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**ENTERGY NUCLEAR NORTHEAST
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DOCUMENT TRANSMITTAL AND RECEIPT ACKNOWLEDGEMENT FORM**

**DATE: January 25, 2001
CONTROLLED COPY NUMBER: 34**

TO: U.S.N.R.C. Document Center/Washington, DC
FROM: KATHY LOCKWOOD - EMERGENCY PLANNING DEPARTMENT
SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES

Enclosed are revisions to your assigned copy of the JAFNPP Emergency Plan and Implementing Procedures. Please remove and **DISCARD** the old pages. Insert the attached, initial and date this routing sheet and return the completed routing sheet to ***Kathy Lockwood in the Emergency Planning Department within 15 days.*** If this transmittal is not returned within 15 days, your name will be removed from the controlled list.

PLEASE INSERT THE DOCUMENTS LISTED BELOW!

VOLUME 1 Update List Dated N/A			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
	N/A		

VOLUME 2 Update List Dated January 25, 2001			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-8	REPLACE ALL	50	
EAP-17	REPLACE ALL	93	

VOLUME 3 Update List Dated January 25, 2001			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-43	REPLACE ALL	51	

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**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2
UPDATE LIST**

CONTROLLED COPY # **34**

Date of Issue: January 25, 2001

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 19	02/98	N/A
IAP-1	EMERGENCY PLAN IMPLEMENTATION CHECKLIST	REV. 23	08/00	Continuous
IAP-2	CLASSIFICATION OF EMERGENCY CONDITIONS	REV. 20	12/98	Continuous
EAP-1.1	OFFSITE NOTIFICATIONS	REV. 44	01/01	Informational
EAP-2	PERSONNEL INJURY	REV. 24	01/01	Informational
EAP-3	FIRE	REV. 21	08/00	Informational
EAP-4	DOSE ASSESSMENT CALCULATIONS	REV. 29	12/98	Reference
EAP-4.1	RELEASE RATE DETERMINATION	REV. 12	12/00	Reference
EAP-5.1	DELETED (02/94)			
EAP-5.2	DELETED (04/91)			
EAP-5.3	ONSITE/OFFSITE DOWNWIND SURVEYS AND ENVIRONMENTAL MONITORING	REV. 7	07/00	Informational
EAP-6	IN-PLANT EMERGENCY SURVEY/ENTRY	REV. 15	02/98	Informational
EAP-7.1	DELETED (02/94)			
EAP-7.2	DELETED (02/94)			
EAP-8	PERSONNEL ACCOUNTABILITY	REV. 50	01/01	Reference
EAP-9	SEARCH AND RESCUE OPERATIONS	REV. 9	02/98	Informational
EAP-10	PROTECTED AREA EVACUATION	REV. 14	02/98	Informational
EAP-11	SITE EVACUATION	REV. 15	02/98	Informational
EAP-12	DOSE ESTIMATED FROM AN ACCIDENTAL RELEASE OF RADIOACTIVE MATERIAL TO LAKE ONTARIO	REV. 10	08/99	Reference
EAP-13	DAMAGE CONTROL	REV. 13	12/98	Informational
EAP-14.1	TECHNICAL SUPPORT CENTER ACTIVATION	REV. 21	08/00	Informational
EAP-14.2	EMERGENCY OPERATIONS FACILITY ACTIVATION	REV. 19	07/00	Informational
EAP-14.5	OPERATIONAL SUPPORT CENTER ACTIVATION AND OPERATION	REV. 14	03/00	Informational

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2
UPDATE LIST**

Date of Issue: January 25, 2001

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
EAP-14.6	HABITABILITY OF THE EMERGENCY FACILITIES	REV. 14	10/98	Informational
EAP-15	EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL	REV. 10	02/00	Informational
EAP-16	PUBLIC INFORMATION PROCEDURE	REV. 6	02/98	Informational
EAP-17	EMERGENCY ORGANIZATION STAFFING	REV. 93	01/01	Informational
EAP-18	DELETED (12/93)			
EAP-19	EMERGENCY USE OF POTASSIUM IODINE (KI)	REV. 20	08/00	Informational
EAP-20	POST ACCIDENT SAMPLE, OFFSITE SHIPMENT AND ANALYSIS	REV. 8	02/98	Reference
EAP-21	DELETED (12/85)			
EAP-22	DELETED (02/98)			
EAP-23	EMERGENCY ACCESS CONTROL	REV. 10	02/98	Informational
EAP-24	EOF VEHICLE AND PERSONNEL DECONTAMINATION	REV. 8	02/98	Informational
EAP-25	DELETED (02/94)			

REVISION SUMMARY SHEET

REV. NO.

- 50 • Quarterly update of Emergency Response Organization
 - Adjusted the cover sheet to reflect the company change.
- 49 • Update of the Emergency Response Organization
- 48 • Quarterly update of Emergency Response Organization
- 47 • Quarterly update of Emergency Response Organization
- 46 • Quarterly update of Emergency Response Organization
- 45 • Quarterly update of Emergency Response Organization
- 44 • Quarterly update of Emergency Response Organization
- 43 • Quarterly update of Emergency Response Organization
- 42 • Quarterly update of Emergency Response Organization
- 41 • Quarterly update of Emergency Response Organization
- 40 • Quarterly update of Emergency Response Organization
- 39 • Quarterly update of Emergency Response Organization
- 38 • Quarterly update of Emergency Response Organization
- 37 • Quarterly update of Emergency Response Organization.
 - Combined Shift Coordinator and Accountability Supervisor positions to reflect plant staffing levels and provided the flexibility to assign accountability to other trained security personnel.
 - Changed the TSC Security Coordinator designation to Emergency Security Coordinator to eliminate confusion.
- 36 • Quarterly update of Emergency Response Organization.
- 35 • Quarterly update of Emergency Response Organization.

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1.0 PURPOSE

This procedure provides the instructions necessary to account for plant personnel, visitors, and contractors.

2.0 REFERENCES**2.1 Performance References**

None

2.2 Developmental References

2.2.1 EAP-9, SEARCH AND RESCUE OPERATIONS*

2.2.2 EAP-10, PROTECTED AREA EVACUATION*

2.2.3 EAP-11, SITE EVACUATION*

3.0 INITIATING EVENTS

3.1.1 Site Area Emergency, **or**

3.1.2 General Emergency, **or**

3.1.3 Emergency Director's request, **or**

3.1.4 Completion of Protected Area Evacuation or Site Evacuation for personnel without emergency assignments.

4.0 PROCEDURE

4.1 A list of missing personnel shall be made available within 30 minutes via personnel accountability or other means as determined by the individual assigned to lead accountability. Personnel accountability shall be accomplished in two phases:

Phase 1 - The total number of personnel accounted for in the protected area are compared with the total number of persons indicated as being in the protected area.

