

# AmerGen

A PECO Energy/British Energy Company

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November 21, 2000  
2130-00-20306

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

Dear Sir:

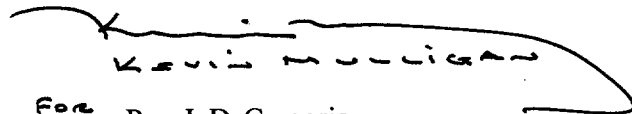
Subject: Oyster Creek Nuclear Generating Station  
Docket No. 50-219  
Emergency Plan Implementing Procedure Revisions

In accordance with 10 CFR 50, Appendix E, Section V, enclosed is the newly revised Index for the Oyster Creek Emergency Plan Implementing Procedures and the below listed procedures.

<u>Procedure Number</u>	<u>Title</u>	<u>Revision</u>
EPIP-OC-.13	Site Evacuation and Personnel Mustering at Remote Assembly Areas	8
EPIP-OC-.27	The Operations Support Center	11

If further information is required, please contact Mr. Robin Brown, Manager, Experience Assessment at 609-971-4979.

Very truly yours,



For  
Ron J. DeGregorio  
Vice President  
Oyster Creek

RJD/BDM:ew

Enclosures

cc: Administrator, Region I  
NRC Sr. Project Manager  
NRC Resident Inspector

A045

**EPIP SERIES - EMERGENCY PLAN IMPLEMENTING PROCEDURES**

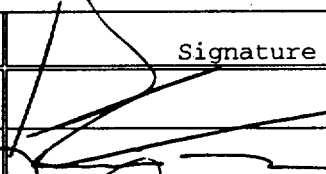
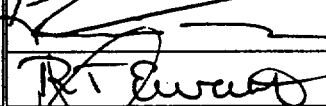
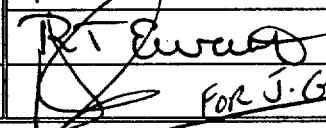
<b><u>PROCEDURE NO.</u></b>	<b><u>TITLE</u></b>	<b><u>REV. NO.</u></b>	<b><u>DATE</u></b>
6630-ADM-4010.03	Emergency Dose Calculation Manual (EDCM)	11	07/23/00
EPIP-OC-.01	Classification of Emergency Conditions	8	08/08/00
EPIP-OC-.02	Direction of Emergency Response/Emergency Control Center	26	09/28/00
EPIP-OC-.03	Emergency Notification	26	09/14/00
EPIP-OC-.06	Additional Assistance and Notification	22	08/08/00
EPIP-OC-.10	Emergency Radiological Surveys Onsite	10	08/08/00
EPIP-OC-.11	Emergency Radiological Surveys Offsite	15	08/08/00
EPIP-OC-.12	Personnel Accountability	8	08/08/00
EPIP-OC-.13	Site Evacuation and Personnel Mustering at Remote Assembly Areas	8	11/09/00
EPIP-OC-.25	Emergency Operations Facility (EOF)	22	08/08/00
EPIP-OC-.26	The Technical Support Center	21	08/08/00
EPIP-OC-.27	The Operations Support Center	11	11/09/00
EPIP-OC-.31	Environmental Assessment Command Center	11	08/08/00
EPIP-OC-.33	Core Damage Estimation	5	08/08/00
EPIP-OC-.35	Radiological Controls Emergency Actions	14	08/08/00
EPIP-OC-.40	Site Security Emergency Actions	10	08/08/00
EPIP-OC-.41	Emergency Duty Roster Activation	5	08/08/00
EPIP-OC-.44	Thyroid Blocking	1	08/08/00
EPIP-OC-.45	Classified Emergency Termination/Recovery	1	08/08/00
OEP-ADM-1311.03	Emergency Preparedness Section Administration	4	08/08/00
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	7	08/08/00
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	7	08/08/00
OEP-ADM-1319.04	Prompt Notification System	2	08/08/00
OEP-ADM-1319.05	Emergency Preparedness Event Reports	1	08/08/00

Title <b>SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE ASSEMBLY AREAS</b>		Revision No. <b>8</b>
Applicability/Scope Applies to work at Oyster Creek		Responsible Office Emergency Prep
This document is within QA plan scope <u>  X  </u> Yes <u>  </u> No		Effective Date <b>(11/09/00) 11/19/00</b>
Safety Reviews Required <u>  X  </u> Yes <u>  </u> No		
Prior Revision <u>  7  </u> incorporated the following Temporary Changes: <u>  N/A  </u>		This Revision <u>  8  </u> incorporates the following Temporary Changes: <u>  N/A  </u>

List of Pages (all pages rev'd to Rev. 8)

- 1.0 to 4.0
- E1-1 to E1-3
- E2-1 to E2-2
- E3-1
- E4-1

**NON-CONTROLLED  
THIS DOCUMENT WILL NOT  
BE KEPT UP TO DATE  
IRMC OYSTER CREEK**

	Signature	Concurring Organization Element	Date
Originator		Emergency Planner	11/3/00
Concurred By		Plant Manager	11/5/00
Approved By	 FOR J. GILSEWOOD	Security Manager	11/3/00
By		Emergency Preparedness Mgr. - OC	11/9/2000

Title  
**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.  
**8**

PROCEDURE HISTORY

REV	DATE	ORIGINATOR	SUMMARY OF CHANGE
3	06/95	A. Smith	Add additional evacuation areas outside the Protected Area. Replace Trl. 250 with OCAB. New layout for Forked River Assembly Area.
4	05/96	D. VanNortwick	Add additional facilities to be evacuated on site evaluation checklist.
5	05/97	A. Smith	AEOF removed from E-Plan 1000-PLN-1300.01 in Rev. 11.
6	10/97	A. Smith	Update local telephone Area Codes
7	DOS	A. Smith	Required for sale of OCNGS. Changes references of GPU or GPUN to OCNGS.
8	10/00	A. Smith	Update evacuation maps to include new parkway interchange.

Title

**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.

**8**

1.0 PURPOSE

1.1 This procedure provides for the orderly mustering and evacuation of all non-essential personnel from the protected area and other owner controlled areas at Oyster Creek to the Forked River Assembly Area and/or the Berkeley Remote Assembly Area.

2.0 APPLICABILITY/SCOPE

2.1 This procedure applies to Oyster Creek Site Security

3.0 DEFINITIONS

None.

4.0 RESPONSIBILITIES

4.1 The Emergency Director shall notify the Security Shift Commander that a site evacuation has been ordered and provide the evacuation route, areas other than the protected area to be evacuated and any other pertinent instructions. The Emergency Director will specify either the Forked River Assembly Area or the Berkeley Remote Assembly Area as a destination.

4.2 The Security Shift Supervisor shall coordinate the site evacuation, the accompanying muster, and the activation of the designated assembly area.

4.3 The Security Officer dispatched to either assembly area shall assume command and control duties at the facility.

5.0 PROCEDURE

5.1 The Emergency Director shall perform his duties in accordance with EPIP-OC-.02, Exhibit 1, "General Emergency", Section 3.2.1.

5.2 The Security Shift Commander shall perform his duties in accordance with Exhibit 1.

5.3 The Security Officer dispatched to the assembly area shall perform his duties in accordance with Exhibit 1.

Title

**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.

**8****6.0 REFERENCES**

- 6.1 2000-PLN-1300.01 "OCNGS Emergency Plan".
- 6.2 Procedure EPIP-OC-.12, "Personnel Accountability".
- 6.3 Procedure OSEC-CON-1530.58, "Security Force Evacuation".

**7.0 EXHIBITS**

- 7.1 Exhibit 1, Site Evacuation Checklist
- 7.2 Exhibit 2, Departure Instruction Sheet and Evacuation Route Map
- 7.3 Exhibit 3, Layout of the Berkeley Remote Assembly Area
- 7.4 Exhibit 4, Layout of the Forked River Assembly Area

Title

**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.

**8**

EXHIBIT 1  
SITE EVACUATION CHECKLIST

TIME/INITIALS

- \_\_\_\_\_/\_\_\_\_\_ 1.0 Notified by Emergency Director that site evacuation has been ordered. Evacuation destination to be used:
- Forked River Assembly Area
  - Berkeley Remote Assembly Area
- Evacuation Route:
- North  South\*
- \_\_\_\_\_/\_\_\_\_\_ 2.0 Evacuation to include the following areas outside the Protected Area.
- Building 24
  - Area outside the protected area between the canal and Route 9 including the switchyard
  - Oyster Creek Administration Building
  - Trailer #300 complex
  - Forked River Site Buildings 1, 2, 5, 12, and 14
  - Security Firing Range
  - Fire Brigade Training Area
  - GPU Energy Southern Area Stores
  - GPU Energy Combustion Turbine Site
  - Independent Spent Fuel Storage Facility
  - Fire Pond Pump House
- \_\_\_\_\_/\_\_\_\_\_ 3.0 Notify areas identified via Forked River Page and/or bullhorns.
- \_\_\_\_\_/\_\_\_\_\_ 3.1 Perform sweep of O.C. Admin. Building, Trailer 300, and Forked River Buildings when manpower levels permit.
- \_\_\_\_\_/\_\_\_\_\_ 4.0 If not previously accomplished, ensure site Security personnel are accounted for utilizing a security badge slot number listing.
- \_\_\_\_\_/\_\_\_\_\_ 5.0 If necessary: evacuate Security force personnel in accordance with OSEC-CON-1530.58.
- \_\_\_\_\_/\_\_\_\_\_ 6.0 Security officer assigned to each exit area (EAA, MGPC, and NGPC) to collect security badges and dosimetry and to issue evacuation instructions and route maps. (Exhibits 2 and 3)

\* South route may be simulated during drills.

