice President, Nuclear Operations, if conditions warrant.
- _____ 15. Evaluate need for EOF relocation, if conditions warrant.
- _____ 16. Draft recovery plan [Section 5.4.2.7(c) and Attachment 6].
- _____ 17. Coordinate termination of emergency phase with Deputy State Coordinating Officer, NRC, and the Emergency Coordinator.

Check Recovery Phase

- _____ 1. Complete recovery plan.
- _____ 2. Determine staffing levels.
- _____ 3. Notify all off-site organizations that have been supplying support that the emergency has been terminated and recovery has begun.
- _____ 4. Ensure assessment of off-site emergency response capabilities are evaluated in preparation for a FEMA-initiated review [5.4.2.7(d)].
- _____ 5. Ensure recovery plan/implementing procedures are approved by EOF Director.
- _____ 6. Ensure recovery plan/implementing procedures are approved by PRC.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28
Date 05/30/00
Page 30 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**EOF DIRECTOR CHECKLIST
(Continued)**

Check Recovery Completion and Final Investigations

- 1. Ensure final investigation has been completed.
- 2. Provide status report to Vice President, Nuclear Operations.
- 3. Ensure final investigation results have been approved by PRC.
- 4. Ensure final investigation results have been approved by NGRC.
- 5. Ensure final investigation results have been approved by the NRC.
- 6. Deactivate emergency organizations when appropriate.
- 7. Provide improvements identified by final investigation to Radiological Emergency Planning Department for factoring into Radiological Emergency Response Program.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 31 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Assistant EOF Director

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: To assist the EOF Director in management of the EOF.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - Administrative Manager
 - EOF State and Local Government Liaison
 - FPC State EOC Representative
 - State and County EOC Communicator
- b. Coordinates and supports the following positions:
 - EOF Communicator
 - EOF State and Local Government Liaison
 - EOF NRC Liaison
 - Materials Manager
 - Medical Representative
 - State and County EOC Communicator
- c. Notifies INPO whenever an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY is declared.
- d. Provides technical consultation and general assistance to the EOF Director.
- e. Assists the EOF Director in assuring the State Notification Form is completed after the EOF has accepted this responsibility from the Emergency Coordinator and ensures notifications are completed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 32 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

ASSISTANT EOF DIRECTOR CHECKLIST

Check

- _____ 1. Perform telephone notifications (referring to REP-02 or call card):
- ___ Administrative Manager
 - ___ EOF State and Local Government Liaison
 - ___ FPC State EOC Representative
 - ___ State and County EOC Communicator
- _____ 2. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- _____ 3. Call INPO (referring to REP-02 or call card).
- _____ 4. Ensure work area is set up and functional.
- _____ 5. Obtain status of last State notification.
- NOTE:** The State and County EOC Communicator is available to make notifications on the State Hot Ringdown, when needed.
- NOTE:** The EOF Director should initial all State Notification Forms, but this can be temporarily delegated if the EOF Director is not available. The designee must ensure the EOF Director is updated upon return.
- _____ 6. Ensure State Notification Form is completed and State Warning Point is notified from EOF via State Hot Ringdown, until DEM arrives [Section 5.4.2.5(c)].
- NOTE:** Direct notifications should not be turned over to the DEM Deputy State Coordinating Officer or designee until they have established local control and state they are ready to receive the notifications.
- _____ 7. Provide State notifications per direction of EOF Director to DEM directly (in person upon arrival). This will also include ensuring the Deputy State Coordinating Officer's, or designee's, name is on the State Notification Form to document receipt of message after the Deputy State Coordinating Officer has accepted direct communication for the State notifications and PAR's.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 33 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Facility Manager

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: To assure that the EOF is set up and to coordinate facility/equipment repairs as needed.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - EOF Accountability Representatives (2)
 - EOF Communicator
 - EOF Setup/Status Boards (all)
- b. Coordinates and supports the following positions:
 - Administrative Manager
 - Corporate Security Specialist
 - EOF Setup/Status Boards
- c. Directs the physical setup of the EOF based on priorities established in REP-03A, upon notification that the facility will be activated.
- d. Directs the EOF set-up personnel to perform status board activities once the EOF is operational.
- e. Ensures provision of facility support, coordinates facility/equipment repairs, and arranges janitorial services, as needed. This includes ensuring Telecommunications and computer support personnel are contacted, as needed.
- f. Ensures public address system volumes throughout the EOF and the Public Information Work Area are set at a proper volume.
- g. Ensures all equipment set up (e.g., computers, FAX machines, copiers, telephones, microphones, video cameras, etc.) is functionally tested.
- h. Ensures all EOF clocks are synchronized with the TSC and Control Room.
- i. Ensures the EOF Auto Phone Attendant (voice mail) is deactivated.
- j. Ensures all equipment and work areas are disassembled and secured upon termination of an emergency or recovery.
- k. Assists the Administrative Manager with food, housing, and clothing arrangements, as needed.
- l. Ensures restroom facilities for media representatives are provided.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 34 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF FACILITY MANAGER CHECKLIST

Check

- _____ 1. Perform telephone notifications (referring to REP-02 or call card):
- _____ EOF Accountability Representatives (2)
 - _____ EOF Communicator
 - _____ FPC Setup/Status Boards
- NOTE:** The EOF Security Card Reader System is activated from 1800 to 0600 hours.
- _____ 2. Ensure the EOF Security Card Reader System is deactivated, if needed. The key-lock to deactivate the system is located on the west wall by the Document Control hallway entrance.
- _____ 3. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- _____ 4. Ensure EOF/ENC setup follows priorities in REP-03A, Section 5.3.1.1.
- _____ 5. Ensure EOF setup is complete per REP-03A.
- _____ 6. Ensure individuals are assigned as Status Board Coordinator (to update status information on the laptop computer and operate the Spectrum Data Display System) and as assistant (to gather information).
- _____ 7. Ensure public address speaker volumes are turned off in the ENC (Room 153). Refer to REP-03A, Attachment 1 (ENC Layout), Instructions 6 and 7.
- _____ 8. Ensure the EOF/ENC signs (EOF = 1, ENC = 2) are hung on the existing posts by the front sidewalk. The signs are stored in Room 153 in the REP Storage Room.
- _____ 9. Ensure all equipment is functionally tested:
- _____ Telephones
 - _____ Computers
 - _____ FAX Machines
 - _____ Copy Machines
 - _____ Microphones
 - _____ ENC Video System/TV's
 - _____ Clocks synchronized (with TSC and Control Room)
- _____ 10. Contact Telecommunications for support (refer to REP-02, Attachment 3).



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 35 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF FACILITY MANAGER CHECKLIST (Continued)

Check

- 11. Ensure EOF Auto Phone Attendant (voice mail) is turned off. (Refer to REP-03A, Attachment 3.)
- 12. Contact Computer Services for support, if needed (REP-02).
- 13. Establish restroom facilities for media [REP-03A, Section 5.3.1.1(1)].
- 14. Ensure emergency diesel generator is available (Section 5.4.3.10).
- 15. Arrange for additional work space, if needed.
- 16. Arrange for janitorial services, if needed.

Deactivation

- 17. Ensure EOF Auto Phone Attendant (voice mail) is turned back on upon deactivation of EOF. (Refer to REP-03A, Attachment 3.)
- 18. Ensure EOF is restored and secured upon deactivation.
- 19. Ensure the EOF Security Card Reader System is activated.
- 20. Ensure the EOF/ENC signs are removed from the outside posts and returned to the REP Storage Room.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 36 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Technical Support Director

REPORTING STATUS: Required

FUNCTION: To provide direction and control to EOF functions associated with accident mitigation and assessment.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated and provides coordination and support:
 - Corporate Health Physicist
 - EOF Accident Assessment Coordinator
- b. Provides assistance to the EOF Director in developing PAR's based on plant conditions and radiological conditions.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28
Date 05/30/00
Page 37 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF TECHNICAL SUPPORT DIRECTOR CHECKLIST

Check

- 1. Perform telephone notifications (referring to REP-02 or call card):
 - Corporate Health Physicist
 - EOF Accident Assessment Coordinator
- 2. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- 3. Ensure work area is set up and functional.
- 4. Provide EOF Director with status of EOF Dose Assessment Team and EOF Accident Assessment Team (manned and ready to assume responsibilities).
- 5. Obtain plant status and any PAR's based on plant conditions from the EOF Accident Assessment Coordinator.
- 6. Obtain dose assessment status and any PAR's based on off-site dose projections from the Corporate Health Physicist.
- 7. Provide EOF Director assessment of plant conditions/radiological conditions and assist with PAR determinations.
- 8. Provide PAR to Assistant EOF Director for Item 12 on State Notification Form.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 38 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Corporate Health Physicist

REPORTING STATUS: Staff at ALERT, but required within 60 minutes of SITE AREA EMERGENCY for EOF activation.

FUNCTION: - To evaluate dose assessment results and provide PAR's to the EOF Technical Support Director and/or EOF Director.

- To represent FPC in matters pertaining to the potential off-site effects of a radiological accident.

RESPONSIBILITIES:

- a. Notifies the following positions at an ALERT to staff the EOF and provides coordination and support:
 - EOF Dose Assessment Team Members (3)
 - FPC Field Team Liaison
- b. Assigns Dose Assessment Team members as EOF Team Leader, RADDPOSE Computer Operator, and REDAS Terminal Operator.
- c. Provides guidance to EOF Dose Assessment personnel performing dose calculations.
- d. Interfaces with the Accident Assessment Team to assure that EOF and DOH Dose Assessment personnel are provided information necessary for generating off-site dose projections.
- e. Ensures the results of FPC and DOH dose assessment and field monitoring activities are compared.
- f. Provides off-site dose projection summaries to the EOF Technical Support Director.
- g. Provides PAR's (on the basis of dose assessment projections) to the EOF Technical Support Director.
- h. Provides information to complete Items 9 thru 11 of the State Notification Form and radiological dose assessment data on the Supplemental Data Sheet.
- i. Provides information (for FPC briefings, ENC briefings, etc.) concerning the radiological condition within the Crystal River Generating Complex.
- j. Directs activities of the FPC Field Team Liaison.
- k. Designates a Dose Assessment Team member to assist or perform the duties of the FPC Field Team Liaison if necessary.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 39 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

1. Ensures the EOF Director is informed when the EOF Dose Assessment Team assumes responsibility for dose projections.

- m. Ensures radiological monitoring is set up at the EOF, if needed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28
Date 05/30/00
Page 40 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

CORPORATE HEALTH PHYSICIST CHECKLIST

Check

- ___ 1. Perform telephone notifications (referring to REP-02 or call card):
 - ___ EOF Dose Assessment Team Members (3 notified)
 - ___ FPC Field Team Liaison
- ___ 2. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- ___ 3. Ensure work area is set up and functional.
- ___ 4. Assign Dose Assessment Team members:
 - ___ EOF Team Leader
 - ___ RADOSE Computer Operator
 - ___ REDAS Terminal Operator
- ___ 5. Brief Dose Assessment Team members.
- ___ 6. Inform EOF Technical Support Director when EOF Dose Assessment Team assumes responsibility for dose projections. (Provide update directly to EOF Director if EOF Technical Support Director has not arrived.)
- ___ 7. Brief FPC Field Team Liaison upon arrival.
- ___ 8. Brief DOH Dose Assessment personnel upon arrival.
- ___ 9. Ensure FPC and DOH dose projection results are compared.
- ___ 10. Ensure FPC and DOH field monitoring results are compared.
- ___ 11. Provide EOF Technical Support Director with status report.
- ___ 12. Complete Items 7 thru 11 on State Notification Form (Attachment 8), when needed.
- ___ 13. Obtain weather forecast, if needed.
- ___ 14. Provide PAR's to EOF Technical Support Director.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28
Date 05/30/00
Page 41 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**CORPORATE HEALTH PHYSICIST CHECKLIST
(Continued)**

Check

NOTE: ENC Technical Spokespersons should be available to attend ENC briefings in your behalf.

- 15. Participate in ENC briefings, if time permits, and provide information concerning the radiological condition within the Crystal River Generating Complex.
- 16. Ensure Release Significance Category (on window) is updated.
- 17. Ensure current Release Significance Category information is provided to the Status Board Coordinator in the Main Conference Room.

NOTE: EOF radiological monitoring is not normally required unless the EOF is affected by plume travel. If EOF monitoring is expected to be needed, contact the Dose Assessment Coordinator in the TSC for Health Physics support and monitoring equipment (e.g., frisker, ion chamber, and air sampler).

- 18. Ensure radiological monitoring is set up at EOF, if needed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 42 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Dose Assessment Team Member (3)

REPORTING STATUS: Required; will normally staff at an ALERT.

FUNCTION: To generate off-site dose projections and provide the Corporate Health Physicist with this information.

RESPONSIBILITIES:

EOF Dose Assessment Team Leader

- a. Ensures equipment is operational and the Dose Assessment Room is prepared for use.
- b. Communicates with the TSC Dose Assessment Team Leader to determine the parameters/source term to use for dose assessment.
- c. Requests/reviews dose projection printouts from TSC.
- d. Coordinates EOF Dose Assessment Team activities and ensures the Corporate Health Physicist and TSC Dose Assessment Team Leader are aware when the EOF Dose Assessment Team has taken responsibility for dose projections.
- e. Compares dose projection results with the TSC, State, and NRC results.
- f. Interfaces with the FPC Field Team Liaison to coordinate FPC and State Field Team monitoring locations, and for comparison of field data.
- g. Provides dose projection and field monitoring results to the Corporate Health Physicist and ensures Dose Assessment Status Board is updated.

RADDOSE Computer Operator

- a. Assists in the setup of the Dose Assessment Work Area.
- b. Operates the dose assessment (RADDOSE) computer to generate off-site dose projections.
- c. Provides dose projection results to the EOF Dose Assessment Team Leader.

REDAS Terminal Operator

- a. Assists in the setup of the Dose Assessment Work Area.
- b. Generates meteorological and radiation monitoring data, and provides same to the RADDOSE Computer Operator.
- c. Compares data with that provided in the TSC/OSC and the Control Room.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28
Date 05/30/00
Page 43 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF DOSE ASSESSMENT TEAM LEADER CHECKLIST

Check

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Establish communications with TSC Dose Assessment Team.
- _____ 3. Review TSC dose projections.
- _____ 4. Notify Corporate Health Physicist and TSC Dose Assessment Team Leader that EOF Dose Assessment Team has taken responsibility for dose projections.
- _____ 5. Compare dose projection results with TSC, DOH, and NRC results.
- _____ 6. Establish interface with FPC Field Team Liaison.
- _____ 7. Ensure dose assessment status board is updated, as needed.
- _____ 8. Provide Corporate Health Physicist with dose projection and field monitoring results.

RADDOSE COMPUTER OPERATOR CHECKLIST

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Ensure RADDOSE computer is operational.
- _____ 3. Provide dose projections to EOF Dose Assessment Team Leader.

REDAS TERMINAL OPERATOR CHECKLIST

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Ensure REDAS computer is operational.
- _____ 3. Provide meteorological/radiation monitoring data to RADDOSE Computer Operator.
- _____ 4. Compare data with TSC and Control Room data.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 44 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Administrative Manager

REPORTING STATUS: Required

FUNCTION: To direct the Administrative Staff in support of EOF activities.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - Corporate Security Specialist
 - Medical Representative
 - Materials Manager
- b. Ensures the support positions listed in the EOF Administrative Manager's Emergency Instructions are filled with available personnel.
- c. Coordinates and supports the EOF Accountability Representative position.
- d. Notifies, coordinates, and supports the following FPC support functions (REP-02, Attachment 3):
 - Claims
 - Human Resources Systems Request (FPC Employee Information)
 - Finance/Accounting
 - Supplemental Labor Resources
 - Legal
 - Risk Management
 - Transportation
- e. Ensures emergency food, clothing, and housing are provided to EOF personnel and emergency assistance teams as directed by the EOF Director.
- f. Arranges supplemental working space for EOF personnel and emergency assistance teams, if required, through coordination with the EOF Facility Manager.
- g. Contacts the TSC Medical Representative (if the EOF Medical Representative has not arrived) and finds out if an injured employee's family has been notified of his/her medical status, if applicable. Provides this information to the EOF Director.
- h. Assists in the setup of the Administrative Manager Work Area.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 45 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

ADMINISTRATIVE MANAGER CHECKLIST

Check

- 1. Perform telephone notifications (referring to REP-02 or call card):
 - Corporate Security Specialist
 - Medical Representative
 - Materials Manager

- 2. Ensure available personnel are called to fill the positions listed in the EOF Administrative Manager's Emergency Instructions.

- 3. Ensure work area is set up and functional.

- 4. Notify the following support functions (REP-02, Attachment 3):
 - Claims
 - Human Resources Systems Request (FPC Employee Information)
 - Finance/Accounting
 - Supplemental Labor Resources
 - Legal
 - Risk Management
 - Transportation

- 5. Ensure Accountability Staff is in place/functional.

- 6. Ensure administrative support is available, as follows:
 - EOF Secretary
 - Document Control
 - Duplicating (Xerox)
 - Telecopy (FAX)
 - Dose Assessment Support
 - EOF Support
 - Switchboard
 - ENC Support

- 7. Ensure office supplies are available as needed.

- 8. Ensure supplemental working space is arranged, if needed. (Coordinate with EOF Facility Manager.)

- 9. Contact TSC Medical Representative to verify if injured employee's family has been notified (ONLY IF the EOF Medical Representative is not available to do so).

- 10. Provide EOF Director with injured employee's status, if applicable.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 46 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accountability Representative (2)

REPORTING STATUS: Required

FUNCTION: - To administratively control access to the EOF.

- To maintain an ongoing accounting of personnel admitted into the EOF.

RESPONSIBILITIES:

- a. Maintains an accountability log at the EOF entrance.
- b. Issues EOF identification badges to all personnel who are granted access to the EOF.
- c. Locates individuals that arrived at the EOF before access control was established and ensures they are accounted for, badged, and FFD-verified.
- d. Assists in the setup of the EOF entrance.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 47 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF ACCOUNTABILITY REPRESENTATIVE CHECKLIST

Check

- 1. Turn the keyswitch to the "OFF" position to deactivate the EOF Security Card Reader System, which is located in the front lobby area.
- 2. Ensure the access control area is set up and functional.
- 3. Ensure sign-in logsheets (Attachments 2 and 3) and/or current "EOF Accountability/Fitness-for-Duty (FFD) Log for FPC Personnel" are available (REP-02, Attachment 4).
- 4. Provide badges to all individuals signing in and ensure that all personnel already in the EOF are logged in, are fit-for-duty, and have the appropriate badge.
- 5. Ensure FPC personnel signing in for EOF access are fit-for-duty.
- 6. Ensure FPC personnel in required EOF positions are provided access quickly.
- 7. Notify Administrative Manager and/or EOF Director when personnel for all five (5) required positions have signed in.
- 8. Ensure Federal, State, County, and industry support personnel provide proof of organizational affiliation.
- 9. Provide periodic status updates to Administrative Manager.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 48 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Materials Manager

REPORTING STATUS: Required

FUNCTION: To provide near-site management of the purchase, receipt, and control of the equipment, services, materials, and supplies needed for emergency and recovery efforts.

NOTE: The Materials Manager fulfills his emergency function from the EOF. He should utilize members of his normal organization, as necessary, to accomplish his responsibilities. His staff will operate from the normal on-site offices and adjoining storeroom facilities. If this is not permitted by the emergency situation, an Alternate Emergency Storeroom located in Wildwood, Florida will be used.

RESPONSIBILITIES:

- a. Arranges supplemental manpower, facilities, and supplies (from contractors) for site purchasing tasks and management of purchasing for plant requirements throughout the emergency.
- b. Arranges provision for security of equipment, supplies, and facilities through coordination with the Corporate Security Specialist.
- c. Ensures maintenance of records on the issue of equipment and supplies or contracted services.
- d. Supervises efforts to meet extraordinary requirements for stock (inventory) or materials, and manages the prompt replenishment of stock throughout the emergency.
- e. Ensures procurement of facilities and equipment to handle receipt, storage, and issue of extraordinary quantities of material that may be required throughout the emergency.
- f. Ensures provision of receipt inspections of safety-related materials and resolution of Quality problems (with assistance from Engineering and Quality Assurance).
- g. Assists in the setup of the Materials Manager Work Area.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 49 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

MATERIALS MANAGER CHECKLIST

Check

- _____ 1. Ensure area is set up and functional.
- _____ 2. Establish contact with the Procurement representative in the OSC.
- _____ 3. Contact off-site vendors, as needed (e.g., hydrogen recombiner).
- _____ 4. Contact Corporate Security Specialist for security of equipment, supplies, and facilities, as needed.
- _____ 5. Ensure alternate emergency storeroom in Wildwood, Florida is prepared to be utilized if conditions warrant.
- _____ 6. Coordinate procurement of material needed for recovery as outlined in the recovery plan (per direction from EOF Director).



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 50 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accident Assessment Coordinator

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: To coordinate EOF Accident Assessment activities and to provide support primarily to the EOF Technical Support Director in the area of plant conditions as they relate to PAR's.