Phase 2 - The names of missing persons unaccounted for in the protected area are compared to the names of persons indicated as being in the protected area.

- 4.2 The Emergency Director shall request the Security Shift Coordinator/Sergeant to initiate accountability.
- 4.3 The Security Shift Coordinator/Sergeant will enable the accountability readers in accordance with Security procedures and request (when those facilities are activated) the Communications and Records Coordinator to dispatch an accountability clerk to the Control Room, TSC and OSC to assist personnel in completing Attachment 3 and badging in the readers.
- 4.4 The Emergency Director shall request the Control Room to make the following announcement (twice):

ATTENTION. ATTENTION. ALL PERSONNEL IN THE PROTECTED AREA COMMENCE ACCOUNTABILITY USING BADGE READERS AND SIGN-IN SHEETS.

- 4.5 The Security Shift Coordinator/Sergeant, who may designate security personnel to lead the accountability process if required, shall use Attachment 1 or Attachment 2 to accomplish personnel accountability.
- 4.6 The individual assigned to lead accountability shall compile a list of persons onsite by name and security badge number using either the security computer or the badge-out rack cards (the card that remains in the badge rack after an active badge has been issued for site access).

NOTE: The security computer shall be the primary means of compiling the onsite personnel list. The badge-out rack cards shall be used as a secondary means in the event of a computer failure to verify personnel on site.

The onsite personnel list shall also include visitors to the site and shall note their escorts' names. Accountability for Security personnel may be accomplished by contacting them individually.

4.7 Phase 1 of accountability shall be accomplished in the following manner:

NOTE: Manual method will be used if a computer failure occurs.

4.7.1 The individual assigned to lead accountability shall activate the "Personnel Onsite Report" which will indicate who is onsite.

As personnel badge in the accountability readers, they will be deleted from the "Unaccounted Personnel Report." This report will reflect continually who has not badged in an accountability reader.

4.7.2 Accountability clerks shall be established in the Control Room, Technical Support Center and Operational Support Center and shall contact the Emergency Security Coordinator in the Technical Support Center at extension 6168.

4.7.3 These clerks shall provide the following information to the Emergency Security Coordinator:

A. Total number of persons assembled in that area obtained from Attachment 3.

B. A copy of Attachment 3. The originals shall continue to be used for continuous accountability.

C. Telefax of Attachment 3 forms to EOF Staffing Coordinator (to assist in long-term staffing assessment).

4.7.4 The individual assigned to lead accountability shall compare the total number of personnel accounted for on the Attachment 3 forms to the total number onsite from the security computer. These numbers and any discrepancies shall be reported to the Emergency Director. In addition, the individual assigned to lead accountability shall request the Security Shift Coordinator/Sergeant or designee prepare an "unaccounted for" log from the accountability system reader output.

- 4.7.5 Security personnel shall establish continuous accountability logs using Attachment 3 at the following locations:
- A. 300 ft. elevation of Old Admin. Building near the Control Room entrance. This position shall record personnel who exit or enter via the Fan Room or Turbine building doors.
 - B. OSC control point near portal monitors. This position shall record personnel who exit or enter the RCA.
 - C. Old Admin. Building foyer. This position shall record personnel who exit or enter via the foyer.

- NOTES:**
- 1. Personnel traveling between the TSC, OSC and Control Room are NOT required to sign in/out on Continuous Accountability Log Sheet, Attachment 3 after the completion of initial accountability.
 - 2. Entry and exit via doors with operable card readers do NOT require sign in on Attachment 3. In the event of a Security computer failure, entry and exit via carded doors that allow access to areas outside the Emergency Response Facilities (combined TSC, OSC and Control Room areas) shall require sign in on Attachment 3.

4.8 Phase 2 of accountability shall be accomplished in the following manner:

- 4.8.1 The individual assigned to lead accountability shall compare the security computer list of onsite persons against those in the Control Room, TSC and OSC and compile a list of unaccounted for individuals. (The manual method will utilize Attachment 3.)
- 4.8.2 The individual assigned to lead accountability shall provide to the Emergency Security Coordinator a list of unaccounted badges and names from the readers which should match the list of unaccounted individuals.

- 4.9 The individual assigned to lead accountability shall verify that persons on the "Unaccounted Personnel Report" lists have not left the protected area by a check of the security badges. The last known location of these persons shall be obtained from the security computer.
- 4.10 The individual assigned to lead accountability shall attempt to locate any persons unaccounted for by calling them on the plant page system. The page should be repeated every two minutes. If the unaccounted for personnel do not respond within 5 minutes, the following announcement shall be made twice over the P.A. system:

ATTENTION, ATTENTION: IF ANYONE KNOWS THE PRESENT LOCATION OF (name of missing individual), CALL SECURITY AT EXTENSION (specify).

- 4.11 The individual assigned to lead accountability shall contact the missing individuals' supervisors or co-workers for further information. If these attempts are unsuccessful, the names of the missing persons shall be forwarded to the Emergency Director who shall immediately initiate search and rescue activities in accordance with EAP-9, SEARCH AND RESCUE OPERATIONS*.

5.0 ATTACHMENTS

1. ACCOUNTABILITY CHECKLIST - MANUAL METHOD
2. ACCOUNTABILITY CHECKLIST - COMPUTER METHOD
3. ACCOUNTABILITY LOG

ACCOUNTABILITY CHECKLIST - MANUAL METHOD

Initials/Time

1. _____ / _____ Received notification from the Emergency Director to implement personnel accountability procedure.
2. _____ / _____ Compile list of persons onsite using either the badge-out rack cards or the security computer. Total number of persons onsite: _____.

PHASE 1

3. _____ / _____ Contact each of the primary assembly areas and obtain a head count:

<u>AREA</u>	<u>EXTENSIONS</u>	<u>PERSON CONTACTED</u>	<u>NUMBER OF PERSONS</u>
Control Room	6665	_____	_____
Technical Support Center	6168	_____	_____
Operational Support Center	6833/6837	_____	_____
Security Bldg	6413/6416	_____	_____

Total number of persons accounted for: _____

4. _____ / _____ Difference between total head count and persons onsite as indicated by security (step 3): _____.
5. _____ / _____ Report totals from step 2, 3, and 4 to the Emergency Director.

PHASE 2

Initials/Time

6. _____ / _____ Contact each assembly area. Using the list of persons onsite, check off each person in the assembly area.

