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ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

TITLE: Emergency Response Facility - Operational Support Center (OSC)	PROC/WORK PLAN NO. 1903.066	CHANGE NO. 011-03-08
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When you see these *TRAPS*	Get these *TOOLS*
Time Pressure	Effective Communication
Distraction/Interruption	Questioning Attitude
Multiple Tasks	Placekeeping
Over Confidence	Self Check
Vague or Interpretive Guidance	Peer Check
First Shift/Last Shift	Knowledge
Peer Pressure	Procedures
Change/Off Normal	Job Briefing
Physical Environment	Coaching
Mental Stress (Home or Work)	Turnover

VERIFIED BY	DATE	TIME

FORM TITLE:	FORM NO.	CHANGE NO.
VERIFICATION COVER SHEET	1000.006A	048-00-0

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

TITLE: Emergency Response Facility - Operational Support Center (OSC)	PROC/WORK PLAN NO. 1903.066	CHANGE NO. 011-03-0
☒ PROCEDURE ☐ WORK PLAN, EXP. DATE n/a		PAGE 1 OF 1

TYPE OF CHANGE:
☐ NEW Procedure or Work Plan ☐ REVISION ☒ PC ☐ EZ ☐ TC EXP. DATE: n/a ☐ DELETION

AFFECTED SECTION: (Include step # if applicable)	DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)
Position Guide E Steps 1.f, 1.j, 2.h, 2.i, 2.j, 2.k Task E-2 Title 4 Position Guide G page 2 of 5, PASS statement	All sections: Changed "PASS" to "post-accident" due to the removal of the PASS system from service.

FORM TITLE: DESCRIPTION OF CHANGE	FORM NO. 1000.006C	CHANGE NO. 048-00-0

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1.0 PURPOSE

The purpose of this procedure is to describe the Operational Support Center (OSC) and the role of this facility when activated during an emergency at ANO.

2.0 SCOPE

This procedure includes the physical description of the OSC along with the instructions for activating and operating the facility. In addition, the responsibilities of each ERO position assigned to this facility are described in the form of position guides and/or tasks.

3.0 REFERENCES

3.1 REFERENCES USED IN PROCEDURE PREPARATION:

3.1.1 Emergency Plan

3.1.2 NUREG-0737, Supp. 1 - Requirements for Emergency Response Capability

3.2 REFERENCES USED IN CONJUNCTION WITH THE PROCEDURE:

3.2.1 Emergency Telephone Directory

3.3 RELATED ANO PROCEDURES:

3.3.1 Procedure 1903.030, "Evacuation"

3.4 REGULATORY CORRESPONDENCE CONTAINING NRC COMMITMENTS WHICH ARE IMPLEMENTED IN THE PROCEDURE:

NOTE:
Throughout procedure commitments are denoted by **[BOLD]**.

3.4.1 0CAN038313 (P-4143) Position Guide F, Task F-2

3.4.2 0CAN068320 (P-10766) Section 4.2

3.4.3 0CAN128012 (P-10420) Section 4.2

4.0 DEFINITIONS

4.1 Control Room - Either of two facilities (Unit One or Unit Two) which directs and controls emergency actions, as necessary, following the initial declaration of an emergency. The Control Room(s) are staffed in accordance with Table B-1 of the ANO Emergency Plan.

[4.2 Emergency Direction and Control - Overall direction of facility response which must include the non-delegable responsibilities for the decision to notify and to recommend protective actions to Arkansas Department of Health personnel and other authorities responsible for offsite emergency measures. The direction of the facility operations to mitigate accident consequences remains with the TSC Director in the Technical Support Center and/or the Shift Superintendent in the Control Room.]

4.3 Emergency Operations Facility (EOF) - The near-site emergency response facility located approximately 0.65 miles northeast of the reactor buildings. This facility serves dually as the training center for ANO personnel.

4.4 Initial Response Staff (IRS) - The emergency organization primarily composed of plant staff personnel which must be able to augment the onsite plant personnel in accordance with Table B-1 of the Emergency Plan.

4.5 Technical Support Center (TSC) - The emergency response facility located on the 3rd floor of the ANO Administration Building. This facility is equipped with the necessary instrumentation and communication systems for monitoring the course of an accident and formulating corrective and recovery action plans.

4.6 Operational Support Center (OSC) - The emergency response facility located in the ANO Maintenance Facility. This facility provides the support for coordinating the following functions:

Onsite Radiological Monitoring

Maintenance

Nuclear Chemistry

Emergency Medical Support

Fire Fighting Support

The OSC also serves as the assembly point and briefing area for the rescue/repair and damage control teams. Additional information concerning this facility is included within this procedure.

4.7 Emergency Response Organization (ERO) - The organization which is composed of the IRS, the EOF staff, the TSC staff, the OSC staff, and the Emergency Team members. It has the capability to provide manpower and other resources necessary for immediate and long-term response to an emergency situation.

4.8 Tiger Team - An emergency re-entry team that can be assembled early to complete most administrative tasks prior to receiving their mission. This team should be reserved for critical missions in extremely high radiological areas and should consist of an Electrician, H.P. Technician, Mechanic, and an Operator.

5.0 RESPONSIBILITY AND AUTHORITY

5.1 Position Guides and Task Assignments detailing the responsibilities of those ERO positions assigned to the Operational Support Center are provided in Attachment 1. Responsibilities for the Emergency Teams/Groups and the Fire Brigade are listed in the appropriate procedures and are not included within the scope of this procedure. These procedures include:

5.1.1 Procedure 1015.007, "Fire Brigade Organization and Responsibilities"

5.1.2 Procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams"

5.1.3 Procedure 1904.011, "Duties of the Dose Assessment Team"

5.1.4 Procedure 1903.042, "Duties of the Emergency Medical Team"

5.1.5 Procedure 1903.043, "Duties of the Emergency Radiation Team"

5.2 THE OSC DIRECTOR IS RESPONSIBLE FOR ASSURING THAT THE OSC IS SETUP IN ACCORDANCE WITH FORM 1903.066A, "OSC ACTIVATION CHECKLIST."

6.0 INSTRUCTIONS

6.1 OSC DESCRIPTION

6.1.1 The OSC is located in the ANO Maintenance Facility. The function of the OSC is to assist the Operations staff in the Control Room and dispatch emergency response teams to perform corrective plans developed by the OSC and TSC staffs.

6.1.2 The OSC provides support for coordinating the following functions:

A. Onsite Radiological Monitoring
B. Maintenance Activities
C. Nuclear Chemistry
D. Emergency Medical Support
E. Fire Fighting Support

6.1.3 The OSC will also serve as the staging and briefing area for the rescue/repair and damage control teams prior to being dispatched.