RESPONSIBILITIES:

- a. Keeps the EOF Technical Support Director informed of Accident Assessment Team activities and developments in plant status, especially those that may impact EAL's and PAR's.
- b. Notifies the following positions that the EOF has been activated and provides coordination and support:
 - EOF Accident Assessment Operations Representative
 - EOF Accident Assessment Engineer
 - EOF Risk Analysis Representative
- c. Ensures communication is established with the TSC on the Corporate Ringdown until dedicated Communicator arrives.
- d. Assists in the setup of the EOF Accident Assessment Work Area.
- e. Performs "plant conditions" portion of the EOF briefings using the briefing guidelines provided in REP-12.
- f. Monitors the Accident Assessment Ringdown (communication between the Control Room and TSC Accident Assessment Team).
- g. Provides support to the TSC Accident Assessment Team in determining the causes and consequences of the emergency.
- h. Ensures interface is established with the EOF Dose Assessment Team using REP-12 as guidance.
- i. Refers to REP-12 enclosures for additional accident assessment guidance and information.
- j. Notifies Simulator personnel for support, when necessary (e.g., for testing mitigation strategies).
- k. Monitors Critical Safety Functions and provides status to EOF Technical Support Director and EOF personnel during briefings, as needed.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 51 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accident Assessment Operations Representative

REPORTING STATUS: Required

FUNCTION: - To provide operational support to the EOF Accident Assessment Team.
- To operate SPDS located in the EOF.

RESPONSIBILITIES:

- a. Verifies that the SPDS computer is properly set up and operational.
- b. Operates the SPDS computer.
- c. Monitors plant parameters and provides status updates to the EOF Accident Assessment Coordinator.
- d. Monitors communications between the Control Room and the TSC Accident Assessment Team via speaker in the EOF Accident Assessment Room.
- e. Assists in the setup of the EOF Accident Assessment Work Area.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 52 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accident Assessment Engineer

REPORTING STATUS: Required

FUNCTION: To provide Engineering support to the EOF Accident Assessment Team.

RESPONSIBILITIES:

- a. Assesses plant conditions and provides Engineering support for developing accident mitigation strategies as needed.
- b. Provides Engineering support to the TSC Accident Assessment Team.
- c. Notifies additional Engineering resources when necessary.
- d. Assists in the setup of the EOF Accident Assessment Work Area.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 53 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Setup/Status Boards

REPORTING STATUS: Required

FUNCTION: - To accomplish physical setup of the EOF.
- To update EOF status boards as required.

RESPONSIBILITIES:

- a. Performs physical setup of the EOF based on priorities and instructions provided in REP-03A.
- b. Performs functional test of all equipment set up (e.g., computers, FAX machines, copiers, telephones, microphones, video cameras, etc.).
- c. Updates the plant status information on the laptop computer and operates the Spectrum Data Display System in the EOF Main Conference Room (performed by individual assigned as Status Board Coordinator).
- d. Updates EOF Main Conference Room Status Boards manually if electronic system is not available.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 55 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Communicator

REPORTING STATUS: Required

FUNCTION: - To perform communication duties between the EOF and TSC.
- To assist with EOF setup, as time permits.

RESPONSIBILITIES:

- a. Assists with physical setup of the EOF, as time permits.
- b. Performs functional test of equipment set up in the EOF Communicator's area (telephones, computer, etc.).
- c. Performs assigned EOF Communicator duties, to include:
 1. Establishes communications with TSC via Corporate Ringdown or alternate. The types of information communicated should include, but not be limited to, the following:
 - Overall plant status (major equipment out-of-service, repair activities).
 - Protective actions status (Protected Area evacuation status, CR-1&2 and CR-4&5 operating/evacuation status, and Generating Complex evacuation status).
 - Injured personnel status.
 2. Maintain log of information communicated (as listed in Item 1).
 3. Ensures information received from the TSC is communicated to the EOF Accident Assessment Coordinator, EOF Accident Assessment Team member, or appropriate EOF Staff member on a timely basis.
 4. Accesses the TSC Computer Log on the Network for current TSC and plant status.
 5. Completes Items 3 thru 8 on the State Notification Form, when requested.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 56 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF COMMUNICATOR CHECKLIST

Check

- 1. Ensure work area is set up and functional.
- 2. Complete functional test of Corporate Ringdown System.
- 3. Establish communication with TSC on Corporate Ringdown. If communication link is already established by Accident Assessment Team personnel, then receive turnover and assume communication role.
- | 4. Maintain log of information received and transmitted.
- | 5. Complete functional test of computer used to access TSC Computer Log.
- | 6. TSC Computer Log accessed and available. (Refer to Attachment 7.)
- | 7. Provide EOF Accident Assessment Coordinator or Accident Assessment Team member with initial plant status report.
- | 8. Ensure information received from TSC includes, but is not limited to, the following:
 - Equipment Out-of-Service
 - Repair Activities
 - Protected Area Status (personnel assembled or evacuated?)
 - CR-1&2 and CR-4&5 Status (personnel assembled or evacuated?)
 - Protective Action Recommendations
 - Injured Personnel Status
- | 9. Provide EOF Accident Assessment Coordinator or Accident Assessment Team member with information from TSC on timely basis.
- | 10. Complete Items 3 thru 8 on the State Notification Form when requested by the Assistant EOF Director.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 57 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Risk Analysis Representative

REPORTING STATUS: Required

FUNCTION: To provide support to the EOF Accident Assessment Team.

RESPONSIBILITIES:

- a. Monitors and assesses core status and provides updates to the EOF Accident Assessment Coordinator.
- b. Notifies additional resources for core damage assessment.
- c. Assists in the setup of the EOF Accident Assessment Work Area.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 58 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Medical Representative

REPORTING STATUS: Required

FUNCTION: To provide medical support to personnel remaining on-site during emergency and recovery operations.

RESPONSIBILITIES:

- a. Provides direct medical care to on-site personnel.
- b. Provides reports to the EOF Director concerning injury status.
- c. Ensures operation and relocation (if needed) of the on-site medical facility.
- d. Coordinates with the TSC Medical Representative to set up an FPC point of contact for the local hospitals.
- e. Notifies the EOF Director when an injured employee's family has been notified of his/her medical status. (The TSC Medical Representative will provide this information.) If the EOF Medical Representative has not arrived and this function needs to be accomplished, the Administrative Manager will contact the TSC Medical Representative.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 59 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

MEDICAL REPRESENTATIVE CHECKLIST

Check

- 1. Ensure work area is set up and functional.
- 2. Establish contact with TSC Medical Representative.
- 3. Verify with TSC Medical Representative if injured employee's family has been notified, if applicable.
- 4. Provide EOF Director with injured employee's status, if applicable.
- 5. Establish FPC point of contact with local hospital(s), as needed (to be coordinated with TSC Medical Representative).
- 6. Verify EOF Status Board has current "injured personnel" information.
- 7. Relocate on-site medical facilities, if needed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 60 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: FPC Field Team Liaison

REPORTING STATUS: Required

FUNCTION: - To provide communication/coordination with the FPC Off-Site Radiological Monitoring Team(s)
- To provide radiological monitoring at the EOF, if the situation warrants.

RESPONSIBILITIES:

- a. Communicates/coordinates with the FPC Off-Site Radiation Monitoring Team(s) either directly or through the TSC Environmental Survey Team Dispatcher.
- b. Establishes contact with the DOH Field Team Coordinator, upon arrival.
- c. Compares FPC Environmental Survey Team data with DOH Field Team data.
- d. Verifies the operability of radiological monitoring instrumentation in the EOF.
- e. Monitors radiological conditions in the EOF, if the situation warrants. This will be directed by the Corporate Health Physicist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 61 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

FPC FIELD TEAM LIAISON CHECKLIST

Check

- _____ 1. Notify Corporate Health Physicist of arrival.
- _____ 2. Establish contact with FPC Off-Site Radiation Monitoring Team or TSC Environmental Survey Team Dispatcher.
- _____ 3. Reference EM-204B for Off-Site Radiation Monitoring Team coordination and control.
- _____ 4. Reference EM-219 for dose calculations to convert iodine concentration to Thyroid Dose (CDE).
- _____ 5. Update dose assessment status board, as needed.
- _____ 6. Establish contact with DOH Field Team Coordinator, upon team's arrival.
- _____ 7. Compare FPC Environmental Survey Team data with DOH Field Team data.
- _____ 8. Verify radiological monitoring instrumentation is operable.
- _____ 9. Establish monitoring points at EOF, as directed by Corporate Health Physicist, when EOF is directly affected by plume travel.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 62 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF State and Local Government Liaison

REPORTING STATUS: Required

FUNCTION: To provide the State and local government representatives in the EOF a means of communicating with the FPC emergency organization concerning coordination between FPC and their emergency assistance teams.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - EOF NRC Liaison
 - FPC Citrus County EOC Representative
 - FPC Levy County EOC Representative
- b. Coordinates and supports the following positions:
 - FPC Citrus County EOC Representative
 - FPC Levy County EOC Representative
- c. Acts as liaison between FPC and the assistance teams from State and county emergency organizations that come to the EOF.
- d. Dispatches the FPC Citrus County EOC and FPC Levy County EOC Representatives, if event warrants.
- e. Communicates to the EOF Director concerning liaison status, including a report of any problems encountered and recommendations for resolution.
- f. Assists in the setup of the State and Local Government Liaison Work Area.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28
Date 05/30/00
Page 63 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF STATE AND LOCAL GOVERNMENT LIAISON CHECKLIST

Check

- _____ 1. Perform telephone notifications (referring to REP-02 or call card):
 - _____ EOF NRC Liaison
 - _____ FPC Citrus County EOC Representative
 - _____ EOF Levy County EOC Representative
- _____ 2. Ensure work area is set up and functional.
- _____ 3. Establish contact with the following agencies upon EOF arrival:
 - _____ DEM
 - _____ Citrus County
 - _____ Levy County
 - _____ DOH
- _____ 4. Dispatch FPC Citrus County EOC Representative, if event warrants.
- _____ 5. Dispatch FPC Levy County EOC Representative, if event warrants.
- _____ 6. Assist the State and County EOC Communicator in gathering information, as needed, for the FPC representatives at the Citrus, Levy, and State EOC's.
- _____ 7. Provide periodic updates to EOF Director on liaison status with County and State agencies.
- _____ 8. Verify on a periodic basis that PAR's on the EOF Status Board are correct.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28
Date 05/30/00
Page 64 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: FPC State EOC Representative

REPORTING STATUS: When requested by the EOF Director.

FUNCTION: - To represent FPC in the State EOC in Tallahassee, Florida.
- To provide the expertise to interpret technically-oriented plant data and emergency information.

RESPONSIBILITIES:

- a. Stands by for dispatch to the State EOC by the EOF Director, upon notification that an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY classification has been declared.
- b. Performs interpretation and explanation of plant-related data that is transmitted to the State EOC through established emergency communication channels, upon arrival at the State EOC. The focus should be on Critical Safety Functions and release significance.
- c. Establishes contact with the State and County EOC Communicator.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28
Date 05/30/00
Page 65 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

FPC STATE EOC REPRESENTATIVE CHECKLIST

Check

- _____ 1. Stand by for dispatch to State EOC by EOF Director, upon notification of emergency classification.
- _____ 2. Check in with Deputy State Coordinating Officer at State EOC, upon arrival.
- _____ 3. Establish communication with EOF (State and County EOC Communicator).
- _____ 4. Verify data transmitted to State EOC from EOF and/or TSC.
- _____ 5. Provide briefings/explanation of plant-related data with focus on Critical Safety Functions and release significance.

Critical Safety Functions:

- Reactor shut down?
- Core adequately cooled?
- Fission product barriers intact?
 - o Cladding?
 - o RCS?
 - o Containment?
- Adequate electrical power available?
 - o Off-Site?
 - o Diesel Generators?
 - o DC Power?



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 66 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: FPC Citrus County EOC Representative
FPC Levy County EOC Representative

REPORTING STATUS: When requested by the EOF State and Local Government Liaison.

FUNCTION: - To represent FPC in the Citrus County EOC in Lecanto, Florida or the Levy County EOC in Bronson, Florida.

- To provide the expertise to interpret technically-oriented plant data and emergency information.

RESPONSIBILITIES:

- a. Stands by for dispatch to the Citrus or Levy County EOC by the EOF State and Local Government Liaison, upon notification that an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY classification has been declared.
- b. Performs interpretation and explanation of plant-related data that is transmitted to the EOC through established emergency communication channels, upon reporting to the Citrus or Levy County EOC. The focus should be on Critical Safety Functions and release significance.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 67 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

FPC CITRUS/LEVY COUNTY EOC REPRESENTATIVE CHECKLIST

Check

- 1. Stand by for dispatch to Citrus or Levy County EOC by EOF State and Local Government Liaison, upon notification of emergency classification.
- 2. Check in with Citrus or Levy County EOC Manager, upon arrival.
- 3. Establish communication with EOF (State and County EOC Communicator).
- 4. Verify data transmitted to EOC from EOF and/or TSC.
- 5. Provide briefings/explanation of plant-related data with focus on Critical Safety Functions and release significance.

Critical Safety Functions:

- Reactor shut down?
- Core adequately cooled?
- Fission product barriers intact?
 - o Cladding?
 - o RCS?
 - o Containment?
- Adequate electrical power available?
 - o Off-Site?
 - o Diesel Generators?
 - o DC Power?

- 6. Monitor communications and PAR's, and periodically call the EOF State and Local Government Liaison to confirm information received at the EOC.
- 7. Contact the FPC Area Coordinator in the Inverness District Office and establish communications, when possible.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 68 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF NRC Liaison

REPORTING STATUS: Required

FUNCTION: To provide the NRC representatives in the EOF a means of communicating with the FPC emergency organization concerning coordination between FPC and their emergency response teams.

RESPONSIBILITIES:

- a. Functions as a liaison between the NRC Response Team and the EOF Director.
- b. Communicates with the EOF Director concerning liaison status, including reports of any problems encountered and recommendations for resolution.
- c. Ensures the NRC Response Team receives a briefing upon arrival as outlined in Section 5.4.2.5(k).
- d. Assists in the setup of the NRC work areas.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 69 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF NRC LIAISON CHECKLIST

Check

- 1. Ensure NRC work areas are set up and functional.
- 2. Establish contact with EOF Director or Assistant EOF Director.
- 3. Establish contact with NRC Response Team upon arrival.
- 4. Ensure the EOF Director provides a briefing to the NRC Response Team [per Section 5.4.2.5(k)].
- 5. Provide periodic updates to the EOF Director on liaison status with the NRC Response Team.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 70 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Corporate Security Specialist

REPORTING STATUS: The Corporate Security Specialist notifies the EOF Director once he has assumed his emergency role, but is not required to respond to the EOF. He must maintain the mobility necessary to fulfill his responsibilities for the Generating Complex and EOF.

FUNCTION: - To control and direct the activities required to maintain physical security of FPC personnel and property (at the Crystal River Generating Complex and EOF).

- To implement the evacuation of personnel from the Generating Complex.

RESPONSIBILITIES:

- a. Coordinates with the Emergency Coordinator, EOF Director, and Plant Managers at CR-1&2 and CR-4&5 to determine the security arrangements required for the Generating Complex.
- b. Directs the Contract Security Force in the implementation of emergency security procedures, including evacuation of personnel, traffic and personnel movement, and access control at the Generating Complex.
- c. Coordinates control of access to the EOF and ENC.
- d. Coordinates with the security contractor for the procurement of additional security personnel, if needed.
- e. Coordinates with Federal, State, and local law enforcement agencies and Corporate departments for the security of personnel and materials in transit to and from FPC property.
- f. Coordinates with FPC; the NRC; Federal, State, and local law enforcement agencies; and emergency management personnel in order to provide the security necessary to assure the ability to respond and react to an emergency without interference.
- g. Coordinates with the Materials Manager to provide security for materials and equipment.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 71 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

CORPORATE SECURITY SPECIALIST CHECKLIST

Check

- 1. Establish contact with EOF Director.
- 2. Establish contact with the following, as needed:
 - CR-3 Nuclear Security
 - CR-1&2 Plant Manager
 - CR-4&5 Plant Manager
 - Crystal River Coal Plant Site Support Manager
- 3. Assign Security Officers to EOF and ENC.
NOTE: Security Officer post locations and guidelines for each location are available in the "EOF Security Instructions" book located with the EOF accountability supplies. Non-security personnel can be assigned to the post locations, as needed.
- 4. Contact Security contractor for additional personnel, as needed.
- 5. Coordinate, as needed, with Materials Manager to provide security for materials and equipment.
- 6. Coordinate, as needed, with off-site agencies for security of personnel/materials in transit.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 72 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: State and County EOC Communicator

REPORTING STATUS: Required

FUNCTION: - To provide a point of contact for the FPC representatives at the Citrus, Levy, and State EOC's.

- To provide support to the Assistant EOF Director, EOF Facility Manager, and ENC.

RESPONSIBILITIES:

- a. Acts as liaison for the FPC Citrus County EOC Representative, FPC Levy County EOC Representative, and the FPC State EOC Representative, providing current information as needed.
- b. Acts as interim EOF Facility Manager until a designated EOF Facility Manager arrives.
- c. Assists the ENC as a Technical Support Representative, when applicable.
- d. Acts as Communicator on the State Hot Ringdown, when needed.
- e. Assists in the setup of the assigned EOF work area.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 73 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

STATE AND COUNTY EOC COMMUNICATOR CHECKLIST

Check

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Check in with the Assistant EOF Director and EOF State and Local Government Liaison upon arrival.
- _____ 3. Establish contact with FPC representatives at the EOC's. (The representative at each EOC should call you upon arrival.)
 - _____ - Citrus County (352/527-2407)
 - _____ - Levy County (352/486-5428)
 - _____ - Tallahassee (850/921-0165)
- _____ 4. Provide plant status and other current information, as requested, to the FPC representatives at the County and State EOC's.
- _____ 5. If the EOF Facility Manager has not arrived, ensure EOF/ENC is set up per priorities provided in REP-03A, Section 5.3.1.1.
- _____ 6. Perform communication duties on the State Hot Ringdown, as directed by the Assistant EOF Director, which will involve reading the completed State Notification Forms (until the State DEM personnel arrive).
- _____ 7. Check in with the Communications Director or ENC Manager and provide support when available.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28
Date 05/30/00
Page 74 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 5 -

EOF CHECKLIST

The EOF must be declared operational within 60 minutes of the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY. Minimum requirements to declare the EOF operational are:

Staff

- EOF Director
- Assistant EOF Director
- EOF Facility Manager
- EOF Accident Assessment Coordinator
- Corporate Health Physicist

The following equipment or an acceptable alternate shall be operational or available:

Alternates

- Corporate Hot Ringdown Telephone Microwave or commercial telephone contact with TSC/OSC.
(Room 124)
- Dose Assessment Computer (Room 121). Ability to obtain current dose assessment data from the TSC team.
- REDAS (Room 121) Ability to obtain current meteorological, radiological, and plant data by alternate method (i.e., via telephone).
- SPDS (Room 124). Ability to obtain current meteorological, radiological, and plant data by alternate method (i.e., via telephone).

NOTE: Normally, the EOF should assume the responsibility and authority for off-site notification and PAR's when the EOF is declared operational. Conditions may exist that warrant delaying that transfer of responsibility from the TSC. In this case, the EOF can still be declared operational.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 75 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 6 -

SHORT-TERM RECOVERY PLAN GENERIC OUTLINE

PHASE I - INCIDENT STABILITY

1. Verify Security System integrity.
2. Assess integrity of systems required for long-term cooling by system walkdown:
 - Decay Heat
 - Spent Fuel
 - Ventilation
3. Continue cooldown using an appropriate heat removal method.
4. Verify termination of release.

PHASE II - DATA GATHERING

1. Auxiliary Building Filter Changeout and Analysis
2. Plant and Off-Site Radiation Surveys and Dose Assessments
3. Primary System and Reactor Building Atmosphere Sampling
4. Debrief key personnel.
5. Equipment inspection/develop damage report:
 - Emergency Feedwater System (including electrical)
 - Makeup System (HPI Valve)
 - PORV and Block Valves
 - Fuel Handling Area
 - Diesel Generator
6. Community Reaction Survey
7. Develop detailed incident report.
8. Establish whole body counting capability for emergency workers.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 76 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 6 (Cont'd)

SHORT-TERM RECOVERY PLAN GENERIC OUTLINE

PHASE III - RESTORATION

Based on results of Phase II assessment:

1. Prepare procedures as required.
2. Begin repair efforts.
3. Establish team for system cleanup and waste disposal activities.
4. Establish community educational and public relations activities.
5. Establish Recovery Team organization and off-site support liaison.
6. Re-establish normal site operations.
7. Establish claim office.
8. Assure regulatory communication.
9. Establish technical assessment team (FPC, Framatome Technologies, other Architect/Engineer, etc.).
10. Develop long-term organizational recovery responsibilities and plant status objectives.

NOTE: The completed recovery plan and implementing procedures shall be submitted to the PRC for approval prior to implementation. [See Section 5.4.2.7(e).]



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 77 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 7 -

TSC COMPUTER LOG ACCESS INSTRUCTIONS

Set up the computer log as follows to make the log accessible on the Network:

1. Log on with "0T90038" and password "TSCLOG01" (lowercase).
2. Open icon for "MICROSOFT WORD" on toolbar.
3. Open folder "TSCLOG" on "J" shared drive.
4. Periodically close the file "TSCLOG" and then reopen. (TSC updates are not automatically updated.)

