

EPIP/TEP Instruction Memo

Date 10/4/00 Verif. [Signature] Box No. [Signature] T1 [check] T2 [check]

Please update your file with the attached listed below, destroy the superseded and post your Index accordingly. Also, if Controlled Documents please sign the acknowledgment at the bottom of this memo and return to Debbie Marshbank, Configuration Cntrl., Rm. 135, SOB

Table with columns: Document Number, Rev, TCN Number, Page Replac., Delete Entire, Page(s), Level. Row 1: EPIP-TMI-29, 14, 1-00-0118, [check]

ADDITIONAL DISTRIBUTION:

Table for additional distribution with columns I 3H and C 3H. Multiple rows with dashes.

I hereby acknowledge receipt of this memo and have complied with the instructions. Signature and returned memo required ONLY if CONTROLLED.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Main distribution list table with columns I 3H and C 3H. Lists names and initials for various departments like Backup TSC, Bureau of Rad Protection, etc.

Handwritten initials/signature on the left margin.

# FOR INFORMATION ONLY

XX-0122

1001A  
Revision 44

## FIGURE 2

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### THE MILE ISLAND UNIT ONE TEMPORARY CHANGE NOTICE (TCN)

Due Date: \_\_\_\_\_

11. TCN No. 1-00-0118 (From TCN Log Index)

Refer to instructions and guide \_\_\_\_\_ in AP 1001A when completing this form.

12. Implementation Date 10/2/00

SM/CRS Signature [Signature]

1. EPIP-TMI-29 Procedure Number 14 Present Rev. No.

OSC OPERATIONS Title

2. Change: • Include page numbers, paragraph numbers, and exact wording of change.  
• Attach additional sheets if necessary.  
See attached marked up pages.

3. Reason for Change: Provide specific guidance for the temporary OSC location on communications and accountability as an example

4. Duration of TCN - No longer than 90 days from implementation date of TCN or as in a or b below, whichever occurs first.

a. TCN will be cancelled by a procedure revision issued as a result of a Procedure Change

Request to be submitted by sm A. Knoche R. Finck (Submit PCR as soon as possible)

Individual Submitting PCR

b. TCN is not valid after \_\_\_\_\_ (Fill in circumstances which will result in TCN being cancelled)

5. Is procedure within QA Plan scope? ..... Yes  No \_\_\_\_\_

6. Does the change affect the intent of the original procedure? ..... Yes \_\_\_\_\_ No

- IF answers to #5 AND 6 are NO, the change may be approved by the Shift Manager (Section 10.c)
- IF answer to #6 is YES, the change must be reviewed and approved in accordance with Table 2 prior to implementation (Section 10.b).
- IF answer to #6 is NO, AND answer to #5 is YES change may be EITHER (1) two member reviewed (Section 10.a) OR (2) reviewed and approved in accordance with Table 2 (Section 10.b).

7. Prepared By: S.R. Finck / J.R. Finck Date 9-28-00

Review Signatures:

8. Procedure Owner Concurrence\* [Signature] Date 9-28-00

\*RTR, Department Head/Designee may concur if Procedure Owner is unavailable.  
\*May be by telecon.

9. Engineering Rep. Notified (if req'd.) na ref 9-29-00 (minor change) Date \_\_\_\_\_

10. Approval(s):

a. Two Members of the TMI Mgmt. Staff Route (RTRs shall be different from the preparer in line 7).

(RTR) Signature \_\_\_\_\_ Date \_\_\_\_\_

(RTR) Signature \_\_\_\_\_ Date \_\_\_\_\_

Within 14 days, approval per AP 1001A must occur

(ISR) Signature \_\_\_\_\_ Date \_\_\_\_\_

(Approver) Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Normal Route (Per AP 1001A):  
(RTR) Signature [Signature] Date 9/28/00

(ISR) Signature na ref 9-29-00 Date \_\_\_\_\_

(Approver) Signature [Signature] Date 9/28/00

c. SM Approval Only: (This approval only used if answers to questions #5 and 6 are "No")

(RTR) Signature \_\_\_\_\_ Date \_\_\_\_\_

(Approver) Signature \_\_\_\_\_ Date \_\_\_\_\_

13. TCN is Cancelled \_\_\_\_\_ Shift Manager/Control Room Supervisor \_\_\_\_\_ Date \_\_\_\_\_

FIGURE 4  
Typical

TRIPLE MILE ISLAND SAFETY DETERMINATION

This determination is required for all documents within 1001A applicability/scope.

New Procedure \_\_\_\_\_  
 PCR \_\_\_\_\_  
 PARTIAL \_\_\_\_\_  
 TCN 1-80-0118  
 STP \_\_\_\_\_

Document No. EPIP-TMI-,29 Rev. No. 14

1. Is this a substantive change? Indicate "YES" for new procedures and STP's  
 Yes  No \_\_\_\_\_  
 If Box 1 is "No", sign and date this form. The remainder of the form need not be completed.

2. Does this change involve any non-radiological environmental impact?  
 (Refer to Definitions Section of this procedure.) Yes \_\_\_\_\_ No   
 • If "Yes", complete an Environmental Determination (Figure 7, AP 1001A) and ensure the change is submitted to Environmental Affairs for review.  
 • Complete the remainder of this form.

3. Does this change have the potential to adversely affect nuclear safety or safe plant operations?  
 (Refer to Paragraph 4.2.2) Yes \_\_\_\_\_ No

4. Does this make changes in the facility as described in the safety analysis report? Yes \_\_\_\_\_ No

5. Does this make changes in the procedures as described in the safety analysis report? Yes \_\_\_\_\_ No

6. Are tests or experiments conducted which are not described in the safety analysis report? Yes \_\_\_\_\_ No

7. Does this change conflict with the requirements of the plant Technical Specifications? Yes \_\_\_\_\_ No

If ANY of the answers to 3, 4, 5, 6 OR 7 are YES, you must fill out Figure 5 AND provide a written safety evaluation. Sign and date this form.

If the answers to 3, 4, 5, 6 AND 7 are ALL NO, this precludes the existence of an Unreviewed Safety Question or Technical Specification change. Provide the basis for the answers to each of the questions (3, 4, 5, 6, 7) on one or more separate sheets. Sign and date this form.