6.1.4 A floor diagram of the OSC is included as a part of Form 1903.066A, "OSC Activation Checklist".

6.2 OSC ACTIVATION

6.2.1 The Emergency Response Organization (ERO) will begin activating following the initial announcement of an Alert, Site Area or General Emergency by the Shift Superintendent.

6.2.2 The following groups/teams shall report to the OSC following the announcement of an ALERT, or higher, emergency class:

* Off Shift Operations Personnel
* Maintenance Personnel (affected unit <u>only</u>)
* Emergency Medical Team Members
* Emergency Radiation Team Members
* Nuclear Chemistry Personnel (Respond at SAE, or higher, unless instructed otherwise)

Each emergency response individual should fill in their name on the magnetic tags available, then either fill a position they are qualified for or add their name tag to the team OSC Assembly Area Roster board and go to the OSC Assembly Area (Attachment 2 - OSC Assembly Area) to standby for team assignment.

6.2.3 The goal is for the OSC to be operational within one (1) hour following the declaration of an Alert, Site Area or General Emergency.

6.2.4 The OSC Director will be responsible for ensuring that the OSC is set up in accordance with the guidance established on Form 1903.066A, "OSC Activation Checklist".

6.2.5 The OSC is considered to be Operational when the following actions have been completed:

A. At a minimum, the following Positions in the OSC have been staffed.

- OSC Director
- Maintenance Superintendent
- Health Physics Supervisor
- 2 Health Physics Technicians (one for OSC habitability and one for plant re-entry)
- 1 Mechanic
- 1 Electrician

B. Steps 1 thru 9 have been completed on Form 1903.066A, "OSC Activation Checklist.

C. A verbal announcement is made in the OSC stating that the OSC is Operational.

6.3 OSC STAFFING

6.3.1 Position guides and task assignments for the OSC staff are included in Attachment 1.

NOTE

Items on a position guide are not necessarily in sequential order. The user should scan the entire list and prioritize activities as appropriate to the situation, rather than necessarily perform the items in the order listed. Members of the ERO should not rely upon these position guides alone to determine the items for which they are responsible. These position guides should always be used in conjunction with Emergency Plan Implementing Procedures or other appropriate station procedures.

6.3.2 Each position guide details the following:

A. Reporting location for the listed position,

B. Position to which the listed positions report,

C. Those positions/tasks which the position supervises and coordinates, and

D. Duties for the listed position.

6.4 TURNOVER

6.4.1 OSC Director

A. The TSC Director will notify the OSC Director upon turnover of Emergency Direction and Control from the Shift Superintendent/TSC Director to the EOF Director.

B. The OSC Director shall notify the Shift Superintendent whenever he is prepared to accept turnover for the responsibility of emergency medical response in accordance with Procedure 1903.023, "Personnel Emergency".

6.4.2 OSC Staff

A. Whenever a shift turnover is completed for any position in the OSC, the oncoming ERO member shall report this turnover to the Support Manager or the Support Superintendent located in the TSC.

B. Emergency response personnel who must leave their assigned location temporarily must inform their immediate superior of their location, destination, and estimated time of return.

6.5 SECONDARY OSC

6.5.1 In the event of the necessity to evacuate the OSC due to radiation or other hazards, a Secondary OSC is provided in the Emergency Operations Facility (EOF).

6.5.2 The Secondary OSC is designed to the same radiological habitability as the Control Rooms onsite at ANO.

6.5.3 A floor diagram and activation checklist for the Secondary OSC is included on Form 1903.066B, "Secondary OSC Activation Checklist".

7.0 ATTACHMENTS AND FORMS

7.1 ATTACHMENT 1 - "POSITION GUIDES AND TASK ASSIGNMENTS FOR THE OSC STAFF"

Position Guide A - Electrical Maintenance Supervisor

Position Guide B - I&C Supervisor

Position Guide C - Maintenance Superintendent

Position Guide D - Mechanical Maintenance Supervisor

Position Guide E - Nuclear Chemistry Manager

Position Guide F - Health Physics Supervisor

Position Guide G - Operational Support Center Director

7.2 ATTACHMENT 2 - "OSC ASSEMBLY AREA"

7.3 FORM 1903.066A - "OSC ACTIVATION CHECKLIST"

7.4 FORM 1903.066B - "SECONDARY OSC ACTIVATION CHECKLIST"

7.5 FORM 1903.066C - "OSC DIRECTOR UPDATE GUIDE"

7.6 FORM 1903.066D - "RADIO CONTACTS WITH OSC TEAMS"

7.7 FORM 1903.066E - "ASSEMBLY AREA PERSONNEL ROSTER"

7.8 FORM 1903.066F - "OSC POSITION STAFFING FORM"

ATTACHMENT 1

POSITION GUIDES AND TASK ASSIGNMENTS

FOR THE OSC STAFF

POSITION GUIDE A

ELECTRICAL MAINTENANCE SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

Electrical Maintenance Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.

e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

f. Report current manpower status to the Maintenance Superintendent.

g. Maintain a chronological log of events pertaining to your position.

POSITION GUIDE A

ELECTRICAL MAINTENANCE SUPERVISOR

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent. Utilize the OSC Assembly Area Roster Board.

d. Coordinate electrical maintenance and repair activities in support of recovery operations.

e. Report status of electrical maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E "OSC Team Debriefing" form.

f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.

g. Coordinate with collocated NRC Officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent (ext. 6602) for assistance.

c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE B

I&C SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

I&C Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.

e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

f. Report current manpower status to the Maintenance Superintendent.

g. Maintain a chronological log of events pertaining to your position.

POSITION GUIDE B

I&C SUPERVISOR

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent. Utilize the OSC Assembly Area Roster Board.

d. Coordinate I & C maintenance and repair activities in support of recovery operations.

e. Report status of I & C maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E "OSC Team Debriefing" form.

f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.

g. Coordinate with collocated NRC Officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE C

MAINTENANCE SUPERINTENDENT

A. Normal Reporting Location

OSC

B. Reports To

OSC Director

C. Supervises/Coordinates

1. Electrical Maintenance Supervisor
2. I&C Supervisor
3. Mechanical Maintenance Supervisor
4. Repair and Damage Control Operations

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.

e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Manager (ext. 6608)

f. Consider establishing a Tiger Team to be reserved for critical missions in extremely high radiological areas and begin their administrative process. This team should consist of an Electrician, H.P. Technician, Mechanic and an Operator.

g. Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, or request manpower from the TSC Support Superintendent (ext. 6602).

(1) Task C-1, Team Tracking Board Communicator (OSC)

(a) Select a Team Tracking Board Communicator for the OSC and TSC.

(b) Ensure that an available 1st line Maintenance Supervisor is selected for these positions.