S A M P L E
FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM

ATTACHMENT 8 (Page 1 of 3)

1. THIS IS CRYSTAL RIVER UNIT 3. A. THIS IS A DRILL. B. THIS IS AN ACTUAL EVENT. I HAVE A MESSAGE
ENSURE: STATE CITRUS LEVY RAD. CONTROL-ORLANDO (M-F ONLY) ARE ON LINE.

2. A. Time/Date contact made _____ B. Reported by: (Name/Title) _____

C. Message Number _____ D. Reported from: Control Room TSC EOF

3. SITE A. CRYSTAL RIVER UNIT 3

ST LUCIE UNIT 1 TURKEY POINT UNIT 1
 ST LUCIE UNIT 2 TURKEY POINT UNIT 2

4. ACCIDENT CLASSIFICATION A. NOTIFICATION OF UNUSUAL EVENT C. SITE AREA EMERGENCY
B. ALERT D. GENERAL EMERGENCY

5. CURRENT EMERGENCY DECLARATION: TIME: _____ DATE _____

6. REASON FOR EMERGENCY DECLARATION:

7. ADDITIONAL INFORMATION OR UPDATE:

8. INJURIES REQUIRING OFFSITE SUPPORT: A. No Yes Unk B. Contaminated: No Yes Unk

9. WEATHER DATA: A. Wind direction from _____ degrees.
B. Downwind Sectors affected (minimum of 3): _____, _____, _____

10. RELEASE STATUS: A. No Release (Go to Item 12) C. A Release occurred, but stopped
B. A Release is occurring

11. OFFSITE RELEASE SIGNIFICANCE CATEGORY (at the Site Boundary)

- A. Information not available at this time.
- B. Release within normal operating limits (Tech Specs/ODCM)
- C. Non-Significant Fraction of PAG Range (release is > normal limits and <PAG levels)
- D. PAG Range (Protective Actions required)
- D. PAG Range (Protective Actions required)

12. UTILITY RECOMMENDED PROTECTIVE ACTIONS

A. NONE B. SHELTER ZONES/AREAS: _____

EVACUATE ZONES/AREAS: _____

OR	C	M	MILES	NO ACTION	EVACUATE SECTORS	SHELTER SECTORS
			0-2			
			2-5			
			5-10			

13. HAS EVENT BEEN TERMINATED?: A. NO B. YES: Time _____ Date _____

14. SUPPLEMENTAL FORM IS ATTACHED?: A. NO B. YES

15. MESSAGE RECEIVED BY: Name _____ Time _____ Date _____
THIS IS CRYSTAL RIVER UNIT 3. THIS IS A DRILL. THIS IS AN ACTUAL EVENT. END OF MESSAGE.

EC/EOF DIRECTOR INITIALS: _____

SUPPLEMENTAL DATA SHEET

The following supplemental data is to be completed by the TSC or EOF for an Alert or higher emergency declaration.
 Supplement to Message Number _____

PLANT CONDITIONS INFORMATION

CRITICAL SAFETY FUNCTIONS:

- A. REACTOR SHUTDOWN? YES NO
- B. CORE ADEQUATELY COOLED? YES NO
- C. ADEQUATE EMERGENCY POWER AVAILABLE (DIESELS) YES NO

FISSION PRODUCT BARRIER STATUS: (Check one condition for each barrier)

BARRIER	✓ INTACT	✓ CHALLENGED	✓ LOST	✓ REGAINED
FUEL CLADDING	No indication of clad damage	Clad is intact but losing subcooling, water level, etc.	Clad has failed, indicated by high temps., high containment rad, etc	Cooling restored, no further degradation expected
PRI REACTOR COOLANT SYSTEM	Leakage is within normal charging or makeup pump capacity	Leakage is within safety injection capacity	Leakage exceeds safety injection capacity	Leakage reduced to within injection capacity (system repaired)
CONTAINMENT	No evidence of containment leakage or tube rupture release is only through condenser	No leakage but containment pressure is at or above safety system actuation points	Evidence of containment leakage (known release path or rad surveys)	Repair efforts have isolated leak or reduced containment pressure has reduced to stop leakage

COMPLETED BY: _____ TIME: _____ DATE: _____

RADIOLOGICAL DOSE ASSESSMENT DATA

1. **RELEASE STATUS:** A. No Release (no further data required) C. A Release occurred, but stopped
 B. A Release is occurring

2. RELEASE RATE:

- A. NOBLE GASES: _____ Curies per second Measured Default
 B. IODINES: _____ Curies per second Measured Default

3. TYPE OF RELEASE:

- A. AIRBORNE Time/Date Started: _____ Time /Date Stopped: _____
 B. LIQUID Time/Date Started: _____ Time/Date Stopped: _____

4. PROJECTED OFFSITE DOSE RATE:

DISTANCE	THYROID DOSE RATE (CDE)	TOTAL DOSE RATE (TEDE)
1 Mile (Site Boundary)	A. _____ mrem/hr	B. _____ mrem/hr
2 Miles	C. _____ mrem/hr	D. _____ mrem/hr
5 Miles	E. _____ mrem/hr	F. _____ mrem/hr
10 Miles	G. _____ mrem/hr	H. _____ mrem/hr

5. WEATHER DATA (used for the above data):

- A. Wind Direction from _____ degrees.
 B. Wind Speed _____ MPH (2.24 X meters/sec.)
 C. Stability Class _____ (Sigma Theta or Wind Range; See page 3 of 5)

COMPLETED BY: _____ TIME: _____ DATE: _____

STATE OF FLORIDA NOTIFICATION PROTOCOL

WIN 15 MINUTES of declaration of emergency classification, NOTIFY STATE WARNING POINT TALLAHASSEE. (This also notifies Citrus and Levy counties and the Department of Health, Bureau of Radiation Control (DHBRC)-Orlando. If information is not available, do not delay notification to State Warning Point Tallahassee.

Using one of the following communications networks listed by priority:

- STATE Hot Ringdown (SHRD) - Station 120 or 121
- Commercial Telephone System - 1-850-413-9911 or 1-800-320-0519 or 1-850-413-9900
- Florida Emergency Satellite Communication System - (ESATCOM)
- Local Government Radio (LGR) via Citrus County
- Portable Satellite Phone (Located in TSC cabinet)

If the Commercial Telephone is used for notification, a separate notification to Citrus (746-2555) and Levy County (1-352-486-5212 or 1-352-486-5111 after hours) is required.

When making the initial notification of an emergency condition to SWPT, report the current emergency classification declared at the time the notification is made. If prior to initial notification or since the previous notification conditions were met (even briefly) for a higher classification, explain in Incident Description or Update.

INITIAL NOTIFICATION

Once communications are established with the SWPT Duty Officer and the station roll call is complete, READ the message in its entirety and REPEAT information and answer questions as requested. FAX the State Form by using Group 1 from the Fax machine.

SECTORS AFFECTED

<u>DEGREES</u>	<u>SECTORS</u>	<u>DEGREES</u>	<u>SECTORS</u>	<u>DEGREES</u>	<u>SECTORS</u>
349-11 (349-371)	H J K	102-123 (462-483)	N P Q	214-236	B C D
12-33 (372-393)	J K L	124-146 (484-506)	P Q R	237-258	C D E
34-56 (394-416)	K L M	147-168 (507-528)	Q R A	259-281	D E F
57-78 (417-438)	L M N	169-191 (529-540)	R A B	282-303	E F G
79-101 (439-461)	M N P	192-213	A B C	304-326	F G H
				327-348	G H J

STABILITY CLASS

<u>SIGMA</u>	<u>THETA (deg)</u>	<u>WIND RANGE (deg)</u>	<u>Stability Class</u>
≥ 22.5		≥ 135	A (most dispersed plume)
<22.5 to 17.5		134 to 105	B
<17.5 to 12.5		104 to 75	C
<12.5 to 7.5		74 to 45	D
<7.5 to 3.8		44 to 23	E
<3.8 to 2.1		< 23 to 12	F
<2.1		<12	G

UPDATE NOTIFICATION

Update SWPT every sixty minutes after initial notification and upgrades of emergency classification.

The use of the FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM is required for:

- Initial notification that an emergency condition exists (Item 4)
- Any change in emergency classification (Item 4)
- Any change in Protective Action Recommendations (Item 12)
- Termination of an emergency classification (Item 13)

Other updated information not meeting the above criteria does not require the use of the Form.

The sixty minute update notification is still required with a statement there is no change from last update, unless the SWPT agrees to less frequent updates.

GUIDANCE FOR COMPLETING THE FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM

1. Select appropriate box based on a drill or actual event. Ensure offsite agencies are on-line. If not, separate notifications to Citrus and Levy County are required.
2.
 - A. Enter the time contact is made with the State Warning Point or Risk County. This time must be within 15 minutes of the "Current Emergency Declaration" time or within 60 minutes of the previous notification if used for an update (Item 5).
 - B. Enter name and title of person making the notification.
 - C. Enter message number (beginning with #1 and following through sequentially in all facilities).
 - D. Enter location from which the notification is made.
3. Check Crystal River Unit 3.
4. Check the classification corresponding to current plant conditions. If, prior to the initial notification or since the previous notification, conditions were met (even briefly) for a higher classification, ensure that classification and condition is noted in Item 7, "Additional Information or Update."
5. Enter the emergency declaration time and date for the current accident classification.
6. Enter wording to indicate the Emergency Action Level or Fission Product Barrier loss or potential loss used to declare the event. This information should remain the same throughout update messages unless there is a classification change.
7. Enter additional significant events here, including if conditions briefly existed for a higher emergency classification but no longer exist, or conditions that would have independently warranted declaration of an equal or lower classification (e. g. a fire within the Protected Area during a SITE AREA or GENERAL EMERGENCY).
8. Item "A"; Check "YES" only if there are injuries that require off-site support (EMS, hospital). Check "Unk" if the extent of the injuries is unknown at this time or if it is not yet known if offsite treatment is necessary. Check "Unk" in item "B" if the nature of the injuries has prevented thorough monitoring onsite or if there is any doubt whether contamination is present.
9. Enter the wind direction in degrees in Item "A" and the three downwind sectors in Item "B." The downwind sectors confirm wind direction because of potential confusion with degrees "from" versus degrees "to."
10. Check Item "A" if there are no indications of a release, then go to Item 12. Check Item "B" if a release is occurring, even though it may be less than normal operating limits. Check Item "C" if a release has occurred but stopped. Specific dose information will be supplied on the supplemental data sheet after the TSC is declared operational at an ALERT or higher. RELEASE: any increase in count rate on an effluent monitor that is a direct result of an event that has initiated an emergency declaration, or radioactivity escaping unmonitored from the plant, but detected by environmental monitoring.
11. Check Item "A" if Release Significance Category (See page 5 of 5) information is not available at the time of notification and follow up as soon as possible with information. Check Item "B" if the current release is or the previous release was within normal operating limits (ITS/ODCM). Releases monitored by RM-A1 or RM-A2 are within normal operating limits if the low-range gas channel is below its high alarm setpoint. Check Item "C" if the current release is or the previous was greater than normal operating limits, but less than EPA PAG values. This involves any radiological release that may occur when there is no fuel damage. No PARs are required at this level. Check Item "D" if there is any indication of fuel damage (cladding failure or melt) and there is any indication of a release (effluent monitors, surveys, etc.). PARs would be automatically required. This terminology should be easily understood by decision-makers at all levels within the utility and at the State and local levels.
12. Check Item "A" if no Protective Actions are necessary. Check Item "B" if PARs are necessary and enter Zone designation. (Item "C" is used by other Florida nuclear sites.)
13. Enter the time the event has been terminated or when the transition from the "Emergency Phase" to the "Recovery Phase" has taken place.
14. Check "no" unless a Supplemental Form has been completed for this particular message. If a Supplemental Form is attached, the Form is to be read as part of the emergency notification from the TSC or EOF and faxed.
15. Enter the name of the SWPT Duty Officer or the individual that receives the notification. Enter time and date call is completed or when Form is provided to Deputy State Coordinating Officer at the EOF.

Supplemental Page - Complete at the TSC or EOF at an Alert Classification or higher and provide to State & locals with Page 1.

RELEASE SIGNIFICANCE CATEGORIES

CORE CONDITION	RELEASE STATUS	RELEASE SIG CATEGORY
No Core Damage	No release	NR
	Release in progress	<NOL, NS
Clad Failure	No release	NR
	Release in progress	PAG
Core Melt	No release	NR
	Release in progress	EHE (PAG* State Form)

NR: NO RELEASE

This category indicates no release is occurring. This category is appropriate regardless of core status, if there are no indications of a release (e.g., unexplained containment pressure decrease, unexplained abnormal radiation levels in Auxiliary Building or Intermediate Building, on the berm, or in the field). Do not assume Design Basis Leakage is occurring if it has not been detected. If a release occurred but has now stopped, maintain the appropriate category below until EPZ doses have dissipated.

<NOL: RELEASE WITHIN NORMAL OPERATING LIMITS (ITS/ODCM)

This category indicates releases that are monitored by RM-A1 or RM-A2, occurring when the fuel is undamaged. These releases are within normal operating limits if the low-range gas channel is below its high alarm setpoint. Do not make this selection for releases not monitored by RM-A1 or RM-A2 unless they have been evaluated per the ODCM.

NS: NON-SIGNIFICANT FRACTION OF PROTECTIVE ACTION GUIDELINE VALUES

This category indicates releases that are occurring when the fuel is undamaged. It includes releases exceeding RM-A1 or RM-A2 high alarm setpoint and releases not monitored by RM-A1 or RM-A2 (e.g., releases due to LOCA, Waste Gas System failures, and steam generator tube ruptures). These releases will not produce site boundary doses that approach the EPA Protective Action Guideline values of 1 REM TEDE and/or 5 REM thyroid. No Protective Action Recommendations are necessary.

PAG: AT OR NEAR PROTECTIVE ACTION GUIDELINE VALUES

This category indicates releases that are occurring after at least some fuel cladding failure has taken place. It includes damage to irradiated fuel stored in the fuel pools. Site Boundary doses greater than the EPA Protective Action Guideline of 1 REM TEDE and/or 5 REM thyroid are possible. The category is appropriate with fuel cladding failure even if only minor offsite doses are detected. Evacuation of at least 5 miles, 360° should be recommended. Shelter or evacuation beyond 5 miles should be determined based on plant status and dose projections.

EHE: EARLY HEALTH EFFECTS (not on State Notification Form, see NOTE below)

This category indicates releases that are occurring after severe core damage has taken place and where containment has failed early in the event. Doses of 25 REM TEDE and/or 2500 RADS thyroid could cause early health effects and these doses are easily possible within three miles from the plant. Evacuation of the Energy Complex should be performed and evacuation of the 10-mile EPZ should be recommended (never sheltering) even if evacuees are exposed to the plume.

* NOTE: This category is not listed on the State Notification Form because the State implements protective actions at the PAG range above. However, it will be posted on status boards in the TSC and EOF.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28
Date 05/30/00
Page 83 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 10 -

(Page 1 of 2)

EMERGENCY COORDINATOR TO EOF DIRECTOR TURNOVER/BRIEFING WORKSHEET

A. STATUS OF EMERGENCY PLAN IMPLEMENTATION

1. TIME: Alert _____ Site Area Emergency _____ General Emergency _____

2. Applicable EAL's used to declare event(s). _____

3. Last SWPT Notification (time): _____
Next Notification Due (time) : _____

4. Release occurring/occurred?: Yes No

5. Measured 0.83 mile Site Boundary mR/hr : TEDE _____ Thyroid _____

6. Projected 0.83 mile Site Boundary mR/hr: TEDE _____ Thyroid _____

7. Generating Complex Protective Actions:

CR-3 non-essential personnel evacuated? Yes No Ongoing

CR-1&2 operating? Yes No CR-4&5 operating? Yes No

Generating Complex evacuated? Yes No Outgoing

8. Off-Site Protective Action Recommendations (PAR's) made:

Shelter Zones _____
Evacuate Zones _____

B. PLANT STATUS:

1. Core Status: Degrading _____ Stable _____ Improving _____

2. Is the reactor subcritical? Yes No

3. Is the core adequately cooled? Yes No

4. Are the fission product barriers intact? RCS: Yes No

Fuel: Yes No Reactor Building: Yes No

5. Is adequate electrical power available? Yes No



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 84 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**ATTACHMENT 10
(Continued)**

(Page 2 of 2)

B. PLANT STATUS (Cont'd):

6. Plant Problems: _____

C. MITIGATING ACTIONS: _____



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 85 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 11 - GUIDELINES FOR PROTECTIVE ACTION RECOMMENDATIONS FOR NON-ESSENTIAL GENERATING COMPLEX PERSONNEL AND GENERAL POPULATION

PLANT CONDITIONS/OFF-SITE DOSE ESTIMATES	RECOMMENDED ACTION	
	0-5 MILES	5-10 MILES
<p>1. CONDITION: GENERAL EMERGENCY DECLARED. NO APPARENT CORE DAMAGE.</p> <p>CORE DAMAGE INDICATIONS: a. RCS pressure vs temperature in Region 1 or 2 (Refer to EOP-7); or b. RM-G29/30 reading < 100 R/hr; or c. PASS results.</p>	<p>Evacuate Zone 1 (See Note 2.)</p>	<p>None (See Note 1.)</p>
<p>2. CONDITION: GENERAL EMERGENCY DECLARED. CLAD DAMAGE/GAS GAP RELEASE (NO CORE MELT).</p> <p>CORE DAMAGE INDICATIONS: a. RCS pressure vs temperature in Region 3 (Refer to EOP-7); or b. Core uncovered for 15-30 minutes; or c. RM-G29/30 reading of 100-75,000 R/hr (RB spray off) OR 100-25,000 R/hr (RB spray on); or d. PASS results.</p> <p>OR: * Dose at the 0.83 mile Site Boundary is projected to be: a) TEDE: ≥ 1.0 Rem b) Thyroid CDE: ≥ 5.0 Rem</p>	<p>Evacuate Zone 1 (See Note 2.)</p>	<p>Shelter Zones 2 & 3 (See Note 1.)</p>
<p>3. CONDITION: GENERAL EMERGENCY DECLARED. CORE MELT OCCURRING OR LIKELY.</p> <p>CORE DAMAGE INDICATIONS: a. RCS pressure vs temperature in the Severe Accident Region (Refer to EOP-7); or b. Core uncovered for > 30 minutes; or c. RM-G29/30 reading > 75,000 R/hr (RB spray off) or > 25,000 R/hr (RB spray on).</p> <p>WITH: NO projected containment failure and NO release underway.</p> <p>----- Projected containment failure and/or release underway.</p>	<p>Evacuate Zone 1 (See Note 2.)</p> <p>----- Evacuate Zone 1 (See Note 2.)</p>	<p>Shelter Zones 2 & 3 (See Note 1.)</p> <p>----- Evacuate Zones 2 & 3 (See Note 2.) (See Note 3.)</p>

* PARs within the first hour of an event should be based on PLANT CONDITIONS ONLY until the Dose Assessment Team is operational.

NOTE 1: Relocate/evacuate population affected by ground contamination after plume passage or at any time projected dose from actual release is ≥ 1.0 REM TEDE or ≥ 5.0 REM Thyroid CDE.

NOTE 2: Evacuation time estimates are 2 hours for a Zone 1 evacuation and 4 hours for Zones 2 & 3 evacuation. (These times do not include notification or preparation time for evacuees.)

NOTE 3: IF projected dose from an actual release is > 1.0 REM TEDE or 5.0 REM Thyroid beyond 10 miles, THEN RECOMMEND evacuation to State and local government by distance in miles, OR by subdivision and geographic boundaries.

ZONE DESCRIPTIONS:
 Zone 1: 0-5 miles 360° and out to 10 miles in Gulf
 Zone 2: 5-10 miles in Citrus County
 Zone 3: 5-10 miles in Levy County



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 1 of 85

OPERATION OF THE EMERGENCY OPERATIONS FACILITY

REQUIRED APPROVALS



Manager, Radiological Emergency Planning

5/24/00
Date



Vice President, Nuclear Operations

5/25/2000
Date



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 2 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
1.0 <u>PURPOSE</u>	4
2.0 <u>SCOPE</u>	4
3.0 <u>APPLICABLE REFERENCE DOCUMENTS</u>	4
4.0 <u>DEFINITIONS AND ABBREVIATIONS</u>	5
4.1 DEFINITIONS	5
4.1.1 Activation	5
4.1.2 Operational	5
4.2 ABBREVIATIONS	5
5.0 <u>RESPONSIBILITIES AND ACTIONS</u>	6
5.1 RESPONSIBILITIES	6
5.2 EQUIPMENT AND MATERIALS	6
5.2.1 Communications Systems	6
5.2.2 Radiological Monitoring Equipment	7
5.2.3 Information Displays	7
5.2.4 Documents	7
5.2.5 Other Facilities	8
5.3 RECORDS AND NOTIFICATION	8
5.3.1 Communications Precautions and Protocol	8
5.3.2 Emergency Logs	8
5.3.3 TSC Log	9
5.3.4 Accountability Log	9
5.3.5 Dose Assessment	9
5.4 INSTRUCTIONS	9
5.4.1 Organizational Staffing	9
5.4.2 Functioning of the EOF	10
5.4.3 Support Services	15
5.4.4 Deactivation	16
5.4.5 Liaison Support	16
5.4.6 Evacuation	17
6.0 <u>INTERPRETATION CONTACT</u>	18
7.0 <u>REVISION HISTORY</u>	18
<u>FIGURES</u>	
Figure 1, EOF Organization	19
Figure 2, EOF Building Arrangement	20



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 3 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

Section

Page

ATTACHMENTS

Attachment 1,	Emergency Log	21
Attachment 2,	EOF Accountability Log for Non-FPC Personnel . .	22
Attachment 3,	EOF Accountability/Fitness-for-Duty (FFD) Log for FPC Personnel	23
Attachment 4,	EOF Emergency Position Descriptions	24
Attachment 5,	EOF Checklist	74
Attachment 6,	Short-Term Recovery Plan Generic Outline	75
Attachment 7,	TSC Computer Log Access Instructions	77
Attachment 8,	Florida Nuclear Plant Emergency Notification Form Supplemental Data Sheet	78
	State of Florida Notification Protocol	79
Attachment 9,	Guidance for Completing the Florida Nuclear Plant Emergency Notification Form	81
	Release Significance Categories	82
Attachment 10,	Emergency Coordinator to EOF Director Turnover/Briefing Worksheet	83
Attachment 11,	Guidelines for Protective Action Recommendations for Non-Essential Generating Complex Personnel and General Population	85



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 4 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

1.0 PURPOSE

The purpose of this procedure is to provide instructions and position responsibilities for operation of the EOF.