7. _____ / _____ List the names and badge numbers of persons unaccounted for:

8. _____ / _____ Notify the Emergency Director of the names of persons unaccounted for.

9. _____ / _____ Verify that persons unaccounted for have not left the site (check of badges). Determine last known location using the security computer.

10. _____ / _____ Call persons unaccounted for on the plant paging system (repeat announcement).

11. _____ / _____ Contact supervisors, co-workers. Attempt to determine last known location of persons unaccounted for.

12. _____ / _____ Advise Emergency Director of missing persons and information determined in steps 9, 11.

RETAIN THIS FORM. IT SHALL BE TURNED IN TO THE EMERGENCY DIRECTOR.

ACCOUNTABILITY CHECKLIST - COMPUTER

Initials/Time

1. _____ / _____ Received notification from the Emergency Director to implement personnel accountability procedure.
2. _____ / _____ Security Central Alarm Station (CAS) or Secondary Alarm Station (SAS) operator to activate accountability card readers by activating the (F6) key on the security computer.

PHASE 1/2

3. _____ / _____ Individual assigned to lead accountability to activate "Personnel Onsite Report."
4. _____ / _____ Individual assigned to lead accountability to activate the "Unaccounted Personnel Report."
5. _____ / _____ Advise the Emergency Security Coordinator in the Technical Support Center of missing person(s) unaccounted for.
6. _____ / _____ Verify that person(s) unaccounted for have not left the site.
7. _____ / _____ Call person(s) unaccounted for on the plant paging system.
8. _____ / _____ Contact supervisors and co-workers to attempt to learn last location of the persons unaccounted for.
9. _____ / _____ Advise Emergency Director of missing person(s)

ACCOUNTABILITY LOG

DATE _____

FACILITY _____

	NAME	Badge Number	Continuous Accountability Time/DRD Readings					
			IN	OUT	IN	OUT	IN	OUT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

REVISION SUMMARY SHEET

REV. NO.

- 93
- Added A call-out test is being conducted as directed by the Emergency Planning Coordinator (EPC) or "designee" to section 3.2.
 - Added 3) Message 3 for call-out "TESTS" in step 6.1.2.B.3.b.
 - Added Message #3 to Attachment 3, 4 and 5, for ERO off-hours call-out testing.
 - Added the word "password" to Attachment 3 section C.1.
 - Added new CAN Backup phone number to Attachment 3,4,5 and step 6.1.2.B.4.
 - Relocated the positions of System Assessment Advisor and Parameter Assessment Advisor under the Control Room on Attachment 2.
 - Quarterly update of the Emergency Response Organization.
- 92
- Update of the Emergency Response Organization
 - Removed Attachment 5, not removed in rev 91.
- 91
- Deleted Attachment 5, "Emergency Plan Position Sheet", and associated wording in steps 4.3.2 and 4.4.1, as this is no longer needed.
 - Deleted Attachment 7, JAFNPP "On-Duty" Emergency Plan Staff Call Out By Position and Name". This schedule is updated and distributed by EP. Added wording in step 4.4.3.

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1.0 PURPOSE

The purpose of this procedure is to designate the emergency organization for specific emergency classification and to describe the activation of the designated principal emergency response personnel.

NOTE: THIS PROCEDURE IS INTENDED ONLY FOR EMERGENCY PLAN ACTIVATION AND MAY BE ALTERED BY THE EMERGENCY PLANNING COORDINATOR FOR PURPOSES OF EMERGENCY PLAN DRILLS OR EXERCISES.

2.0 REFERENCES

2.1 Performance References

2.1.1 EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING*

2.1.2 SAP-20, EMERGENCY PLAN ASSIGNMENTS*

2.2 Developmental References

2.2.1 James A. FitzPatrick Nuclear Power Plant Emergency Plan, SECTION 5, ORGANIZATION*

2.2.2 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS*

2.2.3 EAP-22, OPERATION AND USE OF RADIO PAGING DEVICE*

2.2.4 SAP-20, EMERGENCY PLAN ASSIGNMENTS*

3.0 INITIATING EVENTS

3.1 An emergency has been declared in accordance with IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS*

3.2 A call-out test is being conducted as directed by the Emergency Planning Coordinator (EPC) or designee.

4.0 RESPONSIBILITIES

4.1 Site Executive Officer/Plant Manager/General Manager - Operations (GMO), General Manager - Support Services (GMSS)/General Manager - Maintenance (GMM)

4.1.1 Either the Site Executive Officer, Plant Manager, the GMO, the GMM, or the GMSS will be in the general area (within approximately 60 minutes travel time to the plant) unless, and as approved by the Site Executive Officer, special circumstances dictate that they will be absent. Their location is known via the weekly staff schedule, or other means.

4.1.2 The Site Executive Officer, Plant Manager, the GMO, the GMM and the GMSS shall make their schedules available to the Operations Manager via the weekly staff schedule, or other means as appropriate.

4.2 Shift Manager

4.2.1 During an emergency, the Emergency Director is responsible for the direction of all emergency actions at the James A. FitzPatrick Nuclear Power Plant. During normal hours, sufficient supervisory and support personnel are available to respond to an emergency condition; during off-hours, this support is diminished as shown in Attachment 1. When the Shift Manager/Emergency Director determines that additional personnel are necessary to respond to an onsite emergency, he will direct Security to initiate a recall of personnel in accordance with this procedure and EAP-1.1, section 4.2.1. Pagers should be activated for both normal working hours and off hour emergencies. It will be the responsibility of the Security Force to make the necessary telephone calls to initiate this site recall. Other personnel may be directed to perform this function if a Security event prevents Security from making the recall.

4.3 Human Resources Manager

4.3.1 The JAFNPP Human Resources Manager is responsible to maintain an up-to-date list of all plant employees, their titles, and home phone numbers. Each calendar year quarter, the Human Resources Manager shall provide this listing to the Emergency Planning Coordinator (EPC).

4.3.2 The JAFNPP Human Resources Manager is responsible to ensure Oswego County I.D. cards for terminated or transferred employees are returned to the EPC after the personnel action.

4.4 Emergency Planning Coordinator

4.4.1 The Emergency Planning Coordinator shall quarterly update Attachment 6.

4.4.2 The Emergency Planning Coordinator shall issue an Emergency Plan On-Call Employee Call-Out Form (Attachment 3). This form will be filed at the SAS console.

4.4.3 The Emergency Planning Coordinator, or designee, shall, at least quarterly, update and distribute the Emergency Plan On-call Employee Call-out Schedule using the format shown in Attachment 2, or equivalent.