Title

**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.

**8**EXHIBIT 1  
(Cont'd)

\_\_\_\_\_ / 7.0 Appropriate gates and/or doors opened to accommodate evacuation.

[ ] Gate 3\*\*

The following should be opened only if personnel accountability was previously ordered and the EAA activated.

[ ] Door 130-D opened by Secondary Alarm Station\*

[ ] Door 139-B open

\_\_\_\_\_ / 8.0 Security officer(s) assigned to be dispatched with Rad Con Tech(s) to the specified assembly area.

[ ] Forked River [ ] Berkeley

[ ] Rad Con Coordinator notified to coordinate assembly of Rad Con Tech(s) and equipment with security officer(s).

[ ] Security officer(s) issued assembly area packet and instructed to obtain names and slot numbers of evacuees arriving at the RAA.

[ ] Security officer(s) and Rad Con Tech(s) dispatched to the assembly area.

[ ] Security officers directed to provide verbal instruction to proceed, for further processing, directly and expeditiously to the designated assembly area by the appropriate route in vehicles containing no less than four persons. (South evacuation route may be simulated during drills).

\_\_\_\_\_ / 9.0 If Berkeley Remote Assembly Area is specified: GPU Energy System Dispatcher or, during working hours, the Supervisor-Line Berkeley District shall be notified and instructed not to allow Oyster Creek evacuees into the RAA until the arrival of the security officer(s) and Rad Con Tech(s).

GPU Energy System Pineland Area Load Supervisor  
(973) 455-8462 or 8274 or 8493

Berkeley Operations Headquarters  
(732) 244-4728

\_\_\_\_\_ / 10.0 Rad Con Coordinator contacted to remove collected dosimetry.

\* Emergency only

\*\* Normally simulated during drills



Title

**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.

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EXHIBIT 1  
(Cont'd)

- \_\_\_\_\_/\_\_\_\_ 11.0 Site evacuation complete.
- \_\_\_\_\_/\_\_\_\_ 12.0 Communication established with security officers assigned to the assembly area.
- \_\_\_\_\_/\_\_\_\_ 13.0 Security officers and Radiation Control Technicians establish access control point at assembly area north entrance. Security officers will assume command and control duties.
- Security officer maintains access control log.
  - Security officer will call in Muster List within 30 minutes of establishing access control point to the Security Shift Commander if possible. Security officer will call in additional persons arriving at assembly area periodically as they arrive.
- \_\_\_\_\_/\_\_\_\_ 14.0 Upon arrival of traffic control point (local police officer) provide evacuation route (north/south).
- \_\_\_\_\_/\_\_\_\_ 15.0 Perform actions to verify areas outside the Protected Area are evacuated.

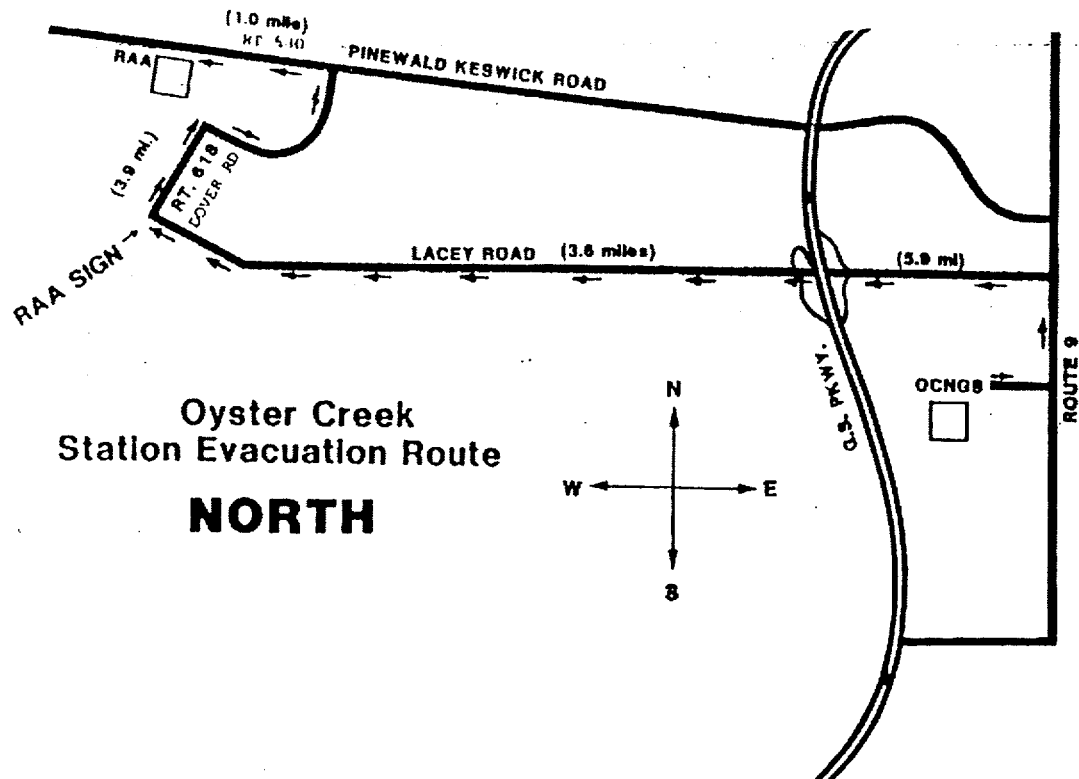
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Security Shift Commander

Title  
**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.  
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EXHIBIT 2

STATION EVACUATION ROUTE NORTH



DEPARTURE INSTRUCTIONS

- A. Personnel are required to report to the Remote Assembly Area at GPU Energy Berkeley Operations Headquarters.
- B. Automobiles driven to the Remote Assembly Area will have at least 4 occupants.
- C. Windows and air vents must remain closed.
- D. Park as directed at the Remote Assembly Area.
- E. Muster with the site Protection Officer.

NORTH ROUTE

From OCNGB go NORTH on Route 9 to the second stop light. Turn LEFT on Lacey Rd. At Rt. 618 (Dover Road) turn RIGHT. Turn LEFT on Route 530 to the Berkeley Operations HQ (on the left).

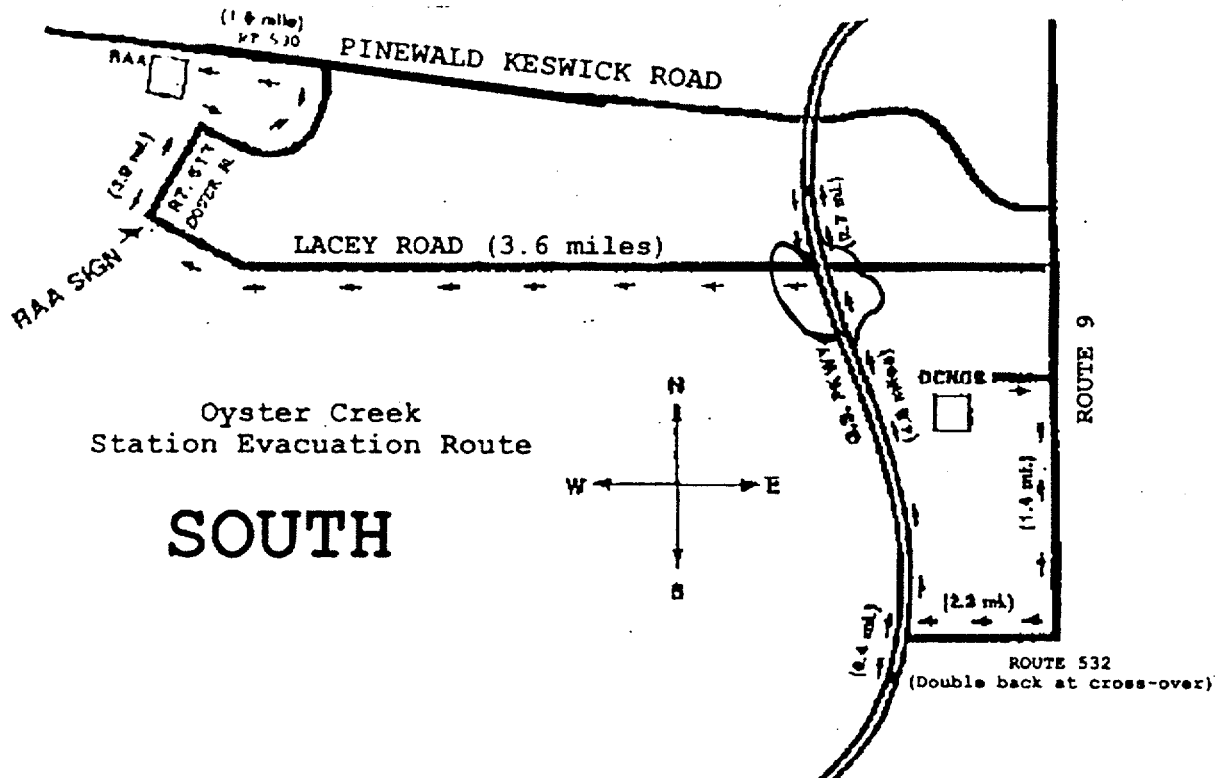
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ASSEMBLY AREAS**