Prepared By: S.R. Funch Date: 9-28-00  
 Reviewed By: [Signature] Date: 9-28-00

FIGURE 8  
10CFR50.54(q) Initial Screening Checklist

Document/Procedure No. EPIP-TMI-29 Procedure Change No. \_\_\_\_\_  
Title OSC OPERATIONS Current Revision 14

Synopsis of Change: Modified instructions as appropriate to facilitate the temporary OSC. Specific areas include communications and accountability

- 1. Is the change to any section of the Emergency Plan or the Emergency Action Levels? YES  NO
- 2. Is the change to an Emergency Plan Implementing Procedure (EPIP) which will require revision to any section of the Emergency Plan? YES  NO
- 3. Is the change to any other emergency related procedure or form which will require a revision to any section of the Emergency Plan? YES  NO

If YES is checked for ANY of the three questions, answer the following questions and complete a FULL 10CFR50.54(q) review.

- A. Will the proposed change result in a failure to comply with NRC requirements? YES  NO  *NA*
- B. Will the proposed change result in a deviation from regulatory guidance? YES  NO  *hearing*
- C. Will the proposed change require revision to the Emergency Action Levels? YES  NO  *1-3 are NO*
- D. Will the proposed change reduce previous commitments to the NRC (Emergency Plan, docketed letters, restart hearings, etc.) resulting in a reduction in effectiveness of the Emergency Plan? YES  NO  *9-28-00*
- E. Will the combined effects of the proposed change REDUCE the EFFECTIVENESS of the Emergency Plan? YES  NO

If the ANSWER to ANY of these questions (A through E) is YES then  
i) DO NOT make the proposed change, OR  
ii) Submit the change along with the appropriate justification to the NRC for Review and Approval PRIOR TO change implementation.

If the ANSWER to D or E is NO then  
i) Make the proposed change to the Emergency Plan with the appropriate JUSTIFICATION, AND  
ii) Submit the REVISED Emergency Plan along with the Justification to the NRC within 30 days of implementation.

Prepared by: S.R. Fung Date: 9-28-00  
 Reviewed by: Alan Kowch Date: 092900  
 Regulatory Engineering Concurrence: \_\_\_\_\_ Date: \_\_\_\_\_  
 Manager, Emergency Preparedness: [Signature] Date: 9-28-00

↓

3. **NO.**  
The change to this procedure identifies the specific differences because of the Temporary OSC. The function and actions taken are the same but from a different location. A specific example is accountability is still required but the methodology is altered because of the proximity of the Temporary OSC to the ECC.
4. **NO**  
The guidance and information in the Emergency Plan is not altered by this procedure change. The equipment identified in the Emergency Plan is contained in the temporary OSC.
5. **NO.**  
The guidance and information in the Emergency Plan is not altered by this procedure change. The equipment identified in the Emergency Plan is contained in the temporary OSC.
6. **NO.**  
This change in this procedure to incorporate specific information on OSC operation from a Temporary location and does not involve any tests or experiments. Therefore, the SAR tests and experiments are not impacted.
7. **NO.**  
The location of the OSC is not described in the Technical Specifications; therefore no change is required to the Technical Specifications.

Signed  Date 09/28/00  
Originator (S. R. Finicle)

  
 0929-00



# CONTROLLED COPY

# AmerGen

TMI - Unit 1  
Emergency Procedure

Number

**EPIP-TMI-29**

Title

**OSC Operations**

Revision No.

**14**

Applicability/Scope

Responsible Office

Effective Date

TMI Division

Emerg. Preparedness

07/03/00

This document is within QA plan scope  
Safety Reviews Required

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

*EP-NBB*

List of Effective Pages

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	Signature	Date
Originator	<i>Alamy Knovich</i>	06-29-2000
Procedure Owner	<i>Alamy Knovich</i>	06-29-2000
PRG	<i>[Signature]</i>	6-30-2000
Approver	<i>[Signature]</i>	6-29-2000

	TMI - Unit 1 Emergency Procedure	Number <b>EPIP-TMI-.29</b>
<b>OSC Operations</b>	Revision No. <b>14</b>	

**1.0 PURPOSE**

1.1 The purpose of this procedure is to provide guidance for activation and operation of the Operations Support Center (OSC). Guidance is also provided for Search and Rescue Operations, Emergency Repair/Operations and In-Plant Radiological Controls.

**2.0 APPLICABILITY/SCOPE**

- 2.1 This procedure is applicable to all Operations Support Center personnel.
- 2.2 The OSC is activated during an Alert, Site Area, or General Emergency or when directed by the Emergency Director.

**3.0 DEFINITIONS**

3.1 IREO - Initial Response Emergency Organization

**4.0 RESPONSIBILITIES**

- 4.1 The Operations Support Center Coordinator (OSCC) is responsible for implementing this procedure and coordinating OSC activities.
- 4.2 The security representative is responsible, except during security related emergencies, for coordinating Protected Area Access Control and for coordinating the location and movement of security personnel with the OSCC and the Radiological Controls personnel in the OSC.
- 4.3 The Radiological Assessment Coordinator (RAC) is responsible for in-plant Radiological Controls coverage, habitability surveys of the OSC, and Radiological Controls support for the site evacuation until the Rad Con Coordinator (RCC) position is filled. Thereafter, the RCC is responsible for these actions.
- 4.4 The Chemistry Coordinator is responsible for coordinating all chemistry samples and analysis.
- 4.5 The Emergency Maintenance Coordinator (EMC) is responsible for carrying out emergency maintenance, repair, damage control, and corrective actions as deemed necessary by the OSC Coordinator.

**5.0 PROCEDURE**

- 5.1 The OSC Coordinator (Maintenance Team Leader/IREO OSC Coordinator) will perform the applicable steps of Exhibit 1.
- 5.2 A Rad Con Technician/IREO Rad Con Coordinator will perform the applicable steps of Exhibit 2.

**NOTE**

The Radiological Controls Coordinator (RCC) and Emergency Maintenance Coordinator (EMC) are not on-shift emergency organization positions.

- 5.3 The Senior Chem Tech/Chemistry Coordinator will perform the applicable steps of Exhibit 3.

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5.4 The Emergency Maintenance Coordinator will perform the applicable steps of Exhibit 4.