2.0 SCOPE

2.1 This procedure describes the operation of the EOF during a radiological emergency at CR-3. The EOF is the center of operations for support to control and mitigate a radiological emergency. The EOF provides a location for the following functions:

- a. Technical and logistical support activities.
- b. Assembly of Federal, State, and local emergency support organizations, and industry support teams.
- c. Support to the State Emergency Response Team.
- d. Off-site dose projections and PAR's for the public to local and State agencies.
- e. Communications with the CR-3 Control Room and the TSC.
- f. Communications with the SWPT; DOH in Orlando, Florida; and Levy and Citrus County EOC's.

2.2 The EOF is located in FPC's Nuclear Training Facility at 8200 West Venable Street in Crystal River, Florida approximately 0.5 miles east of Highway 19, adjacent to the Crystal River Airport.

2.3 A Safety Assessment was performed for this procedure. A determination was made that this procedure is outside the scope of 10 CFR 50.59.

3.0 APPLICABLE REFERENCE DOCUMENTS

- 3.1 FPC CR-3 "Radiological Emergency Response Plan"
- 3.2 REP-02, "Activation and Notification of the Emergency Operations Facility Organization"
- 3.3 REP-03A, "Setup of the Emergency Operations Facility"
- 3.4 REP-04, "Off-Site Radiological Dose Assessment Methods for the Emergency Operations Facility"
- 3.5 REP-08, "Dissemination of Information Following an Emergency at Crystal River Unit 3"
- 3.6 REP-12, "Emergency Operations Facility Accident Assessment Procedure"



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 5 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- 3.7 EM-204B, "Off-Site Dose Assessment During Radiological Emergencies (User Instructions for RADDOSE-IV)"
- 3.8 EM-219, "Duties of the Dose Assessment Team"
- 3.9 EM-225, "Duties of the Technical Support Center Accident Assessment Team"

4.0 DEFINITIONS AND ABBREVIATIONS

4.1 DEFINITIONS

4.1.1 Activation

To provide notification to emergency response personnel of the need to respond to the EOF for staffing and operation.

4.1.2 Operational

The minimum functions and communication links are established and required equipment is in proper working order per the EOF Checklist (Attachment 5).

4.2 ABBREVIATIONS

- AAT - Accident Assessment Team
- CR-3 - Crystal River Unit 3
- DEM - Division of Emergency Management
- DOH - Department of Health (Bureau of Radiation Control)
- EAL - Emergency Action Level
- EC - Emergency Coordinator
- ENC - Emergency News Center
- ENS - Emergency Notification System
- EOC - Emergency Operations Center
- EOF - Emergency Operations Facility
- EPZ - Emergency Planning Zone
- ESATCOM - State Emergency Satellite Communications System
- FEMA - U.S. Federal Emergency Management Agency
- FFD - Fitness-for-Duty
- FPC - Florida Power Corporation
- FSAR - Final Safety Analysis Report
- HPI - High Pressure Injection
- HPN - Health Physics Network
- HVAC - Heating, Ventilating, and Air Conditioning
- INPO - Institute of Nuclear Power Operations
- LAN - Local Area Network
- LGR - Local Government Radio
- MCL - Management Counterpart Link
- MERL - Mobile Emergency Radiological Laboratory
- NGRC - Nuclear General Review Committee
- NRC - U.S. Nuclear Regulatory Commission
- OSC - Operational Support Center



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 6 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

PAR - Protective Action Recommendation
PAX - Public Address Exchange
PMCL - Protective Measures Counterpart Link
POQAM - Plant Operating Quality Assurance Manual
PORV - Pilot-Operated Relief Valve
PRC - Plant Review Committee
RACES - Radio Amateur Civil Emergency Service
REDAS - Replacement Emergency Dose Assessment System
RERP - Radiological Emergency Response Plan
RSCL - Reactor Safety Counterpart Link
SHRD - State Hot Ringdown System
SPDS - Safety Parameter Display System
SWPT - State Warning Point-Tallahassee
TLD - Thermoluminescent Dosimeter
TSC - Technical Support Center

5.0 RESPONSIBILITIES AND ACTIONS

5.1 RESPONSIBILITIES

- 5.1.1 The EOF Director is responsible for direction and control of all emergency phase activities. A complete position description and responsibilities are provided in Attachment 4.
- 5.1.2 The EOF Director is responsible for notification of off-site agencies and PAR's (Attachment 11) for the public when appropriate.
- 5.1.3 The EOF Director is responsible for providing notification of emergency termination and initiation of recovery operations to the NRC, State of Florida (SWPT), the CR-3 Plant Staff, and other organizations that provide on-site support.
- 5.1.4 The EOF Facility Manager, or his alternate, is responsible for assuring that the physical setup of the EOF is accomplished per REP-03A. A complete position description and responsibilities are provided in Attachment 4.
- 5.1.5 The position description and responsibilities for each EOF Staff position are provided in Attachment 4. A directory of the positions and the page on which they can be found is provided at the front of the attachment.

5.2 EQUIPMENT AND MATERIALS

5.2.1 Communications Systems

- 5.2.1.1 The following communications systems are available to responders in the EOF:
- Accident Assessment Ringdown (monitor only)
 - Commercial Telephone System
 - Corporate Ringdown System



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 7 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- d. Dose Assessment Ringdown System
- e. FPC Microwave System
- f. Local Government Radio (LGR)
- g. Telecopy (FAX)
- h. State Hot Ringdown System (SHRD)
- i. State Emergency Satellite Communications System (ESATCOM)

5.2.1.2 The FTS-2000 communications system is available to NRC representatives located in the EOF, and includes:

- a. Emergency Notification System (ENS)
- b. Health Physics Network (HPN)
- c. Reactor Safety Counterpart Link (RSCL)
- d. Protective Measures Counterpart Link (PMCL)
- e. Management Counterpart Link (MCL)
- f. Local Area Network (LAN)
- g. Commercial Telephone System

5.2.2 Radiological Monitoring Equipment

If radiological monitoring instrumentation and support are needed, the Corporate Health Physicist will request them from the TSC Dose Assessment Coordinator. TLD's are available at the EOF in the Health Physics Lab area.

5.2.3 Information Displays

The Data Display System (Spectrum System) displays plant and other technical data for the EOF Staff. Displays include, but are not limited to, the following:

- a. Plant Status
- b. Plant System Schematics
- c. Dose Assessment Model
- d. REDAS
- e. SPDS

5.2.4 Documents

The following documents are maintained in the EOF:

- a. CR-3 Drawings
- b. CR-3 FSAR
- c. CR-3 POQAM
- d. CR-3 Technical Specifications
- e. RERP
- f. Corporate Emergency Support Plan
- g. Radioactive Effluent Release Report (annual)
- h. FPC Radiation Exposure Histories
(maintained on computer data base)
- i. INPO Emergency Resource Manual
- j. EM-225E Support Documents (two volumes)



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 8 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- k. Area Maps
- l. CR-3 Severe Accident Guideline

5.2.5 Other Facilities

Kitchen facilities are available at the EOF for the storage, preparation, and distribution of food for the EOF Staff.

Rest rooms (men and women), which include showers, are available at the EOF.

5.3 RECORDS AND NOTIFICATION

5.3.1 Communications Precautions and Protocol

5.3.1.1 Internal Communications:

All internal telephone communications should be as brief as practical so telephones and switchboards are not tied up.

5.3.1.2 External Communications:

Off-site contacts and support organizations are listed in REP-02.

5.3.1.3 Communications for public information purposes are the responsibility of the Communications Director, or designee, and all media questions are to be referred to this contact. Release of information from this contact through public meetings, press conferences, press release or telephone communication takes place in conjunction with the NRC, State of Florida, or local governments, as appropriate. No statement to the public or media personnel regarding the emergency is made by an employee without prior clearance from the Communications Director.

5.3.2 Emergency Logs

Personnel involved in emergency and recovery phase operations must summarize significant actions taken and the results of these actions, in their respective emergency logs. Communications of significant importance to the emergency must be documented in detail, which could include contact with Federal, State, and local government officials/agencies, and industry contacts.

These logs must be of sufficient detail to explain actions associated with emergency and recovery activities. Results of these actions are documented in sufficient detail to facilitate critique and event reconstruction following event termination. Logs are submitted, with the communications logs, to respective directors upon request or upon event termination. Individual directors may provide additional guidance on specific reporting requirements, content, and level of detail, and utilize such input for written or verbal status reporting to Senior Management. Attachment 1 provides a sample emergency logsheet.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 9 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.3.3 TSC Log

The telecopied version of the TSC Log sent to the EOF is the primary version that is copied and distributed. The version accessed by computer is distributed only if the telecopy machines fail. The telecopied version from the TSC has been reviewed/approved for accuracy.

5.3.4 Accountability Log

An accountability/FFD log is maintained for personnel to sign when entering and leaving the EOF. Attachment 2 provides a sample logsheet for non-FPC personnel and Attachment 3 provides a sample logsheet for FPC personnel.

5.3.5 Dose Assessment

Records of off-site dose rates, integrated dose estimates, and PAR's are maintained per guidance outlined in REP-04.

5.4 INSTRUCTIONS

5.4.1 Organizational Staffing

5.4.1.1 FPC Personnel:

The following emergency positions must be filled to declare the EOF operational and are required within 60 minutes of the SITE AREA EMERGENCY or GENERAL EMERGENCY declaration:

- a. EOF Director
- b. EOF Facility Manager
- c. Assistant EOF Director
- d. EOF Accident Assessment Coordinator
- e. Corporate Health Physicist

NOTE: The Corporate Health Physicist and Dose Assessment Team should staff at an ALERT.

The following additional emergency positions must be filled, but are not required to declare the EOF operational:

- a. Administrative Manager
- b. Communications Director
- c. Corporate Security Specialist
- d. ENC Manager
- e. EOF Accident Assessment Engineer
- f. EOF Accident Assessment Operations Representative
- g. EOF Accountability Representatives (2)
- h. EOF Communicator
- i. EOF Dose Assessment Team Members (3)
- j. FPC Field Team Liaison
- k. EOF NRC Liaison



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 10 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- l. EOF Setup/Status Board Support Personnel
- m. EOF Risk Analysis Representative
- n. EOF State and Local Government Liaison
- o. EOF Technical Support Director
- p. Materials Manager
- q. Medical Representative
- r. State and County EOC Communicator

5.4.1.2 FPC Support Functions Available (listed in REP-02, Attachment 3):

- a. Claims
- b. Computer Services Support (Information Technology)
- c. Employee Information (FPC)
- d. Finance/Accounting
- e. Labor
- f. Legal
- g. Risk Management
- h. Simulator Support
- i. Telecommunications (Information Technology)
- j. Transportation

5.4.1.3 Federal Agencies and Industry Support Teams:

Representatives from the following Federal agencies and industry support teams may also be located at the EOF:

- a. Nuclear Regulatory Commission (NRC)
- b. Federal Emergency Management Agency (FEMA)
- c. Institute of Nuclear Power Operations (INPO)
- d. Framatome Technologies (formerly B&W)
- e. Parsons Power (formerly Gilbert Associates, Inc.)

5.4.1.4 State and Local Agencies:

Representatives from the State of Florida DEM and DOH, Levy County, and Citrus County may be present in the EOF.

5.4.1.5 Organizational Structure:

The organizational structure of the EOF Staff is presented in Figure 1. Organizational positions are defined in Attachment 4.

Other individuals may be requested to provide support and/or assistance to the EOF Staff.

5.4.2 Functioning of the EOF

5.4.2.1 Activation:

The EOF Director shall activate the EOF each time a SITE AREA EMERGENCY or GENERAL EMERGENCY classification is declared.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 11 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

The Corporate Health Physicist and EOF Dose Assessment Team should activate at an ALERT classification. The EOF Director may use his discretion concerning the remainder of EOF setup and activation due to the declaration of an ALERT.

5.4.2.2 Notification:

Notification of the EOF Staff will normally be accomplished via telephone calls using the EOF Notification Network provided in Attachment 1 of REP-02, but pagers are also activated by Nuclear Security.

5.4.2.3 Facility Preparation:

The EOF will be set up per instructions provided in REP-03A.

5.4.2.4 General Requirements for Operation:

The EOF must be declared operational within 60 minutes of the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY. The minimum requirements listed in Attachment 5 must be met prior to declaring the EOF operational. The EOF can be declared operational even though conditions may exist that delay the transfer of State of Florida notifications and PAR's from the TSC. Additional requirements for a fully functioning status are listed below:

- a. Physical and administrative access control established. The EOF Accountability Representatives ensure all responders are signed in and have an appropriate identification badge.
- b. The EOF Auto Phone Attendant turned off to ensure incoming calls are not routed to voice mail.
- c. Security guards posted at the locations described in the "EOF Security Instructions" book located with the EOF accountability supplies. Guidelines for each security post location are also included in these instructions.
- d. Communications established by the EOF Communicator (or designee) with the TSC for the purpose of transmitting and receiving plant data and status information. Arrangements must be in place to assure timely, accurate relay of information to the EOF Staff.
- e. Dose assessment data available. The EOF Dose Assessment Team must obtain dose assessment data from the TSC Dose Assessment Team or by use of the EOF dose assessment equipment. Operation of the EOF does not require the EOF dose assessment equipment/computers to be operable, but does require the ability to obtain current dose assessment information.
- f. Arrangements in place to assure timely, accurate maintenance of the status boards (either electronic or manual) in the Main Conference Room and Dose Assessment Room.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 12 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.4.2.5 Emergency Phase Operations:

- a. The EOF Director, or his designee, conducts an initial briefing that includes a description of the emergency in progress, a summary of known facts, and a preliminary determination of the support required from the EOF. The emergency classification status (including changes) should be announced over the public address system.
- b. The EOF Director must communicate with the Emergency Coordinator to coordinate the transfer of responsibility to notify the State and local authorities, and to make PAR's (Attachment 11). This transfer is not required to declare the EOF operational. The Emergency Coordinator to EOF Director Turnover/Briefing Worksheet (Attachment 10) provides turnover guidance.
- c. Once the EOF Director has communicated to the Emergency Coordinator that the EOF has accepted responsibility for State notification and PAR's, the EOF Director must assure all items are completed on the "FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM" (Attachment 8). Refer to Attachment 9, "Guidance for Completing the Florida Nuclear Plant Emergency Notification Form." The use of the Form is required for the following circumstances:
 1. Initial notification that an emergency condition exists.
 2. Any escalation in emergency classification.
 3. The termination of an emergency condition.
 4. Any change in PAR's.

Any other updated information that does not meet the above criteria does not require the use of the State Notification Form. Verbal updates that are logged are acceptable.
- d. Following initial assessments, arrangements must be made to notify off-site technical organizations, if appropriate. A directory of these organizations is provided in REP-02, Attachment 3.
- e. Off-site dose estimates must be calculated (by either the TSC or EOF Dose Assessment Team), and PAR's made, if appropriate. Calculations will be evaluated by the EOF Dose Assessment member(s) under the guidance of the Corporate Health Physicist.
- f. Availability of supplies and services during both emergency and recovery phases.
- g. Frequent status reports provided to the EOF Staff.
- h. Arrangements made with the TSC to provide personnel for radiological monitoring and instrumentation, if needed.
- i. Information briefings to the press must be provided in the ENC. Details concerning operation of the ENC are contained in REP-08.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 13 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- j. If the event warrants, the FPC State EOC Representative and the FPC Citrus and Levy County EOC Representatives should be sent to the off-site EOC's (State EOC in Tallahassee, Florida and Citrus and Levy Counties) to provide technical expertise and assistance.
- k. As representatives of Federal/State/local agencies and industry support teams arrive at the EOF, the EOF Director or designee should brief them on the status of the emergency. Information contained in this briefing should include the following, as appropriate, for the support being provided:
 - The scenario of the emergency.
 - Summary of latest briefing given by the EOF Director.
 - Summary of latest protective actions recommended, if needed.
 - Summary of latest media briefing/news release.
 - Introduction to the FPC counterpart with which they will interact.
 - Point out data displays and other status board information.
 - Show them their work location(s).
 - Discuss general layout of the EOF.
- l. Coordination with the Information Technology Department must be accomplished to ensure required computer functions can be met if the event warrants evacuation of the Crystal River Generating Complex.
- m. In the event that an emergency requires long-term support, the EOF Director initiates personnel shift changes. Instructions for implementing a shift change are contained in REP-02, Section 5.5.

5.4.2.6 Emergency Phase Termination/De-Escalation:

- a. If termination or de-escalation of the emergency classification is warranted, the decisions and implementation must be coordinated with the State.
- b. When it has been determined (as identified in Section 17.2 per the criteria of the RERP, assessment by the Emergency Coordinator, and through coordination with the State) that no further emergency situation exists, emergency phase actions will be terminated by the EOF Director. A transition of activities to the recovery phase will then begin.

5.4.2.7 Recovery Phase Operations:

- a. The EOF Director must determine the appropriate level of staffing in the EOF during recovery operations.
- b. Recovery operations must, insofar as possible, utilize standing procedures with which emergency teams and plant personnel are familiar and for which they have received appropriate training. Personnel exposure to radiation will be limited by utilization of existing procedures for radiation



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 14 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

protection. Normal occupational radiological dose limits will apply.

- c. Recovery planning will encompass both short- and long-term requirements, and should address (but is not limited to) the following:

- The degree of system or equipment damage.
- Items to be repaired or replaced.
- Re-Entry and Repair Operations
- Procurement Efforts
- Licensing Implications
- Analysis for licensing or safety assessments.
- Decontamination and Cleanup
- Radwaste Processing
- Measures for minimizing potential further releases.
- Isolation of systems and equipment.
- Personnel Access Control
- Need for specific procedures.
- Test Programs
- Special Training Requirements
- Off-Site Organization Support
- Organization and Personnel Assignments
- Whole Body Counting of FPC Emergency Workers

Attachment 6 is an example of a "generic" short-term recovery plan that may be used as the basis for more specific planning.

- d. An assessment of off-site emergency response capability should be evaluated in preparation of a FEMA disaster-initiated review. These reviews assess the off-site radiological emergency preparedness capabilities of the jurisdictions located in the 10 mile EPZ. The assessment focuses on overall off-site communications, siren operability, sheltering, notifications, monitoring, and decontamination. The FPC Radiological Emergency Planning Department is the primary FPC contact for this review.
- e. The completed recovery plan and implementing procedures must be approved by the EOF Director, and shall be submitted to the PRC for approval prior to implementation.

5.4.2.8 Recovery Completion and Final Investigations:

- a. Upon completion of recovery activities, the EOF Director must direct a final investigation of both the emergency and recovery actions to assure all issues have been appropriately considered, and to assure all data has been addressed. The results of this final investigation should be presented to the PRC and NGRC. The results must also be provided to the NRC as justification to return to full power operation.
- b. Upon completion of the final investigation and acceptance by management and regulatory authorities, the EOF Director may



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 15 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

deactivate the emergency organizations and the unit may be returned to service under the direction and control of the normal Corporate and CR-3 organizations.

- c. Any necessary improvements identified by the final investigation will be factored into the Radiological Emergency Response Program.

5.4.3 Support Services

The following services are available during both emergency and recovery phase operations.

5.4.3.1 Food, Housing, and Clothing:

Food, housing, and clothing may be provided to EOF personnel and emergency assistance teams, if required, during the emergency. The Administrative Manager, assisted by the EOF Facility Manager, will make arrangements as needed.

5.4.3.2 Equipment Repair and Maintenance:

A listing of major contractors, and active contract numbers, which can be contacted for equipment repair and maintenance is provided by the Materials Manager.

5.4.3.3 Personnel:

If required, additional office and technical personnel may be provided through Supplemental Labor Resources. (Refer to REP-02, Attachment 3.) Personnel requirements may be met with existing Company personnel and/or outside applicants.

5.4.3.4 Communications:

The FPC Emergency Facility Telephone Book is maintained at the back of the current CR-3 Site Internal Telephone Directory and will be distributed upon EOF activation. Additional communications services (e.g., telephones, etc.), equipment repair, and maintenance will be coordinated by the EOF Facility Manager and provided through the Telecommunications Department.

