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Relocation of the EOF

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TABLE OF CONTENTS

<u>Number</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
EP-IP-100	Emergency Classification and Notification	12	01/26/00
EP-IP-200	On-Call Emergency Director	8	04/04/00
EP-IP-201	Emergency Plant Manager	1	05/14/99
EP-IP-202	Company Spokesperson	2	03/15/00
EP-IP-210	Control Room Augmentation	6	04/21/99
EP-IP-220	TSC Activation and Response	10	05/14/99
EP-IP-229	TSC/OSC Equipment Operation	4	10/31/97
EP-IP-230	OSC Activation and Response	2	05/14/99
EP-IP-231	Onsite Radiation Protection	4	07/22/98
EP-IP-240	Emergency Security Organization Activation and Response	8	03/15/00
EP-IP-250	EOF Activation and Response	7	09/28/99
EP-IP-251	Offsite Radiation Protection	4	05/24/00
EP-IP-252	Facilities Support	6	09/28/99
EP-IP-253	Relocation of the EOF	3	07/13/00
EP-IP-254	Communications Support	1	10/31/97
EP-IP-259	EOF Equipment Operation	3	05/24/00
EP-IP-300	Offsite Radiological Dose Protection	3	01/19/00
EP-IP-310	Radiation Monitoring Team Activation and Response	3	05/14/99
EP-IP-315	Personnel Monitoring Team Activation and Response	4	05/24/00
EP-IP-330	Core Damage	2B	06/19/98
EP-IP-400	Protective Action Recommendations	7	09/10/98
EP-IP-410	Evacuation/Assembly	4	05/24/00

PNPS	Emergency Plan Implementing Procedure Manual	Number: N/A
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TABLE OF CONTENTS

<u>Number</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
EP-IP-420	Search and Rescue	1A	04/08/98
EP-IP-440	Emergency Exposure Controls	5A	04/08/98
EP-IP-501	Transport of Contaminated Injured Personnel	3	05/24/00
EP-IP-520	Transition and Recovery	4	12/31/99



PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-253

RELOCATION OF THE EOF



Stop
Think
Act
Review

SAFETY REVIEW REQUIRED

SAFETY RELATED

REVISION LOG

REVISION 3

Date Originated 6/00

Pages Affected

Description

All

Changes made to reflect new location of Alternate EOF and format changes. This was a total rewrite of the Procedure; therefore, revision bars are not shown.

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE.....	4
2.0 REFERENCES.....	4
3.0 DEFINITIONS	4
4.0 DISCUSSION.....	4
5.0 RESPONSIBILITIES	4
6.0 PROCEDURE	5
6.1 ANTICIPATED RELOCATION	5
6.2 UNANTICIPATED RELOCATION	5
6.3 ALTERNATE EOF SET UP	7
7.0 RECORDS	9
8.0 ATTACHMENTS	9
ATTACHMENT 1 - DIRECTIONS TO AEOF	10
ATTACHMENT 2 - DOCUMENT CROSS-REFERENCES	11
ATTACHMENT 3 - IDENTIFICATION OF COMMITMENTS.....	12

1.0 PURPOSE

This Procedure outlines the steps required for relocation of personnel to the Alternate Emergency Operations Facility (AEOF).

2.0 REFERENCES

[1] EP-PP-01, "*PNPS Emergency Plan*"

3.0 DEFINITIONS

Alternate Emergency Operations Facility (AEOF) - Backup facility to the EOF. In the event an EOF evacuation becomes necessary, emergency operations can transfer to the AEOF. The AEOF is located in the basement of the Town Hall, Carver, Massachusetts. The AEOF storage cabinets are located in the Carver Emergency Operating Center (EOC) in the basement of the Carver Town Hall. The Carver Town Hall is approximately 10.5 miles west of PNPS. The AEOF has accommodations for up to 40 people. It is equipped with site and EPZ maps, office furniture, supplies, and backup communications equipment.

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

[1] The Emergency Offsite Manager is responsible for:

- (a) Ensuring that this Procedure is implemented.
- (b) Ensuring that all appropriate transfers of responsibility have been accomplished prior to relocation to the AEOF.

6.0 PROCEDURE

6.1 ANTICIPATED RELOCATION

If relocation to the AEOF is anticipated, and time permits, the Emergency Offsite Manager shall:

- [1] Direct the Logistics Supervisor to contact Second Shift EOF personnel and have them report to the AEOF.
- [2] Direct personnel to activate the AEOF in accordance with the guidelines provided in this Procedure.
- [3] Direct all EOF personnel to relocate to the AEOF.
- [4] When minimum staffing, as defined in Step 5.2.6 of EP-IP-250, "*EOF Activation and Response*", has arrived at the AEOF, ensure all appropriate responsibilities have been transferred to that facility.

6.2 UNANTICIPATED RELOCATION

If the need to relocate to the AEOF is unanticipated, refer to the following guidelines.