6.0 **REFERENCES**

- 6.1 TMI Emergency Plan
- 6.2 TMI Emergency Plan Implementing Procedure ETIP-TMI-.05, Communications and Record Keeping
- 6.3 TMI Emergency Plan Implementing Procedure ETIP-TMI-.16, Contaminated Injuries
- 6.4 TMI-1 Security Procedure TSEC-IMP-1530.01, Personnel Accountability During Site Area/General Emergencies

7.0 **EXHIBITS**

- 7.1 Exhibit 1 - OSC Coordinator Checklist
- 7.2 Exhibit 2 - In-Plant Rad Controls Checklist
- 7.3 Exhibit 3 - Chemistry Coordinator Checklist
- 7.4 Exhibit 4 - Emergency Maintenance Coordinator Checklist
- 7.5 Exhibit 5 - Search and Rescue Checklist
- 7.6 Exhibit 6 - Emergency Repair/Operations Checklist
- 7.7 Exhibit 7 - Emergency Team Briefing/Debriefing Checklist
- 7.8 Exhibit 8 - Dose Limits for Emergency Personnel
- 7.9 Exhibit 9 - Heat Stress Control
- 7.10 Exhibit 10 - Protected Area Accountability
- 7.11 Exhibit 11 - OSC Intercom System Operation
- 7.12 Exhibit 12 - OSC Emergency Team Status Form
- 7.13 Exhibit 13 - OSC Personnel Roster
- 7.14 Exhibit 14 - OSC Utilization

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**EXHIBIT 1**

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**OSC Coordinator Checklist**

1.0 Activate the OSC and coordinate the in-plant support of emergency operations by completing the following steps (initial the space provided for actions taken):

INITIALS

- \_\_\_ 1.1 Print your name on the OSC status board under the OSC Coordinator position.
- \_\_\_ 1.2 Pin on the position tag for the OSC Coordinator.
- \_\_\_ 1.3 Announce to the personnel in the OSC that you are assuming the duties of the OSC Coordinator.
- \_\_\_ 1.4 Distribute the appropriate checklist to the lead OSC staff members.
  - \_\_\_ a. Exhibit 2 to the Rad Con Coordinator if available, or to a Rad Con Technician if available.
  - \_\_\_ b. Exhibit 3 to the Chemistry Coordinator (Chemistry Technician or duty roster Chemistry Coordinator).
  - \_\_\_ c. Exhibit 4 to the Emergency Maintenance Coordinator (Maintenance Team Leader or duty roster Emergency Maintenance Coordinator).
- \_\_\_ 1.5 Contact the Operations Coordinator in the Control Room and request that he/she direct all Auxiliary Operators to report their location to you by radio or page phone. Also request that the Control Room coordinate the movement of Auxiliary Operators in the plant through the OSC.
- \_\_\_ 1.6 Assign a person to activate the Operations Line and start a log. The log can be kept on the pre-printed log sheets in the holder above the Operations Line phone or in the bound OSC log book.  
(See EPIP-TMI-.05, Communications and Record Keeping for guidance.)
- \_\_\_ 1.7 Determine the in-plant priorities from the Emergency Director and assign available personnel to address these priorities. List the priorities on the status board.
- \_\_\_ 1.8 Establish a roster of OSC personnel using Exhibit 13.
- \_\_\_ 1.9 Consider the need to call out additional personnel.
- \_\_\_ 1.10 Begin tracking emergency teams/individuals as they are dispatched from the OSC. Use the status board and/or the Emergency Team Status Form (Exhibit 12). When the duty roster OSC Coordinator Assistant arrives, assign team tracking to him/her.

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**EXHIBIT 1**

INITIALS

- \_\_\_\_\_ 1.11 If Protected Area Accountability is required (i.e., at the Site Area Emergency or General Emergency declaration or earlier if ordered by the Emergency Director), refer to Exhibit 10 for instructions.
  - \_\_\_\_\_ 1.12 Set up the ED intercom as follows:
    - a. ~~Energize the amplifier (located on the underside of the shelf below the ED intercom) by sliding the power switch to the "ON" position and verifying that the red power L.E.D. is lit.~~  
*Set on Radio and select "ED Intercom"*
    - b. Adjust the "Select Volume" knob to at least half way (i.e., 12 o'clock).
  - \_\_\_\_\_ 1.13 If relieved by an OSC Coordinator, provide a briefing on the current plant status and turn the duties over to him/her.
  - \_\_\_\_\_ 1.14 If anyone reporting for duty is suspected of NOT being Fit For Duty, (as reported by the individual or by others) contact Security to perform Fitness For Duty testing.
  - \_\_\_\_\_ 1.15 When the OSC is fully staffed with personnel from the duty roster, notify the Emergency Director Assistant in the Control Room (extension 8070, [2070 during drills]). Provide the names of the personnel in each position to the Emergency Director Assistant.
  - \_\_\_\_\_ 1.16 Establish an OSC Watch Bill if operations have the potential to exceed twelve hours. Refer to Communications and Record Keeping Procedure EPIP-TMI-.05 for guidance.
- 2.0 The following is a list of additional duties that the OSC Coordinator should oversee. They are not necessarily listed in the order they are to be performed or in order of priority. The OSC Coordinator must periodically review the list to ensure that they are adequately covered.
- 2.1 Pursue the following activities as directed by the Emergency Director:
- a. Search and Rescue (see Exhibit 5)
  - b. Emergency Repair/Operations (see Exhibit 6)
  - c. Damage Control

**NOTE**

If keys are needed to perform any repair/operation, they can be obtained from the key locker at the remote shutdown (RSD) control panel area located on the second floor of the control tower on the south wall of the backup Tech Support Center.

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EXHIBIT 1

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- 2.2 Coordinate in-plant repairs with the Tech Support Center, if the facility is operational.
- 2.3 If personnel are injured and/or contaminated, inform the Emergency Director and ensure that medically trained and/or Rad Controls personnel are responding.
- 2.4 Utilize the OSC Security Representative to coordinate access control to the Protected Area and to coordinate the movements of Site Protection personnel in the plant.

**NOTE**

For security events, the Security Representative will not report to the OSC. In such events, coordinate with security in the CAS at ext. 8039.