(c) Have the Team Tracking Board Communicator (TSC) report to the TSC and to the Maintenance Manager.

(2) Task C-2, OSC Assembly Area Coordinator

(3) Task C-3, OSC Plant Status Board Communicator

h. Report current manpower status to the OSC Director.

i. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Select repair and damage control team personnel and, based upon specific objectives of the operations, conduct briefings, track progress, and report results to the OSC Director. Utilize the following means:

(1) OSC Staffing Board

(2) Form 1903.033B "OSC Team Briefing"

(a) The OSC Director will complete the part labeled "OSC Director" and will then submit the form to you.

(b) Complete the section labeled "Maintenance Superintendent" and submit form to the H.P. Supervisor.

(c) The H.P. Supervisor will complete his part and submit the form back to the OSC Director for approval.

(3) Form 1903.033F "OSC Team Tracking" and the OSC Team Tracking Board.

(4) Form 1903.033E "OSC Team Debriefing".

d. Ensure that documentation of all maintenance activities is maintained.

e. Direct in-house maintenance personnel in the installation of modifications to existing equipment in support of the recovery effort.

f. Coordinate in-house QC inspectors to provide the quality control needed to support in-house maintenance activities. Refer to the Emergency Telephone Book, Section V.

g. Consult with the design and construction groups where major instrument and control modifications are required. Refer to the Emergency Telephone Directory, Section V.

h. Consult with the Maintenance Manager (Ext. 6608), as necessary, to discuss in-plant maintenance activities.

i. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE C

TASK C-1

TEAM TRACKING BOARD COMMUNICATOR (OSC)

1. Report to the Maintenance Superintendent in the OSC (ext. 6615).

2. Obtain your OSC Team Tracker's Task Book (Task C-1), from the Maintenance Superintendent.

3. Assist the Maintenance Superintendent with the coordination of the OSC teams.

4. Establish an orderly and quiet manner in which maintenance personnel enter the OSC and place their name plates on the OSC Staffing Board.

5. Establish communications with the TSC Team Tracking Board Communicator.

   a. Don the cordless headset.

   b. Remove the handset of the associated telephone from the cradle and place it near the telephone.

   c. Turn the "on/off" switch, located on the cordless headset stand, to the "on" position. When the TSC Team Tracking Board Communicator completes these instructions in the TSC, you will be able to communicate with him or her.

NOTE:
The Team Tracking Board telephone is set up to automatically dial the TSC or OSC. When the handset is removed from the cradle, you will hear ringing until the other person picks up. If the TSC Team Tracking Board Communicator has already performed these steps, you will be on-line as soon as you pick up the handset.

6. Maintain the "OSC Team Tracking Board".

   a. Use data obtained from the "OSC Team Briefing" (Form 1903.033B) to update the status board.

   b. Maintain a hard copy of the "OSC Team Tracking Board" using Form 1903.033F.

   OR

   c. Periodically (~30 minute intervals) reproduce the information using the Tracking Board's copy feature.

7. Maintain completed forms documenting team activities for record keeping and tracking.

8. Ensure that you obtain periodic Damage and Control Team mission priorities (example: 1, 2, 3, 4, etc.) from the TSC Team Tracking Board Communicator and post results on the OSC Black Board.

9. Perform other duties as directed by the Maintenance Superintendent.

10. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the Facility to its pre-drill/event status. Turn over all documentation generated during the drill/event to Emergency Planning.

POSITION GUIDE C

TASK C-2

OSC ASSEMBLY AREA COORDINATOR

1. Report to the Maintenance Superintendent in the OSC (ext. 6615).

2. Obtain your OSC Assembly Area Coordinator's Task Book (Task C-2), from the Maintenance Superintendent.

3. Go to the OSC Assembly Area and ensure that emergency response personnel who are reporting to the OSC Assembly Area have placed their name on the OSC Assembly Area Roster board in the OSC.

4. Respond to incoming telephone calls and notify personnel of messages received from the OSC.

5. Ensure all Emergency Response Personnel log in and out on the Assembly Area Personnel Roster (1903.066E).

6. Perform other duties as directed by the Maintenance Superintendent.

POSITION GUIDE C

TASK C-3

OSC PLANT STATUS BOARD COMMUNICATOR

1. Report to the Maintenance Superintendent in the OSC.

2. Obtain your OSC Plant Status Board Communicator's Task Book (Task C-3), from the Maintenance Superintendent.

3. Upon arrival, begin helping with the setup of the OSC using Form 1903.066A, "OSC Activation Checklist".

4. Obtain a party-line headset from the OSC Emergency Kit and set up next to the Status Board in the OSC. Connect the headset and ensure that a open-line communication link is established via the party-line.

5. Complete and maintain the OSC Plant Status Board.

   a. Status Board entries should be made in chronological order, starting at the top, with the time entry on the left side.

   b. When the Plant Status Board becomes full, start again at the top by erasing the oldest entry and begin making new entries with a different color marker.

   c. Ensure that the OSC Director is made aware of significant information that is reported across the party-line and being logged onto the Plant Status Board (e.g., Release started, equipment failures, etc.).

POSITION GUIDE D

MECHANICAL MAINTENANCE SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

Mechanical Maintenance Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Write your name on an available magnetic placard and place it on the OSC Staffing Board under your position.

d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.

e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

f. Report current manpower status to the Maintenance Superintendent.

g. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent. Utilize the OSC Assembly Area Roster Board.

d. Coordinate mechanical maintenance and repair activities in support of recovery operations.

e. Report status of mechanical maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E "OSC Team Debriefing" form.

f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.

g. Coordinate with collocated NRC Officials and ensure that an open communications dialogue is maintained throughout the event.

POSITION GUIDE D

MECHANICAL MAINTENANCE SUPERVISOR

3. Special Actions to be Implemented as Needed

a. Consider turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE E

NUCLEAR CHEMISTRY MANAGER

A. Normal Reporting Location

OSC

B. Reports To

OSC Director

C. Supervises/Coordinates

1. Nuclear Chemistry Personnel
2. Engineering Manager
3. Dose Assessment Supervisor
4. Radiological/Environmental Assessment Manager (REAM)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.

e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Manager (ext. 6608)

f. Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, Emergency Telephone Book (Section IV) or request manpower from the TSC Support Superintendent.

(1) Task E-1, Secondary Plant Systems and Environmental Support

(2) Task E-2, Primary Plant Systems and Post-accident Support

g. Report current manpower status to the OSC Director.

h. Maintain a chronological log of events pertaining to your position.

i. Place the wind direction indicator on the map located at the North end on the OSC to show the current wind direction. Update the wind indicator as necessary.

j. If a post-accident sample is called for, assemble a post-accident team and brief them in accordance with Procedures 1104.017 and 1905.003.