- [1] The Emergency Offsite Manager shall:
 - (a) Ensure that the Emergency Director has transferred all responsibilities to the Emergency Plant Operations Supervisor in the Control Room.
 - (b) Ensure that responsibilities for dose assessment and protective action determination have been transferred to the Control Room.

NOTE

If personnel monitoring teams have been dispatched to an offsite Assembly Area, control of the teams shall be transferred to the Onsite Radiological Supervisor and the teams contacted regarding this change.

- (c) Ensure that emergency communications responsibilities, including initial and follow-up notifications, have been transferred to the Control Room.
- (d) Ensure that the Logistics Supervisor:
 - (1) Transfers logistics responsibilities to the Corporate Emergency Center (CEC) in Jackson, Mississippi.
 - (2) Contacts the Materials Coordinator in the OSC and advises that individual of the transfer of responsibility.

- (3) Contacts the TSC Supervisor and advises that individual of the transfer of responsibility.
- (4) If the Assembly Area Coordinator has been dispatched, contact and advise this individual of the relocation to the AEOF.

NOTE

If the AEOF has been activated by second shift personnel, news releases shall be formulated in that facility and approved by the Emergency Director prior to dissemination.

If the AEOF has not yet been activated, an initial, pre-approved news release regarding relocation to the AEOF shall be disseminated. Subsequent news releases shall be telecopied to the Emergency Plant Operations Supervisor, acting as the Emergency Director, in the Control Room.

- (e) Ensure that Emergency Public Information responsibilities have been transferred to the Media Center, if that facility is activated, or to the Corporate Emergency (CEC) Center in Jackson, Mississippi.

NOTE

Meteorological and radiological data may be obtained from the Radiation Data Communicator in the OSC via radio communications.

- (f) Ensure that the RMT Coordinator maintains radio control of the RMTs while in transit to the AEOF.
- (g) Ensure that the activation, operation, and deactivation of the AEOF is performed in accordance with guidelines provided in EP-IP-250, "*AEOF Activation and Response*".

6.3 ALTERNATE EOF SET UP

- [1] Secure AEOF storage cabinet keys in EOF lock box before relocating to AEOF.

NOTE

The AEOF rolling storage cabinets are located in the Carver Emergency Operations Center (EOC) in the basement of Carver Town Hall.

- [2] Contact the Carver Emergency Management Director (EMD) for access to the AEOF. If the Carver EMD is unavailable, contact the Carver Public Safety (Police) Dispatcher.
- [3] In coordination with the Carver EMD, locate a photocopier for use by AEOF staff.
- [4] Locate the telecopier in the AEOF storage cabinets in the Carver EOC.
- (a) Energize the telecopier by locating a standard ground wall receptacle in the AEOF.
 - (b) Confirm the power is ON.
 - (c) Operate telecopier using the instructions posted on the telecopier.
- [5] Locate the console telephone sets in the AEOF storage cabinets in the Carver EOC.
- (a) Distribute the console telephone sets in the AEOF as required.
 - (b) Plug console telephone sets into telephone wall jacks, lift handset, and confirm dial tone.
 - (c) Telephone equipment shall include:
 - Mitigation telephone set (1)
 - Emergency Conference Line Telephone Set (1)
 - Plant Data Telephone Set (1)
 - Rad Data Line (1)
 - Position Telephone Sets (14)
- [6] Locate the AEOF LCD clock in the AEOF storage cabinets.
- (a) Position LCD clock in a prominent position in the AEOF.
 - (b) Confirm the power is ON.

- [7] Operate the 460 Mhz radio using appropriate broadcasting protocol.
- [8] Locate the 37.78 Mhz handset/radios (two required) in the AEOF storage cabinets.
- (a) Energize the 37.78 Mhz handset/radios by locating standard ground wall receptacle in the AEOF.
 - (b) Confirm the power is ON.
 - (c) Operate the 37.78 Mhz handset/radio using appropriate broadcasting protocol.
- [9] Locate the BECONS in the AEOF storage cabinets in the Carver EOC.
- (a) Energize the BECONS radio by locating standard ground wall receptacle in the AEOF.
 - (b) Confirm the power is ON.
 - (c) Operate the BECONS radio using appropriate broadcasting protocol.
- [10] Locate the following equipment/documents located in the AEOF storage cabinets and distribute to applicable positions in the AEOF.
- PNPS Technical Specifications (CC#54) (1)
 - Core Operating Limits Report (CC#54) (1)
 - PNPS Emergency Plan Evacuation Time Estimates (1)
 - PNPS Emergency Plan (1)
 - EP-IP Procedure Set (1)
- [11] Locate the following charts/map/equipment located in the AEOF storage cabinets (see Emergency Telephone Directory for floor diagram).
- EAL Wall Chart (1)
 - PAR Wall Chart (1)
 - AEOF sign-in board (1)
 - 10 mile EPZ map (1)
 - 5 mile EPZ map (1)
 - Rad Assessment Status and Trend Board (1)
 - Radiological Data Board (1)
 - Area Rad Monitor Trend Board (1)
 - Plant Status Board (1)