4.5 Security

It is the responsibility of the Secondary Alarm Station (SAS) security officer to conduct the notifications to Emergency Plan On-Call Employees if so directed by the Shift Manager or Emergency Director. The security officer shall use the appropriate pager codes for emergency call-out for Attachment 3 (located at the SAS console). Any information needed regarding plant status shall be obtained from the Shift Manager. The call-out system Community Alert Network, "CAN," shall also be used as appropriate.

4.6 Emergency Plan On-Call Employees

It is the responsibility of each Emergency Plan On-Call Employee to perform their duties in accordance with this procedure. This includes maintaining an operable radio pager. If the employee is "on duty" he/she must remain within approximately one hour of their assigned facility and be fit for duty in accordance with plant/JAF procedures.

5.0 EMERGENCY PLAN ON-CALL EMPLOYEES AND SCHEDULES

5.1 Emergency Plan On-Call Employee Schedule shall be issued by the Emergency Planning Coordinator. The following ERO positions shall be listed.

- 5.1.1 Operations Coordinator (CR)
- 5.1.2 Reactor Engineering (CR)
- 5.1.3 Communicator (EOF)
- 5.1.4 Computer Operator (EOF)
- 5.1.5 Dose Assessment Coordinator (EOF)
- 5.1.6 EOF Manager
- 5.1.7 Purchasing/Accounting (EOF)
- 5.1.8 Rad Data Coordinator (EOF)
- 5.1.9 Rad Engineer (EOF)
- 5.1.10 Rad Engineer Support (EOF)
- 5.1.11 Rad Support Coordinator (EOF)
- 5.1.12 Radio Operator (EOF)
- 5.1.13 Staffing Coordinator (EOF)
- 5.1.14 Technical Liaison (EOF)
- 5.1.15 Security Shift Coord/SGT (JAF)
- 5.1.16 Administrative Manager (JNC)
- 5.1.17 Chemistry Supervisor (OSC)
- 5.1.18 I&C Supervisor (OSC)
- 5.1.19 Maintenance Supervisor - Electrical (OSC)
- 5.1.20 Maintenance Supervisor - Mechanical (OSC)
- 5.1.21 OSC Manager
- 5.1.22 Rad Protection Supervisor (OSC)
- 5.1.23 Communications & Records Coordinator (TSC)
- 5.1.24 Communicator (TSC)
- 5.1.25 Computer Operator (TSC)
- 5.1.26 Emergency Director/TSC Manager Alternate (TSC)
- 5.1.27 Emergency Director Aide (TSC)
- 5.1.28 Emergency Maintenance Coordinator (TSC)
- 5.1.29 NRC Communicator (TSC)
- 5.1.30 Plant Engineer - Electrical (TSC)
- 5.1.31 Plant Engineer - Mechanical (TSC)
- 5.1.32 Rad Engineer (TSC)
- 5.1.33 Rad Support Coordinator (TSC)
- 5.1.34 Emergency Security Coordinator (TSC)
- 5.1.35 Technical Coordinator (TSC)
- 5.1.36 TSC Manager/Emergency Director Alternate.

5.2 The following ERO positions are issued pagers but are not assigned on-duty periods.

- 5.2.1 EOF Security Coordinator
- 5.2.2 Oswego County/NY State Liaison (EOF)
- 5.2.3 Public Information Technical Assistant (EOF)
- 5.2.4 JAF Spokesperson/JNC Director (JNC)
- 5.2.5 Public Information Technical Assistant (JNC)
- 5.2.6 Technical Briefer (JNC)
- 5.2.7 B&G Supervisor (OSC)
- 5.2.8 Fire Protection Supervisor (OSC)
- 5.2.9 Maintenance Engineer (OSC)
- 5.2.10 Nurse (OSC)
- 5.2.11 QC Supervisor (OSC)
- 5.2.12 Warehouse Supervisor (OSC)
- 5.2.13 Plant Engineer - Procurement (TSC)
- 5.2.14 Public Information Liaison (TSC)
- 5.2.15 Public Information Technical Assistant (TSC)
- 5.2.16 Rad Engineer Support (TSC)

5.3 It is the responsibility of each assigned individual to be aware of the on-call schedule and be aware of the pager codes.

5.4 Individuals filling positions listed in Section 5.1 are issued Emergency Plan pagers and are scheduled for "on-duty" periods. A schedule of "on-duty" personnel is initiated and published by the Emergency Planning Coordinator.

5.5 It is the responsibility of the individual on-call to be aware of their "on-duty" status. An on-duty week shall normally run from 0700 Monday until 0700 the following Monday. If a holiday occurs on a Monday, the on-duty period will end on Tuesday at 0700. Pagers shall be within hearing/notification range of "on duty" personnel at all times.

5.6 If an individual is scheduled for a particular date and that individual wishes to switch duty with another equally qualified and designated person, it is the individual's responsibility to ensure adequate coverage is maintained. No official notifications are necessary.

5.7 Pager codes as listed in Attachment 3 are issued to each individual assigned a pager. The codes indicate if it is a real event, a drill or a pager test. (All individuals issued pagers are expected to report to their assigned facility/follow pager instructions during a real event or drill as they would for a CAN notification.)

5.8 The on-call schedule for the WPO Nuclear Generation Duty Officer is maintained by the Corporate Emergency Preparedness Group.

6.0 PROCEDURE

6.1 Activation of the Emergency Plan

6.1.1 Shift Manager/Emergency Director

- A. The Control Room will activate pagers and CAN during times of a declared Security event.
- B. The Shift Manager or designee shall instruct the SAS Security Officer (at extension 3456) to initiate the call out of Emergency Response Organization personnel in accordance with this procedure and EAP-1.1, Section 4.2.1.

6.1.2 Secondary Alarm Station (SAS) Security Officer (or designated Security Officer)

- A. Notification of Emergency Plan On-Call Employees via pagers.

NOTE: Pager and/or CAN notifications **NOT** performed in **SAS** will be performed in accordance with Attachment 5 from the Control Room.

- 1. The SAS Security Officer, upon being instructed to do so by the Shift Manager/Emergency Director, shall notify all the Emergency Plan On-Call Employees. This shall be accomplished by using the Emergency Plan On-Call Employee Call-Out Form(Attachment 3). Activate the paging system a minimum of three (3) times. Separate pages by an interval of 2 minutes.

B. Community Alert Network (CAN)

Activate "CAN" during off-hours when directed to do so by the Shift Manager and/or Emergency Director.

NOTE: The Password and Call Back verification Phone Numbers are the same number.