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**8**

EXHIBIT 2  
(continued)

STATION EVACUATION ROUTE SOUTH



Oyster Creek  
Station Evacuation Route  
**SOUTH**

DEPARTURE INSTRUCTIONS

- A. Personnel are required to report to the Remote Assembly Area at GPU Energy Berkeley Operations Headquarters.
- B. Automobiles driven to the Remote Assembly Area will have at least 4 occupants.
- C. Windows and air vents must remain closed.
- D. Park as directed at the Remote Assembly Area.
- E. Muster with the site Protection Officer.

SOUTH ROUTE

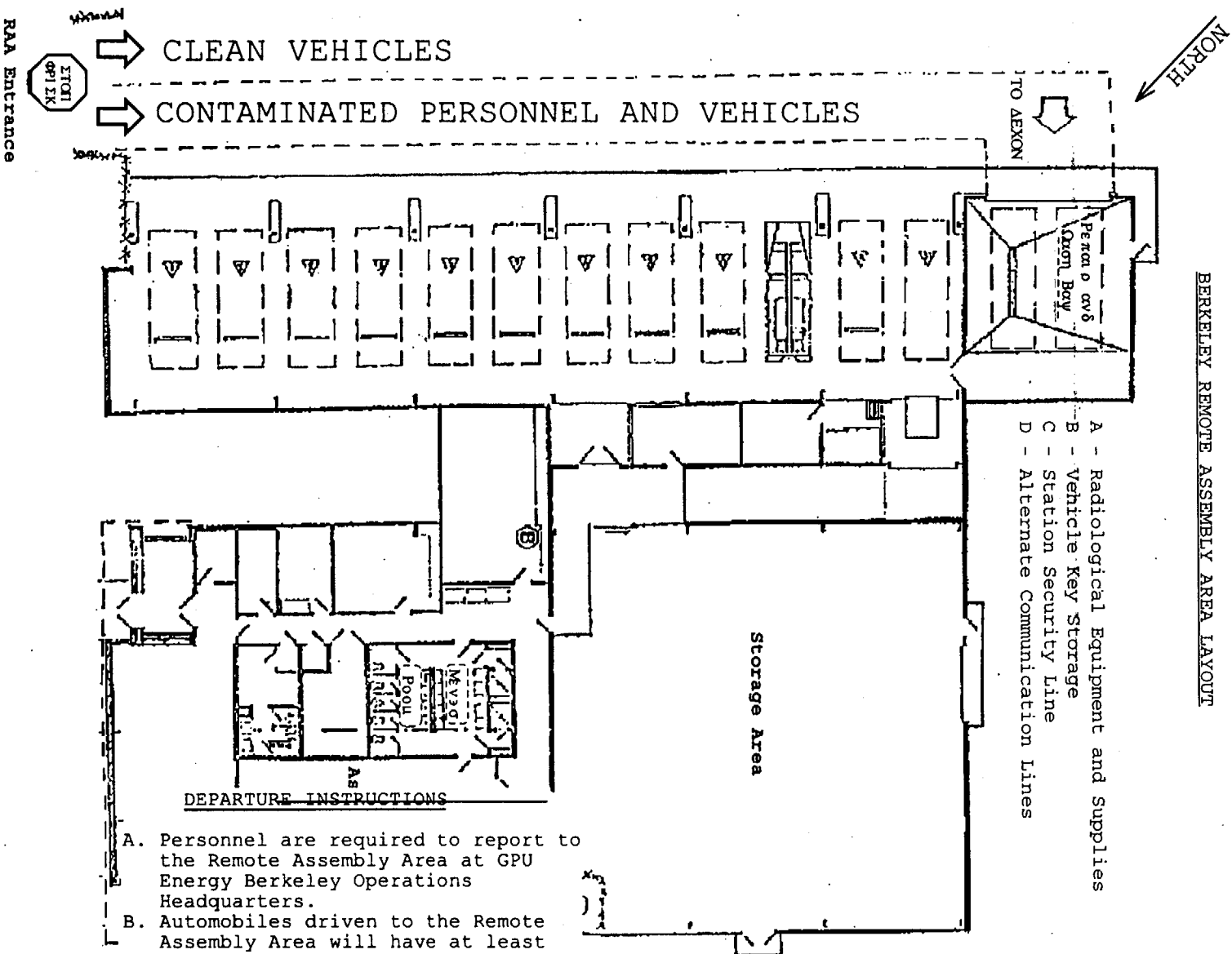
From OCNGS go SOUTH on Route 9 to the first stop light. Turn RIGHT on Rt. 532 to the Parkway South. Double back to the NORTH at first crossover. Go NORTH on Parkway to Exit 74, take Lacey Rd. WEST to Rt. 618 (Dover Rd.). At Rt. 618 (Dover Rd.) turn RIGHT. Turn LEFT on Route 530 to the Berkeley Operations HQ (on the left).

Title  
**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

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**EXHIBIT 3**

**BERKELEY REMOTE ASSEMBLY AREA LAYOUT**

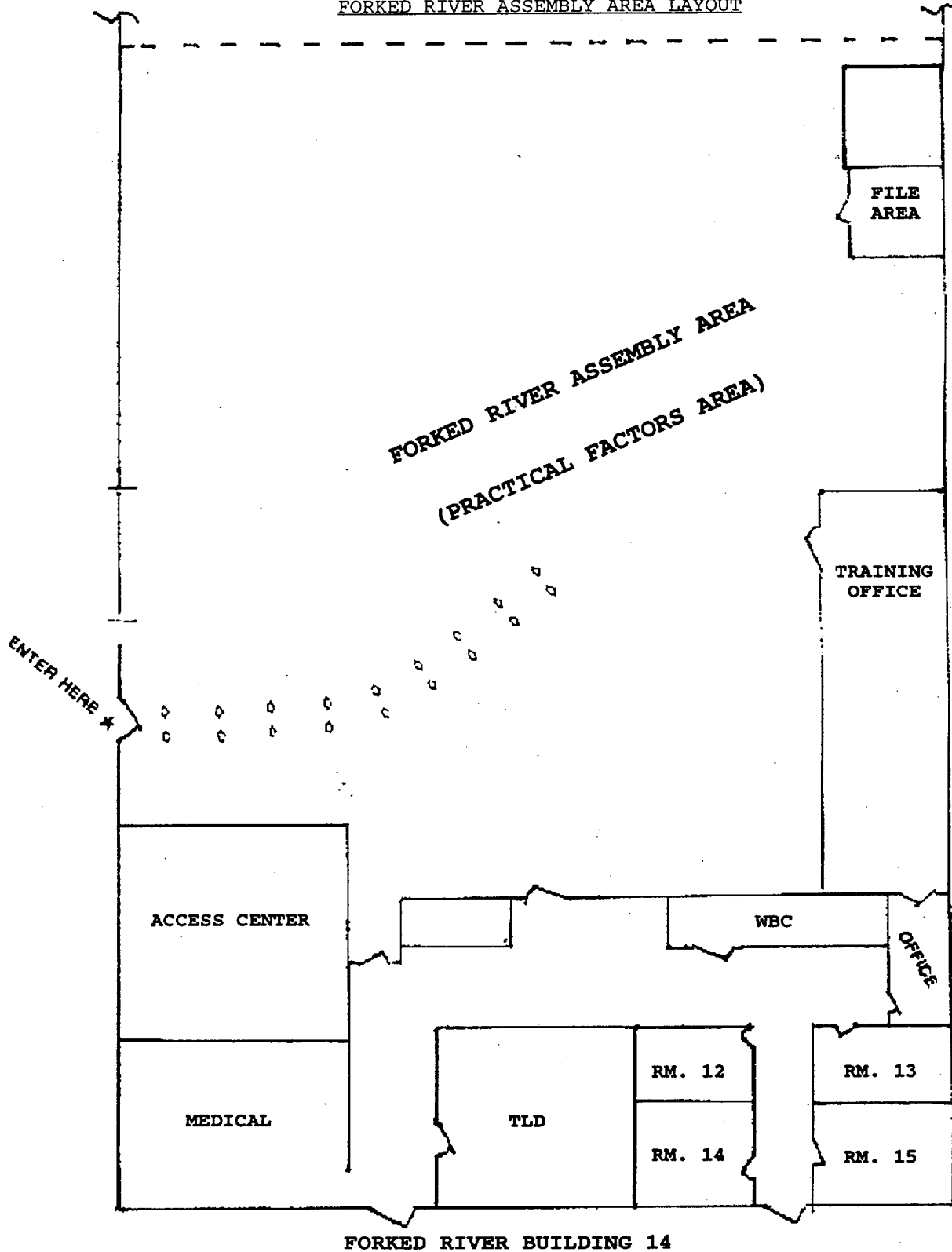


- DEPARTURE INSTRUCTIONS**
- A. Personnel are required to report to the Remote Assembly Area at GPU Energy Berkeley Operations Headquarters.
  - B. Automobiles driven to the Remote Assembly Area will have at least 4 occupants.
  - C. Windows and air vents must remain closed.
  - D. Park as directed at the Remote Assembly Area.
  - E. Muster with the Site Protection Officer.