- ~~2.5~~ Retransmit Emergency Director Briefings using the OSC Intercom to allow all OSC personnel to be updated simultaneously. If OSC Coordinator briefings to key OSC staff members contain significant additional information or information relevant to the standby personnel, use the OSC Intercom to transmit that information. (Instructions for the OSC Intercom are found in Exhibit 11).
- 2.55 If problems are encountered with the telephone system, request resolution from the ECC Communications Coordinator.
- 2.64 Ensure that the Radiological Controls personnel:
  - a. Monitor habitability in the OSC.
  - b. Consider the need for frisking stations at OSC entrances.
- 2.67 If evacuation of the OSC becomes necessary:
  - a. Contact teams in the plant and advise them of the OSC evacuation and the backup location.
  - b. Gather the OSC logs, procedures, radios, emergency telephones with cords, headsets, rad instruments and emergency locker equipment for transfer to the backup location.
  - c. Relocate to the <sup>temporary</sup> backup OSC <sup>to a suitable, available location</sup> on the 355' elev of the Control Building.
  - d. Set up the OSC in the available space. ~~Connect the telephones to the labeled wall jacks~~ and establish communications <sup>by available means</sup>.
  - e. Fill in the current information on the status boards.
  - f. Establish a frisking station at the backup OSC entrance.

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**EXHIBIT 1**

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- 3.0 Upon close-out of the emergency and direction from the Emergency Director to deactivate the facility, perform the following:
  - 3.1 Gather all logs, records and any procedures which were utilized during the emergency and turn them over to a member of the Emergency Preparedness Department.
  - 3.2 Ensure that the facility is returned to its pre-emergency condition if possible and emergency equipment is re-stocked in the emergency lockers.

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**EXHIBIT 2**

**In-Plant Rad Controls Checklist**

INITIALS

- 1.0 Perform the in-plant radiological controls function by completing the following steps (initial the space provided for action taken):
  - \_\_\_ 1.1 Assess in-plant radiological conditions based on available information such as RMS readings, in-plant surveys, samples, etc. Keep the OSC Coordinator (OSCC) and RAC (if applicable) informed of the conditions.
  - \_\_\_ 1.2 Dispatch field monitoring teams as directed by the RAC. Request drivers for the teams from the OSC but do not delay teams while waiting for drivers to be assigned. Ensure vehicles are available and ensure that current dose information is verified for techs and drivers.
  - \_\_\_ 1.3 Implement habitability monitoring in the OSC.
  - \_\_\_ 1.4 If the backup TSC is in use, implement habitability monitoring in the backup TSC.

**NOTE**

The following steps (1.5 through 1.7) are to be implemented by the Initial Response Emergency Organization Rad Controls Coordinator upon assuming the duties.

- \_\_\_ 1.5 Print your name on the OSC status board under the Rad Con Coordinator (RCC) position.
- \_\_\_ 1.6 Pin on the position tag for Rad Con Coordinator.
- \_\_\_ 1.7 Activate the In-Plant Rad Con Line or the Radiological Line and establish contact with the Radiological Assessment Coordinator (RAC) and start a log. Assign a log keeper/phone talker if someone is available.

(See EPIP-TMI-.05, Communications and Record Keeping for guidance.)

- 2.0 The following is a list of in-plant rad controls duties. They are not necessarily listed in the order they are to be performed or in order of priority. This list must be reviewed periodically to ensure that the functions are adequately covered.
  - 2.1 Provide radiological support for Emergency Repair, Search and Rescue, Fire Brigade, etc. as requested by the OSCC or Emergency Maintenance Coordinator (EMC).

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**EXHIBIT 2**

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- 2.2 Ensure radiological briefings are provided for in-plant teams.
- 2.3 Call out additional Rad Con Techs as needed.
- 2.4 Personnel Radiation Exposure Monitoring:
  - a. Ensure proper dosimetry is issued as needed. Track accumulated doses for personnel required to enter areas of high radiation dose rates. Utilize the REM-ON-LINE system or manual backup to document doses and stay times.
  - b. For those situations where the REM system is not sufficiently updated to support processing of NRC personnel into RWP areas, the following guidelines should be used to support such entries as requested by NRC personnel:
    - ❶ Confirm the individual has either a TMI or NRC Whole Body TLD. Baseline bioassay is not required.
    - ❷ Discuss the radiological conditions likely to be encountered and the protective equipment/methods required to be used as specified on the RWP. If the individual does not feel sufficiently trained to enter the area due to his/her past training/experience, provide an escort. NRC personnel will make the determination relative to their qualifications to use respiratory protection equipment, if required.
    - ❸ Obtain a verbal annual dose bank estimate from the individual and ensure that the bank is sufficient to support the proposed entry.
    - ❹ Manually collect the RWP entry/exit data such that the information can be input into the REM system at a later date.
- 2.5 Coordinate Rad Con Tech actions in obtaining in-plant surveys/samples to support assessment of plant conditions and emergency response.
  - a. Radiation Surveys:

When high dose-rate conditions exist, Radiological Controls personnel should not be used for the sole purpose of performing dose-rate surveys. Other duties (for which he/she is qualified and has been briefed) may be performed while radiation levels are determined with all information documented for use by others requiring access.

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- b. Airborne Surveys:
- ① When emergency access is required to areas where known or suspected airborne radioactivity exists, the need for respiratory protection shall be evaluated.
  - ② Life saving activities may take precedence.
  - ③ Air samples should be taken unless authorized otherwise by the RAC.
  - ④ Where practical, in order to minimize exposure, air samples should be obtained by personnel making entries for other purposes.
  - ⑤ Whole Body Counts of personnel should be used to evaluate the effectiveness of the respiratory protection program, and the need for additional concern for personnel who have made entries.
  - ⑥ Unless continuous air monitoring is available, air samples should be used as guidance in determining respiratory requirements during emergency conditions.
- 2.6 If in-plant conditions warrant, set up friskers and step-off pads at the entrance(s) to the OSC.
- 2.7 Ensure that areas which are radiologically affected by the emergency are properly controlled (e.g., Turbine Bldg. postings for a primary to secondary leak).
- 2.8 Ensure that inadvertent entry into areas of high dose rate does not occur by implementation of one or more of the following controls.
- a. Request the Ops. Support Center Coordinator to have the Control Room make an announcement over the public address system identifying the locations of those areas that are off limits due to radiological hazards.
  - b. Lock doors at all possible entry points.
  - c. Post signs at all possible entry points.
  - d. Post personnel in low background areas at all possible entry points that cannot be secured by other means.
  - e. Personnel access should be restricted and logged appropriately.