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Support the Emergency Response Organization by exercising control in the following areas:

(1) Provide for the timely collection, retention and transmittal of chemistry/radiochemistry information to the Emergency Response Organization.

(2) Coordinate with Operations to provide for the timely resolution of NRC questions regarding abnormal operation and/or changes to Technical Specifications and SAR's in accordance with procedures.

(3) Coordinate with Operations to develop emergency work plans and procedures regarding abnormal systems or equipment operations.

d. Develop long and short term plans and procedures to reduce liquid, gaseous, and solid waste levels to near normal status.

e. Maintain an updated status of liquid storage tank volumes, gas and solid waste system volumes. Coordinate with Operations and Radwaste to obtain required information.

f. Evaluate the need for temporary storage facilities, mobile waste processing units, specialized shipping containers, and make recommendations to the OSC Director.

g. Monitor consultant activities where outside assistance is being provided.

h. Record post-accident sample results on Form 1042.001A.

i. Provide post-accident sampling results to the Engineering Manager (ext. 6607) and the Dose Assessment Supervisor (ext. 7875 OR 7876).

j. Apprise the OSC Director of post-accident sampling activities.

k. Coordinate the transportation/analysis of post-accident/environmental samples to appropriate offsite laboratories.

l. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

POSITION GUIDE E

NUCLEAR CHEMISTRY MANAGER

3. Special Actions to be Implemented as Needed

   a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

   b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

   c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

   a. Upon arrival of your shift replacement, turn over all pertinent information

   b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

   c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

   a. Notify those individuals working under your position that the event/drill has been terminated.

   b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

   c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

   d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

   e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE E

TASK E-1

SECONDARY PLANT SYSTEMS
AND ENVIRONMENTAL SUPPORT

1. Report to the Nuclear Chemistry Manager (ext. 6613).

2. Coordinate sampling and analysis of secondary plant fluid systems. Refer to 1618.xxx or 2618.xxx series procedures.

3. Coordinate the collection and analysis of environmental samples.

4. Provide results to the Nuclear Chemistry Manager.

5. Inform the Nuclear Chemistry Manager of location and of any changes in location for tracking purposes.

POSITION GUIDE E

TASK E-2

PRIMARY PLANT SYSTEMS AND POST-ACCIDENT SAMPLING

1. Report to the Nuclear Chemistry Manager (ext. 6613).

2. Coordinate sampling and analysis of primary coolant. Refer to 1607.xxx or 2607.xxx series procedures.

3. Coordinate sampling and analysis of liquid and gaseous radioactive wastes. Refer to 1607.xxx or 2607.xxx series procedures.

4. Coordinate post-accident sampling activities.

5. Provide results to the Nuclear Chemistry Manager.

6. Inform the Nuclear Chemistry Manager of location and of any changes in location for tracking purposes.

POSITION GUIDE F

HEALTH PHYSICS SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Operational Support Center Director

C. Supervises/Coordinates

Onsite Monitoring Support

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.

e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Manager (ext. 6608)

f. Obtain Form 1905.001A "Emergency Radiological Controls Checklist" and ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, Emergency Telephone Book (Section V), or request manpower from the TSC Support Superintendent.

(1) Task F-1, Health Physics Assistant

(2) Task F-2, OSC Radio Communicator

(3) Task F-3, OSC Control Point H.P.

(4) Task F-4, Control Room H.P.

(5) Task F-5, TSC Monitoring H.P.

(6) Task F-6, OSC Monitoring H.P.

(7) Task G-1 (1903.067), Offsite Monitoring H. P. (assigned by the OSC)

(8) Task D-1 (1903.067), EOF Monitoring H. P. (assigned by the OSC)

g. Report current manpower status to the OSC Director.

h. Establish entry/exit requirements for re-entry personnel at the OSC. Brief all emergency re-entry personnel of these requirements (ie: when, where and what to frisk prior to entering the OSC or OSC Assembly area from the field).

i. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Direct the onsite monitoring section of the Emergency Radiation Team. Utilize the following means:

(1) OSC Staffing Board

(2) Form 1903.033B, "OSC Team Briefing"

(a) The OSC Director will complete the part labeled "OSC Director" and will submit the form to the Maintenance Superintendent.

(b) The Maintenance Superintendent will complete his part and submit the form to you.

HEALTH PHYSICS SUPERVISOR

(c) Complete the section labeled "H.P. Supervisor" and return form to the OSC Director for approval.

d. Monitor onsite radioactivity levels utilizing the following:

(1) Area Radiation Monitor (ARM) data from the Control Room Health Physics Technician.

(2) Remote Acquisition Display System (RADS).

(3) Survey results from onsite monitoring teams.

e. Monitor personnel exposures in accordance with procedure 1903.033. (Exposure guidelines of 1903.033 replaces those listed in 1012.021 for "ALERT" Emergency Classes and above.)

f. Report survey results to the OSC Director.

g. Establish radiological control points in accordance with procedure 1012.020 "Radioactive Material Control". Consider assigning more than one person to this to expedite dispatching of Priority One Teams.

h. Dispatch survey teams to onsite areas as designated by the OSC Director, Maintenance Superintendent or the Radiation Protection and Radwaste Manager.

i. Coordinate with the Radiation Protection and Radwaste Manager, (ext. 6603) as necessary, to provide onsite radiological data.

j. Refer to Form 1905.001A, "Health Physics Supervisor Checklist" for additional guidance.

k. If not already staffed, assign Emergency Radiation Team Members to perform the following functions: (note: Utilize the OSC Assembly Area Board)

(1) Off-site Monitoring Base Radio Operator at the EOF.

(2) HPN telephone communicator at the EOF

(3) HPN telephone communicator at the OSC

l. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

POSITION GUIDE F

HEALTH PHYSICS SUPERVISOR

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

c. If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE F

TASK F-1

HEALTH PHYSICS ASSISTANT

1. Obtain your OSC Health Physics Assistant's Task Book (Task F-1), from the OSC Emergency Kit.
2. Assist the OSC H.P. Supervisor with coordinating and briefing in plant teams prior to re-entering the plant.
3. Assume administrative duties as directed by the OSC H.P. Supervisor.
4. Help expedite getting the re-entry teams into the plant.
5. Perform other duties as directed by the OSC H.P. Supervisor.
6. Maintain a chronological log of events pertaining to your task.

[POSITION GUIDE F

TASK F-2

OSC RADIO COMMUNICATOR]

1. Obtain your OSC Radio Communicator's Task Book (Task F-2), from the OSC Emergency Kit.

2. Activate the base radio in the OSC in accordance with Procedure 1903.062 and perform an operational test of the console by contacting one of the OSC portable radios (use Channel One for in-plant emergencies).