Title  
SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS

Revision No.  
8

EXHIBIT 4  
FORKED RIVER ASSEMBLY AREA LAYOUT



Title <b>THE OPERATIONS SUPPORT CENTER</b>		Revision No. <b>11</b>
Applicability/Scope Applies to work at Oyster Creek		Responsible Office Emergency Preparedness
This document is within QA plan scope Safety Reviews Required		Effective Date <b>(11/09/00) 11/19/00</b>

Prior Revision 10 incorporated the following Temporary Changes:

This Revision 11 incorporates the following Temporary Changes:

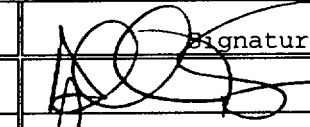

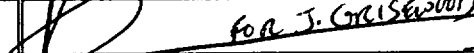
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- E16-1

**NON-CONTROLLED  
THIS DOCUMENT WILL NOT  
BE KEPT UP TO DATE  
IRMC OYSTER CREEK**

	Signature	Concurring Organization Element	Date
Originator		Emergency Planner	11/3/2000
Concurred By		Plant Manager	11/5/00
Approved By		Emergency Preparedness Mgr, O.C.	11/9/2000

Title	Revision No.
<b>THE OPERATIONS SUPPORT CENTER</b>	11

DOCUMENT HISTORY

PREPARED BY:  
REVIEWED BY:  
APPROVED BY:

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	
4	05/94	Provide instructions on Exhibit 1B for Radwaste Operator Accountability.	
5	09/95	1. Clarify EX6A. 2. Clarify EX7A. 3. Modify EX8 to include UPS. 4. Modify EX10 to renumber damage equip. lockers.	
6	06/97	Improved method of information flow and computer equipment upgrades. Inclusion of communicators duties from EPIP-OC-.04	
7	01/98	Added a check on OSC Activation Checklist to make sure facility doors are open. Added a check on OSC Deactivation checklist to restore doors to original configuration. Delete ED/OPS & Plant Status lines. They are incorporated into OPS Coordinator line.	
8	10/99	Change "in accordance" to "suggested", pg. E1-1 & E7-1. Add RWP# to pg. E4-1 and add "typical arrangement" to pg. E8-1, E9-1. Add Fax Log E 14-1. Add GPU Emergency Message form E15-1, add Communication Log E16-1. Add "contact security for TEAM status update".	
9	DOS	Change references from GPU to OCNCS.	
10	09/00	Clarifies the activation of the OSC from the OSEO at the discretion of the ED.	
11	10/00	Add statement to ensure teams are logged into REM on line. Add statement for OSC coordinator to determine team status from Ops Coordinator.	

Title	Revision No.
<b>THE OPERATIONS SUPPORT CENTER</b>	11

1.0 PURPOSE

1.1 This procedure provides for the activation and functioning of the Operations Support Center (OSC) and Secondary Operations Support Center (SOSC).

1.1.1 The OSC is located in the Drywell Processing Center.

1.1.2 The SOSC is located in the rear of the Technical Support Center (TSC) on the first floor of the Site Emergency Building.

1.2 Guidance and direction are given by this procedure for Command and Control of the OSC, emergency team organization, search and rescue, and damage control operations.

2.0 APPLICABILITY/SCOPE

2.1 This procedure applies to OSC personnel and all others who support the OSC during declared or simulated emergencies.

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

4.1 The Operations Support Center (OSC) Coordinator will perform duties in accordance with Exhibit 1.



Title	Revision No.
THE OPERATIONS SUPPORT CENTER	11

- 4.2 The Functional Area Coordinators will complete Exhibit 2A.
- 4.2.1 The Emergency Maintenance Coordinator (EMC) shall direct the activities of maintenance personnel involved in emergency maintenance repair and corrective actions. He may also direct the Equipment Operators in their Emergency Duties as directed by the Operations Coordinator.

NOTE

The Emergency Maintenance Coordinator shall ensure appropriate actions are taken to replace or replenish any respirator equipment used to respond to a plant emergency.

- 4.2.2 The Radiological Controls Coordinator (RCC) shall coordinate onsite and in-plant rad con support in accordance with EPIP-OC-.35, "Radiological Controls Emergency Actions."
- 4.2.3 The OSC Operations Coordinator, if assigned, shall receive directions from the Control Room through the OSC Coordinator and direct the emergency duties of the Equipment Operators.
- 4.2.4 The Medical Representative shall provide triage recommendations and medical assistance as required.

Title

**THE OPERATIONS SUPPORT CENTER**

Revision No.

11

**5.0 PROCEDURE**

5.1 On Shift Emergency Organization will be directed to report to the appropriate areas by the Emergency Director (GSS).

5.1.1 OSEO may not be required to immediately activate the OSC.  
Their activities will be determined by ED/SSM.

5.2 Initial Response Emergency Organization (IREO) personnel will report to the OSC when they are notified of the activation of the ERO and perform the responsibilities identified in their assigned exhibits to this procedure and as requested by their emergency supervisors.

**NOTE**

Emergency Maintenance, Chemistry, Rad Con, and First Aid equipment locker locations are identified in Exhibit 10, OSC Kits and Locker Locations.

**NOTE**

Keys for locker padlocks are maintained in the OSC facility key locker, which will be unlocked upon activation of the center. The locker key is in the OSC Coordinator log book. The lock is the "Breakaway" type and can be twisted off by hand if necessary.

**6.0 REFERENCES**

- 6.1 2000-PLN-1300.01, OCNCS Emergency Plan.
- 6.2 EPIP-OC-.01, Classification of Emergency Conditions.
- 6.3 EPIP-OC-.10, Emergency Radiological Surveys Onsite.
- 6.4 EPIP-OC-.12, Personnel Accountability.
- 6.5 EPIP-OC-.26, The Technical Support Center.
- 6.6 EPIP-OC-.35, Radiological Controls Emergency Actions.
- 6.7 Procedure 106, Conduct of Operations.
- 6.8 Procedure 106.6, Conduct of Chemistry Operations.
- 6.9 Procedure 107, Procedure Control.
- 6.10 Procedure 124.2, Control of Plant Engineering Directed Replacements and Modifications.
- 6.11 Procedure OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance.
- 6.12 Procedure 831.10, Operation of the GE Post-Accident Sampling System.

Title

**THE OPERATIONS SUPPORT CENTER**

Revision No.

11

7.0 EXHIBITS

- 7.1 OSC Coordinator Checklist
  - Exhibit 1A, Activation of OSC
  - Exhibit 1B, Operation of OSC
  - Exhibit 1C, Deactivation of OSC
- 7.2 Functional Area Coordinator Checklist
  - Exhibit 2A, Activation of OSC
  - Exhibit 2B, Operation of OSC
- 7.3 Search and Rescue Assignment
  - Exhibit 3A, Checklist
  - Exhibit 3B, Guidelines
- 7.4 Emergency Team Briefing/Debriefing
  - Exhibit 4A, Briefing Form
  - Exhibit 4B, Debriefing Form
  - Exhibit 4C, Briefing Guidelines
  - Exhibit 4D, Debriefing Guidelines
- 7.5 Emergency Job Planning Guidelines
  - Exhibit 5
- 7.6 Exhibit 6A, Evacuation of OSC to the SOSC OSC Coordinator Checklist
  - Exhibit 6B, Evacuation of OSC to the SOSC Functional Area Coordinators Checklist
- 7.7 Exhibit 7A, Activation of SOSC, OSC Coordinator Checklist
  - Exhibit 7B, Activation of SOSC, Functional Area Coordinators Checklist
- 7.8 Exhibit 8, OSC Floor Plan
- 7.9 Exhibit 9, SOSC Floor Plan
- 7.10 Exhibit 10, OSC Kits and Locker Locations
- 7.11 Exhibit 11, OSC Communicator - Team Status Tracking
- 7.12 Exhibit 12, OSC Communications Coordinator Responsibilities
- 7.13 Exhibit 13, OSC Emergency Shift Schedule
- 7.14 Exhibit 14, OSC Hy Fax Log
- 7.15 Exhibit 15, OSC Emergency Message
- 7.16 Exhibit 16, OSC Communication Log

EXHIBIT 1A

OSC COORDINATOR CHECKLIST  
ACTIVATION OF OSC

CHECK

- \_\_\_\_\_ 1.0 Ensure the OSC is set up as suggested in Exhibit 8.
- \_\_\_\_\_ ~~2.0 The OSC should be declared activated when the following~~  
~~areas are functional:~~

NOTE

These areas need not be 100% staffed to be considered functional.