7.0 RECORDS

None

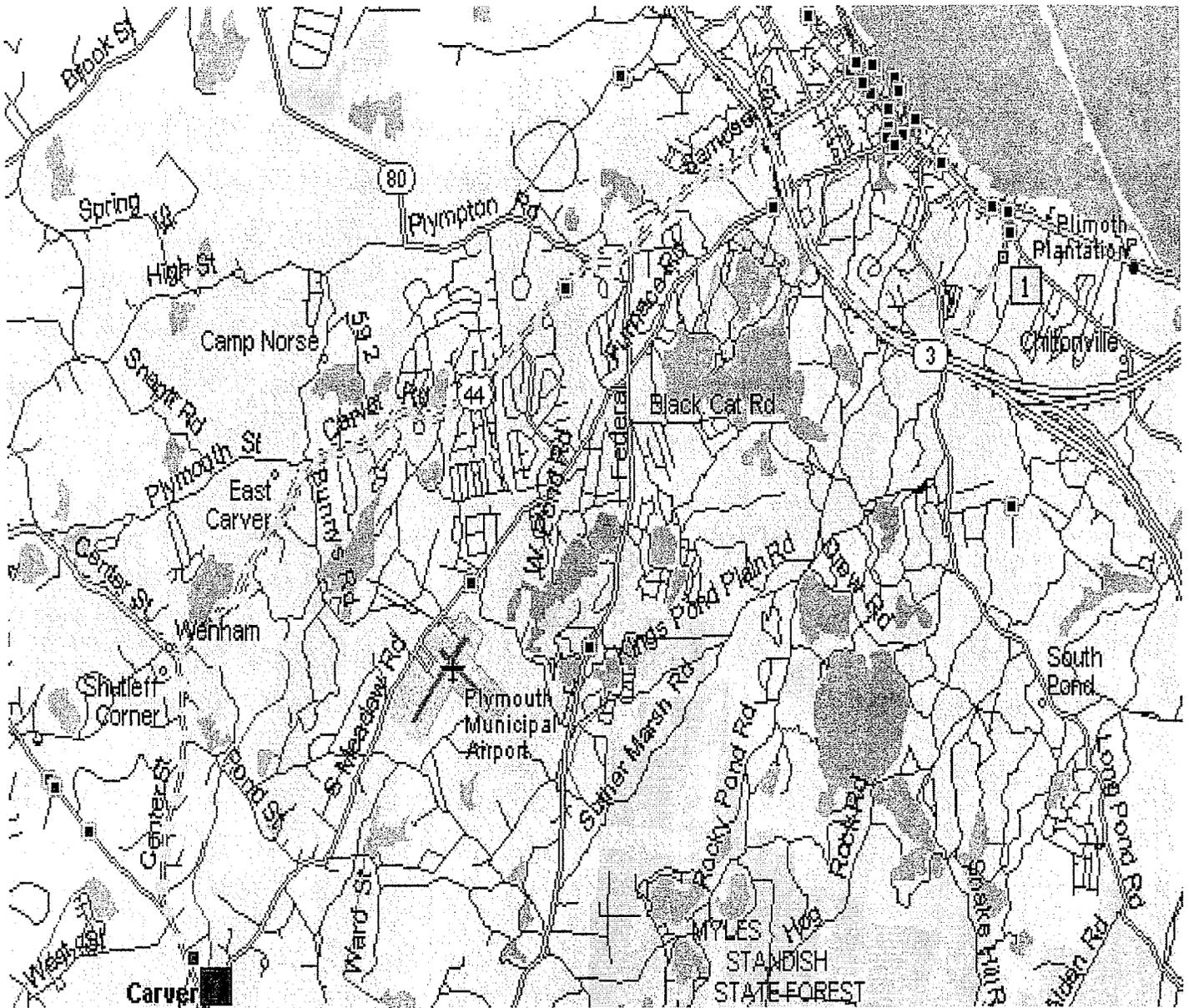
8.0 ATTACHMENTS

ATTACHMENT 1 - DIRECTIONS TO AEOF

ATTACHMENT 2 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 3 - IDENTIFICATION OF COMMITMENTS

DIRECTIONS TO AEOF



The AEOF is located in the basement of the Carver Town Hall on Main Street (box 2 on the map)

From the EOF (box 1 on the map):

- Take Route 3 North to Route 44 West - Carver (Exit 6).
- Follow Route 44 to Route 58.
- Take Route 58 South (left) and follow to the center of town.
- Town Hall is on the left; parking is available in the rear.

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-200	On-Call Emergency Director
EP-IP-250	EOF Activation and Response

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
QA Audit Report 88-36 Recommendation 88-36-12	Proceduralize the Activation of the Alternate EOF	All
NRC Inspection Finding 85-19-02	Describe how and under what circumstances the EOF would be relocated to the alternate EOF.	All

PACKAGING DIVIDER