1. Notify "CAN" at 800-552-4226. The "CAN" operator will request your name and affiliation - James A. FitzPatrick NPP(JAF Security).
2. The "CAN" operator will ask for a Password and a call back verification number. Provide "CAN" operator with one of the following phone numbers:
 - a. SAS Phone (315-349-6420) or
 - b. SAS Phone (315-349-6415) or
 - c. SAS Cellular Phone (315-593-4767) or
 - d. Security Sergeant (315-349-6422) or
 - e. Control Room Phone, near RECS line, (315-349-6261)

(The "CAN" operator will then hang up and call you back for verification of the facilities and messages. If cellular phone number is given, ensure cellular phone is turned on.)
3. On the call back from "CAN," provide the following information:
 - a. The "CAN" operator will request which call-out lists to call. Answer "Call out the (depending on which facilities are requested to be activated).

NOTE: The JAF list includes only Security Personnel.

- 1) CR/TSC/OSC/JAF call-out lists; or the
- 2) CR/TSC/OSC/JAF and EOF/JNC call-out lists."

b. Instruct the "CAN" operator to activate:

- 1) Message 1 for actual emergencies

OR

- 2) Message 2 for drills

OR

- 3) Message 3 for call-out TESTS

4. The backup phone number to call "CAN" is 1-877-786-8478. The secondary backup number is (800) 992-2331. This is an answering service and is to be used only in the event of a malfunction of the computerized prompt/recording. Tell the answering service your name/affiliation and a call back number. This person will contact the "CAN" operations staff who will return your call to get the detailed information.

5. Notify the Control Room when "CAN" has been activated.

6. CAN notifications **NOT** performed in **SAS** will be performed in accordance with Attachment 5.

C. Manual Call-Out/Verification

If CAN was activated, call ten (10) individuals on Attachment 7 and verify that CAN activation was successful.

If CAN activation was NOT successful, call Team 1 members then Team 2 then Team 3 and read the appropriate CAN message to each individual. (Use additional personnel to expedite call-out if necessary.)

6.1.3 On-Call Employees "On Duty"

- A. The Emergency Plan on-call employee will maintain an operable pager and ensure that he/she can be notified at all times (ie. hear the pager) for the duration of their duty period.
- B. The Emergency Plan on-call employee shall remain fit for duty (BAC <.04% as a minimum) and be within approximately one hour from their assigned emergency response facility.
- C. The Emergency Plan on-call employee shall respond to the appropriate emergency response facility as soon as possible (approximately one hour), or follow directions given via coded message on the pager.
- D. Random pager testing of on-call staff will occur periodically. Random tests must be responded to by the individuals "on duty" at the time the test is conducted as indicated by the pager code.

6.1.4 Individuals Listed in Section 5.1 But Are Not "On-Duty" and Individuals Listed in Section 5.2

ERO members assigned pagers but are not "on-duty" are expected to keep their pagers within hearing/notification range both while onsite and offsite. Response to the page is the same as that expected to a CAN call.

6.1.5 Emergency Director

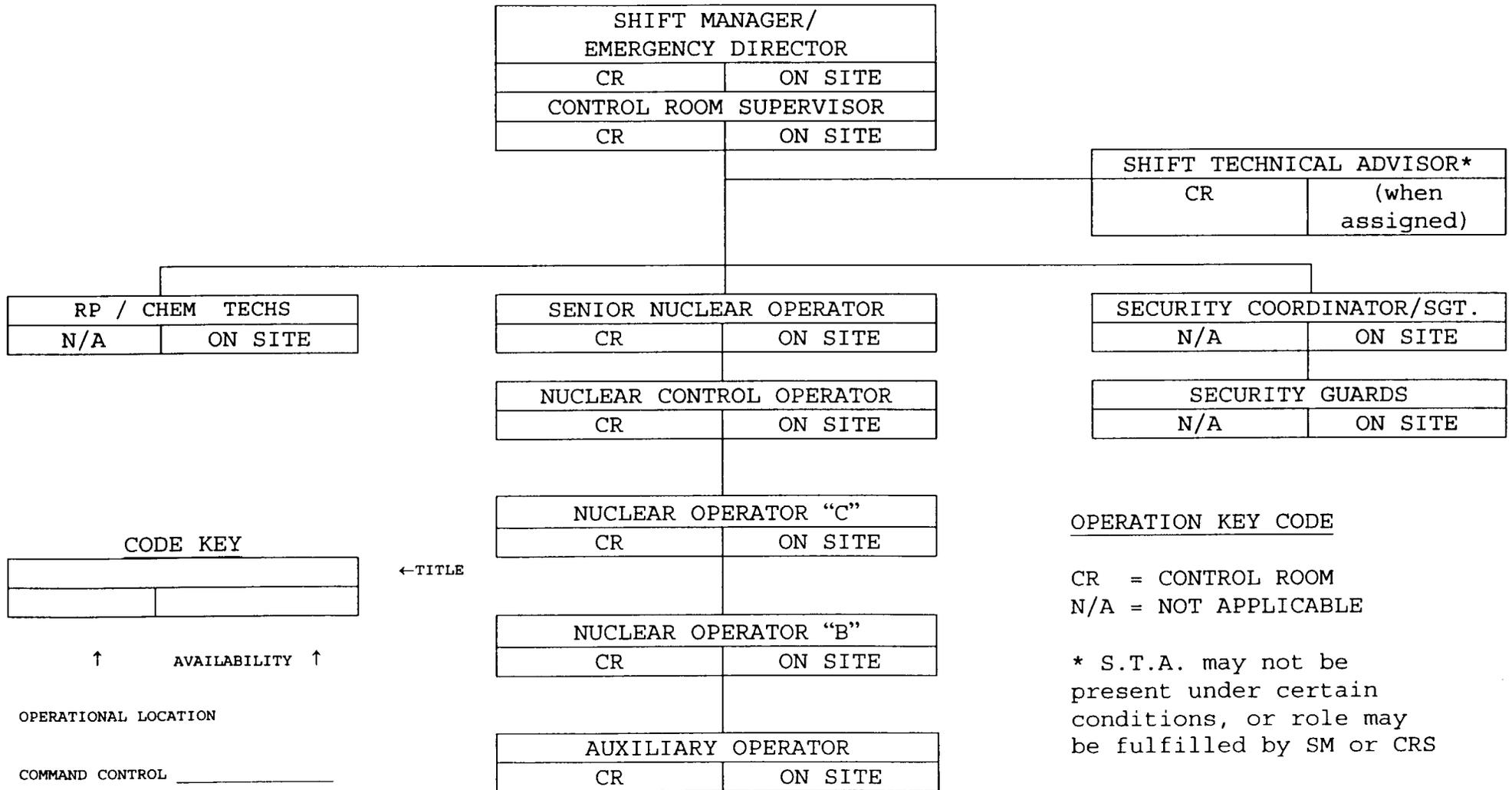
- A. The Emergency Director should establish that the emergency organization staffing applicable to the level of emergency is in place (ref. SAP-20 for facility organizational charts or adjust according to need).