3. Obtain a calculator for dose rate calculations from the Emergency Kit.

4. Obtain periodic updates from OSC teams. Log time of updates and any information given by the OSC teams on the "Radio Contacts with OSC Teams" form (1903.066D).

5. Provide information regarding OSC team progress to the Maintenance Superintendent, (ext. 6615).

6. Report problems encountered by the OSC teams to the Maintenance Superintendent.

7. Update survey maps with radiological information as necessary.

8. Report unexpected radiological conditions encountered by the OSC team to the H.P. Supervisor, (ext. 6614).

9. Monitor Fax for incoming messages.

10. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-3

OSC CONTROL POINT H.P.

1. Set up Control Point in accordance with current Health Physics Procedures.

> **NOTE**
>
> Location of Control Point will be at the discretion of the H.P. Supervisor.

2. Retrieve high range dose rate instruments (PIC-6's, RO-2A's and Teletectors) and alarming dosimeters from CA-1.

3. Retrieve dosimeters from the OSC Emergency Kit and begin charging.

4. Issue dosimetry to all re-entry Teams.

5. Expedite getting the Priority 1 Teams through the Control Point efficiently.

6. If a plant evacuation has occurred, post Form 1903.030A, "Onsite Continuous Accountability Log" in a conspicuous place.

7. Maintain "Access and Exposure Control Log" Form number 1905.001B and "Kit TLD Request" Form number 1905.001C.

8. Ensure that all re-entry teams monitor themselves for contamination prior to entering the OSC or OSC Assemble Area.

9. Report problems encountered to the H.P. Supervisor (ext. 6614).

10. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-4

CONTROL ROOM H.P.

1. Go to the affected units Control Room and report to the Shift Superintendent.

> **NOTE**
>
> During Drills or Exercises, report to the affected units Simulator Control Room, located at the Training Center.

2. Ensure that the Emergency Kit equipment located in the Control Room is available and operable. Kit is located in Unit 1 Control Room in the SW corner.

3. Obtain the Frisker from the Emergency Kit and place in a conspicuous place. Make the frisker operational. Log the Background Count Rate. Inform the Shift Superintendent of its location and have all control room personnel frisk when they return from the plant.

4. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the Control Room.

5. Monitor Control Room habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 1, Procedure 1903.043, "Control Room Radiological Monitoring Guidelines". Report survey results to the Shift Superintendent.

6. Obtain dosimeters from the Emergency Kit and begin charging. Issue dosimetry (if needed) to personnel entering plant from the Control Room.

7. Maintain accountability of all personnel entering/existing the Control Room.

8. Ensure that all entries into the plant from the Control Room are tracked through the OSC as a re-entry team.

9. Obtain Area Radiation Monitor readings and either FAX results to the OSC and TSC or phone results to the H.P. Supervisor and to the RP&RW Manager. (Note: FAX numbers and use instructions are listed on the Fax machine).

10. When possible, notify the OSC Health Physics Supervisor (ext. 6614) of your status.

11. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-5

TSC MONITORING H.P.

1. Go to the TSC and inform the TSC Support Superintendent that you are filling the position of TSC Monitoring HP.

2. Obtain the TSC Activation Checklist from the TSC Support Superintendent. Complete the checklist if not already completed.

3. Ensure that the Emergency Kit equipment in the TSC is available and operable.

4. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the TSC. (Survey maps are located in the small black file cabinet located inside of the TSC. The key to the file cabinet is inside of the red lock box on the TSC Emergency Kit.)

5. Monitor the TSC and Administration Building habitability in accordance with Procedure 1905.001, "Emergency Radiological Control", and Attachment 2, 1903.030, "Evacuation Decision Flow Chart for the TSC".

6. Report survey results to the Radiation Protection and Radwaste Manager in the TSC (ext. 6603) and to the OSC Health Physics Supervisor (ext. 6614).

7. If not already performed using the TSC Activation Checklist, then obtain the frisker from the TSC Emergency Kit and place into service at the north end of the west hallway. Set the frisker to alarm at 100 counts above background. This will serve as a continuous radiation monitor.

[8. **If not already performed using TSC Activation Checklist, then set up and perform pre-operational checks of the NMC, Model AM-33 BF, Continuous Air Monitor in accordance with procedure 1601.463, "Operation of the AM-33 Continuous Air Monitor".]**

9. Contact the OSC Health Physics Supervisor and obtain the access route and radiation levels from the Main Guardhouse to the OSC in the Maintenance Facility. Brief the TSC Director on this information. Retrieve the TSC easel from the TSC. Place this easel on the 1st floor of the Admin. Building, at the end of the hallway from the Main Guard House to the Admin. Building. Post and keep current the access route and radiation levels to the OSC.

10. Obtain the contamination monitoring sign from the TSC Emergency Kit and post it on the door designated by the OSC HP Supervisor as the approved route to the OSC.

11. Obtain dosimeters from the Emergency Kit and begin charging. Be prepared to issue dosimetry to TSC Staff upon the request of the RP and RW Manager.

12. Establish a Control Point (according to current H.P. Procedures) for personnel entering the plant from the TSC. Ensure that all entries into the plant from the TSC are tracked by the OSC. Brief re-entry teams to monitor for contamination upon returning from the plant.

13. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-6

OSC MONITORING H.P.

1. Go to the OSC and ensure that the Emergency Kit equipment in the OSC is available and operable.

2. From the OSC Emergency Kit, obtain a frisker and frisking sign. Make frisker operational at the OSC entry/exit point. Set frisker to alarm at 100 CPM above background. Post the frisking sign in a conspicuous place. Upon completion, notify the OSC HP Supervisor that the frisking station is operational.

3. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the OSC.

4. Establish only one entry/exit point into the plant from the OSC. Make signs and post all other possible entry/exit points.

5. Monitor the OSC and Assembly Area habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 2, 1903.030, "Evacuation Decision Flow Chart for the OSC".

6. Report survey results to the OSC H.P. Supervisor (ext. 6614).

7. If required, ensure that ERIMS is made operational on the computer located in the OSC.

8. Call Dosimetry Ext. 7649 and have a current copy of DeptL delivered to the OSC.

9. Ensure that the RADS system is set-up and made operational.

10. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE G

OPERATIONAL SUPPORT CENTER DIRECTOR

A. Normal Reporting Location

OSC

B. Reports To

TSC Director

C. Supervises/Coordinates

1. Maintenance Manager
2. Health Physics Supervisor
3. Maintenance Superintendent
4. Nuclear Chemistry Manager
5. Medical Emergency Support
6. Offsite Fire Fighting Support

D. Duties

IMMEDIATE ACTIONS

_____Notify CNS (858-3683) that you are staffing your ERO position.

_____If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

_____Write your name on an available magnetic placard and place it on the OSC Staffing Board under your position.

_____Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.

_____Obtain available information on emergency classifications and plant conditions. Possible sources include:

(1) TSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

_____Consider establishing a Tiger Team to be reserved for critical missions in extremely high radiological areas and begin their administrative process. This team should consist of an Electrician, H.P. Technician, Mechanic and an Operator.