- Radiological Protection
- Maintenance Support (appropriate expertise)
- Communications links to Ops Coordinator and TSC Coordinator

- \_\_\_\_\_ 3.0 Report OSC activated to the Operations Coordinator and log time. \_\_\_\_\_
- 3.1 Announce to OSC staff that center is activated.
- 3.2 Determine plant and teams status prior to OSC activation, and update center staff.

NOTE

The following actions should be performed expeditiously but are not necessary to declare the OSC functional.

- \_\_\_\_\_ 4.0 Radiological Monitoring Established
- \_\_\_\_\_ 5.0 Make sure facility access/egress doors are in the proper configuration. (Facility doors, including Drywell Process Facility, may lock automatically when closed. Tape over or otherwise disable locking mechanism to allow access/egress)

Title  
**THE OPERATIONS SUPPORT CENTER**

Revision No.  
11

EXHIBIT 1A (continued)

OSC COORDINATOR CHECKLIST  
ACTIVATION OF OSC

CHECK

- 6.0 Areas Staffed:
  - \_\_\_\_\_ 6.1 Emergency Maintenance Coordinator
  - \_\_\_\_\_ 6.2 Rad Con Coordinator
  - \_\_\_\_\_ 6.3 OSC Operations Coordinator
  - \_\_\_\_\_ 6.4 Medical Representative
  - \_\_\_\_\_ 6.5 OSC Communications Coordinator
  - \_\_\_\_\_ 6.6 Chemistry Coordinator

NOTE

Notify Security of OSC positions not manned and request appropriate persons be contacted.

- \_\_\_\_\_ 7.0 Communications established
  - \_\_\_\_\_ 7.1 OSC Coordinator Line
  - \_\_\_\_\_ 7.2 Communications operability check completed on all center phone/fax systems. Report deficiencies to the OSC Communications Coordinator.

\_\_\_\_\_  
OSC Coordinator

\_\_\_\_\_  
Date/Time

Title

**THE OPERATIONS SUPPORT CENTER**

Revision No.

11

## EXHIBIT 1B

OSC COORDINATOR CHECKLIST  
OPERATION OF OSC

- 1.0 Maintain communications with Emergency Director and Operations Coordinator.
- 2.0 Maintain communications with Functional Area Coordinators.
- 3.0 Perform job planning activities using Exhibit 5, Emergency Job Planning Guidelines.
- 4.0 Periodically advise Functional Area Coordinators to provide updates to their respective standby personnel.
- 5.0 Approve the call-out of additional support personnel requested by Functional Area Coordinators as required.
- 6.0 Evaluate the need for an Industrial Safety Representative to provide guidance and recommendations for work involving entry to confined spaces or extreme temperature work conditions.
- 7.0 Periodically advise the ED of the status of all OSC teams.
- 8.0 Notify the Emergency Director if OSC habitability conditions exist that could require evacuation.
- 9.0 If evacuation of OSC becomes necessary, refer to Exhibit 6 A & B, 7 A & B, Evacuation of OSC/Activation of SOSC.
- 10.0 Personnel accountability is performed as directed by the ECC.

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EXHIBIT 1B  
(continued)

OSC COORDINATOR CHECKLIST  
OPERATION OF OSC

- 10.1 Announce Site Accountability to OSC Staff and ensure that all personnel present in the OSC have key carded into accountability card readers.

NOTE

Radwaste Operators will be tracked as a team at the "ALERT" level and above. Briefings and debriefings will be done via telephone or radio.

- 10.2 Instruct the OSC Communication Coordinator to call Main Gate Security with Radwaste Operator's name and keycard number(s) within ten (10) minutes of initial declaration of accountability.

NOTE

Security Coordinator will track via OSC locations and movements of Security Response Force.

- 11.0 If notified by the Security Shift Command/Designee of Security Computer Failure, complete Steps 11.1 - 11.3.

11.1 Assign individual to collect accountability badges.

11.2 Direct individual to sort cards into Main Gate and North Gate groups by color/gate design.

NOTE

Radwaste Operators will be tracked as a team at the "ALERT" level and above. Briefings and debriefings will be done via telephone or radio.

- 11.3 Direct individual to call both Main Gate and North Gate (when utilized) Security with badge slot number within ten (10) minutes of initial declaration of accountability.

- 12.0 If search and rescue activity is required, utilize Exhibits 3A/3B, Search and Rescue Assignment Checklist/Guidelines.

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EXHIBIT 1C

OSC COORDINATOR CHECKLIST  
DEACTIVATION OF OSC

CHECK

- \_\_\_\_\_ 1.0 Directed by the Emergency Director or the Operations Coordinator to deactivate the center.
- \_\_\_\_\_ 2.0 All teams recalled and debriefed.
- \_\_\_\_\_ 3.0 All standby personnel notified of deactivation.
- \_\_\_\_\_ 4.0 Emergency equipment replaced and restored to standby condition.
- \_\_\_\_\_ 5.0 Center returned to standby condition.
  - \_\_\_\_\_ 5.1 Restore tables and chairs as required.
  - \_\_\_\_\_ 5.2 Wipe all status boards clean.
  - \_\_\_\_\_ 5.3 Refile all prints and procedures as required.
  - \_\_\_\_\_ 5.4 Restore access/egress doors to original configuration. (including Drywell Process Facility Doors).
- \_\_\_\_\_ 6.0 Documentation collected.
  - \_\_\_\_\_ 6.1 OSC Coordinator Checklist, Exhibit 1 A, B, C.
  - \_\_\_\_\_ 6.2 Functional Area Coordinator Checklists, Exhibit 2 A & B.
  - \_\_\_\_\_ 6.3 Search and Rescue Assignment Checklists, Exhibit 3 A & B.
  - \_\_\_\_\_ 6.4 Emergency Team Briefing/Debriefing Forms, Exhibit 4 A & B.
  - \_\_\_\_\_ 6.5 Evacuation of OSC/Activation of SOSC, OSC Coordinator Checklist, Exhibit 6 A & B.
  - \_\_\_\_\_ 6.6 Evacuation of OSC/Activation of SOSC, Functional Area Coordinator Checklist, Exhibit 7 A & B.
  - \_\_\_\_\_ 6.7 OSC Logs.
  - \_\_\_\_\_ 6.9 Emergency Message Forms.
  - \_\_\_\_\_ 6.10 Facsimile Machine transmitted documents.
  - \_\_\_\_\_ 6.11 Print copy of teams from team status computer.



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EXHIBIT 1C (continued)

OSC COORDINATOR CHECKLIST  
DEACTIVATION OF OSC

- CHECK
- \_\_\_\_\_ 7.0 Ensure the following are completed and report discrepancies to the Emergency Preparedness Manager or designee.
  - \_\_\_\_\_ 7.1 Deliver collected documents from Section 6.0.
  - \_\_\_\_\_ 7.2 Report missing supplies, equipment, and documents discovered in performing Sections 4.0 and 5.0.
  - \_\_\_\_\_ 8.0 Report OSC/SOSC secured to the Operations Coordinator in the Emergency Command Center.

\_\_\_\_\_  
OSC Coordinator

\_\_\_\_\_  
Date/Time

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EXHIBIT 2A

FUNCTIONAL AREA COORDINATOR CHECKLIST  
ACTIVATION OF OSC

NOTE

All the listed steps need not be completed prior to declaring an area fully functional.

CHECK

- 1.0 Establish work area for respective work.
- 2.0 Assist other Functional Area Coordinators in arranging the OSC (Exhibit 8).
- 3.0 Establish telephone communications on respective emergency line.
- 4.0 Establish radio communications utilizing appropriate radio.
- 5.0 Notify the OSC Coordinator that you have assumed your duties and provide him with a shift schedule for extended operations if applicable.

\_\_\_\_\_  
Functional Area Coordinator

\_\_\_\_\_  
Date

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EXHIBIT 2B

FUNCTIONAL AREA COORDINATOR CHECKLIST  
OPERATION OF OSC

- Maintain communications with OSC Coordinators.

NOTE

OSC Communications Coordinators shall perform their duties in accordance with Exhibit 12.

- Maintain awareness of activities of response teams assigned to their respective areas.
- Ensure team briefings are provided to each Emergency Response Team utilizing In-plant Emergency Response Team Briefing. Refer to Exhibit 4C/D, Emergency Team Briefing/Debriefing Guidelines.
- Provide team debriefing to each returning Emergency Response Team utilizing In-plant Emergency Response Team Debriefing.

NOTE

It may be necessary to debrief personnel dispatched prior to the activation of the OSC such as the Fire Brigade, Rad Con and Maintenance personnel to assess plant conditions.