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**EXHIBIT 2**

- 2.9 If site evacuation of non-essential personnel is required, provide Rad Con support by completing Exhibit 2 of EPIP-TMI-.36, Emergency Assembly and Site Evacuation.
- 2.10 Periodically provide updated status to the following positions , as applicable: RAC, OSCC, and Rad Con Techs.
- 2.11 If an RCS Post Accident Sample has been requested, coordinate Rad Controls support with the Chemistry Coordinator.
- 2.12 Consider evacuation of the OSC if actual or projected dose exceeds 1 REM Total Whole Body Dose (TEDE). Consult with the RAC and OSCC regarding this determination. If evacuation is necessary:
  - a. Contact Rad Con Techs in the plant and advise them that the OSC is being evacuated to the backup location in the Group Operations Supervisor Office.
  - b. Gather the logs, procedures, radios, telephones with cords, headsets, rad instruments, portable counting equipment, emergency locker equipment and locked high rad keys/inventory sheets for transfer to the backup OSC.
  - c. Minimize personnel doses and the spread of contamination during the evacuation.
  - d. Establish access control, habitability monitoring, communications, etc. at the backup OSC.
- 2.13 When needed, access the Reuter-Stokes data via the Emergency Information Network (i.e., RAC Code).
- 2.14 As soon as necessary, the Radiological Controls Coordinator should assign an individual(s) to maintain radiological controls supplies and equipment. Segregation of contaminated materials for eventual decontamination or discarding should occur.
- 2.15 Assign a specific individual to ensure contaminated personnel are properly evaluated and decontaminated. Control Point personnel must be aware of the location of decontamination facilities, and ensure contaminated personnel are directed to the facility.
- 2.16 Upon close-out of the emergency and direction from the OSCC to deactivate the facility, perform the following:
  - a. Gather all logs, records, surveys, sample results and any procedures which were utilized during the emergency and turn them over to the Radiological Controls Field Operations Manager.
  - b. Ensure that the facility is returned to its pre-emergency condition if possible and emergency equipment is re-stocked in the emergency lockers.
  - c. An inventory of the OSC facility is required to be performed by the end of the working day following the end of the event/drill. The inventory is the responsibility of Rad Con Field Ops. Notify the Manager of Rad Con Field Ops of the need to perform the inventory in accordance with procedure TEP-ADM-1300.01, Maintaining Emergency Preparedness.

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**EXHIBIT 3**

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**Chemistry Coordinator Checklist**

1.0 Assist in the activation of the OSC and provide chemistry support by completing the following steps (initial the space provided for actions taken):

INITIALS

- \_\_\_ 1.1 Print your name on the OSC status board under the Chemistry Coordinator position.
  - \_\_\_ 1.2 Pin on the position tag for Chemistry Coordinator.
  - \_\_\_ 1.3 Establish a Chemistry Coordinator log.  
(See EPIP-TMI-.05, Communications and Record Keeping for guidance).
  - \_\_\_ 1.4 Assess the current status of plant chemistry control and brief the OSC Coordinator (OSCC).
  - \_\_\_ 1.5 Brief on-shift Chemistry Techs on the current status and advise them to be aware of possible elevated activity in any plant samples.
  - \_\_\_ 1.6 Consider the need to call out additional chemistry assistance (e.g., duty chemist, etc.).
- 2.0 The following is a list of the duties of the Chemistry Coordinator. They are not necessarily listed in the order they are to be performed or in order of priority. The Chemistry Coordinator must periodically review the list to ensure that they are adequately covered.
- 2.1 Coordinate all plant chemistry sample taking and analysis. Prioritize samples in cooperation with the RAC and the OSCC.
  - 2.2 Coordinate RCS PAS, MAP-5, and/or CAT PASS sampling and analysis as directed. Coordinate with the Rad Assessment Coordinator (RAC)/Rad Con Coordinator (RCC) for radiological coverage of these samples.
  - 2.3 Provide sample results to both the OSCC and the Radiological Assessment Coordinator (RAC).

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**EXHIBIT 4**

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**Emergency Maintenance Coordinator Checklist**

1.0 Assist in the activation of the OSC and provide support in emergency maintenance, repairs, damage control, search and rescue, and corrective actions by completing the following steps (initial the space provided for actions taken):

INITIALS

- \_\_\_ 1.1 Print your name on the OSC status board under the Emergency Maintenance Coordinator (EMC) position.
- \_\_\_ 1.2 Pin on the position tag for Emergency Maintenance Coordinator.
- \_\_\_ 1.3 Establish an Emergency Maintenance Coordinator Log.  
(See EPIP-TMI-.05, Communications and Record Keeping for guidance).
- \_\_\_ 1.4 Determine from the OSC Coordinator (OSCC) the priorities for in-plant repairs, damage control, etc.
- \_\_\_ 1.5 Establish a standby area for Operations and Maintenance personnel awaiting assignment.

2.0 The following is a list of the duties of the Emergency Maintenance Coordinator. They are not necessarily listed in the order they are to be performed or in order of priority. The Emergency Maintenance Coordinator must periodically review the list to ensure that they are adequately covered.

- 2.1 Consider establishing a "Ready Team" for immediate response into the plant. The team should be briefed on known plant conditions and hazards and should be prepared to respond in full PC's and SCBA.
- 2.2 If Search and Rescue is needed, refer to Exhibit 5 for instructions. Exhibit 7 is for briefing and debriefing the team.
- 2.3 If Emergency Repair/Operations is needed, refer to Exhibit 6 for instructions. Provide technical briefings, as needed, to teams.
- 2.4 Coordinate with the Radiological Controls Coordinator (RCC)/RAC to ensure in-plant teams are provided radiological briefings prior to dispatch, if needed.
- 2.5 Keep the OSCC informed of the status of in-plant emergency teams, their work progress and findings.

3.0 Upon close-out of the emergency and direction from the OSCC to deactivate the facility, perform the following:

- 3.1 Gather all logs, records, and any procedures which were utilized during the emergency and turn them over to the OSCC.
- 3.2 Ensure that the facility is returned to its pre-emergency condition if possible.