POSITION GUIDE G

OPERATIONAL SUPPORT CENTER DIRECTOR

_____Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, or request manpower from the TSC Support Superintendent (ext. 6602).

(1) Task G-1, Medical Support

(2) Task G-2, Parts Support, minimum staffing, 2 per shift

(3) Task G-3, Tool Support, minimum staffing, 1 per shift

(4) 1903.065, Task C-2, Operations Support (assigned from the TSC)

_____Organize staff and have them report to their assigned location.

_____Maintain a chronological log of events pertaining to your position.

_____Announce to your OSC Staff when an Operator arrives in the OSC to provide Operational support.

_____Report current manpower status to the TSC Director (ext. 6604).

_____IF a post-accident sample is called for, ensure that a post-accident team is assembled and briefed in accordance with Procedures 1104.017 and 1905.003.

_____When conducting a briefing, use the hand microphone located near your station. This will allow your briefing to be heard in the OSC Assembly Area.

ON GOING ACTIONS

_____Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

_____Implement rescue/repair and damage control operations as directed by the TSC Director. (Refer to procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams").

(1) Obtain Form 1903.033B, "OSC Team Briefing".

(2) Complete the part labeled "OSC Director"

(3) After you complete the "OSC Director's part, submit form to the Maintenance Superintendent.

(4) The Maintenance Superintendent will fill out his part and submit the form to the H.P. Supervisor.

POSITION GUIDE G

OPERATIONAL SUPPORT CENTER DIRECTOR

(5) After the form is completed by the H.P. Supervisor he will return the form to you for your approval.

(6) After approval, 1903.033B should then be copied and a copy given to the Team Leader.

_____Direct the OSC staff to give periodic briefings using Form 1903.066C, "OSC Director Status Update Guide".

_____Ensure that the noise level in the OSC does not interfere with mitigation activities.

_____Keep the TSC Director (ext. 6604) appraised of the status of Health Physics, Nuclear Chemistry and Maintenance activities.

(1) Conduct periodic updates with the TSC Director on:

(a) Teams dispatched and mission

(b) Mission status and prognosis

(c) Actual in-plant radiological conditions

(d) Nuclear Chemistry status as appropriate

NOTE

The OSC Director may, by mutual agreement with the Shift Superintendent, assume responsibility for coordination of medical emergency responses. The Shift Superintendent will continue to receive initial reports of injury, however, the OSC Director will coordinate subsequent response efforts.

_____Assist in short term planning and scheduling to expedite the recovery operation. This will require the optimization of all available materials, equipment, manpower and capital resources.

_____Inform the Shift Superintendent when ready to assume coordination responsibility for emergency medical response activities. (Refer to Procedure 1903.023, "Personnel Emergency".)

_____As requested by the Shift Superintendent, coordinate response by offsite fire fighting support for the Fire Brigade. Utilize the Emergency Phone Book, Section VIII.

_____Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary. Utilize the Emergency Phone Book, Section V.

_____Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

EVACUATION

_____In the event of a plant evacuation, ensure that the entire OSC Staff, including the OSC Assembly Area, provides initial accountability by reporting to the nearest security card reader, inserts their security badge and enters "0000" into the card reader.

NOTE

The goal of initial accountability is to ascertain the names of missing individuals no later than 30 minutes after the decision has been made to evacuate non-essential personnel.

_____Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

_____Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

_____If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED

_____Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

_____If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

_____Ensure that the OSC Team Tracker receives periodic Damage and Control Team mission priorities (example: 1, 2, 3, 4, etc.) from the TSC Team Tracking Board Communicator and post results on the OSC Black Board.

SHIFT CHANGE

_____Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

_____Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

_____Notify the TSC Support Superintendent (ext. 6602) of the staffing change.

_____Update your position status on the OSC Staffing Board.

ACTUAL EVENT/DRILL TERMINATION

_____Notify those individuals working under your position that the event/drill has been terminated.

_____Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

_____Provide a list of any forms or supplies needing replenishment to Emergency Planning.

_____Turn over all documentation generated during the drill/emergency to Emergency Planning.

_____Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE G

TASK G-1

MEDICAL SUPPORT

Emergency Medical Team Leader

1. Report to the OSC Director in the OSC.
2. Obtain your OSC Medical Support Task Book (Task G-1), from the OSC Emergency Kit.
3. If a plant evacuation is occurring, ensure that the Emergency Medical Team performs initial accountability by logging "0000" on the nearest card reader.
4. Ensure that the Emergency Medical Team performs continuous accountability by using Form 1903.030A "Onsite Continuous Accountability Log".
5. Verify control of the Emergency Medical Team is with the OSC Director.
6. Notify the OSC Director (ext. 6612) that the Emergency Medical Team is assembled.
7. Make an Emergency Medical Team roster with members name and badge numbers.
8. Provide the OSC Director with the Emergency Medical Team roster.
9. Inform the OSC Director of the location and of any changes in location of the Emergency Medical Team, for tracking purposes.
10. Verify hand held radios are in Emergency Medical Team bags and set to channel 1.
11. Appoint a Communicator.
12. Verify that H.P. and Security is available to respond.
13. Make team assignments for patient care and equipment.
14. Ensure that Form 1903.023C "Emergency Medical Team Scene Leader Checklist" is completed for each Medical Emergency.
15. If event is predicted to last more than 10 hours, divide the Team into 2 sections to provide a relief team.
16. If no immediate action is required, medical support personnel should remain on standby until situation stabilizes.
17. Request that the Pope County Emergency Medical Service, Occupational Medical Consultants, and/or St. Mary's Hospital be contacted to coordinate combined activities, if necessary.

POSITION GUIDE G

TASK G-2

TOOL SUPPORT

1. Report to the OSC Director in the OSC.
2. Obtain your OSC Tool Support Task Book (Task G-2), from the OSC Emergency Kit.
3. If no immediate action is required, toolroom personnel should remain on standby in the OSC Assembly area until needed.
4. Provide tool support for the Repair and Damage Control team as needed.