- B. As soon as practical after declaring an emergency condition and activating the Emergency Response Organization, the Emergency Director shall attempt to determine if any additional staff is required to maintain the emergency response.
- C. The Emergency Director may delegate the staffing responsibilities to a Staffing Coordinator. Refer to EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING*

7.0 ATTACHMENTS

1. JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION
2. JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX - BY POSITION
3. EMERGENCY PLAN ON-CALL EMPLOYEE CALL-OUT
4. "CAN" MESSAGES
5. ALTERNATE COMMUNITY ALERT NETWORK CAN EMERGENCY CALL OUT DURING SECURITY EVENT
6. EMERGENCY ORGANIZATION ASSIGNMENTS

JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION



JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX - BY POSITION

JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX - BY POSITION							
EP Function	DATE	DATE	DATE	DATE	DATE	DATE	EP Qualified Positions
CONTROL ROOM							
Operations Coordination	Operations Coord	Operations Coord	Operations Coord	Operations Coord	Operations Coord	Operations Coord	Operations Coordinator
Reactor Engineering	As assigned per Reactor Analyst Schedule						Reactor Engineer
System Assessment Advisor	As assigned per Work Week Manager Schedule						System Assessment Advisor
Parameter Assessment Advisor	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Parameter Assessment Advisor
TECHNICAL SUPPORT CENTER							
Emergency Director	As assigned per Emergency Director Schedule						Emergency Director IAW EAP-17, Step 4.1.1
TSC Management	TSC Manager	TSC Manager	TSC Manager	TSC Manager	TSC Manager	TSC Manager	TSC Manager
Technical Coord/Lead	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coordinator/Designated Engineer (DE)
Emergency Plan Assistance	ED Aide	ED Aide	ED Aide	ED Aide	ED Aide	ED Aide	ED Aide
Plant Engineer Mechanical	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Engineer Mechanical
Plant Engineer Electrical	Plant Eng. Elect	Plant Eng. Elect	Plant Eng. Elect	Plant Eng. Elect	Plant Eng. Elect	Plant Eng. Elect	Plant Engineer Electrical
Inplant Radiological Lead	Rad Sup Coord	Rad Sup Coord	Rad Sup Coord	Rad Engineer	Rad Engineer	Rad Engineer	Radiological Support Coordinator or Rad Engineer
Communication Management	Comm Records Coord.	Comm Records Coord.	Comm Records Coord.	NRC Communicator	NRC Communicator	NRC Communicator	Comms & Records Coordinator or NRC Communicator
Communications	Communicator	Communicator	Communicator	Communicator	Communicator	Communicator	Communicators
Computer Operations	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Operator
Emergency Maintenance Coord	As assigned per Coordinated Maintenance Schedule						Emergency Maintenance Coordinator
Security Lead	Emer Sec Coord	Emer Sec Coord	Emer Sec Coord	Shift Coord/SGT.	Shift Coord/SGT.	Shift Coord/SGT.	Emergency Security Coord. Or Sec. Shift Coord/SGT.
OPERATIONAL SUPPORT CENTER							
OSC Management	Assigned per Coordinated Maintenance Schedule						OSC Manager
Mechanical Maint. Supervision	Assigned per Coordinated Maintenance Schedule						Maintenance Supervisor - Mechanical
RP / Chem Supervision	RP Supv	RP Supv.	RP Supv.	Chem Supv.	Chem Supv	Chem Supv	Rad Protection Supervisor or Chemistry Supervisor
I&C and Electrical Supervision	Assigned per Coordinated Maintenance Schedule						I&C Supervisor or Maintenance Supervisor - Electrical
EMERGENCY OPERATIONS FACILITY							
EOF Management	EOF Manager	EOF Manager	EOF Manager	Tech Liaison	Tech Liaison	Tech Liaison	EOF Manager or Technical Liaison
Dose Assessment Lead	Rad Sup Coord	Rad Sup Coord	Rad Sup Coord	Dose Assess. Coord	Dose Assess. Coord	Dose Assess. Coord	Rad Support Coordinator or Dose Assessment Coordinator
Rad Engineering Support	Rad Engineer	Rad Engineer	Rad Engineer	Rad Eng. Support	Rad Eng. Support	Rad Eng. Support	Rad Engineer or Rad Engineer Support
Rad. Data & Dispatch Support	Rad Data Coord	Rad Data Coord	Rad Data Coord	Radio Operator	Radio Operator	Radio Operator	Rad Data Coordinator or Radio Operator
Computer Operations	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Operator
Communications Support	Communicator	Communicator	Communicator	Communicator	Communicator	Communicator	Communicator
Staffing & Purchasing	Staff Coord	Staff Coord	Staff Coord	Purch Account	Purch Account	Purch Account	Staffing Coordinator or Purchasing Accounting
JOINT NEWS CENTER							
Administration	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Manager

DATE OF ACTIVATION DATE: _____ TIME CALL-OUT STARTED _____

Emergency Classification None NUE Alert SAE GE

Facility Activated TSC OSC EOF/JNC

Activate Pagers Yes No

Activate CAN Yes No

Activated by SM/ED/Other _____
 (name)

A. Pager Activation:

FIRST DIGIT INFORMATION	SECOND DIGIT CLASSIFICATION	THIRD DIGIT FACILITY ACTIVATED
1 = Actual Event	1 = NUE	1 = Report to CR/OSC/TSC
2 = Drill or Exercise	2 = Alert	2 = Report to CR/OSC/TSC/EOF/JNC
9 = Pager test only	3 = SAE	3 = On duty only report to CR/OSC/TSC/EOF/JNC
	4 = GE	7 = On duty team call CAN 800- 205-5175 (respond to CAN prompts as directed)
	9 = None	8 = All personnel report to EOF for further instructions.
		9 = No response required

1. Three Digit Event Code from Shift Manager _____
2. Obtain "pager" number from Security Coord. _____
3. Obtain Password from Security Coord. _____
4. Dial 1-800-836-2337
5. Enter "pager" number when prompted from system ("Please enter the pager number")
6. Enter "Password" when prompted from system ("Please enter your caller password")
7. Wait for tones; enter "Three Digit Event Code"
8. Repeat above steps 4-7 two (2) more times - Separate page intervals by 2 minutes (call CAN between pages as applicable).