- Coordinate Emergency Response Team activities with Rad Con Coordinator including ingress and egress routes, protective clothing and dosimetry requirements and allowable radiation exposure limits for each assignment.
- Ensure Emergency Response Teams in the field are advised of any changing plant conditions that could affect their routes of travel.
- Call out additional plant personnel as necessary with the OSC Coordinator's approval.
- Establish Relief Duty Roster as required.
- Ensure arriving personnel are directed to the standby assembly area in the Drywell Processing Center.
- Emergency Response Teams shall be formed by the Functional Area Coordinators as required, assigned a team leader, and furnished with portable two-way radio communications for contact with the OSC.

If personnel radiation exposure is anticipated above the limits of 10 CFR 20, only volunteers shall be assigned as team members.

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EXHIBIT 3A

SEARCH AND RESCUE ASSIGNMENT CHECKLIST

TIME/INITIALS

- \_\_\_\_ / \_\_\_\_ 1.0 Notified by Emergency Director or Operations Coordinator of:
  - \_\_\_\_ 1.1 Missing person
  - \_\_\_\_ 1.2 Disabled Person
  - \_\_\_\_ 1.3 Trapped Person
  
- \_\_\_\_ / \_\_\_\_ 2.0 Identification of Person
  - \_\_\_\_ 2.1 Name \_\_\_\_\_
  - \_\_\_\_ 2.2 Work Section \_\_\_\_\_
  
- \_\_\_\_ / \_\_\_\_ 3.0 Last known work assignment
  - \_\_\_\_ 3.1 Building and Elevation \_\_\_\_\_
  - \_\_\_\_ 3.2 RWP Number \_\_\_\_\_
  
- \_\_\_\_ / \_\_\_\_ 4.0 Emergency Team Number Assignment  
\_\_\_\_\_
  
- \_\_\_\_ / \_\_\_\_ 5.0 Functional Area Coordinator briefed
  - \_\_\_\_ 5.1 Area: \_\_\_\_\_
  - \_\_\_\_ 5.2 Rad Con Coordinator \_\_\_\_\_
  
- \_\_\_\_ / \_\_\_\_ 6.0 Results
  - \_\_\_\_ 6.1 Located
  - \_\_\_\_ 6.2 Medical Treatment Required
  - \_\_\_\_ 6.3 Trapped

\_\_\_\_\_  
OSC Coordinator Review

\_\_\_\_\_  
Date/Time

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## EXHIBIT 3B

SEARCH AND RESCUE GUIDELINESNOTE

This section provides guidance in Search and Rescue during emergency conditions.

Paperwork required by procedures should be completed AS TIME PERMITS.  
~~First aid and rescue actions shall have priority over other actions.~~

- The OSC Coordinator, upon notification of a missing or trapped individual by the Emergency Director or his designee, shall ensure a team is assigned to Search and Rescue and is dispatched in accordance with Sections 1.0 through 5.0 of Exhibit 3A, Search and Rescue Assignment.
- After the individual has been located and if medical assistance is necessary, the team assigned to search and rescue shall render first aid. The OSC Coordinator shall be informed. The RCC shall be informed and assign response using 6630-ADM-4330.02 Attachment 6630-ADM-4330.02-8, Response to a contaminated injury requiring transit offsite
- Search and rescue operations may be terminated by the Emergency Director or his designee when all of the following conditions are met:
  - All missing persons have been accounted for.
  - All injured or disabled persons are in the care of medical personnel in accordance with applicable medical procedures or have been released by the medical representative.
  - All trapped persons have been rescued and released from their entrapment to return to their duties.
  - Search and rescue teams have returned to their duty station to stand by.

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EXHIBIT 4A  
IN-PLANT EMERGENCY RESPONSE TEAM BRIEFING

Team #: \_\_\_\_\_ Destination: \_\_\_\_\_  
 Priority #: \_\_\_\_\_ RWP# \_\_\_\_\_  
 (the Emergency RWP enables the ESRD Dose Rate Function)

Purpose/Job Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Team Members & Resp. Qual. Status & Available Exposure:						(*Team Leader)		
NAME	FFNP	SCBA	EXP. Aval.	EXP. RCV	NAME	FFNP	SCBA	EXP.
	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	

Verify Radio Communications Yes  No  N/A

RADIOLOGICAL DATA

Authorized Stay Time: \_\_\_\_\_ HRS. Estimated Exposure: \_\_\_\_\_ mRem  
 PCs Required:  Single PCs  Double PCs  Single PCs w/wet suit  Rubber Boots  
 Partial PCs Misc. \_\_\_\_\_

Resp. Protection: \_\_\_\_\_ Dosimetry Req: TLD  00 mr SRD  500 mr SRD   
 \_\_\_\_\_ SRD

Recommended Route: \_\_\_\_\_

Team authorized to exceed normal limits (Y/N): \_\_\_ to what dose \_\_\_\_\_ mRem  
 ED approval required for emergency exposure;  
 Person verifying ED written approval: \_\_\_\_\_  
Print/Sign Date/Time

Special radiological requirements: \_\_\_\_\_

Reviewed ARM data:  Yes  No  N/A

RCC/Designee: \_\_\_\_\_  
Print/Sign Date/Time

Functional Area coordinator/Designee: \_\_\_\_\_  
Print/Sign Date/Time

OSC Coordinator: \_\_\_\_\_  
Print/Sign Date/Time

Date & Time Dispatched: \_\_\_\_\_

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EXHIBIT 4B

IN-PLANT EMERGENCY RESPONSE TEAM DEBRIEFING

Team Number: \_\_\_\_\_ Date: \_\_\_\_\_

Task Completed: (Y/N) \_\_\_\_\_ Time Back: \_\_\_\_\_

Status/Work Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Observed Abnormal Conditions: (Y/N) \_\_\_\_\_

Exposure Received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Observed plant hazards (i.e., steam, water, electrical, abnormal radiological conditions)  
\_\_\_\_\_  
\_\_\_\_\_

Confirmation of Route: \_\_\_\_\_  
\_\_\_\_\_

Debriefing Completed/Time: \_\_\_\_\_

Assessment of Damage/Comments/Materials Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rad Con Coordinator/Designee \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Functional Area Coordinator/Designee \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

OSC Coordinator \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

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EXHIBIT 4C

EMERGENCY TEAM BRIEFING/DEBRIEFING GUIDELINES  
EMERGENCY TEAM BRIEFING

NOTE

The RCC shall identify conditions that do not include radiological concerns (i.e., fire outside RCA, no radiological release in progress and not imminent, etc.). In these instances, direct Rad Con coverage may be deleted with concurrence of the OSC Coordinator.

- All departures from the OSC shall be approved by the OSC Coordinator. Names and team numbers of departing personnel shall be logged in the OSC for personnel accountability.
- Ensure all team members are logged into RWP. REM on line and issued appropriate dosimetry.
- OSC Functional Coordinators and/or team leaders shall brief teams using the In-plant Emergency Response Team Briefing Form, Exhibit 4A.
- The Radiological Controls Coordinator, or his designee, shall brief all departing teams in coordination with the team's respective Functional Area Coordinator.
- Functional Area Coordinators shall ensure that job documentation and Briefing Checklists are forwarded to the OSC Coordinator for review upon completion.



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EXHIBIT 4D

EMERGENCY TEAM BRIEFING/DEBRIEFING GUIDELINES  
EMERGENCY TEAM DEBRIEFING

- OSC Functional Coordinators and/or Team Leaders shall debrief their respective teams using the In-plant Emergency Response Team Debriefing Form, Exhibit 4B.
- The Radiological Controls Coordinator shall ensure the review of exposures received by Emergency Response Team members to determine whether unanticipated high dose rates were encountered.
- The Radiological Controls Coordinator shall ensure the radiological exposure for each team member is entered in the appropriate records.
- Functional Area Coordinators shall ensure that job documentation, team reports, and debriefing checklists are forwarded to the OSC Coordinator as soon as possible for staff notifications of results, review and record retention.

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EXHIBIT 5

EMERGENCY JOB PLANNING GUIDELINES

NOTE

This section provides guidance in job planning during declared emergencies. Documentation required by normal Station Procedures should be completed as TIME PERMITS but may be deferred until the emergency declaration is secured. Repair and maintenance shall have priority over paperwork requirements.