5.4.3.5 Working Space:

Additional working space for the EOF Staff, emergency assistance teams, and the press will be provided through the EOF Facility Manager, as directed by the EOF Director.

5.4.3.6 Transportation:

Transportation for personnel and equipment to support emergency operations and vehicle maintenance/service will be provided by the Transportation Department. (Refer to REP-02, Attachment 3.)



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 16 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.4.3.7 Office Supplies:

Basic office supplies are stored in the EOF supply cabinets. These items will be issued and maintained by the Administrative Manager.

5.4.3.8 Building Janitorial Services:

Janitorial services for the EOF may be provided, if required, by an outside contractor. The EOF Facility Manager is responsible for coordinating janitorial services.

5.4.3.9 Access Control and Building Security:

General building security is provided through the Corporate Security Specialist. Administrative access control is provided by the EOF Accountability Representative. Access is restricted to FPC employees and representatives of Federal, State, county, or industry support organizations. Each individual must provide proof of organizational affiliation prior to admission. Any individual who does not meet this criterion must receive approval from the EOF Director, Assistant EOF Director, or a Radiological Emergency Planning Department member before admission is allowed.

5.4.3.10 EOF Emergency Diesel Generator:

The emergency diesel generator control panel is located on the east wall in the HVAC Equipment Room at the EOF. If there is a power failure and the diesel does not pick up the load, there is a "gold" panel in the HVAC Equipment Room with a selector switch on it, and a similar switch on the diesel located outside the HVAC Equipment Room, that should be verified to be in the "AUTO" position before determining that the diesel has failed to pick up the load.

5.4.4 Deactivation

Upon notification from the EOF Director, the EOF Facility Manager is responsible for assuring that the EOF and ENC are disassembled, and that the building is secured.

5.4.5 Liaison Support

5.4.5.1 Mobile Emergency Radiological Laboratory (MERL):

The State Mobile Emergency Radiological Laboratory and accompanying field/emergency response teams may locate in the Crystal River area. Electrical and telephone service for the MERL has been pre-arranged at the EOF (southeast corner in fenced/gated area) and at the Levy County Sheriff's Substation (north of Inglis). Assistance with food, housing, and clothing may be coordinated through the DOH Representative at the EOF.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 17 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

5.4.5.2 State and Risk County Representatives:

Space and communications services are provided in the EOF for State of Florida, Levy County, and Citrus County representatives. The State and Local Government Liaison provides the liaison contact between the State and County Representatives and the FPC Staff.

5.4.5.3 Federal Agencies:

Space and communications services are provided in the EOF for NRC and FEMA representatives. Additional space may be provided for other Federal support groups, if required. Electrical and telephone service is available for the NRC Mobile Laboratory behind the EOF (southeast corner in fenced/gated area).

5.4.5.4 Industry Support Groups:

Space and communications services may be provided in the EOF for industry support groups if their services are required during an emergency.

5.4.5.5 INPO Emergency Resource Manual:

The INPO Emergency Resource Manual provides a summary description of each United States nuclear plant, principal contacts, technical expertise, and specialized equipment that utilities and suppliers could provide in response to requests for emergency assistance. INPO contacts provide assistance in identifying and mobilizing the resources needed for the nuclear industry in the event of an emergency.

5.4.6 Evacuation

It is unlikely that evacuation of the EOF would be required during a radiological emergency because of its location (outside the 10 mile EPZ). If necessary, however, the EOF Director may evacuate based on recommendations from the Corporate Health Physicist.

In the event that a decision is made to evacuate, the EOF Director must choose an alternate location for assembly and direct the transfer of functions and responsibilities. Alternative locations may include the:

- a. **Dunnellon Business Office:** Communications capability limited to commercial and microwave telephones.
- b. **Inverness Business Office:** Communications capability limited to commercial and microwave telephones.
- c. **Simulator Building (if necessary during severe weather):** Communications capability limited to commercial and microwave telephones, ENS, State Hot Ringdown, PAX, and plant radios.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 18 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

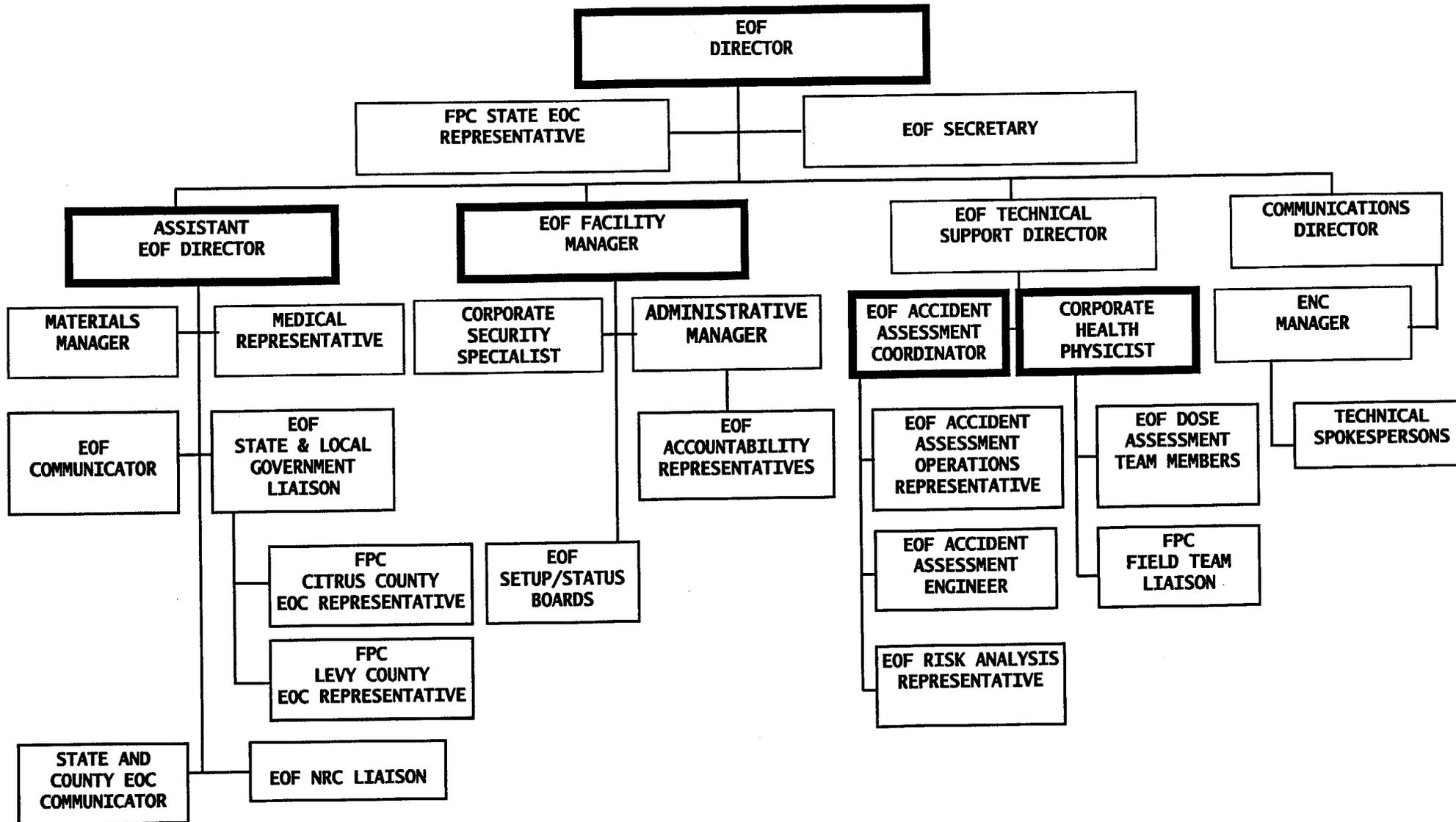
6.0 INTERPRETATION CONTACT

The responsibility for the development and maintenance of this procedure rests with the Manager, Radiological Emergency Planning. The Manager, Radiological Emergency Planning shall be contacted regarding any clarification or interpretation of requirements in this procedure.

7.0 REVISION HISTORY

Rev. 0	Date: <u>12/01/82</u>	Original Issue
Rev. 1	Date: <u>02/17/83</u>	5.2.2
Rev. 2	Date: <u>09/30/83</u>	General Reorganization
Rev. 3	Date: <u>02/29/84</u>	Completeness
Rev. 4	Date: <u>01/03/85</u>	Completeness
Rev. 5	Date: <u>08/30/85</u>	Completeness
Rev. 6	Date: <u>06/15/87</u>	Addition of information previously contained in REP-01 and REP-05.
Rev. 7	Date: <u>11/30/87</u>	Corporate Command Center (CCC) Reorganization
Rev. 8	Date: <u>05/19/89</u>	General revision with update of floor plans/set-up procedures.
Rev. 9	Date: <u>12/22/89</u>	General Revision/Fitness-for-Duty
Rev. 10	Date: <u>01/25/91</u>	General Revision
Rev. 11	Date: <u>05/23/91</u>	General Revision
Rev. 12	Date: <u>10/30/91</u>	General Revision
Rev. 13	Date: <u>05/22/92</u>	General Revision
Rev. 14	Date: <u>07/28/92</u>	CCC Deletion
Rev. 15	Date: <u>01/29/93</u>	General Revision
Rev. 16	Date: <u>12/10/93</u>	General Revision
Rev. 17	Date: <u>03/31/94</u>	EPA-400/General
Rev. 18	Date: <u>07/01/94</u>	State Form/General
Rev. 19	Date: <u>12/15/94</u>	General Revision
Rev. 20	Date: <u>02/16/96</u>	General Revision
Rev. 21	Date: <u>10/07/96</u>	Revision of floor plans and inclusion of Accident Assessment Team.
Rev. 22	Date: <u>03/31/97</u>	General revision to include 1996 Annual RERP Exercise ARCA's.
Rev. 23	Date: <u>11/03/97</u>	General revision to include new position, EOF Technical Support Director.
Rev. 24	Date: <u>05/18/98</u>	Setup portion of procedure removed and established in a separate procedure for same, REP-03A. Added checklists for each EOF emergency position.
Rev. 25	Date: <u>10/08/98</u>	General Revision
Rev. 26	Date: <u>01/26/99</u>	General Revision
Rev. 27	Date: <u>05/28/99</u>	General Revision
Rev. 28	Date: <u>05/30/00</u>	Revision included adding Table of Contents and new State Notification Form and PAR's.

- FIGURE 1 -
EOF ORGANIZATION



NOTE: The boxes with dark borders indicate minimum positions required to declare the EOF "operational."



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

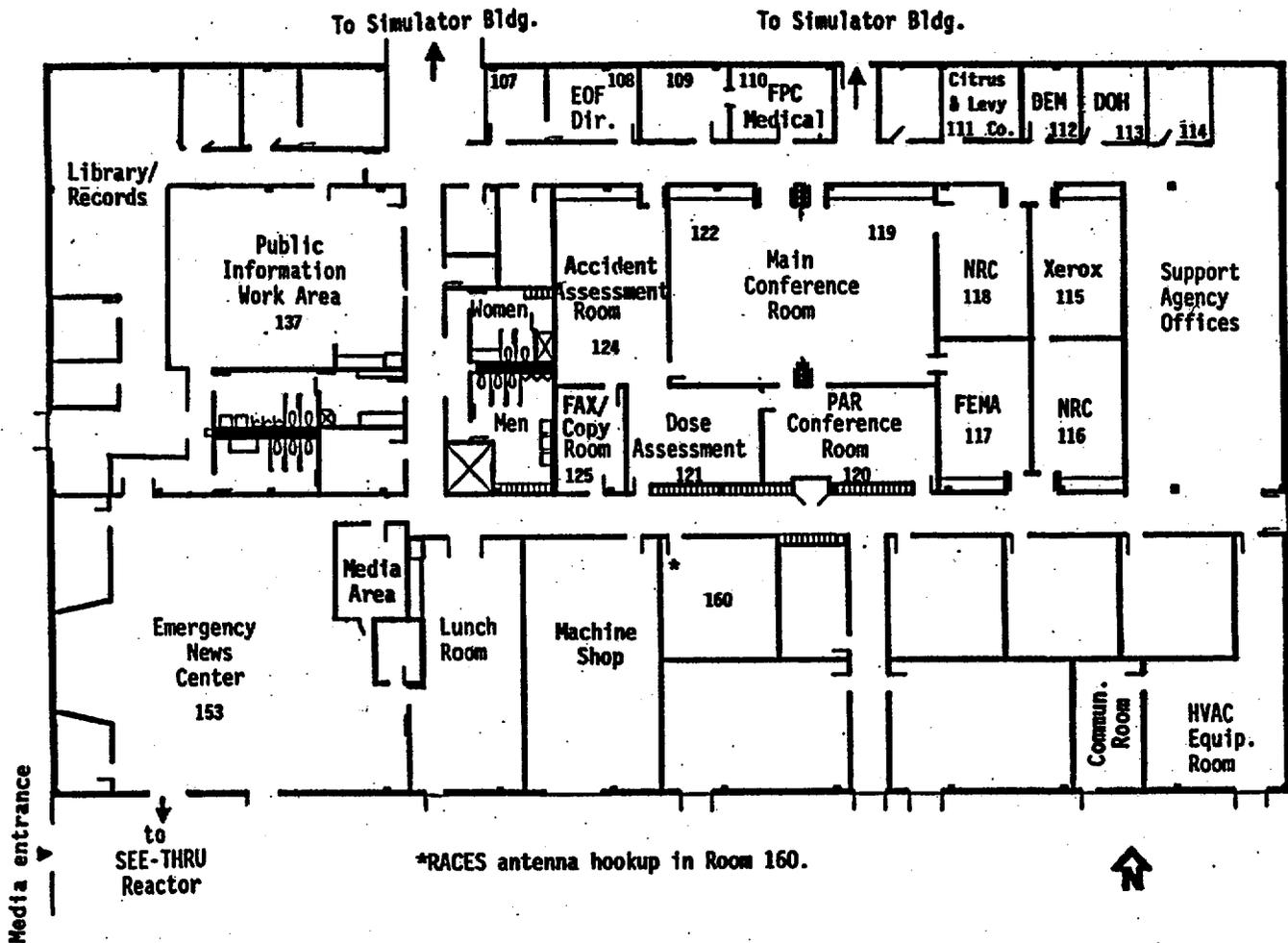
REP-03 Rev. 28
Date 05/30/00
Page 20 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- FIGURE 2 -

EOF BUILDING ARRANGEMENT

S A M P L E





RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 25 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Vice President, Nuclear Operations

REPORTING STATUS: At the discretion of the Vice President, Nuclear Operations.

FUNCTION: To represent Senior Management whenever emergency mitigation or recovery plans require broad-based decisions that will impact Corporate resources.

RESPONSIBILITIES:

- a. Notifies the President and Chief Executive Officer whenever an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY has been declared.
- b. Assures FPC Senior Management is kept apprised of the plant emergency status.
- c. Acts as FPC spokesperson to media when appropriate.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 26 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Director

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: - To assume responsibility for control and mitigation of the emergency.
- To exercise authority-of-position to acquire and use Corporate resources for control and mitigation of the emergency, and for recovery phase operations.

RESPONSIBILITIES:

Emergency Phase

- a. Notifies Nuclear Security to activate EOF pagers at SITE AREA EMERGENCY or GENERAL EMERGENCY declaration, or when EOF is to be activated.
- b. Notifies the following positions that the EOF has been activated:
 - EOF Facility Manager
 - EOF Technical Support Director
 - Assistant EOF Director
 - Communications Director
- c. Notifies the Vice President, Nuclear Operations that an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY has been declared and provides updates, as needed.
- d. Coordinates and supports the following EOF positions:
 - EOF Facility Manager
 - EOF Technical Support Director
 - Assistant EOF Director
 - Communications Director
 - FPC State EOC Representative
- e. Communicates with the Emergency Coordinator to determine the plant status and level of emergency support required from the EOF Staff.
- f. Directs briefings for EOF personnel concerning the nature of the emergency and required EOF support.
- g. Directs and controls all emergency phase activities.
- h. Manages the EOF organization to produce assessments and recommendations for accident mitigation; to support the plant emergency organization; to provide effective liaison with Federal, State, local, and industry response teams; and to support information dissemination.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 27 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- i. Communicates recommended corrective and/or protective actions to the State, county, NRC, and Emergency Coordinator.
- j. Acts as FPC liaison for coordination of emergency assistance teams from the NRC, FEMA, INPO, or other off-site organizations located at the EOF or plant site.
- k. Ensures that frequent status reports are provided to the EOF Staff.
- l. Ensures representatives of Federal/State/local agencies and industry support teams are provided briefings on emergency status upon arrival at the EOF.
- m. Determines the need to utilize an alternate location for the EOF and implements the move, if needed.
- n. Ensures the State Notification Form is completed after the EOF is declared operational.
- o. Dispatches the FPC State EOC Representative to Tallahassee, Florida, if event warrants.
- p. Coordinates the termination of emergency phase operations with the Deputy State Coordinating Officer, and notification to the NRC, SWPT, the Emergency Coordinator, the CR-3 emergency organization, and other organizations providing on-site support to initiate recovery activities.

Recovery Phase

- a. Develops and/or reviews recovery plan using members of the Plant Staff, EOF Staff, and outside assistance, as required.
- b. Determines staffing levels required to implement the recovery plan.
- c. Ensures notification to the organizations that are providing off-site support when the emergency has been terminated and recovery has begun.
- d. Provides direction and control of recovery plan implementation.
- e. Provides status reports to the Vice President, Nuclear Operations.
- f. Directs recovery completion and final investigations per Section 5.4.2.8 of this procedure.
- g. Coordinates formal deactivation of the EOF once recovery is completed, or the normal organization has assumed responsibility for completing recovery and returning the unit to service.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28
Date 05/30/00
Page 28 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF DIRECTOR CHECKLIST

- | <u>Check</u> | <u>Emergency Phase</u> |
|--------------------------|--|
| <input type="checkbox"/> | 1. Determine emergency status and EOF staffing level. |
| <input type="checkbox"/> | 2. Notify Nuclear Security to activate EOF pagers. |
| <input type="checkbox"/> | 3. Perform telephone notifications (referring to REP-02 or call card): |
| | <input type="checkbox"/> EOF Facility Manager
<input type="checkbox"/> EOF Technical Support Director
<input type="checkbox"/> Assistant EOF Director
<input type="checkbox"/> Communications Director
<input type="checkbox"/> Vice President, Nuclear Operations |
| <input type="checkbox"/> | 4. Ensure minimum staffing and equipment are available (Attachment 5). |
| <input type="checkbox"/> | 5. Complete turnover from Emergency Coordinator (Attachment 10). |
| <input type="checkbox"/> | 6. Ensure EOF Staff is aware when EOF is declared operational (public address announcement completed). |
| <input type="checkbox"/> | 7. Provide EOF Staff an initial briefing of emergency status, to include: |
| | <ul style="list-style-type: none"> - Description of emergency in progress/emergency classification - Summary of known facts - Support required from EOF |
| | <p>NOTE: Direct notifications should not be turned over to the DEM Deputy State Coordinating Officer or designee until they have established local control and state they are ready to receive the notifications.</p> |
| <input type="checkbox"/> | 8. Confirm with Assistant EOF Director that State Notification Form has been completed and State Warning Point has been notified via State Hot Ringdown (until DEM arrives at EOF and can be provided direct notifications), when applicable. |
| <input type="checkbox"/> | 9. Ensure the following organizations are notified of protective action recommendations (see Attachment 11 for PAR guidelines): |
| | <input type="checkbox"/> DEM
<input type="checkbox"/> Citrus County
<input type="checkbox"/> Levy County |



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 29 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF DIRECTOR CHECKLIST (Continued)

Check Emergency Phase (Cont'd)

- _____ 10. Ensure personnel from the following organizations are briefed [cover information outlined in Section 5.4.2.5(k)] upon arrival at the EOF:
 - _____ DEM
 - _____ DOH
 - _____ Citrus County
 - _____ Levy County
 - _____ NRC
 - _____ FEMA
- _____ 11. Provide periodic status reports (briefing updates) to EOF Staff.
- _____ 12. Evaluate long-term EOF staffing needs and arrange for shift changes, if necessary.
- _____ 13. Dispatch FPC State EOC Representative to Tallahassee, if needed.
- _____ 14. Update Vice President, Nuclear Operations, if conditions warrant.
- _____ 15. Evaluate need for EOF relocation, if conditions warrant.
- _____ 16. Draft recovery plan [Section 5.4.2.7(c) and Attachment 6].
- _____ 17. Coordinate termination of emergency phase with Deputy State Coordinating Officer, NRC, and the Emergency Coordinator.