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**EXHIBIT 5**

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**Search and Rescue Checklist**

- 1.0 This Exhibit should be implemented by the Emergency Maintenance Coordinator/Search and Rescue Team Leader during declared emergencies when:
- 1.1 One or more individual(s) is/are unaccounted for and cannot be contacted for 1 hour from on-set of accountability or, as directed by TSEC-IMP-1530.01, Pers. Accty. During Site Area/Gen. Emerg.
  - 1.2 Individual(s) is/are unable to exit an area without assistance.
  - 1.3 Directed by the Emergency Director/Operations Support Center Coordinator (OSCC)

2.0 Team Activation

**NOTE**

Team personnel should consist of volunteers if members may exceed exposure limits of 10 CFR 20 (See Exhibit 8).

- \_\_\_ 2.1 Assemble team(s) consisting of Operations, Maintenance, and Rad Con personnel with current first aid training if possible.
- \_\_\_ 2.2 Appoint a team leader.
- \_\_\_ 2.3 Designate communications equipment to be used.
- \_\_\_ 2.4 Ensure each team receives a briefing to the extent appropriate prior to dispatch into the plant.
  - \_\_\_ a. Complete an Exhibit 7 as a guide during the briefing.
  - \_\_\_ b. Identify who is missing and the last known or suspected location.
  - \_\_\_ c. Establish a search pattern and assign team members specific areas and a general sequence of the search.
- \_\_\_ 2.5 Continue attempts to locate the individual(s) using the plant page.

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**3.0 Team Deployment**

- 3.1 Individual searchers may be sent into non-hazardous areas.
- 3.2 Team members should disperse as much as possible to increase the speed of covering each area. If needed, team members may converge on a location to assist other team members or the missing party.
- 3.3 When a missing individual is found, provide immediate assistance as appropriate.
- 3.4 Relay the following information to the OSC Coordinator.
  - a. Name and badge number of individual found.
  - b. Situation report and location.
  - c. Injuries and first aid provided/in progress (if any).
  - d. Contamination levels (if any).
  - e. First Aid/Rescue resources needed (if any).
- 3.5 Continue to provide aid and assistance as appropriate until the situation is resolved.

**4.0 Team Deactivation**

- \_\_\_\_\_ 4.1 Debrief the team. Complete an Exhibit 7 as a guide.
- \_\_\_\_\_ 4.2 Stage deactivated team members for reassignment if appropriate.

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**EXHIBIT 6**

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**Emergency Repair/Operations Checklist**

- 1.0 This Exhibit should be implemented by the Emergency Maintenance Coordinator when it becomes necessary to:
  - 1.1 Manipulate or repair equipment in order to substantially reduce in-plant radiation levels or radiation exposure to the general public.
  - 1.2 Perform equipment repairs and operate plant equipment to stabilize plant conditions.
  - 1.3 Perform other repair actions deemed necessary and authorized by the Emergency Director.
- 2.0 Team Activation
  - 2.1 Consider the following factors when assembling teams.
    - a. Team personnel should consist of volunteers if members may exceed exposure limits of 10 CFR 20 (See Exhibit 8).
    - b. Team members should possess the necessary qualifications to perform the task.
    - c. Assignments in abnormally hazardous areas (steam, radiation, etc.) should consist of two or more members.
    - d. Assignments in an area without unusual hazards may be performed by an individual.
  - 2.2 Assemble the team using the appropriate available discipline(s).
  - 2.3 Request engineering support if appropriate.
  - 2.4 Appoint a team leader.
  - 2.5 Provide a technical and radiological briefing for each team. Complete a Briefing/Debriefing Checklist (Exhibit 7) for each team deployed.
  - 2.6 Controlled keys may be obtained from the remote shutdown control panel key locker on the second floor of the Control Building.
- 3.0 Team Deployment
  - 3.1 Obtain periodic progress reports from each team.
  - 3.2 Provide significant status change information to the OSC Coordinator for relay to the Emergency Control Center.
  - 3.3 If appropriate, develop a contingency plan if key component repairs cannot be completed.

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4.0 Team Deactivation

- 4.1 Debrief the team. Complete a Debriefing Checklist (Exhibit 7) for each team.
- 4.2 Stage deactivated team members for reassignment if appropriate.

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**EXHIBIT 7**

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**Emergency Team Briefing/Debriefing Checklist**

1. Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. Type of Team:  Emergency Repair/Operations,  Search and Rescue,  Damage Control
3. Team Mission: \_\_\_\_\_

4. Team Members:

	Name	Badge #	Authorized Dose:*		Signature
			Total Whole Body Dose (TEDE)	Thyroid Dose (CDE)**	
a.	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____

\*\* Thyroid dose (CDE) (mrem) due to airborne iodine = DAC hours from iodine x 25

\* Authorized by:

\_\_\_\_\_  
Name of Emergency Director

\_\_\_\_\_  
Name of Rad Assessment Coordinator/Rad Con Coordinator

5. Nature and extent of hazards (radiological, industrial, haz-mat, etc.) that the team is expected to encounter:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. General Briefing Items:

Initials

- \_\_\_\_A. Ensure that the team can maintain communications at frequent intervals with the OSC via radio, plant page or other means. Consider designating a team communicator. Test radios if used.
- \_\_\_\_B. If respiratory protection is required for the team, consider equipping the team with respirator communications devices. These devices are stored in the OSC locker in the Control Tower stairwell.

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Initials

- \_\_\_ C. If the team's mission is search and rescue, ensure they have first aid equipment and assign an EMT to the team if one is available.
- \_\_\_ D. Ensure that the team thoroughly understands the access and escape routes for the area or building they will be entering.

7. Radiological Concerns:

**NOTE**

Normal Radiological Controls Procedures should be utilized during emergency situations to the maximum extent practicable.

- \_\_\_ A. Ensure that each member of the team understands his/her dose limits. Exposure in excess of the limits of 10CFR20.1201 shall be voluntary and shall be authorized by the Emergency Director only. See Exhibit 8 for dose limits, guidance and risks.

**NOTE**

Emergency team member selection for teams expected to receive doses in excess of 10CFR20.1201, should give preference to currently trained Radiation Workers who are over 45 years of age. Declared pregnant workers, or those that state they may be pregnant, should not be used.