- \* Job planning and implementation during emergency conditions will be controlled by EPIP-OC-.27. However, NORMAL PLANT OPERATIONS AND MAINTENANCE PROCEDURES SHOULD NOT BE DEVIATED FROM UNLESS TO PROTECT THE HEALTH AND SAFETY OF THE PUBLIC OR TO PREVENT IMMINENT DAMAGE TO PLANT EQUIPMENT. The Emergency Maintenance Supervisor should identify procedures to be implemented during the work.
- \* Component switching and tagging should be controlled by Procedure 108 (Equipment Control). If appropriate to deviated from 108, ensure effective constraints are employed to protect personnel safety and equipment.
- \* Work that is to be performed or controlled by EPIP-OC-.27 shall only be activities that are necessary to place the plant in a safe condition or will result in the ultimate termination of the emergency condition should be performed using approved procedures.
- \* Work performed, materials installed, testing performed, and configuration changes made, are important information. This information should be documented on the debrief form (Exhibit 4b). After the emergency conditions are secured, a Job Order should be assigned to the debrief form, and the information entered into GMS2.
- \* If a job assignment/task cannot be completed as directed, immediately advise the OSC and receive additional instructions. Continue on with the task utilizing this additional information.
- \* If personnel radiation exposures in excess of 10 CFR 20 are anticipated, only volunteers shall be assigned as team members. Emergency Director authorization for exposure shall be documented per EPIP-OC-.35, "Radiological Controls Emergency Actions", Exhibit 7, Emergency Dose Authorization.

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## EXHIBIT 6A

EVACUATION OF OSC TO THE SOSC  
OSC COORDINATOR CHECKLIST

## CHECK

- \_\_\_\_\_ 1.0 ~~OSC evacuation ordered by the Emergency Director.~~
- \_\_\_\_\_ 2.0 Advise Functional Area Coordinators to enter SOSC area from doorway identified by the TSC Coordinator.
- \_\_\_\_\_ 3.0 Direct Functional Area Coordinators to use Exhibit 6B for evacuation of OSC.
- \_\_\_\_\_ 4.0 Logs, communication documents, needed supplies and equipment collected for evacuation.
- \_\_\_\_\_ 5.0 OSC evacuated to the SOSC, and communications re-established with the Control Room (ECC) through the TSC.
- \_\_\_\_\_ 6.0 All personnel/teams dispatched by the OSC have been notified to report to and return to the SOSC.

\_\_\_\_\_  
OSC Coordinator\_\_\_\_\_  
Date

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EXHIBIT 6B

EVACUATION OF OSC TO THE SOSC  
FUNCTIONAL AREA COORDINATORS CHECKLIST

CHECK

- \_\_\_\_\_ 1.0 Advise the personnel in their respective areas that the OSC is being evacuated and the appropriate evacuation route as recommended by the RCC and prescribed by the OSC Coordinator.
- \_\_\_\_\_ 2.0 Ensure all assigned responders are advised of the evacuation and appropriate route to SOSC.
- \_\_\_\_\_ 3.0 Emergency Maintenance Coordinator to ensure personnel assigned to the Tool Room/Cal Lab are informed of the evacuation.
- \_\_\_\_\_ 4.0 Collect all documentation.
- \_\_\_\_\_ 5.0 Ensure OSC equipment identified by the OSC Coordinator is transferred to the SOSC.
- \_\_\_\_\_ 6.0 Advise all telephone contacts of impending evacuation and terminate telephone communications.
- \_\_\_\_\_ 7.0 Evacuate OSC utilizing route recommended by RCC and prescribed by the OSC Coordinator.

\_\_\_\_\_  
Functional Area Coordinator

\_\_\_\_\_  
Date

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EXHIBIT 7A

ACTIVATION OF SOSC  
OSC COORDINATOR CHECKLIST

CHECK

- \_\_\_\_\_ 1.0 Establish work area for SOSC as suggested in Exhibit 9, SOSC Floor Plan.
- \_\_\_\_\_ 2.0 Functional Areas staffed:
  - \_\_\_\_\_ 2.1 Emergency Maintenance Coordinator
  - \_\_\_\_\_ 2.2 Rad Con Coordinator
  - \_\_\_\_\_ 2.3 OSC Operations Coordinator
  - \_\_\_\_\_ 2.4 Medical Representative
  - \_\_\_\_\_ 2.5 OSC Communications Coordinator
  - \_\_\_\_\_ 2.6 Chemistry Coordinator
- \_\_\_\_\_ 3.0 Communications reestablished
  - \_\_\_\_\_ 3.1 OSC Coordinator Line
- \_\_\_\_\_ 4.0 Report SOSC activated to Operations Coordinator and Emergency Director.
  - \_\_\_\_\_ 4.1 Announce to SOSC staff that center is activated.
  - \_\_\_\_\_ 4.2 Determine plant status and update center staff.
- \_\_\_\_\_ 5.0 Ensure all personnel accounted for after relocation.

\_\_\_\_\_  
OSC Coordinator

\_\_\_\_\_  
Date

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EXHIBIT 7B

ACTIVATION OF SOSC  
FUNCTIONAL AREA COORDINATORS CHECKLIST

CHECK

- \_\_\_\_\_ 1.0 Establish work area for respective work support.
- \_\_\_\_\_ 2.0 Assist other Functional Area Coordinators in arranging the SOSC (Exhibit 9).
- \_\_\_\_\_ 3.0 Establish telephone communications for respective emergency line.
- \_\_\_\_\_ 4.0 Notify the OSC Coordinator that you have assumed your duties in the SOSC.

\_\_\_\_\_  
Functional Area Coordinator

\_\_\_\_\_  
Date

EXHIBIT 8

OSC FLOOR PLAN

TYPICAL ARRANGEMENT

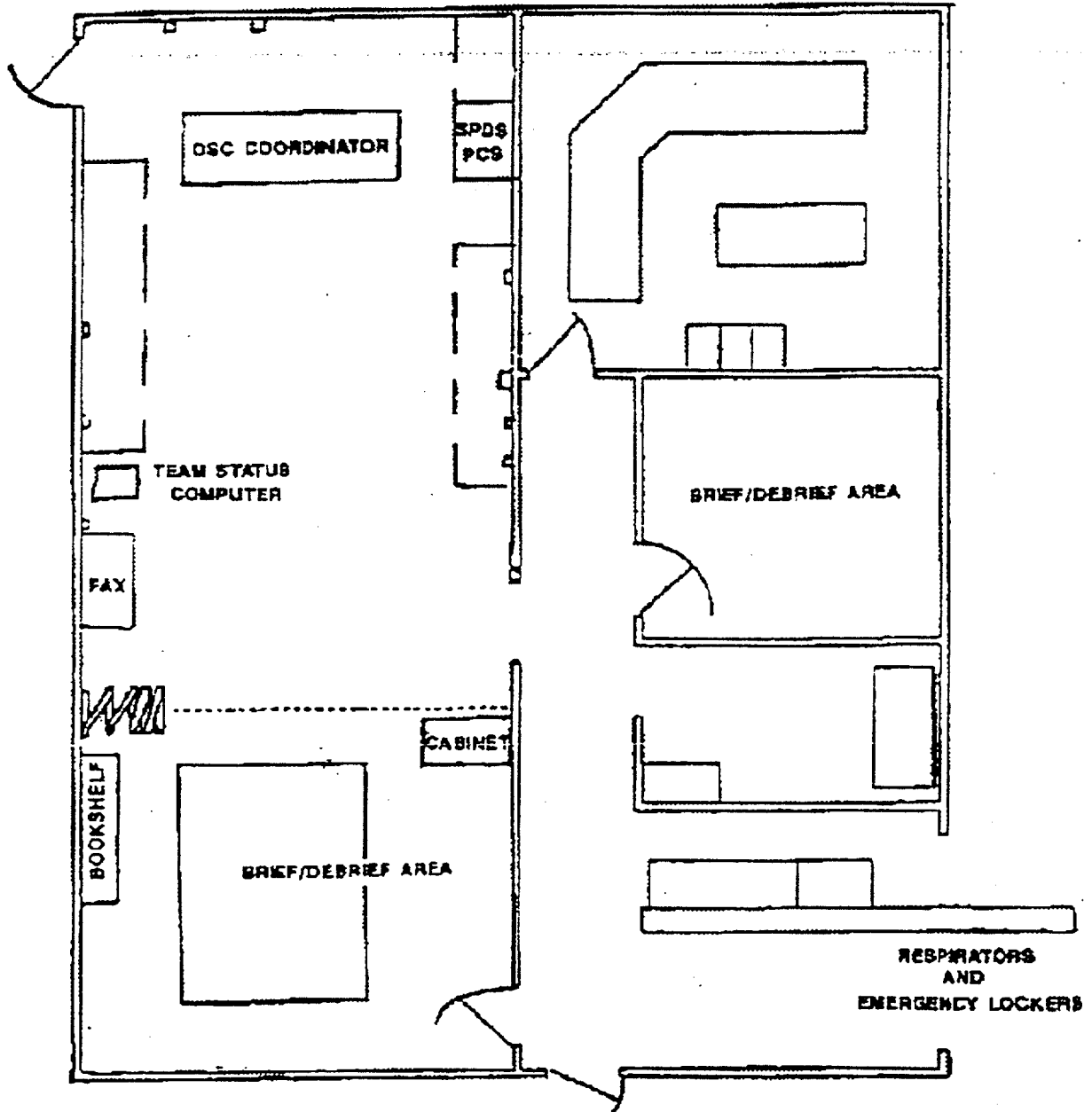
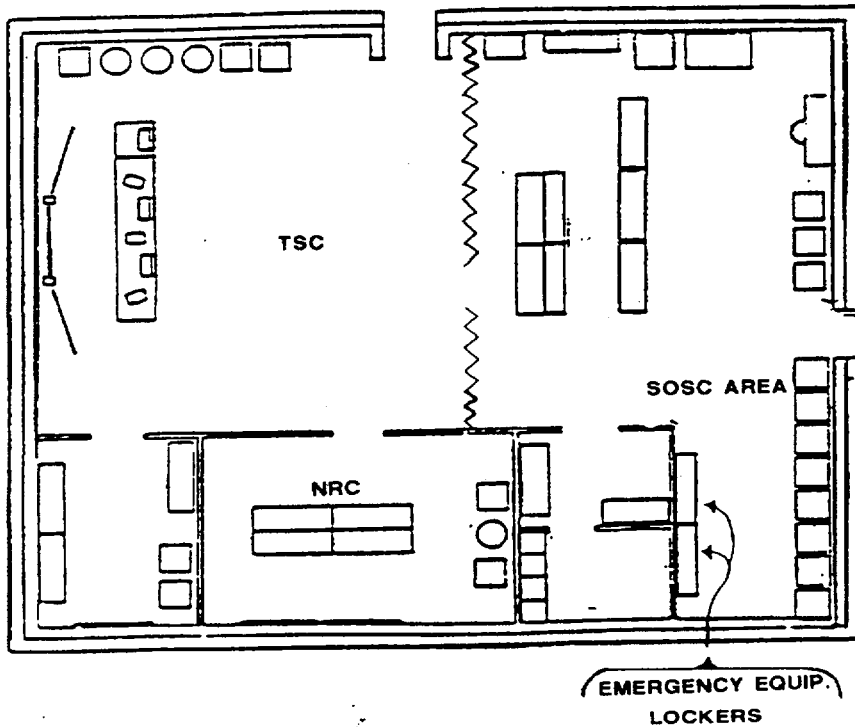