Check Recovery Phase

- _____ 1. Complete recovery plan.
- _____ 2. Determine staffing levels.
- _____ 3. Notify all off-site organizations that have been supplying support that the emergency has been terminated and recovery has begun.
- _____ 4. Ensure assessment of off-site emergency response capabilities are evaluated in preparation for a FEMA-initiated review [5.4.2.7(d)].
- _____ 5. Ensure recovery plan/implementing procedures are approved by EOF Director.
- _____ 6. Ensure recovery plan/implementing procedures are approved by PRC.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 30 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**EOF DIRECTOR CHECKLIST
(Continued)**

Check Recovery Completion and Final Investigations

- _____ 1. Ensure final investigation has been completed.
- _____ 2. Provide status report to Vice President, Nuclear Operations.
- _____ 3. Ensure final investigation results have been approved by PRC.
- _____ 4. Ensure final investigation results have been approved by NGRC.
- _____ 5. Ensure final investigation results have been approved by the NRC.
- _____ 6. Deactivate emergency organizations when appropriate.
- _____ 7. Provide improvements identified by final investigation to Radiological Emergency Planning Department for factoring into Radiological Emergency Response Program.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 31 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Assistant EOF Director

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: To assist the EOF Director in management of the EOF.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - Administrative Manager
 - EOF State and Local Government Liaison
 - FPC State EOC Representative
 - State and County EOC Communicator
- b. Coordinates and supports the following positions:
 - EOF Communicator
 - EOF State and Local Government Liaison
 - EOF NRC Liaison
 - Materials Manager
 - Medical Representative
 - State and County EOC Communicator
- c. Notifies INPO whenever an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY is declared.
- d. Provides technical consultation and general assistance to the EOF Director.
- e. Assists the EOF Director in assuring the State Notification Form is completed after the EOF has accepted this responsibility from the Emergency Coordinator and ensures notifications are completed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 32 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

ASSISTANT EOF DIRECTOR CHECKLIST

Check

- _____ 1. Perform telephone notifications (referring to REP-02 or call card):
- ___ Administrative Manager
 - ___ EOF State and Local Government Liaison
 - ___ FPC State EOC Representative
 - ___ State and County EOC Communicator
- _____ 2. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- _____ 3. Call INPO (referring to REP-02 or call card).
- _____ 4. Ensure work area is set up and functional.
- _____ 5. Obtain status of last State notification.
- NOTE:** The State and County EOC Communicator is available to make notifications on the State Hot Ringdown, when needed.
- NOTE:** The EOF Director should initial all State Notification Forms, but this can be temporarily delegated if the EOF Director is not available. The designee must ensure the EOF Director is updated upon return.
- _____ 6. Ensure State Notification Form is completed and State Warning Point is notified from EOF via State Hot Ringdown, until DEM arrives [Section 5.4.2.5(c)].
- NOTE:** Direct notifications should not be turned over to the DEM Deputy State Coordinating Officer or designee until they have established local control and state they are ready to receive the notifications.
- _____ 7. Provide State notifications per direction of EOF Director to DEM directly (in person upon arrival). This will also include ensuring the Deputy State Coordinating Officer's, or designee's, name is on the State Notification Form to document receipt of message after the Deputy State Coordinating Officer has accepted direct communication for the State notifications and PAR's.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 33 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Facility Manager.

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: To assure that the EOF is set up and to coordinate facility/equipment repairs as needed.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - EOF Accountability Representatives (2)
 - EOF Communicator
 - EOF Setup/Status Boards (all)
- b. Coordinates and supports the following positions:
 - Administrative Manager
 - Corporate Security Specialist
 - EOF Setup/Status Boards
- c. Directs the physical setup of the EOF based on priorities established in REP-03A, upon notification that the facility will be activated.
- d. Directs the EOF set-up personnel to perform status board activities once the EOF is operational.
- e. Ensures provision of facility support, coordinates facility/equipment repairs, and arranges janitorial services, as needed. This includes ensuring Telecommunications and computer support personnel are contacted, as needed.
- f. Ensures public address system volumes throughout the EOF and the Public Information Work Area are set at a proper volume.
- g. Ensures all equipment set up (e.g., computers, FAX machines, copiers, telephones, microphones, video cameras, etc.) is functionally tested.
- h. Ensures all EOF clocks are synchronized with the TSC and Control Room.
- i. Ensures the EOF Auto Phone Attendant (voice mail) is deactivated.
- j. Ensures all equipment and work areas are disassembled and secured upon termination of an emergency or recovery.
- k. Assists the Administrative Manager with food, housing, and clothing arrangements, as needed.
- l. Ensures restroom facilities for media representatives are provided.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 34 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF FACILITY MANAGER CHECKLIST

Check

- _____ 1. Perform telephone notifications (referring to REP-02 or call card):
- _____ EOF Accountability Representatives (2)
 - _____ EOF Communicator
 - _____ FPC Setup/Status Boards
- NOTE:** The EOF Security Card Reader System is activated from 1800 to 0600 hours.
- _____ 2. Ensure the EOF Security Card Reader System is deactivated, if needed. The key-lock to deactivate the system is located on the west wall by the Document Control hallway entrance.
- _____ 3. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- _____ 4. Ensure EOF/ENC setup follows priorities in REP-03A, Section 5.3.1.1.
- _____ 5. Ensure EOF setup is complete per REP-03A.
- _____ 6. Ensure individuals are assigned as Status Board Coordinator (to update status information on the laptop computer and operate the Spectrum Data Display System) and as assistant (to gather information).
- _____ 7. Ensure public address speaker volumes are turned off in the ENC (Room 153). Refer to REP-03A, Attachment 1 (ENC Layout), Instructions 6 and 7.
- _____ 8. Ensure the EOF/ENC signs (EOF = 1, ENC = 2) are hung on the existing posts by the front sidewalk. The signs are stored in Room 153 in the REP Storage Room.
- _____ 9. Ensure all equipment is functionally tested:
- _____ Telephones
 - _____ Computers
 - _____ FAX Machines
 - _____ Copy Machines
 - _____ Microphones
 - _____ ENC Video System/TV's
 - _____ Clocks synchronized (with TSC and Control Room)
- _____ 10. Contact Telecommunications for support (refer to REP-02, Attachment 3).



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 35 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**EOF FACILITY MANAGER CHECKLIST
(Continued)**

Check

- 11. Ensure EOF Auto Phone Attendant (voice mail) is turned off. (Refer to REP-03A, Attachment 3.)
- 12. Contact Computer Services for support, if needed (REP-02).
- 13. Establish restroom facilities for media [REP-03A, Section 5.3.1.1(1)].
- 14. Ensure emergency diesel generator is available (Section 5.4.3.10).
- 15. Arrange for additional work space, if needed.
- 16. Arrange for janitorial services, if needed.

Deactivation

- 17. Ensure EOF Auto Phone Attendant (voice mail) is turned back on upon deactivation of EOF. (Refer to REP-03A, Attachment 3.)
- 18. Ensure EOF is restored and secured upon deactivation.
- 19. Ensure the EOF Security Card Reader System is activated.
- 20. Ensure the EOF/ENC signs are removed from the outside posts and returned to the REP Storage Room.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 36 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Technical Support Director

REPORTING STATUS: Required

FUNCTION: To provide direction and control to EOF functions associated with accident mitigation and assessment.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated and provides coordination and support:
 - Corporate Health Physicist
 - EOF Accident Assessment Coordinator
- b. Provides assistance to the EOF Director in developing PAR's based on plant conditions and radiological conditions.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 37 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF TECHNICAL SUPPORT DIRECTOR CHECKLIST

Check

- 1. Perform telephone notifications (referring to REP-02 or call card):
 - Corporate Health Physicist
 - EOF Accident Assessment Coordinator
- 2. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- 3. Ensure work area is set up and functional.
- 4. Provide EOF Director with status of EOF Dose Assessment Team and EOF Accident Assessment Team (manned and ready to assume responsibilities).
- 5. Obtain plant status and any PAR's based on plant conditions from the EOF Accident Assessment Coordinator.
- 6. Obtain dose assessment status and any PAR's based on off-site dose projections from the Corporate Health Physicist.
- 7. Provide EOF Director assessment of plant conditions/radiological conditions and assist with PAR determinations.
- 8. Provide PAR to Assistant EOF Director for Item 12 on State Notification Form.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 38 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Corporate Health Physicist

REPORTING STATUS: Staff at ALERT, but required within 60 minutes of SITE AREA EMERGENCY for EOF activation.

FUNCTION: - To evaluate dose assessment results and provide PAR's to the EOF Technical Support Director and/or EOF Director.

- To represent FPC in matters pertaining to the potential off-site effects of a radiological accident.

RESPONSIBILITIES:

- a. Notifies the following positions at an ALERT to staff the EOF and provides coordination and support:
 - EOF Dose Assessment Team Members (3)
 - FPC Field Team Liaison
- b. Assigns Dose Assessment Team members as EOF Team Leader, RADDOSE Computer Operator, and REDAS Terminal Operator.
- c. Provides guidance to EOF Dose Assessment personnel performing dose calculations.
- d. Interfaces with the Accident Assessment Team to assure that EOF and DOH Dose Assessment personnel are provided information necessary for generating off-site dose projections.
- e. Ensures the results of FPC and DOH dose assessment and field monitoring activities are compared.
- f. Provides off-site dose projection summaries to the EOF Technical Support Director.
- g. Provides PAR's (on the basis of dose assessment projections) to the EOF Technical Support Director.
- h. Provides information to complete Items 9 thru 11 of the State Notification Form and radiological dose assessment data on the Supplemental Data Sheet.
- i. Provides information (for FPC briefings, ENC briefings, etc.) concerning the radiological condition within the Crystal River Generating Complex.
- j. Directs activities of the FPC Field Team Liaison.
- k. Designates a Dose Assessment Team member to assist or perform the duties of the FPC Field Team Liaison if necessary.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 39 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

1. Ensures the EOF Director is informed when the EOF Dose Assessment Team assumes responsibility for dose projections.

- | m. Ensures radiological monitoring is set up at the EOF, if needed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 40 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

CORPORATE HEALTH PHYSICIST CHECKLIST

Check

- 1. Perform telephone notifications (referring to REP-02 or call card):
 - EOF Dose Assessment Team Members (3 notified)
 - FPC Field Team Liaison
- 2. Check in with EOF Director upon arrival and ensure name is posted on staffing board.
- 3. Ensure work area is set up and functional.
- 4. Assign Dose Assessment Team members:
 - EOF Team Leader
 - RADDSE Computer Operator
 - REDAS Terminal Operator
- 5. Brief Dose Assessment Team members.
- 6. Inform EOF Technical Support Director when EOF Dose Assessment Team assumes responsibility for dose projections. (Provide update directly to EOF Director if EOF Technical Support Director has not arrived.)
- 7. Brief FPC Field Team Liaison upon arrival.
- 8. Brief DOH Dose Assessment personnel upon arrival.
- 9. Ensure FPC and DOH dose projection results are compared.
- 10. Ensure FPC and DOH field monitoring results are compared.
- 11. Provide EOF Technical Support Director with status report.
- 12. Complete Items 7 thru 11 on State Notification Form (Attachment 8), when needed.
- 13. Obtain weather forecast, if needed.
- 14. Provide PAR's to EOF Technical Support Director.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 41 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**CORPORATE HEALTH PHYSICIST CHECKLIST
(Continued)**

Check

NOTE: ENC Technical Spokespersons should be available to attend ENC briefings in your behalf.

- _____ 15. Participate in ENC briefings, if time permits, and provide information concerning the radiological condition within the Crystal River Generating Complex.
- _____ 16. Ensure Release Significance Category (on window) is updated.
- _____ 17. Ensure current Release Significance Category information is provided to the Status Board Coordinator in the Main Conference Room.

NOTE: EOF radiological monitoring is not normally required unless the EOF is affected by plume travel. If EOF monitoring is expected to be needed, contact the Dose Assessment Coordinator in the TSC for Health Physics support and monitoring equipment (e.g., frisker, ion chamber, and air sampler).

- _____ 18. Ensure radiological monitoring is set up at EOF, if needed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 42 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Dose Assessment Team Member (3)

REPORTING STATUS: Required; will normally staff at an ALERT.

FUNCTION: To generate off-site dose projections and provide the Corporate Health Physicist with this information.

RESPONSIBILITIES:

EOF Dose Assessment Team Leader

- a. Ensures equipment is operational and the Dose Assessment Room is prepared for use.
- b. Communicates with the TSC Dose Assessment Team Leader to determine the parameters/source term to use for dose assessment.
- c. Requests/reviews dose projection printouts from TSC.
- d. Coordinates EOF Dose Assessment Team activities and ensures the Corporate Health Physicist and TSC Dose Assessment Team Leader are aware when the EOF Dose Assessment Team has taken responsibility for dose projections.
- e. Compares dose projection results with the TSC, State, and NRC results.
- f. Interfaces with the FPC Field Team Liaison to coordinate FPC and State Field Team monitoring locations, and for comparison of field data.
- g. Provides dose projection and field monitoring results to the Corporate Health Physicist and ensures Dose Assessment Status Board is updated.

RADDOSE Computer Operator

- a. Assists in the setup of the Dose Assessment Work Area.
- b. Operates the dose assessment (RADDOSE) computer to generate off-site dose projections.
- c. Provides dose projection results to the EOF Dose Assessment Team Leader.

REDAS Terminal Operator

- a. Assists in the setup of the Dose Assessment Work Area.
- b. Generates meteorological and radiation monitoring data, and provides same to the RADDOSE Computer Operator.
- c. Compares data with that provided in the TSC/OSC and the Control Room.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 43 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF DOSE ASSESSMENT TEAM LEADER CHECKLIST

Check

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Establish communications with TSC Dose Assessment Team.
- _____ 3. Review TSC dose projections.
- _____ 4. Notify Corporate Health Physicist and TSC Dose Assessment Team Leader that EOF Dose Assessment Team has taken responsibility for dose projections.
- _____ 5. Compare dose projection results with TSC, DOH, and NRC results.
- _____ 6. Establish interface with FPC Field Team Liaison.
- _____ 7. Ensure dose assessment status board is updated, as needed.
- _____ 8. Provide Corporate Health Physicist with dose projection and field monitoring results.

RADDOSE COMPUTER OPERATOR CHECKLIST

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Ensure RADDOSE computer is operational.
- _____ 3. Provide dose projections to EOF Dose Assessment Team Leader.

REDAS TERMINAL OPERATOR CHECKLIST

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Ensure REDAS computer is operational.
- _____ 3. Provide meteorological/radiation monitoring data to RADDOSE Computer Operator.
- _____ 4. Compare data with TSC and Control Room data.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 44 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Administrative Manager

REPORTING STATUS: Required

FUNCTION: To direct the Administrative Staff in support of EOF activities.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - Corporate Security Specialist
 - Medical Representative
 - Materials Manager
- b. Ensures the support positions listed in the EOF Administrative Manager's Emergency Instructions are filled with available personnel.
- c. Coordinates and supports the EOF Accountability Representative position.
- d. Notifies, coordinates, and supports the following FPC support functions (REP-02, Attachment 3):
 - Claims
 - Human Resources Systems Request (FPC Employee Information)
 - Finance/Accounting
 - Supplemental Labor Resources
 - Legal
 - Risk Management
 - Transportation
- e. Ensures emergency food, clothing, and housing are provided to EOF personnel and emergency assistance teams as directed by the EOF Director.
- f. Arranges supplemental working space for EOF personnel and emergency assistance teams, if required, through coordination with the EOF Facility Manager.
- g. Contacts the TSC Medical Representative (if the EOF Medical Representative has not arrived) and finds out if an injured employee's family has been notified of his/her medical status, if applicable. Provides this information to the EOF Director.
- h. Assists in the setup of the Administrative Manager Work Area.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 45 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

ADMINISTRATIVE MANAGER CHECKLIST

Check

- 1. Perform telephone notifications (referring to REP-02 or call card):
 - Corporate Security Specialist
 - Medical Representative
 - Materials Manager
- 2. Ensure available personnel are called to fill the positions listed in the EOF Administrative Manager's Emergency Instructions.
- 3. Ensure work area is set up and functional.
- 4. Notify the following support functions (REP-02, Attachment 3):
 - Claims
 - Human Resources Systems Request (FPC Employee Information)
 - Finance/Accounting
 - Supplemental Labor Resources
 - Legal
 - Risk Management
 - Transportation
- 5. Ensure Accountability Staff is in place/functional.
- 6. Ensure administrative support is available, as follows:
 - EOF Secretary
 - Document Control
 - Duplicating (Xerox)
 - Telecopy (FAX)
 - Dose Assessment Support
 - EOF Support
 - Switchboard
 - ENC Support
- 7. Ensure office supplies are available as needed.
- 8. Ensure supplemental working space is arranged, if needed. (Coordinate with EOF Facility Manager.)
- 9. Contact TSC Medical Representative to verify if injured employee's family has been notified (ONLY IF the EOF Medical Representative is not available to do so).
- 10. Provide EOF Director with injured employee's status, if applicable.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 46 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accountability Representative (2)

REPORTING STATUS: Required

FUNCTION: - To administratively control access to the EOF.

- To maintain an ongoing accounting of personnel admitted into the EOF.

RESPONSIBILITIES:

- a. Maintains an accountability log at the EOF entrance.
- b. Issues EOF identification badges to all personnel who are granted access to the EOF.
- c. Locates individuals that arrived at the EOF before access control was established and ensures they are accounted for, badged, and FFD-verified.
- d. Assists in the setup of the EOF entrance.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 47 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF ACCOUNTABILITY REPRESENTATIVE CHECKLIST

Check

- 1. Turn the keyswitch to the "OFF" position to deactivate the EOF Security Card Reader System, which is located in the front lobby area.
- 2. Ensure the access control area is set up and functional.
- 3. Ensure sign-in logsheets (Attachments 2 and 3) and/or current "EOF Accountability/Fitness-for-Duty (FFD) Log for FPC Personnel" are available (REP-02, Attachment 4).
- 4. Provide badges to all individuals signing in and ensure that all personnel already in the EOF are logged in, are fit-for-duty, and have the appropriate badge.
- 5. Ensure FPC personnel signing in for EOF access are fit-for-duty.
- 6. Ensure FPC personnel in required EOF positions are provided access quickly.
- 7. Notify Administrative Manager and/or EOF Director when personnel for all five (5) required positions have signed in.
- 8. Ensure Federal, State, County, and industry support personnel provide proof of organizational affiliation.
- 9. Provide periodic status updates to Administrative Manager.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 48 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Materials Manager

REPORTING STATUS: Required

FUNCTION: To provide near-site management of the purchase, receipt, and control of the equipment, services, materials, and supplies needed for emergency and recovery efforts.

NOTE: The Materials Manager fulfills his emergency function from the EOF. He should utilize members of his normal organization, as necessary, to accomplish his responsibilities. His staff will operate from the normal on-site offices and adjoining storeroom facilities. If this is not permitted by the emergency situation, an Alternate Emergency Storeroom located in Wildwood, Florida will be used.

RESPONSIBILITIES:

- a. Arranges supplemental manpower, facilities, and supplies (from contractors) for site purchasing tasks and management of purchasing for plant requirements throughout the emergency.
- b. Arranges provision for security of equipment, supplies, and facilities through coordination with the Corporate Security Specialist.
- c. Ensures maintenance of records on the issue of equipment and supplies or contracted services.
- d. Supervises efforts to meet extraordinary requirements for stock (inventory) or materials, and manages the prompt replenishment of stock throughout the emergency.
- e. Ensures procurement of facilities and equipment to handle receipt, storage, and issue of extraordinary quantities of material that may be required throughout the emergency.
- f. Ensures provision of receipt inspections of safety-related materials and resolution of Quality problems (with assistance from Engineering and Quality Assurance).
- g. Assists in the setup of the Materials Manager Work Area.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 49 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

MATERIALS MANAGER CHECKLIST

Check

- _____ 1. Ensure area is set up and functional.
- _____ 2. Establish contact with the Procurement representative in the OSC.
- _____ 3. Contact off-site vendors, as needed (e.g., hydrogen recombiner).
- _____ 4. Contact Corporate Security Specialist for security of equipment, supplies, and facilities, as needed.
- _____ 5. Ensure alternate emergency storeroom in Wildwood, Florida is prepared to be utilized if conditions warrant.
- _____ 6. Coordinate procurement of material needed for recovery as outlined in the recovery plan (per direction from EOF Director).



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 50 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accident Assessment Coordinator

REPORTING STATUS: Required within 60 minutes for EOF activation.

FUNCTION: To coordinate EOF Accident Assessment activities and to provide support primarily to the EOF Technical Support Director in the area of plant conditions as they relate to PAR's.

RESPONSIBILITIES:

- a. Keeps the EOF Technical Support Director informed of Accident Assessment Team activities and developments in plant status, especially those that may impact EAL's and PAR's.
- b. Notifies the following positions that the EOF has been activated and provides coordination and support:
 - EOF Accident Assessment Operations Representative
 - EOF Accident Assessment Engineer
 - EOF Risk Analysis Representative
- c. Ensures communication is established with the TSC on the Corporate Ringdown until dedicated Communicator arrives.
- d. Assists in the setup of the EOF Accident Assessment Work Area.
- e. Performs "plant conditions" portion of the EOF briefings using the briefing guidelines provided in REP-12.
- f. Monitors the Accident Assessment Ringdown (communication between the Control Room and TSC Accident Assessment Team).
- g. Provides support to the TSC Accident Assessment Team in determining the causes and consequences of the emergency.
- h. Ensures interface is established with the EOF Dose Assessment Team using REP-12 as guidance.
- i. Refers to REP-12 enclosures for additional accident assessment guidance and information.
- j. Notifies Simulator personnel for support, when necessary (e.g., for testing mitigation strategies).
- k. Monitors Critical Safety Functions and provides status to EOF Technical Support Director and EOF personnel during briefings, as needed.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 51 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accident Assessment Operations Representative

REPORTING STATUS: Required

FUNCTION: - To provide operational support to the EOF Accident Assessment Team.
- To operate SPDS located in the EOF.