POSITION GUIDE G

TASK G-3

PARTS SUPPORT

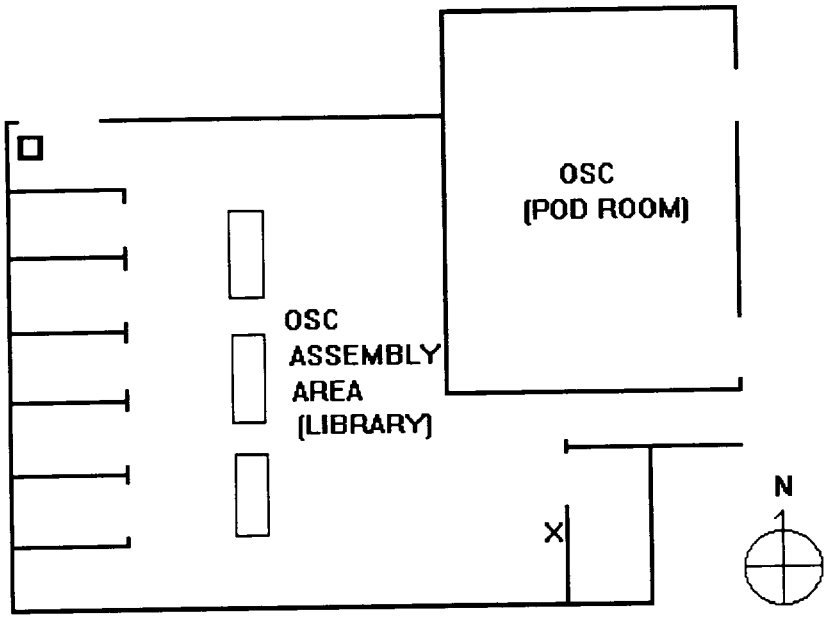
1. Report to the OSC Director in the OSC.
2. Obtain your OSC Part Support Task Book (Task G-3), from the OSC Emergency Kit.
3. If no immediate action is required, parts support personnel should remain on standby in the OSC Assembly Area until needed.
4. Provide parts support for the Repair and Damage Control team as needed.

ATTACHMENT 2

OSC ASSEMBLY AREA

MAINTENANCE FACILITY

SECOND FLOOR



X = Osc Assembly Area Coordinator's Phone

□ = Emergency Kit "D"

1. Retrieve the keys to the OSC Emergency Kits from the **RED KEY BOX** located next to the Security Card Reader outside the South door of the OSC.

2. Position the **TEAM TRACKING BOARD** as needed for visibility in the room.

3. Open all four wall boards in the OSC.

4. Assign someone to direct arriving personnel to log in on the Roster Board.

5. Open **OSC EMERGENCY KIT A** located in the Southwest corner of the room and remove the position guide holders near the telephone labeled for each staff position. (Note: There are three boxes of position and task guides for the HP Supervisor Position)

   a. Remove crash tool bags (electrical, I&C and mechanical) from the bottom of kit "A" and place on table.

6. Open **OSC EMERGENCY KIT B** and **OSC EMERGENCY KIT C** and set form boxes and survey maps out on the table.

7. Set up the sound system for OSC briefings as follows:

   a. Place **OSC BRIEFING MICROPHONE** from **OSC EMERGENCY KIT A** near the OSC Director s position. Ensure that the 9 volt battery is installed in the microphone and the microphone is in the off position.

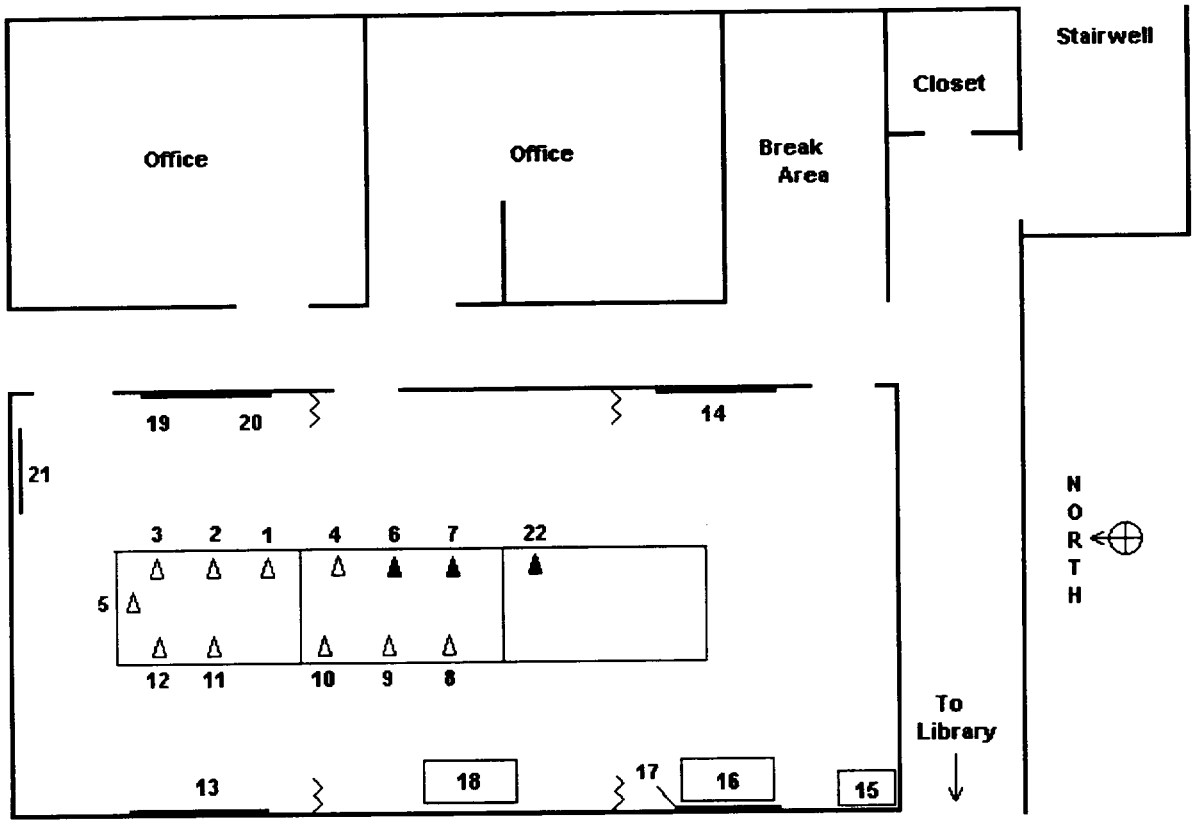
   b. Turn power switch on receiver **(ATW-R12)** located behind the television monitor on the North end of the West wall to "on".

   c. Turn power switch on the front of the Galaxy Audio Speaker located beside **OSC EMERGENCY KIT B** to "on".

8. Complete the attached **OSC POSITION STAFFING FORM** and FAX to the Support Superintendent in the TSC (6622) then fax form to the EOF Support Manager (6957).