B. Notify the WPO Nuclear Generation Duty Officer:

1. Call the WPO Nuclear Generation Duty Officer pager using the JAF paging system as follows:
 - From a plant switched phone dial 7243 (from any other phone dial 1-800-269-6972, when prompted to "Please enter the number you are calling" enter 718 7243).
 - Follow directions and enter 718-3889.
 - Enter the number you wish to be called back on (eg. 315-3496xxx) and hang up.
 - Report plant status to NGDO when call is returned.

C. CAN Activation:

- 1. CAN call back number/password: _____
- 2. CAN Activation Lists: CR/TSC/OSC/JAF

SAS CALL BACK NUMBERS/PASSWORDS	
SAS Phone	(315-349-6420)
SAS Phone	(315-349-6415)
SAS Cell Phone	(315-593-4767)
Sec. Sergeant	(315-349-6422)

EOF/JNC

- 3. Determine message to send:

- Message 1 - for actual emergency
- Message 2 - for drills
- Message 3 - for call-out tests

- 4. Call Community Alert Network (CAN): 1-800-552-4226 or 877-786-8478

- 5. CAN - Follow steps in procedure if necessary (Step 6.1.2.B)

D. Manual Calls/Verification:

- 1. If CAN was activated, verify successful activation by calling ten (10) individuals listed on Attachment 6.
- 2. If CAN activation was not successful, call all individuals on Attachment 6 and read the appropriate CAN message. (Call Team 1 members then Team 2 then Team 3 - use additional people if available).

E. Information:

Time Call-Out Completed _____ (inform SM when complete)

Performed by: _____
Print/Sign

"CAN" MESSAGES

MESSAGE #1 (Use to activate a facility during an Actual Event)

This is an emergency message from the James A. FitzPatrick Nuclear Power Plant. This is an emergency message from the James A. FitzPatrick Nuclear Power Plant. An emergency has been declared at the plant! An emergency has been declared at the plant! Report to your assigned emergency facility. Fitness For Duty requirements apply. Report to your assigned emergency facility. Fitness For Duty requirements apply.

ACTIVATION

MESSAGE #2 (Use to activate a facility during a drill)

This is a drill message from the James A. FitzPatrick Nuclear Power Plant. This is a drill! This is a drill! An emergency has been declared at the plant. Report to your assigned emergency facility. Fitness For Duty requirements apply. An emergency has been declared at the plant. Report to your assigned emergency facility. Fitness For Duty requirements apply. This is a drill. This is a drill.

DRILL

MESSAGE #3 (Use to initiate a call-out test)

This is a message from the JAF Nuclear Power Plant. This is a drill! This is a drill! This message applies to personnel assigned a JAF pager. This message applies to personnel assigned a JAF pager. This is a drill! This is a drill!

TEST

CONTROL ROOM: PAGER ACTIVATION/COMMUNITY ALERT NETWORK (CAN) EMERGENCY
CALL-OUT DURING SECURITY EVENT

Page 1 of 1

PAGERS

NOTE: "Pager" number and pager "Password" number are located in an envelope in the Fuse Satellite Warehouse Cabinet.

1. Three digit pager code from pager activation matrix _____
2. Obtain "Pager" number from envelope in Fuse Satellite Warehouse Cabinet (5-digit) _____
3. Obtain "Password" number from envelope in Fuse Satellite Warehouse Cabinet (4-digit) _____
4. Dial 1-800-836-2337
5. Enter "pager" number when prompted from system ("Please enter the pager number")
6. Enter "Password" when prompted from system ("Please enter your caller password")
7. Following tones enter "three digit pager code" and hang-up.
8. Repeat above steps 4-7 two (2) more times-Separate page intervals by 2 minutes (call CAN between pager activation as applicable)
9. Call the WPO Nuclear Generation Duty Officer pager using the JAF paging system as follows:
 - From a plant switched phone dial 7243 (from any other phone dial 1-800-269-6972, when prompted to "Please enter the number you are calling" enter 718-7243)
 - Follow directions and enter 718-3889
 - Enter the number you wish to be called back on (eg. 315-349-6xxx) and hang up.
 - Report plant status to the NGDO when call is returned.

COMMUNITY ALERT NETWORK (CAN)

CAUTION

The only Control Room call back verification number/password recognized by CAN is 315-349-6261. This telephone resides near the RECS telephone.

1. Call CAN (Community Alert Network) at 800-552-4226 or 877-786-8478
2. Provide CAN operator with the following formation:
 - a. Your Name
 - b. Your Affiliation: **James A. FitzPatrick Nuclear Power Plant**
 - c. When prompted for the password and call back verification number by the CAN operator provide: **315-349-6261**
 - d. The CAN Operator will then hang-up and call you back
3. On call back from "CAN" provide the call-out lists for the facilities the Shift Manager directed to be activated:

CR/TSC/OSC/JAF OR

CR/TSC/OSC/JAF AND EOF/JNC
4. Instruct the CAN operator to activate message one(1) for actual emergencies, OR message two (2) for drills, OR message three (3) for call-out tests.
5. Tell the CAN operator to call you back at the Control Room call back verification number (315-349-6261) when activation is complete.
6. Notify the Shift Manager when you have completed the CAN call.
7. Notify the Shift Manager when the CAN operator verifies that the CAN system has been activated.

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3
UPDATE LIST

CONTROLLED COPY # 34

Date of Issue: January 25, 2001

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 23	12/98	N/A
EAP-26	PLANT DATA ACQUISITION SYSTEM ACCESS	REV. 11	02/98	Informational
EAP-27	ESTIMATION OF POPULATION DOSE WITHIN 10 MILE EMERGENCY PLANNING ZONE	REV. 9	02/98	Informational
EAP-28	EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION	REV. 6	07/00	Reference
EAP-29	EOF VENTILATION ISOLATION DURING AN EMERGENCY	REV. 5	02/98	Informational
EAP-30	EMERGENCY TERMINATION AND TRANSITION TO RECOVERY*	REV. 0	12/98	Informational
EAP-31	RECOVERY MANAGER*	REV. 0	12/98	Informational
EAP-32	RECOVERY SUPPORT GROUP*	REV. 5	01/01	Informational
EAP-33	DEVELOPMENT OF A RECOVERY ACTION PLAN*	REV. 0	12/98	Informational
EAP-34	ACCEPTANCE OF ENVIRONMENTAL SAMPLES AT THE EOF/EL DURING AN EMERGENCY	REV. 3	02/98	Informational
EAP-35	EOF TLD ISSUANCE DURING AN EMERGENCY	REV. 6	02/98	Informational
EAP-36	ENVIRONMENTAL LABORATORY USE DURING AN EMERGENCY	REV. 4	02/98	Informational
EAP-37	SECURITY OF THE EOF AND EL DURING DRILLS, EXERCISES AND ACTUAL EVENTS	REV. 5	02/98	Informational
EAP-39	DELETED (02/95)			
EAP-40	DELETED (02/98)			
EAP-41	DELETED (12/85)			
EAP-42	OBTAINING METEOROLOGICAL DATA	REV. 15	01/01	Informational
EAP-43	EMERGENCY FACILITIES LONG TERM STAFFING	REV. 51	01/01	Informational
EAP-44	CORE DAMAGE ESTIMATION	REV. 4	02/98	Informational
EAP-45	EMERGENCY RESPONSE DATA SYSTEM (ERDS CONFIGURATION CONTROL PROGRAM	REV. 6	07/00	Informational
SAP-1	MAINTAINING EMERGENCY PREPAREDNESS	REV. 15	02/00	Informational
SAP-2	EMERGENCY EQUIPMENT INVENTORY	REV. 32	01/01	Reference
SAP-3	EMERGENCY COMMUNICATIONS TESTING	REV. 69	07/00	Reference