RESPONSIBILITIES:

- a. Verifies that the SPDS computer is properly set up and operational.
- b. Operates the SPDS computer.
- c. Monitors plant parameters and provides status updates to the EOF Accident Assessment Coordinator.
- d. Monitors communications between the Control Room and the TSC Accident Assessment Team via speaker in the EOF Accident Assessment Room.
- e. Assists in the setup of the EOF Accident Assessment Work Area.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 52 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Accident Assessment Engineer

REPORTING STATUS: Required

FUNCTION: To provide Engineering support to the EOF Accident Assessment Team.

RESPONSIBILITIES:

- a. Assesses plant conditions and provides Engineering support for developing accident mitigation strategies as needed.
- b. Provides Engineering support to the TSC Accident Assessment Team.
- c. Notifies additional Engineering resources when necessary.
- d. Assists in the setup of the EOF Accident Assessment Work Area.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 53 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Setup/Status Boards

REPORTING STATUS: Required

FUNCTION: - To accomplish physical setup of the EOF.
- To update EOF status boards as required.

RESPONSIBILITIES:

- a. Performs physical setup of the EOF based on priorities and instructions provided in REP-03A.
- b. Performs functional test of all equipment set up (e.g., computers, FAX machines, copiers, telephones, microphones, video cameras, etc.).
- c. Updates the plant status information on the laptop computer and operates the Spectrum Data Display System in the EOF Main Conference Room (performed by individual assigned as Status Board Coordinator).
- d. Updates EOF Main Conference Room Status Boards manually if electronic system is not available.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 54 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF SETUP/STATUS BOARDS CHECKLIST

Check

- _____ 1. Ensure setup instructions are available (REP-03A).
- _____ 2. Establish room set-up priorities (REP-03A, Section 5.3.1.1).
- _____ 3. Ensure all equipment is functionally tested:
 - _____ Telephones
 - _____ Computers
 - _____ FAX Machines
 - _____ Copy Machines
 - _____ Microphones
 - _____ ENC Video System/TV's
- _____ 4. Confirm EOF setup is complete.
- _____ 5. Confirm ENC setup is complete (including Room 137).
- _____ 6. Ensure an individual is assigned as Status Board Coordinator (assigned to Room 122 data display updates).
- _____ 7. Ensure an individual is assigned to gather data and support the Status Board Coordinator.
- _____ 8. Ensure electronic data displays are functional (Spectrum System).
- _____ 9. If Spectrum Data Display System is not functional, arrange to manually update boards.
- _____ 10. Ensure laptop computer is functional, including print capability and access to Network (Weather for Windows, etc.).
- _____ 11. Ensure computer disk is available to save data, as needed.
- _____ 12. Access the Emergency Status Display file (in WORD) stored on the laptop computer's "C" drive and display on one of the Spectrum Data Display screens.
- _____ 13. Obtain the required information to update the Emergency Status Display from the following contacts:
 - EMERGENCY CLASSIFICATION: Assistant EOF Director
 - CRITICAL SAFETY FUNCTIONS: EOF Technical Support Director
 - RELEASE SIGNIFICANCE CATEGORY: Corporate Health Physicist
 - METEOROLOGICAL CONDITIONS: Corporate Health Physicist
 - PLANT CONDITIONS/INJURIES: EOF Communicator



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 55 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Communicator

REPORTING STATUS: Required

FUNCTION: - To perform communication duties between the EOF and TSC.
- To assist with EOF setup, as time permits.

RESPONSIBILITIES:

- a. Assists with physical setup of the EOF, as time permits.
- b. Performs functional test of equipment set up in the EOF Communicator's area (telephones, computer, etc.).
- c. Performs assigned EOF Communicator duties, to include:
 1. Establishes communications with TSC via Corporate Ringdown or alternate. The types of information communicated should include, but not be limited to, the following:
 - Overall plant status (major equipment out-of-service, repair activities).
 - Protective actions status (Protected Area evacuation status, CR-1&2 and CR-4&5 operating/evacuation status, and Generating Complex evacuation status).
 - Injured personnel status.
 2. Maintain log of information communicated (as listed in Item 1).
 3. Ensures information received from the TSC is communicated to the EOF Accident Assessment Coordinator, EOF Accident Assessment Team member, or appropriate EOF Staff member on a timely basis.
 4. Accesses the TSC Computer Log on the Network for current TSC and plant status.
 5. Completes Items 3 thru 8 on the State Notification Form, when requested.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 56 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF COMMUNICATOR CHECKLIST

Check

- 1. Ensure work area is set up and functional.
- 2. Complete functional test of Corporate Ringdown System.
- 3. Establish communication with TSC on Corporate Ringdown. If communication link is already established by Accident Assessment Team personnel, then receive turnover and assume communication role.
- | 4. Maintain log of information received and transmitted.
- | 5. Complete functional test of computer used to access TSC Computer Log.
- | 6. TSC Computer Log accessed and available. (Refer to Attachment 7.)
- | 7. Provide EOF Accident Assessment Coordinator or Accident Assessment Team member with initial plant status report.
- | 8. Ensure information received from TSC includes, but is not limited to, the following:
 - Equipment Out-of-Service
 - Repair Activities
 - Protected Area Status (personnel assembled or evacuated?)
 - CR-1&2 and CR-4&5 Status (personnel assembled or evacuated?)
 - Protective Action Recommendations
 - Injured Personnel Status
- | 9. Provide EOF Accident Assessment Coordinator or Accident Assessment Team member with information from TSC on timely basis.
- | 10. Complete Items 3 thru 8 on the State Notification Form when requested by the Assistant EOF Director.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 57 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF Risk Analysis Representative

REPORTING STATUS: Required

FUNCTION: To provide support to the EOF Accident Assessment Team.

RESPONSIBILITIES:

- a. Monitors and assesses core status and provides updates to the EOF Accident Assessment Coordinator.
- b. Notifies additional resources for core damage assessment.
- c. Assists in the setup of the EOF Accident Assessment Work Area.

NOTE: Refer to REP-12 for checklist.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 58 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Medical Representative

REPORTING STATUS: Required

FUNCTION: To provide medical support to personnel remaining on-site during emergency and recovery operations.

RESPONSIBILITIES:

- a. Provides direct medical care to on-site personnel.
- b. Provides reports to the EOF Director concerning injury status.
- c. Ensures operation and relocation (if needed) of the on-site medical facility.
- d. Coordinates with the TSC Medical Representative to set up an FPC point of contact for the local hospitals.
- e. Notifies the EOF Director when an injured employee's family has been notified of his/her medical status. (The TSC Medical Representative will provide this information.) If the EOF Medical Representative has not arrived and this function needs to be accomplished, the Administrative Manager will contact the TSC Medical Representative.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 59 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

MEDICAL REPRESENTATIVE CHECKLIST

Check

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Establish contact with TSC Medical Representative.
- _____ 3. Verify with TSC Medical Representative if injured employee's family has been notified, if applicable.
- _____ 4. Provide EOF Director with injured employee's status, if applicable.
- _____ 5. Establish FPC point of contact with local hospital(s), as needed (to be coordinated with TSC Medical Representative).
- _____ 6. Verify EOF Status Board has current "injured personnel" information.
- _____ 7. Relocate on-site medical facilities, if needed.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 60 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: FPC Field Team Liaison

REPORTING STATUS: Required

FUNCTION: - To provide communication/coordination with the FPC Off-Site Radiological Monitoring Team(s)

- To provide radiological monitoring at the EOF, if the situation warrants.

RESPONSIBILITIES:

- a. Communicates/coordinates with the FPC Off-Site Radiation Monitoring Team(s) either directly or through the TSC Environmental Survey Team Dispatcher.
- b. Establishes contact with the DOH Field Team Coordinator, upon arrival.
- c. Compares FPC Environmental Survey Team data with DOH Field Team data.
- d. Verifies the operability of radiological monitoring instrumentation in the EOF.
- e. Monitors radiological conditions in the EOF, if the situation warrants. This will be directed by the Corporate Health Physicist.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 61 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

FPC FIELD TEAM LIAISON CHECKLIST

Check

- 1. Notify Corporate Health Physicist of arrival.
- 2. Establish contact with FPC Off-Site Radiation Monitoring Team or TSC Environmental Survey Team Dispatcher.
- 3. Reference EM-204B for Off-Site Radiation Monitoring Team coordination and control.
- 4. Reference EM-219 for dose calculations to convert iodine concentration to Thyroid Dose (CDE).
- 5. Update dose assessment status board, as needed.
- 6. Establish contact with DOH Field Team Coordinator, upon team's arrival.
- 7. Compare FPC Environmental Survey Team data with DOH Field Team data.
- 8. Verify radiological monitoring instrumentation is operable.
- 9. Establish monitoring points at EOF, as directed by Corporate Health Physicist, when EOF is directly affected by plume travel.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 62 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF State and Local Government Liaison

REPORTING STATUS: Required

FUNCTION: To provide the State and local government representatives in the EOF a means of communicating with the FPC emergency organization concerning coordination between FPC and their emergency assistance teams.

RESPONSIBILITIES:

- a. Notifies the following positions that the EOF has been activated:
 - EOF NRC Liaison
 - FPC Citrus County EOC Representative
 - FPC Levy County EOC Representative
- b. Coordinates and supports the following positions:
 - FPC Citrus County EOC Representative
 - FPC Levy County EOC Representative
- c. Acts as liaison between FPC and the assistance teams from State and county emergency organizations that come to the EOF.
- d. Dispatches the FPC Citrus County EOC and FPC Levy County EOC Representatives, if event warrants.
- e. Communicates to the EOF Director concerning liaison status, including a report of any problems encountered and recommendations for resolution.
- f. Assists in the setup of the State and Local Government Liaison Work Area.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 63 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF STATE AND LOCAL GOVERNMENT LIAISON CHECKLIST

Check

- 1. Perform telephone notifications (referring to REP-02 or call card):
 - EOF NRC Liaison
 - FPC Citrus County EOC Representative
 - EOF Levy County EOC Representative
- 2. Ensure work area is set up and functional.
- 3. Establish contact with the following agencies upon EOF arrival:
 - DEM
 - Citrus County
 - Levy County
 - DOH
- 4. Dispatch FPC Citrus County EOC Representative, if event warrants.
- 5. Dispatch FPC Levy County EOC Representative, if event warrants.
- 6. Assist the State and County EOC Communicator in gathering information, as needed, for the FPC representatives at the Citrus, Levy, and State EOC's.
- 7. Provide periodic updates to EOF Director on liaison status with County and State agencies.
- 8. Verify on a periodic basis that PAR's on the EOF Status Board are correct.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 64 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: FPC State EOC Representative

REPORTING STATUS: When requested by the EOF Director.

FUNCTION: - To represent FPC in the State EOC in Tallahassee, Florida.

- To provide the expertise to interpret technically-oriented plant data and emergency information.

RESPONSIBILITIES:

- a. Stands by for dispatch to the State EOC by the EOF Director, upon notification that an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY classification has been declared.
- b. Performs interpretation and explanation of plant-related data that is transmitted to the State EOC through established emergency communication channels, upon arrival at the State EOC. The focus should be on Critical Safety Functions and release significance.
- c. Establishes contact with the State and County EOC Communicator.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 65 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

FPC STATE EOC REPRESENTATIVE CHECKLIST

Check

- _____ 1. Stand by for dispatch to State EOC by EOF Director, upon notification of emergency classification.
- _____ 2. Check in with Deputy State Coordinating Officer at State EOC, upon arrival.
- _____ 3. Establish communication with EOF (State and County EOC Communicator).
- _____ 4. Verify data transmitted to State EOC from EOF and/or TSC.
- _____ 5. Provide briefings/explanation of plant-related data with focus on Critical Safety Functions and release significance.

Critical Safety Functions:

- Reactor shut down?
- Core adequately cooled?
- Fission product barriers intact?
 - o Cladding?
 - o RCS?
 - o Containment?
- Adequate electrical power available?
 - o Off-Site?
 - o Diesel Generators?
 - o DC Power?



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 66 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: FPC Citrus County EOC Representative
FPC Levy County EOC Representative

REPORTING STATUS: When requested by the EOF State and Local Government Liaison.

FUNCTION: - To represent FPC in the Citrus County EOC in Lecanto, Florida or the Levy County EOC in Bronson, Florida.

- To provide the expertise to interpret technically-oriented plant data and emergency information.

RESPONSIBILITIES:

- a. Stands by for dispatch to the Citrus or Levy County EOC by the EOF State and Local Government Liaison, upon notification that an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY classification has been declared.
- b. Performs interpretation and explanation of plant-related data that is transmitted to the EOC through established emergency communication channels, upon reporting to the Citrus or Levy County EOC. The focus should be on Critical Safety Functions and release significance.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 67 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

FPC CITRUS/LEVY COUNTY EOC REPRESENTATIVE CHECKLIST

Check

- _____ 1. Stand by for dispatch to Citrus or Levy County EOC by EOF State and Local Government Liaison, upon notification of emergency classification.
- _____ 2. Check in with Citrus or Levy County EOC Manager, upon arrival.
- _____ 3. Establish communication with EOF (State and County EOC Communicator).
- _____ 4. Verify data transmitted to EOC from EOF and/or TSC.
- _____ 5. Provide briefings/explanation of plant-related data with focus on Critical Safety Functions and release significance.

Critical Safety Functions:

- Reactor shut down?
- Core adequately cooled?
- Fission product barriers intact?
 - o Cladding?
 - o RCS?
 - o Containment?
- Adequate electrical power available?
 - o Off-Site?
 - o Diesel Generators?
 - o DC Power?
- _____ 6. Monitor communications and PAR's, and periodically call the EOF State and Local Government Liaison to confirm information received at the EOC.
- _____ 7. Contact the FPC Area Coordinator in the Inverness District Office and establish communications, when possible.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 68 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: EOF NRC Liaison

REPORTING STATUS: Required

FUNCTION: To provide the NRC representatives in the EOF a means of communicating with the FPC emergency organization concerning coordination between FPC and their emergency response teams.

RESPONSIBILITIES:

- a. Functions as a liaison between the NRC Response Team and the EOF Director.
- b. Communicates with the EOF Director concerning liaison status, including reports of any problems encountered and recommendations for resolution.
- c. Ensures the NRC Response Team receives a briefing upon arrival as outlined in Section 5.4.2.5(k).
- d. Assists in the setup of the NRC work areas.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 69 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EOF NRC LIAISON CHECKLIST

Check

- _____ 1. Ensure NRC work areas are set up and functional.
- _____ 2. Establish contact with EOF Director or Assistant EOF Director.
- _____ 3. Establish contact with NRC Response Team upon arrival.
- _____ 4. Ensure the EOF Director provides a briefing to the NRC Response Team [per Section 5.4.2.5(k)].
- _____ 5. Provide periodic updates to the EOF Director on liaison status with the NRC Response Team.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 70 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: Corporate Security Specialist

REPORTING STATUS: The Corporate Security Specialist notifies the EOF Director once he has assumed his emergency role, but is not required to respond to the EOF. He must maintain the mobility necessary to fulfill his responsibilities for the Generating Complex and EOF.

FUNCTION: - To control and direct the activities required to maintain physical security of FPC personnel and property (at the Crystal River Generating Complex and EOF).

- To implement the evacuation of personnel from the Generating Complex.

RESPONSIBILITIES:

- a. Coordinates with the Emergency Coordinator, EOF Director, and Plant Managers at CR-1&2 and CR-4&5 to determine the security arrangements required for the Generating Complex.
- b. Directs the Contract Security Force in the implementation of emergency security procedures, including evacuation of personnel, traffic and personnel movement, and access control at the Generating Complex.
- c. Coordinates control of access to the EOF and ENC.
- d. Coordinates with the security contractor for the procurement of additional security personnel, if needed.
- e. Coordinates with Federal, State, and local law enforcement agencies and Corporate departments for the security of personnel and materials in transit to and from FPC property.
- f. Coordinates with FPC; the NRC; Federal, State, and local law enforcement agencies; and emergency management personnel in order to provide the security necessary to assure the ability to respond and react to an emergency without interference.
- g. Coordinates with the Materials Manager to provide security for materials and equipment.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 71 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

CORPORATE SECURITY SPECIALIST CHECKLIST

Check

- 1. Establish contact with EOF Director.
- 2. Establish contact with the following, as needed:
 - CR-3 Nuclear Security
 - CR-1&2 Plant Manager
 - CR-4&5 Plant Manager
 - Crystal River Coal Plant Site Support Manager
- 3. Assign Security Officers to EOF and ENC.

NOTE: Security Officer post locations and guidelines for each location are available in the "EOF Security Instructions" book located with the EOF accountability supplies. Non-security personnel can be assigned to the post locations, as needed.
- 4. Contact Security contractor for additional personnel, as needed.
- 5. Coordinate, as needed, with Materials Manager to provide security for materials and equipment.
- 6. Coordinate, as needed, with off-site agencies for security of personnel/materials in transit.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 72 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

EMERGENCY TITLE: State and County EOC Communicator

REPORTING STATUS: Required

FUNCTION: - To provide a point of contact for the FPC representatives at the Citrus, Levy, and State EOC's.

- To provide support to the Assistant EOF Director, EOF Facility Manager, and ENC.

RESPONSIBILITIES:

- a. Acts as liaison for the FPC Citrus County EOC Representative, FPC Levy County EOC Representative, and the FPC State EOC Representative, providing current information as needed.
- b. Acts as interim EOF Facility Manager until a designated EOF Facility Manager arrives.
- c. Assists the ENC as a Technical Support Representative, when applicable.
- d. Acts as Communicator on the State Hot Ringdown, when needed.
- e. Assists in the setup of the assigned EOF work area.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 73 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

STATE AND COUNTY EOC COMMUNICATOR CHECKLIST

Check

- _____ 1. Ensure work area is set up and functional.
- _____ 2. Check in with the Assistant EOF Director and EOF State and Local Government Liaison upon arrival.
- _____ 3. Establish contact with FPC representatives at the EOC's. (The representative at each EOC should call you upon arrival.)
 - _____ - Citrus County (352/527-2407)
 - _____ - Levy County (352/486-5428)
 - _____ - Tallahassee (850/921-0165)
- _____ 4. Provide plant status and other current information, as requested, to the FPC representatives at the County and State EOC's.
- _____ 5. If the EOF Facility Manager has not arrived, ensure EOF/ENC is set up per priorities provided in REP-03A, Section 5.3.1.1.
- _____ 6. Perform communication duties on the State Hot Ringdown, as directed by the Assistant EOF Director, which will involve reading the completed State Notification Forms (until the State DEM personnel arrive).
- _____ 7. Check in with the Communications Director or ENC Manager and provide support when available.



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 74 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 5 -

EOF CHECKLIST

The EOF must be declared operational within 60 minutes of the declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY. Minimum requirements to declare the EOF operational are:

Staff

- EOF Director
- Assistant EOF Director
- EOF Facility Manager
- EOF Accident Assessment Coordinator
- Corporate Health Physicist

The following equipment or an acceptable alternate shall be operational or available:

Alternates

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Corporate Hot Ringdown Telephone (Room 124) | Microwave or commercial telephone contact with TSC/OSC. |
| <input type="checkbox"/> | Dose Assessment Computer (Room 121). | Ability to obtain current dose assessment data from the TSC team. |
| <input type="checkbox"/> | REDAS (Room 121) | Ability to obtain current meteorological, radiological, and plant data by alternate method (i.e., via telephone). |
| <input type="checkbox"/> | SPDS (Room 124). | Ability to obtain current meteorological, radiological, and plant data by alternate method (i.e., via telephone). |

NOTE: Normally, the EOF should assume the responsibility and authority for off-site notification and PAR's when the EOF is declared operational. Conditions may exist that warrant delaying that transfer of responsibility from the TSC. In this case, the EOF can still be declared operational.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 75 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 6 -

SHORT-TERM RECOVERY PLAN GENERIC OUTLINE

PHASE I - INCIDENT STABILITY

1. Verify Security System integrity.
2. Assess integrity of systems required for long-term cooling by system walkdown:
 - Decay Heat
 - Spent Fuel
 - Ventilation
3. Continue cooldown using an appropriate heat removal method.
4. Verify termination of release.

PHASE II - DATA GATHERING

1. Auxiliary Building Filter Changeout and Analysis
2. Plant and Off-Site Radiation Surveys and Dose Assessments
3. Primary System and Reactor Building Atmosphere Sampling
4. Debrief key personnel.
5. Equipment inspection/develop damage report:
 - Emergency Feedwater System (including electrical)
 - Makeup System (HPI Valve)
 - PORV and Block Valves
 - Fuel Handling Area
 - Diesel Generator
6. Community Reaction Survey
7. Develop detailed incident report.
8. Establish whole body counting capability for emergency workers.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 76 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 6 (Cont'd)

SHORT-TERM RECOVERY PLAN GENERIC OUTLINE

PHASE III - RESTORATION

Based on results of Phase II assessment:

1. Prepare procedures as required.
2. Begin repair efforts.
3. Establish team for system cleanup and waste disposal activities.
4. Establish community educational and public relations activities.
5. Establish Recovery Team organization and off-site support liaison.
6. Re-establish normal site operations.
7. Establish claim office.
8. Assure regulatory communication.
9. Establish technical assessment team (FPC, Framatome Technologies, other Architect/Engineer, etc.).
10. Develop long-term organizational recovery responsibilities and plant status objectives.