- \_\_\_ B. Ensure proper dosimetry (TLD and digital dosimeter) is issued and use understood. Also give consideration to Annual and Lifetime Dose History.
- \_\_\_ C. If respiratory protection is required, ensure proper respiratory protection is specified and all members of the team are qualified in its use.
- \_\_\_ D. Ensure proper protective clothing is prescribed.
- \_\_\_ E. Ensure that each member of the team has been properly instructed and stay times have been discussed and are understood.
- \_\_\_ F. Ensure instrumentation to be used has appropriate range and sensitivity and has been calibrated and operationally checked.
- \_\_\_ G. Ensure team members are briefed on any surveys to be performed (air, cont. rad.)

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**8. Safety and Health Concerns**

Initials

- \_\_\_A. If re-entry to a hazardous or potentially hazardous area is necessary, ensure that team members are briefed on all known/suspected conditions in the area (i.e., heat, smoke, steam, flooding, fire, toxic materials), and that they are properly prepared.
- \_\_\_B. Ensure that the team members have all necessary safety equipment and personal protective gear. Ensure all equipment is functional.
- \_\_\_C. If the danger of heat stress exists in the area where the team will work:
  - ① Team members should drink water before being dispatched and upon return. Ask Rad Controls to designate a safe source of drinking water.
  - ② Use Exhibit 9, Heat Stress Control to determine stay times.
  - ③ Inform the Emergency Director of the decision to drink water if "No Eating, Drinking or Smoking" has been announced.

**9. Team Debriefing:**

- \_\_\_A. Determine the conditions actually found in the areas the team entered (radiation dose rates, industrial hazards, etc.)
- \_\_\_B. Monitor for personnel contamination and document the results.
- \_\_\_C. Determine and document the doses received by team members.
- \_\_\_D. Document sample and survey information. Obtain any survey data sheets.
- \_\_\_E. Document the need for any bioassay.
- \_\_\_F. Take nasal swabs of persons who entered in airborne contamination areas.
- \_\_\_G. Consider thyroid blocking in accordance with Thyroid Blocking Procedure, EPIP-TMI-44.

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**EXHIBIT 8**

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**Dose Limits For Emergency Personnel**

Emergency measures may warrant the acceptance of greater than normal radiation exposure (doses). Lifesaving, measures to prevent substantial radiation exposure to the population or preservation of vital equipment may be sufficient cause for greater than normal exposures. The following are the exposure guidelines for these emergency activities:

- Life Saving Action -      No Pre-established Limit**
- Corrective Action -      10 REM Total Whole Body Dose (TEDE)**  
**30 REM to the lenses of the eyes**  
**100 REM total organ dose (CDE) to any organ**

The Emergency Director is the designated individual who can authorize emergency workers to receive doses as defined in excess of the 10CFR20 limits. These emergency workers **must** be volunteers and will be required to closely adhere to the guidance and instruction provided during their briefing.

Emergency personnel should consider the risks involved in accepting the dose versus the benefits of the emergency action prior to volunteering to receive such dose. The table below is provided to assist potential volunteers in deciding whether to volunteer.

**HEALTH EFFECTS FROM ACUTE WHOLE BODY DOSES:**  
(From Rad Health Handbook)

<25 RAD	No observable effects
25-100 RAD	Range from no symptoms to nausea. Changes in white blood cells are anticipated so the individual is more susceptible to diseases.
110 RAD	10% chance of being lethal with no medical intervention.*
340 RAD	50% chance of being lethal with no medical intervention.*
585 RAD	90% chance of being lethal with no medical intervention.*

\*Note that medical intervention will approximately double the chance of survival.

<b>NOTES</b>
<ol style="list-style-type: none"> <li>In addition to the acute health effects, the worker may have an increased long-term risk of fatal cancer. This risk is roughly estimated to be about 2% per 25 REM of exposure (based on a risk factor of 8E-4 per REM from Table 4.3, BEIR V). By comparison, natural cancer mortality is about 20%.</li> <li>For the purpose of estimating doses for use with the table on health effects (above) use the following relationships:   1 RAD is approximately equal to 1 REM for GAMMA  1 RAD is approximately equal to 10 REM for NEUTRON</li> </ol>

EXHIBIT 9

Heat Stress Control  
Recommended Work Time Limits (Action Times) Using Dry Bulb Temperature

DRY BULB TEMPERATURE RANGE (°F)	LIGHT WORK				MODERATE WORK				HEAVY WORK			
	WORK CLOTHES	SINGLE PC'S	DOUBLE PC'S (min.)	WET SUIT (min.)	WORK CLOTHES	SINGLE PC'S (min.)	DOUBLE PC'S (min.)	WET SUIT (min.)	WORK CLOTHES	SINGLE PC's (min.)	DOUBLE PC'S (min.)	WET SUIT (min.)
65	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT
70	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT
75	NO LIMIT	NO LIMIT	NO LIMIT	240	NO LIMIT	NO LIMIT	NO LIMIT	180	NO LIMIT	NO LIMIT	NO LIMIT	180
80	NO LIMIT	NO LIMIT	240	200	NO LIMIT	NO LIMIT	240	150	NO LIMIT	240	180	80
85	NO LIMIT	NO LIMIT	210	175	NO LIMIT	240	170	70	240	165	90	45
90	NO LIMIT	240	180	120	240	130	80	40	180	65	50	25
95	240	170	135	70	150	65	45	30	80	35	30	20
100	195	110	75	45	70	40	35	25	45	25	20	15
105	120	65	50	30	40	30	25	20	30	20	15	15
110	70	40	30	20	30	20	15	15	25	15	15	*
115	45	25	20	15	25	15	15	*	20	15	*	*
120	30	20	15	*	20	15	*	*	15	*	*	*
125	20	15	*	*	15	*	*	*	*	*	*	*
130	15	*	*	*	*	*	*	*	*	*	*	*
135	*	*	*	*	*	*	*	*	*	*	*	*
140	*	*	*	*	*	*	*	*	*	*	*	*

\*These conditions present a high heat stress environment. It is required that some combination of the following countermeasures be taken, depending upon the nature of the work:

1. Monitoring of the worker's condition by the supervisor or designee
2. Use of personal cooling devices
3. Stressing self-determination
4. Drinking plenty of water prior to entering this environment
5. Acclimating of the worker to these conditions

Guidelines for Using Personal Cooling Devices

1. Ice Vests can double action time if properly worn. When the ice has melted the individual must leave the area and remove the ice vest.
2. Circulating ice water garments can increase the action time by a factor of 4 or more, provided that the ice container is changed as needed; i.e., when the water temperature increases to the point that it is not providing sufficient cooling.
3. Circulating air garments (e.g., supplied air hood/helmet and vortex tube suit) can also increase the action time by a factor of 4 or more, depending upon the temperature of the air supplied to the garment.