9. Give completed **OSC ACTIVATION CHECKLIST** to the OSC Director.

OSC



1. OSC Director
2. OSC Director s Administrative Assistant
3. Operations Support
4. Nuclear Chemistry Manager
5. Emergency Planner
6. NRC
7. NRC
8. Electrical Maintenance Supervisor
9. Mechanical Maintenance Supervisor
10. I&C Maintenance Supervisor
11. Maintenance Superintendent
12. HP Supervisor
13. Plant Status Board
14. Plant Area Maps
15. Emergency Kit 'A
16. Emergency Kit 'B
17. Plant Area Maps
18. Emergency Kit 'C
19. OSC Staffing Board
20. Assembly Area Roster Board
21. Team Tracking Board
22. Health Physics Network (HPN)

Δ Phone Station (ANO)
▲ Phone Station (NRC)

NOTE

The floor diagram of the Secondary OSC is provided for reference, as necessary.

INITIALS

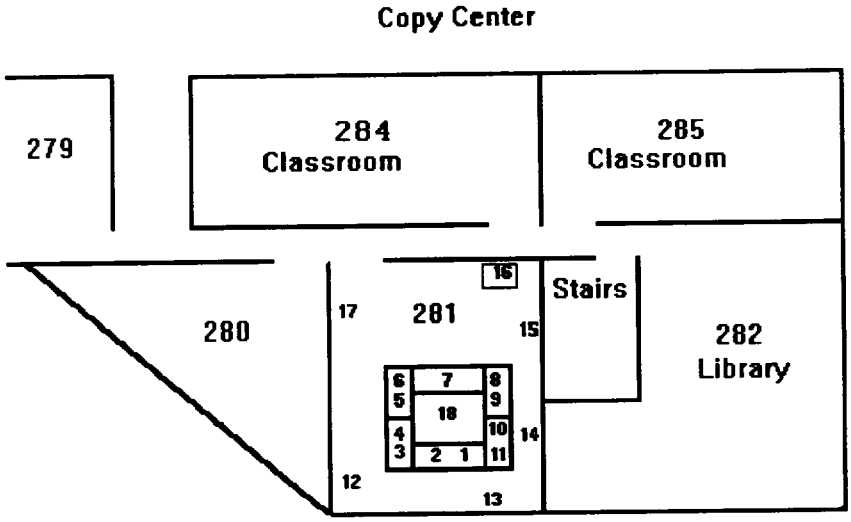
_____ 1. Notify the OSC staff of the necessary relocation to the secondary OSC.

_____ 2. Notify the EOF Maintenance Coordinator that the OSC is being relocated and that Room 281 should be set up.

_____ 3. Ensure that Telecommunications is dispatched to the Secondary OSC to aid the EOF Maintenance Coordinator in preparing Room 281

_____ 4. Refer to Procedure 1903.030, "Evacuation", for additional details concerning an OSC evacuation.

_____ 5. Submit this completed form to the OSC Director.



1. OSC Director
2. OSC Director s Asst.
3. Operations Support
4. NRC
5. NRC
6. Nuc. Chemistry Mgr. (ovhd)
7. Electrical Maint. Supv.
8. Mechanical Maint. Supv.
9. I & C Supervisor
10. Maintenance Superintendent
11. H. P. Supervisor
12. Plant Status Board
13. Team Tracking Board
14. OSC Staffing Board
15. Plant Maps
16. Radio Operator
17. Available Personnel
18. Telephone Jacks

NOTE

This form may be, but is not required to be, used as a tool when conducting facility staff briefings.

1. Date and Time of Status Update: Date:_____ Time:_____

2. Nuclear Chemistry Manager Update Items (check as reviewed):

   A._____ Primary coolant sample collection and analysis.
   B._____ Chemistry samples being provided to off-site agencies for analysis.
   C._____ Liquid waste tank volumes and any plans to reduce volume (if necessary).
   D._____ Waste gas storage tank volumes and any plans to reduce volume (if necessary).
   E._____ Solid wastes system volumes and any plans to reduce volumes (if necessary).
   F._____ Assistance being provided by consultants.
   G._____ Problem areas needing resolution.

Notes:_____

3. Health Physics Supervisor Update Items (check as reviewed):

   A._____ Personnel exposure status, over exposure, contaminations, etc.
   B._____ Status of on-site protective action implementation.
   C._____ Radiological control points established.
   D._____ Control Room/OSC/TSC habitability.
   E._____ Radiological survey results.
   F._____ Status of on-site survey teams.
   G._____ Problem areas needing resolution.

Notes:_____

4. Maintenance Superintendent Update Items (check as reviewed):

   A._____ Plant equipment status.
   B._____ OSC teams dispatched and their missions.
   C._____ Problems or delays experienced by OSC teams.
   D._____ In plant maintenance activities in progress.
   E._____ Offsite agencies assisting in the repair of plant equipment.
   F._____ Problem areas needing resolution.

Notes:_____

5. OSC Director Update Items (check as reviewed):

A._____ Review priorities of repair/recovery efforts.
B._____ Review repair/recovery efforts in progress.
C._____ Summarize any significant discussion/direction from the TSC Director (or Shift Superintendent if the TSC Director is not available).
D._____ Review manpower availability for extended operation.
E._____ Review on-site radiological conditions and any protective actions implemented.
F._____ Problem areas needing resolution.

Notes:_____

6. Other Organization (NRC, etc.) Update Items (list as reviewed):

A._____

B._____

C._____

D._____

E._____

7. Direct key OSC personnel to update their subordinates with applicable information obtained in the status update.

8. Select the time of the next OSC Status Update and announce it in the Operational Support Center.

9. Conduct periodic updates with the TSC Director on:

1. Status of in-plant response

a. Teams dispatched and mission
b. Mission status and prognosis
c. Actual in-plant radiological conditions
d. Nuclear Chemistry status as appropriate

2. OSC manpower status

NOTE

Items on these lists are suggested topics for routine updates. Items actually selected for update should be based on existing or projected conditions.

Page ___ of ___

Team Designation: _____

Time (Dispatched from OSC): _____ Date: _____

Destination: _____

Mission: _____

_____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

NAME	DEPARTMENT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

FORM TITLE:	FORM NO.	CHANGE
ASSEMBLY AREA PERSONNEL ROSTER	**1903.066E**	**011-03-0**

OSC Position Staffing Form

Position	Name
OSC Director	
Maintenance Superintendent	
H.P. Supervisor	
Nuclear Chemistry Manager	
Electrical Maint. Supervisor	
I & C Supervisor	
Mechanical Maint. Supervisor	

Complete the above by listing the names of the ERO personnel staffing the above positions (use the OSC Staffing Board). FAX this form immediately to the TSC Support Superintendent at FAX Number 6622 and then FAX to the EOF Support Manager at FAX Number 6957.

Completed by _____ Date _____ Time _____

Return completed form to the OSC Director.