NOTE: The completed recovery plan and implementing procedures shall be submitted to the PRC for approval prior to implementation. [See Section 5.4.2.7(e).]



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 77 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 7 -

TSC COMPUTER LOG ACCESS INSTRUCTIONS

Set up the computer log as follows to make the log accessible on the Network:

1. Log on with "OT90038" and password "TSCLOG01" (lowercase).
2. Open icon for "MICROSOFT WORD" on toolbar.
3. Open folder "TSCLOG" on "J" shared drive.
4. Periodically close the file "TSCLOG" and then reopen. (TSC updates are not automatically updated.)

S A M P L E
FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM

ATTACHMENT 8 (Page 1 of 3)

1. THIS IS CRYSTAL RIVER UNIT 3. A. THIS IS A DRILL. B. THIS IS AN ACTUAL EVENT. I HAVE A MESSAGE
ENSURE: STATE CITRUS LEVY RAD. CONTROL-ORLANDO (M-F ONLY) ARE ON LINE.

2. A. Time/Date contact made _____ B. Reported by: (Name/Title) _____

C. Message Number _____ D. Reported from: Control Room TSC EOF

3. SITE A. CRYSTAL RIVER UNIT 3

ST. LUCIE UNIT 1 TURKEY POINT UNIT 1
 ST. LUCIE UNIT 2 TURKEY POINT UNIT 2

4. ACCIDENT CLASSIFICATION A. NOTIFICATION OF UNUSUAL EVENT C. SITE AREA EMERGENCY
B. ALERT D. GENERAL EMERGENCY

5. CURRENT EMERGENCY DECLARATION: TIME: _____ DATE _____

6. REASON FOR EMERGENCY DECLARATION:

7. ADDITIONAL INFORMATION OR UPDATE:

8. INJURIES REQUIRING OFFSITE SUPPORT: A. No Yes Unk B. Contaminated: No Yes Unk

9. WEATHER DATA: A. Wind direction from _____ degrees.
B. Downwind Sectors affected (minimum of 3): _____, _____, _____

10. RELEASE STATUS: A. No Release (Go to Item 12) C. A Release occurred, but stopped
B. A Release is occurring

11. OFFSITE RELEASE SIGNIFICANCE CATEGORY (at the Site Boundary)

- A. Information not available at this time.
- B. Release within normal operating limits (Tech Specs/ODCM)
- C. Non-Significant Fraction of PAG Range (release is > normal limits and <PAG levels)
- D. PAG Range (Protective Actions required)
- D. PAG Range (Protective Actions required)

12. UTILITY RECOMMENDED PROTECTIVE ACTIONS

A. NONE B. SHELTER ZONES/AREAS: _____

EVACUATE ZONES/AREAS: _____

OR C ID	MILES	NO ACTION	EVACUATE SECTORS	SHELTER SECTORS
0-2				
2-5				
5-10				

13. HAS EVENT BEEN TERMINATED?: A. NO B. YES: Time _____ Date _____

14. SUPPLEMENTAL FORM IS ATTACHED?: A. NO B. YES

15. MESSAGE RECEIVED BY: Name _____ Time _____ Date _____
THIS IS CRYSTAL RIVER UNIT 3. THIS IS A DRILL. THIS IS AN ACTUAL EVENT. END OF MESSAGE.

EC/EOF DIRECTOR INITIALS: _____

SUPPLEMENTAL DATA SHEET

The following supplemental data is to be completed by the TSC or EOF for an Alert or higher emergency declaration.
 Supplement to Message Number _____

PLANT CONDITIONS INFORMATION

CRITICAL SAFETY FUNCTIONS:

- A. REACTOR SHUTDOWN? YES NO
- B. CORE ADEQUATELY COOLED? YES NO
- C. ADEQUATE EMERGENCY POWER AVAILABLE (DIESELS) YES NO

FISSION PRODUCT BARRIER STATUS: (Check one condition for each barrier)

BARRIER	<input checked="" type="checkbox"/> INTACT	<input checked="" type="checkbox"/> CHALLENGED	<input checked="" type="checkbox"/> LOST	<input checked="" type="checkbox"/> REGAINED
FUEL CLADDING	No indication of clad damage	Clad is intact but losing subcooling, water level, etc.	Clad has failed, indicated by high temps., high containment rad, etc	Cooling restored, no further degradation expected
PRI. REACTOR COOLANT SYSTEM	Leakage is within normal charging or makeup pump capacity	Leakage is within safety injection capacity	Leakage exceeds safety injection capacity	Leakage reduced to within injection capacity (system repaired)
CONTAINMENT	No evidence of containment leakage or tube rupture release is only through condenser	No leakage but containment pressure is at or above safety system actuation points	Evidence of containment leakage (known release path or rad surveys)	Repair efforts have isolated leak or reduced containment pressure has reduced to stop leakage

COMPLETED BY: _____ TIME: _____ DATE: _____

RADIOLOGICAL DOSE ASSESSMENT DATA

- RELEASE STATUS:** A. No Release (no further data required) C. A Release occurred, but stopped
 B. A Release is occurring

2. RELEASE RATE:

- A. NOBLE GASES: _____ Curies per second Measured Default
- B. IODINES: _____ Curies per second Measured Default

3. TYPE OF RELEASE:

- A. AIRBORNE Time/Date Started: _____ Time /Date Stopped: _____
- B. LIQUID Time/Date Started: _____ Time/Date Stopped: _____

4. PROJECTED OFFSITE DOSE RATE:

<u>DISTANCE</u>	<u>THYROID DOSE RATE (CDE)</u>	<u>TOTAL DOSE RATE (TEDE)</u>
1 Mile (Site Boundary)	A. _____ mrem/hr	B. _____ mrem/hr
2 Miles	C. _____ mrem/hr	D. _____ mrem/hr
5 Miles	E. _____ mrem/hr	F. _____ mrem/hr
10 Miles	G. _____ mrem/hr	H. _____ mrem/hr

5. WEATHER DATA (used for the above data):

- A. Wind Direction from _____ degrees.
- B. Wind Speed _____ MPH (2.24 X meters/sec.)
- C. Stability Class _____ (Sigma Theta or Wind Range; See page 3 of 5)

COMPLETED BY: _____ TIME: _____ DATE: _____

STATE OF FLORIDA NOTIFICATION PROTOCOL

WITHIN 15 MINUTES of declaration of emergency classification, NOTIFY STATE WARNING POINT TALLAHASSEE. (This also notifies Citrus and Levy counties and the Department of Health, Bureau of Radiation Control (DHBRC)-Orlando. If information is not available, do not delay notification to State Warning Point Tallahassee.

Using one of the following communications networks listed by priority:

- STATE Hot Ringdown (SHRD) - Station 120 or 121.
- Commercial Telephone System - 1-850-413-9911 or 1-800-320-0519 or 1-850-413-9900
- Florida Emergency Satellite Communication System - (ESATCOM)
- Local Government Radio (LGR) via Citrus County
- Portable Satellite Phone (Located in TSC cabinet)

If the Commercial Telephone is used for notification, a separate notification to Citrus (746-2555) and Levy County (1-352-486-5212 or 1-352-486-5111 after hours) is required.

When making the initial notification of an emergency condition to SWPT, report the current emergency classification declared at the time the notification is made. If prior to initial notification or since the previous notification conditions were met (even briefly) for a higher classification, explain in Incident Description or Update.

INITIAL NOTIFICATION

Once communications are established with the SWPT Duty Officer and the station roll call is complete, READ the message in its entirety and REPEAT information and answer questions as requested. FAX the State Form by using Group 1 from the Fax machine.

SECTORS AFFECTED

<u>DEGREES</u>	<u>SECTORS</u>	<u>DEGREES</u>	<u>SECTORS</u>	<u>DEGREES</u>	<u>SECTORS</u>
349-11 (349-371)	H J K	102-123 (462-483)	N P Q	214-236	B C D
12-33 (372-393)	J K L	124-146 (484-506)	P Q R	237-258	C D E
34-56 (394-416)	K L M	147-168 (507-528)	Q R A	259-281	D E F
57-78 (417-438)	L M N	169-191 (529-540)	R A B	282-303	E F G
79-101 (439-461)	M N P	192-213	A B C	304-326	F G H
				327-348	G H J

STABILITY CLASS

<u>SIGMA</u>	<u>THETA (deg)</u>	<u>WIND RANGE (deg)</u>	<u>Stability Class</u>
≥ 22.5		≥ 135	A (most dispersed plume)
<22.5 to 17.5		134 to 105	B
<17.5 to 12.5		104 to 75	C
<12.5 to 7.5		74 to 45	D
< 7.5 to 3.8		44 to 23	E
<3.8 to 2.1		< 23 to 12	F
<2.1		<12	G

UPDATE NOTIFICATION

Update SWPT every sixty minutes after initial notification and upgrades of emergency classification.

The use of the FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM is required for:

- Initial notification that an emergency condition exists (Item 4)
- Any change in emergency classification (Item 4)
- Any change in Protective Action Recommendations (Item 12)
- Termination of an emergency classification (Item 13)

Other updated information not meeting the above criteria does not require the use of the Form.

The sixty minute update notification is still required with a statement there is no change from last update, unless the SWPT agrees to less frequent updates.

GUIDANCE FOR COMPLETING THE FLORIDA NUCLEAR PLANT EMERGENCY NOTIFICATION FORM

1. Select appropriate box based on a drill or actual event. Ensure offsite agencies are on-line. If not, separate notifications to Citrus and Levy County are required.
2.
 - A. Enter the time contact is made with the State Warning Point or Risk County. This time must be within 15 minutes of the "Current Emergency Declaration" time or within 60 minutes of the previous notification if used for an update (Item 5).
 - B. Enter name and title of person making the notification.
 - C. Enter message number (beginning with #1 and following through sequentially in all facilities).
 - D. Enter location from which the notification is made.
3. Check Crystal River Unit 3.
4. Check the classification corresponding to current plant conditions. If, prior to the initial notification or since the previous notification, conditions were met (even briefly) for a higher classification, ensure that classification and condition is noted in Item 7, "Additional Information or Update."
5. Enter the emergency declaration time and date for the current accident classification.
6. Enter wording to indicate the Emergency Action Level or Fission Product Barrier loss or potential loss used to declare the event. This information should remain the same throughout update messages unless there is a classification change.
7. Enter additional significant events here, including if conditions briefly existed for a higher emergency classification but no longer exist, or conditions that would have independently warranted declaration of an equal or lower classification (e. g. a fire within the Protected Area during a SITE AREA or GENERAL EMERGENCY).
8. Item "A"; Check "YES" only if there are injuries that require off-site support (EMS, hospital). Check "Unk" if the extent of the injuries is unknown at this time or if it is not yet known if offsite treatment is necessary. Check "Unk" in item "B" if the nature of the injuries has prevented thorough monitoring onsite or if there is any doubt whether contamination is present.
9. Enter the wind direction in degrees in Item "A" and the three downwind sectors in Item "B." The downwind sectors confirm wind direction because of potential confusion with degrees "from" versus degrees "to."
10. Check Item "A" if there are no indications of a release, then go to Item 12. Check Item "B" if a release is occurring, even though it may be less than normal operating limits. Check Item "C" if a release has occurred but stopped. Specific dose information will be supplied on the supplemental data sheet after the TSC is declared operational at an ALERT or higher. RELEASE: any increase in count rate on an effluent monitor that is a direct result of an event that has initiated an emergency declaration, or radioactivity escaping unmonitored from the plant, but detected by environmental monitoring.
11. Check Item "A" if Release Significance Category (See page 5 of 5) information is not available at the time of notification and follow up as soon as possible with information. Check Item "B" if the current release is or the previous release was within normal operating limits (ITS/ODCM). Releases monitored by RM-A1 or RM-A2 are within normal operating limits if the low-range gas channel is below its high alarm setpoint. Check Item "C" if the current release is or the previous was greater than normal operating limits, but less than EPA PAG values. This involves any radiological release that may occur when there is no fuel damage. No PARs are required at this level. Check Item "D" if there is any indication of fuel damage (cladding failure or melt) and there is any indication of a release (effluent monitors, surveys, etc.). PARs would be automatically required. This terminology should be easily understood by decision-makers at all levels within the utility and at the State and local levels.
12. Check Item "A" if no Protective Actions are necessary. Check Item "B" if PARs are necessary and enter Zone designation. (Item "C" is used by other Florida nuclear sites.)
13. Enter the time the event has been terminated or when the transition from the "Emergency Phase" to the "Recovery Phase" has taken place.
14. Check "no" unless a Supplemental Form has been completed for this particular message. If a Supplemental Form is attached, the Form is to be read as part of the emergency notification from the TSC or EOF and faxed.
15. Enter the name of the SWPT Duty Officer or the individual that receives the notification. Enter time and date call is completed or when Form is provided to Deputy State Coordinating Officer at the EOF.

Supplemental Page - Complete at the TSC or EOF at an Alert Classification or higher and provide to State & locals with Page 1.

RELEASE SIGNIFICANCE CATEGORIES

CORE CONDITION	RELEASE STATUS	RELEASE SIG CATEGORY
No Core Damage	No release	NR
	Release in progress	<NOL, NS
Clad Failure	No release	NR
	Release in progress	PAG
Core Melt	No release	NR
	Release in progress	EHE (PAG* State Form)

NR: NO RELEASE

This category indicates no release is occurring. This category is appropriate regardless of core status, if there are no indications of a release (e.g., unexplained containment pressure decrease, unexplained abnormal radiation levels in Auxiliary Building or Intermediate Building, on the berm, or in the field). Do not assume Design Basis Leakage is occurring if it has not been detected. If a release occurred but has now stopped, maintain the appropriate category below until EPZ doses have dissipated.

<NOL: RELEASE WITHIN NORMAL OPERATING LIMITS (ITS/ODCM)

This category indicates releases that are monitored by RM-A1 or RM-A2, occurring when the fuel is undamaged. These releases are within normal operating limits if the low-range gas channel is below its high alarm setpoint. Do not make this selection for releases not monitored by RM-A1 or RM-A2 unless they have been evaluated per the ODCM.

NS: NON-SIGNIFICANT FRACTION OF PROTECTIVE ACTION GUIDELINE VALUES

This category indicates releases that are occurring when the fuel is undamaged. It includes releases exceeding RM-A1 or RM-A2 high alarm setpoint and releases not monitored by RM-A1 or RM-A2 (e.g., releases due to LOCA, Waste Gas System failures, and steam generator tube ruptures). These releases will not produce site boundary doses that approach the EPA Protective Action Guideline values of 1 REM TEDE and/or 5 REM thyroid. No Protective Action Recommendations are necessary.

PAG: AT OR NEAR PROTECTIVE ACTION GUIDELINE VALUES

This category indicates releases that are occurring after at least some fuel cladding failure has taken place. It includes damage to irradiated fuel stored in the fuel pools. Site Boundary doses greater than the EPA Protective Action Guideline of 1 REM TEDE and/or 5 REM thyroid are possible. The category is appropriate with fuel cladding failure even if only minor offsite doses are detected. Evacuation of at least 5 miles, 360° should be recommended. Shelter or evacuation beyond 5 miles should be determined based on plant status and dose projections.

EHE: EARLY HEALTH EFFECTS (not on State Notification Form, see NOTE below)

This category indicates releases that are occurring after severe core damage has taken place and where containment has failed early in the event. Doses of 25 REM TEDE and/or 2500 RADS thyroid could cause early health effects and these doses are easily possible within three miles from the plant. Evacuation of the Energy Complex should be performed and evacuation of the 10-mile EPZ should be recommended (never sheltering) even if evacuees are exposed to the plume.

* NOTE: This category is not listed on the State Notification Form because the State implements protective actions at the PAG range above. However, it will be posted on status boards in the TSC and EOF.



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 83 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 10 -

(Page 1 of 2)

EMERGENCY COORDINATOR TO EOF DIRECTOR TURNOVER/BRIEFING WORKSHEET

A. STATUS OF EMERGENCY PLAN IMPLEMENTATION

1. TIME: Alert _____ Site Area Emergency _____ General Emergency _____

2. Applicable EAL's used to declare event(s). _____

3. Last SWPT Notification (time): _____
Next Notification Due (time) : _____

4. Release occurring/occurred?: Yes No

5. Measured 0.83 mile Site Boundary mR/hr : TEDE _____ Thyroid _____

6. Projected 0.83 mile Site Boundary mR/hr: TEDE _____ Thyroid _____

7. Generating Complex Protective Actions:

CR-3 non-essential personnel evacuated? Yes No Ongoing

CR-1&2 operating? Yes No CR-4&5 operating? Yes No

Generating Complex evacuated? Yes No Outgoing

8. Off-Site Protective Action Recommendations (PAR's) made:

Shelter Zones _____

Evacuate Zones _____

B. PLANT STATUS:

1. Core Status: Degrading _____ Stable _____ Improving _____

2. Is the reactor subcritical? Yes No

3. Is the core adequately cooled? Yes No

4. Are the fission product barriers intact? RCS: Yes No

Fuel: Yes No Reactor Building: Yes No

5. Is adequate electrical power available? Yes No



**RADIOLOGICAL EMERGENCY
PLANNING DEPARTMENT
PROCEDURE**

REP-03 Rev. 28

Date 05/30/00

Page 84 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

**ATTACHMENT 10
(Continued)**

(Page 2 of 2)

B. PLANT STATUS (Cont'd):

6. Plant Problems: _____

C. MITIGATING ACTIONS: _____



RADIOLOGICAL EMERGENCY PLANNING DEPARTMENT PROCEDURE

REP-03 Rev. 28

Date 05/30/00

Page 85 of 85

TITLE: OPERATION OF THE EMERGENCY OPERATIONS FACILITY

- ATTACHMENT 11 - GUIDELINES FOR PROTECTIVE ACTION RECOMMENDATIONS FOR NON-ESSENTIAL GENERATING COMPLEX PERSONNEL AND GENERAL POPULATION

PLANT CONDITIONS/OFF-SITE DOSE ESTIMATES	RECOMMENDED ACTION	
	0-5 MILES	5-10 MILES
<p>1. CONDITION: GENERAL EMERGENCY DECLARED. NO APPARENT CORE DAMAGE.</p> <p>CORE DAMAGE INDICATIONS: a. RCS pressure vs temperature in Region 1 or 2 (Refer to EOP-7); or b. RM-G29/30 reading < 100 R/hr; or c. PASS results.</p>	<p>Evacuate Zone 1 (See Note 2.)</p>	<p>None (See Note 1.)</p>
<p>2. CONDITION: GENERAL EMERGENCY DECLARED. CLAD DAMAGE/GAS GAP RELEASE (NO CORE MELT).</p> <p>CORE DAMAGE INDICATIONS: a. RCS pressure vs temperature in Region 3 (Refer to EOP-7); or b. Core uncovered for 15-30 minutes; or c. RM-G29/30 reading of 100-75,000 R/hr (RB spray off) OR 100-25,000 R/hr (RB spray on); or d. PASS results.</p> <p>OR: * Dose at the 0.83 mile Site Boundary is projected to be: a) TEDE: ≥ 1.0 Rem b) Thyroid CDE: ≥ 5.0 Rem</p>	<p>Evacuate Zone 1 (See Note 2.)</p>	<p>Shelter Zones 2 & 3 (See Note 1.)</p>
<p>3. CONDITION: GENERAL EMERGENCY DECLARED. CORE MELT OCCURRING OR LIKELY.</p> <p>CORE DAMAGE INDICATIONS: a. RCS pressure vs temperature in the Severe Accident Region (Refer to EOP-7); or b. Core uncovered for > 30 minutes; or c. RM-G29/30 reading > 75,000 R/hr (RB spray off) or > 25,000 R/hr (RB spray on).</p> <p>WITH: NO projected containment failure and NO release underway.</p> <p>----- Projected containment failure and/or release underway.</p>	<p>Evacuate Zone 1 (See Note 2.)</p> <p>----- Evacuate Zone 1 (See Note 2.)</p>	<p>Shelter Zones 2 & 3 (See Note 1.)</p> <p>----- Evacuate Zones 2 & 3 (See Note 2.) (See Note 3.)</p>

* PARs within the first hour of an event should be based on PLANT CONDITIONS ONLY until the Dose Assessment Team is operational.

NOTE 1: Relocate/evacuate population affected by ground contamination after plume passage or at any time projected dose from actual release is ≥ 1.0 REM TEDE or ≥ 5.0 REM Thyroid CDE.

NOTE 2: Evacuation time estimates are 2 hours for a Zone 1 evacuation and 4 hours for Zones 2 & 3 evacuation. (These times do not include notification or preparation time for evacuees.)

NOTE 3: IF projected dose from an actual release is > 1.0 REM TEDE or 5.0 REM Thyroid beyond 10 miles, THEN RECOMMEND evacuation to State and local government by distance in miles, OR by subdivision and geographic boundaries.

ZONE DESCRIPTIONS:
 Zone 1: 0-5 miles 360° and out to 10 miles in Gulf
 Zone 2: 5-10 miles in Citrus County
 Zone 3: 5-10 miles in Levy County