**NOTE**

These are only guidelines and do not reflect the differences in heat tolerance among the workers. Therefore, the ability of the worker to recognize the onset of symptoms of heat related illness must be stressed.

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**Protected Area Accountability Checklist**

Perform the following steps when Protected Area Accountability is required (i.e., at the declaration of a Site Area or General Emergency or when ordered by the Emergency Director).

INITIALS

See below

- \_\_\_ 1.0 Announce to all OSC personnel that Protected Area Accountability has been ordered.
  - \_\_\_ 2.0 ~~Instruct the coordinators in the OSC to have their personnel process through the accountability key-card reader on the West wall near door #41. Assign someone to assist with this process, if needed (the OSC Security Representative may be available to provide assistance). DO NOT use the normal door #41 key-card reader for accountability processing.~~
  - \_\_\_ 3.0 ~~The green light on the accountability key-card reader should flash after each card is read. This indicates that the person has been accounted for by the system. The right hand red light indicates a problem. Notify Site Protection of any badges which cause the red light to flash.~~
  - \_\_\_ 4.0 Contact all emergency teams and other personnel in the plant and obtain their key-card numbers (the key-card number is the hand-written number in on the reverse side of the key-card). It is important to obtain **KEY-CARD NUMBER** and **NOT SECURITY BADGE NUMBER**.
  - \_\_\_ 5.0 Enter the key-card numbers for personnel in the plant using the key-pad on the accountability key-card reader as follows:
    - 5.1 Press the "\*" button.
    - 5.2 Enter the key-card digits in order.
    - 5.3 Then press the "\*" button and pause for the green light to flash before entering the next key-card number.
  - \_\_\_ 6.0 When all OSC personnel and emergency team personnel in the Protected Area have been processed through the accountability key-card reader, inform the Security Representative in the OSC or call the Site Protection Officer in the CAS at ext. 8039.
  - \_\_\_ 7.0 Site Protection will produce a report of any personnel in the Protected Area who did not respond to accountability. This report may be faxed to the OSC. Assist Site Protection in determining the whereabouts and status of these persons. Implement Search and Rescue per Exhibit 5, Search and Rescue Instructions, if needed.
- 
- 2.0 Assign someone to collect the key cards of ALL OSC personnel and process then at the Accountability Card Reader in the Control Room. **Request permission from the Shift manager to enter Control Room Area.**
  - 3.0 Place each key card against the face of the Accountability Card Reader. The Green light will flash to acknowledge accountability. If a Red light flashes, notify Security at extension 8039 and provide the number of the key card causing the problem.

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EXHIBIT 11

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**OSC Intercom System Operation**

- 1.0 Pre-operational checks
  - 1.1 Verify that the power supply (gray box in the Ops/Maintenance muster area) is plugged into the nearby outlet.
  - 1.2 Verify that the 'Transmit Volume' control is at maximum. To do this, rotate the knob away from you while you are facing the unit.
- 2.0 Transmitting Plant Status Updates
  - 2.1 Depress all station selector buttons except for the station you are at and any blank buttons.
  - 2.2 Depress the "Talk" button (or "Talk Lock" button for hands-free use).
    - a. To speak - Talk in a normal voice toward the unit at a distance of 12 to 18 inches, or
    - b. To retransmit the Emergency Director briefing as it is given - Hold the ED intercom speaker in close proximity to the unit.
  - 2.3 When finished, release the 'Talk' button or depress the 'Talk Lock' button again to release it, as appropriate.
- (~~2.0~~) Two Way Communications
  - 3.1 Depress the station selector button for the station you want to contact.
  - 3.2 Depress the 'Talk' button and speak in a normal voice at a distance of 12 to 18 inches. Be sure to identify your station to the station you are calling and instruct them to depress the button on their intercom corresponding to your station.
  - 3.3 Release the 'Talk' button when you are finished and wait for a reply.
  - 3.4 To answer a call, depress the appropriate station selector button and the 'Talk' button and speak in a normal voice at a distance of 12 to 18 inches.
  - 3.5 When the conversation is completed, release the 'Talk' button and the station selector button by depressing it a second time.





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**EXHIBIT 14**

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*Temporary* **OSC Utilization**

*Site*

The ~~Rad Con~~ area is transformed into the Operations Support Center during an emergency or during drills and exercises. OSC staff members must assist in the transformation by clearing the routine ~~Rad Con~~ paperwork and items so that the room needed to efficiently and effectively fulfill Operations Support Center emergency responsibilities is available. Courtesy and sensitivity to the people who use the office every day dictate that ~~Rad Con~~ belongings and paperwork are carefully collected and stored to result in the least amount of disruption or inconvenience. The suggested use of the facility follows.

1. OSC Coordinator - The OSC Coordinator should use a desk closest to the center of the room. This provides a good working surface, access to the telephones and intercom, and is centrally located. It provides accessibility to the OSC Coordinator Assistant and to the Security Representative ~~in the hallway~~.
2. Rad Con Coordinator - The Rad Con Coordinator and a Rad Con communicator should be stationed in the space available for this function near all of the relevant telephone and radio communications equipment.
3. Operations Line Communicator - The Operations Line Communicator should be stationed at the telephone. ~~The Operations Line telephone is located near a specially built, fold-out table for log-keeping.~~
4. Emergency Maintenance Coordinator - The Emergency Maintenance Coordinator should work from any convenient desk. Space and privacy for team briefings should be a consideration in selecting a location.
5. Security Representative - The Security Representative should work in <sup>any available area.</sup> ~~the hallway outside the OSC door. This is the location of a dedicated telephone jack and the accountability key-card reader.~~
6. Chemistry Coordinator - The Chemistry Coordinator should operate from an available desk in the area.
7. OSC Coordinator Assistant - The OSC Coordinator Assistant should work in the hallway outside the OSC at the team tracking status board. In this location, the OSC Coordinator Assistant will be in the route of all personnel dispatched from the OSC allowing more positive team tracking.
8. Other Staff - Support staff members should work from an available desk in the area.
9. Staging - Personnel awaiting assignment should be staged in a room other than that used by the OSC staff coordinators to minimize ambient noise.