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3
UPDATE LIST

Date of Issue: January 25, 2001

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
SAP-4	NYS/OSWEGO COUNTY EMERGENCY PREPAREDNESS PHOTO IDENTIFICATION CARDS	REV. 8	03/00	Informational
SAP-5	DELETED (3/98)			
SAP-6	DRILL/EXERCISE CONDUCT	REV. 16	01/01	Informational
SAP-7	MONTHLY SURVEILLANCE PROCEDURE FOR ON-CALL EMPLOYEES	REV. 35	11/00	Informational
SAP-8	PROMPT NOTIFICATION SYSTEM FAILURE/SIREN SYSTEM FALSE ACTIVATION	REV. 11	01/01	Informational
SAP-9	DELETED (02/94)			
SAP-10	METEOROLOGICAL MONITORING SYSTEM SURVEILLANCE	REV. 9	07/00	Informational
SAP-11	EOF DOCUMENT CONTROL	REV. 10	08/00	Informational
SAP-13	EOF SECURITY AND FIRE ALARM SYSTEMS DURING NORMAL OPERATIONS	REV. 3	03/98	Informational
SAP-14	DELETED (02/95)			
SAP-15	DELETED (11/92)			
SAP-16	UTILIZING EPIC IDT TERMINALS FROM DESTINY SYSTEM	REV. 3	02/98	Informational
SAP-17	EMERGENCY RESPONSE DATA SYSTEM (ERDS) QUARTERLY TESTING	REV. 7	07/00	Continuous
SAP-19	SEVERE WEATHER	REV. 4	01/01	Informational
SAP-20	EMERGENCY PLAN ASSIGNMENTS	REV. 18	08/00	Informational
SAP-21	PLACEMENT, TESTING AND OPERATION OF WIRELESS TELEPHONE EQUIPMENT IN PLANT ENVIRONS	REV. 2	10/98	Informational
SAP-22	EMERGENCY PLANNING PROGRAM SELF ASSESSMENT	REV. 1	10/98	Informational

REVISION SUMMARY SHEET

REV. NO.

- 51
 - Quarterly update of the Emergency Response Organization.
 - The cover sheet reflects the current company name change.
- 50
 - Update of Emergency Response Organization.
- 49
 - Quarterly update of Emergency Response Organization.
- 48
 - Quarterly update of Emergency Response Organization.
 - Added Section 4.10.
 - Added Asterisks after Procedure title in Section 2.2.2 per AP-02.04.
- 47
 - Quarterly update of Emergency Response Organization.
 - Added box in the TSC to read Technical Coordinator as Assigned by ED.
- 46
 - Quarterly update of Emergency Response Organization.
 - Added box in the JNC Technical Briefer to read ED/ED Aide/TSC Manager assigned.
- 45
 - Added to performance reference: Control of overtime
 - Added new step after 4.2: The Staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME*, are considered when making staffing assignments.
 - Reason for change: Include consideration of the overtime policy to avoid conflicts with procedure requirements or Tech Specs.
 - Quarterly update of Emergency Response Organization.
- 44
 - Quarterly update of Emergency Response Organization.

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	1. <u>EMERGENCY ORGANIZATION ASSIGNMENTS.</u>	6

1.0 PURPOSE

This procedure provides instructions to provide long term staffing for JAFNPP Emergency Facilities

2.0 REFERENCES**2.1 Performance References**

2.1.1 AP-11.03, CONTROL OF OVERTIME*

2.2 Developmental References

2.2.1 Section 5, JAF EMERGENCY PLAN*

2.2.2 EAP-17, EMERGENCY ORGANIZATION STAFFING*

3.0 INITIATING EVENTS

All Emergency Facilities have been activated.

4.0 PROCEDURE**4.1 Responsibility**

It is the responsibility of the Staffing Coordinator to establish long term staffing for all the JAFNPP Emergency Facilities (C.R., O.S.C., T.S.C., E.O.F., Security and J.N.C.). The Staffing Coordinator shall fill positions in accordance with Attachment 1 developing a two shift rotation of qualified employees as a minimum and three shifts whenever possible.

NOTE: Personnel who are designated as "in training" for a position are considered to be qualified when all training requirements for that position are completed.

4.2 The Staffing Coordinator shall complete Attachment 1, Emergency Organization Assignments, using a copy of Attachment 3 of EAP-8 that has been completed at JAF for accountability, as a reference.

4.3 The staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME*, are considered when making staffing assignments

- 4.4 The Staffing Coordinator shall review long term staffing assignments with the Emergency Director Aide prior to contacting individuals and informing them of what shift they shall report to work on and where they shall report.
- 4.5 The Emergency Director Aide shall get Emergency Director approval on all assignments.
- 4.6 The Staffing Coordinator shall be responsible for documenting notifications to all individuals and maintaining shift schedules.
- 4.7 The Staffing Coordinator shall maintain a log of all forms.
- 4.8 The Staffing Coordinator shall have the responsibility of staffing vacant positions with WPO personnel or contract personnel. Assistance for this task shall be received from the WPO Recovery Manager and/or the Purchasing/Accounting Staff at the EOF.
- 4.9 Licensed SRO and RO personnel, who have an inactive license, may be utilized to support the E-Plan for non-licensed activities.
- 4.10 The Staffing Coordinator shall discuss with the Emergency Director the possibility/necessity of using the Howard Road facility as a staging area for second shift personnel.

5.0 ATTACHMENTS

1. EMERGENCY ORGANIZATION ASSIGNMENT