EXHIBIT 9

SOSC FLOOR PLAN  
SITE EMERGENCY BUILDING  
Secondary Operations Support Center Area

TYPICAL ARRANGEMENT



NOTE

Set up of SOSC will be accomplished by using available tables in that area. Set up should be to accommodate the communication lines As designated in the center.



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EXHIBIT 10

OSC KITS AND LOCKER LOCATIONS

<u>Location</u>	<u>Emergency Chemistry Equipment</u>	<u>Kit/Locker</u>
OSC (Hallway)		Kits #5 and #6
	<u>Emergency First Aid and Rescue Equipment</u>	
New Radwaste Bldg. Control Room adjacent to door		stretcher
Reactor Building Elevation:		
23 ft. adjacent to Drywell entrance		stretcher
23 ft. adjacent to elevator		stretcher and extrication locker w/trauma kit (RB-EL23)
51 ft. adjacent to elevator		stretcher
73 ft. adjacent to elevator		stretcher
119 ft. adjacent to elevator		stretcher
119 ft. stairwell landing		extrication locker w/trauma kit (RB-EL119)
Turbine Building Elevation:		
0 ft. south, adjacent to Condenser Bay entrance		stretcher
0 ft. north, adjacent to Condenser Bay entrance		stretcher
23 ft. adjacent to elevator		stretcher
46 ft. adjacent to PC change area		stretcher and extrication locker w/trauma kit (TB-EL46)
Main Office Bldg., third floor adjacent to Rad Con monitor and control point.		Stretcher

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EXHIBIT 10

OSC KITS AND LOCKER LOCATIONS

Emergency Maintenance Equipment

<u>Location</u>	<u>Kit/Locker</u>
-----------------	-------------------

Turbine Building Elevation:

0 ft., north adjacent to east Condenser Bay entrance	Locker #1
--	-----------

3 ft., stairwell adjacent to hi-low conductivity room	Locker #2
---	-----------

Reactor Building Southeast Corner Stairwell Landing:

51 ft. elevation	Locker #3
------------------	-----------

95 ft. elevation	Locker #4
------------------	-----------

Emergency Rad Con Equipment

OSC (hallway)	Instrument and supplies locker Resp./Equip.
---------------	--

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EXHIBIT 11

OSC COMMUNICATOR - TEAM STATUS TRACKING

- 1.0 Turn on the power to the large NEC monitor in corner.
- 2.0 Turn on power strip under the inside computer cabinet. The team tracking program will load and establish communications with the TSC.
- 3.0 Set time using "Set Time" stamp with PPM.
- 4.0 Select Lotus Notes Application.
- 5.0 When "work space" is available, select "Emergency Preparedness on Notes Server 3".
- 6.0 Select "OSC Communications Coordinator".
- 7.0 Select "OSC Team Tracking".
  - 7.1 Screen will list teams dispatched.
  - 7.2 Screen should be "Refreshed" by striking F9 key occasionally.
- 8.0 Assign the team priority (1-3) according to the following definitions:

Priority 1 - Absolute highest priority. Must be accomplished immediately. All available resources should be focused on priority 1 items.

Priority 2 - Standard priority. Item must be accomplished as soon as possible but can wait for priority 1 items.

Priority 3 - For low priority and long term items.
- 9.0 Enter the team description. Make the description as complete as possible, including member's names. When finished, the team will be transferred to the team listing portion of the screen.
- 10.0 Periodically print copy of teams.

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EXHIBIT 12

OSC COMMUNICATIONS COORDINATOR RESPONSIBILITIES

INITIALS

- \_\_\_\_\_ 1.0 Report to the OSC Coordinator.
- \_\_\_\_\_ 2.0 Direct the efforts of the OSC Communicators.
- \_\_\_\_\_ 3.0 Ensure all phone ringers are set below mid-volume to minimize noise level.
  - 3.1 Verify phones and FAX machines are functional.
- \_\_\_\_\_ 4.0 Indicate the development of a watch bill for your organization that will support the emergency on a 24 hour/day basis. (Refer to Exhibit 13)
- \_\_\_\_\_ 5.0 Ensure all communications personnel use tag board.
- \_\_\_\_\_ 6.0 Report failed communications system to the TSC Communications Coordinator.

NOTE

Provide specific information for each trouble report including: circuit, nature of problem, location of phone, etc.

- 7.0 Call out additional personnel if required.

NOTE

For call out of Duty Roster positions contact Security Shift Commander. For additional staff contact Group Leader Admin Support. If he is not available, use normal department call-out methods.

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EXHIBIT 12  
(continued)

OSC COMMUNICATIONS COORDINATOR RESPONSIBILITIES

INITIALS

\_\_\_\_\_ 8.0 Instructions for use of Team Status Tracking System are found in Exhibit 11. Maintain team status board.

NOTE

If the system fails, continue to track teams manually on the Team Status Sheets and forward the information to the ECC and TSC via fax about every fifteen (15) minutes.

NOTE

Radwaste Operators will be tracked as a team at the "ALERT" level and above if applicable. Briefings and debriefings will be done via telephone or radio.

9.0 Plant parameters are displayed via Plant Computer System (PCS) in the TSC, OSC, and EOF.

NOTE

If this system fails ensure that the TSC transmits critical plant parameters to the OSC approximately every fifteen (15) minutes or as conditions change. Manually transmitted plant parameters should be displayed on an overhead projector in the OSC or posted in an area where they are available to the OSC Coordinator.

\_\_\_\_\_ 10.0 Upon termination of the emergency, ensure communications equipment, supplies and procedures are replaced or returned to a ready status.

\_\_\_\_\_ 11.0 Then forward to the OSC Coordinator, all logs and records.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
OSC Communication Coord.

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EXHIBIT 13

Page of

EMERGENCY SHIFT SCHEDULE  
TYPICAL

DATE:  
Functional Group:  
GROUP (eg. Admin.):

TIME:	SHIFT 1	SHIFT 2	SHIFT 3
BEGIN			
END			

	NAME	NAME	NAME
POSITION #			
P HOME #			
H WORK #			
O BEEPER #			
N			
E			
POSITION #			
P HOME #			
H WORK #			
O BEEPER #			
N			
E			
POSITION #			
P HOME #			
H WORK #			
O BEEPER #			
N			
E			



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EXHIBIT 15

TYPICAL

Number _____	
<b>Emergency Message</b>	
To: <input type="checkbox"/> OSC <input type="checkbox"/> TSC <input type="checkbox"/> EACC	_____ Staff Position/Other
<input type="checkbox"/> ECC <input type="checkbox"/> EOF	
<b>Message:</b>	
Originator: _____	_____
Staff Position    Initials    Time    Date	
Location: <input type="checkbox"/> ECC <input type="checkbox"/> TSC <input type="checkbox"/> OSC <input type="checkbox"/> EOF	
<b>Reply:</b>	
Reply Completed	
by: _____	_____
Staff Position    Initials    Time    Date	



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EXHIBIT 16

TYPICAL

**OYSTER CREEK NUCLEAR GENERATING STATION  
EMERGENCY COMMUNICATIONS**

**Communicator Log**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

DLV Number: \_\_\_\_\_ Dial Code: \_\_\_\_\_

Time	Remarks
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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