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PSEG NUCLEAR LLC  
EOF IMPLEMENTING PROCEDURES  
January 30, 2001

CHANGE PAGES FOR  
REVISION #06

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COPY # EPIP059

The Table of Contents forms a general guide to the current revision of each section of the EOF EPIP. The changes that are made in this TOC Revision #06 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
Page	Description	Rev.	Page	Description	Rev.
All	T.O.C.	06	All	T.O.C.	05
All	NC.EP-EP.ZZ-0701	03	ALL	NC.EP-EP.ZZ-0701	02

**PSEG NUCLEAR LLC EMERGENCY PLAN  
 EOF IMPLEMENTING PROCEDURES  
 TABLE OF CONTENTS  
 January 30, 2001**

**PSE&G  
 CONTROL  
 COPY # EPIPO59**

EMERGENCY OPERATIONS FACILITY (EOF) PROCEDURES

<b>EMERGENCY COORDINATOR RESPONSE:</b>		<u>Revision Number</u>	<u>Number of Pages</u>	<u>Effective Date</u>
NC.EP-EP.ZZ-0401(Q)	Emergency Preparedness Coordinator Response	01	6	02/29/2000
NC.EP-EP.ZZ-0402(Q)	Site Support Manager Team Response – EOF	01	6	09/14/2000
NC.EP-EP.ZZ-0403(Q)	Public Information Liaison (PIL) – EOF	02	4	09/14/2000
NC.EP-EP.ZZ-0404(Q)	Protective Action Recommendations (PARS) Upgrades	01	10	09/14/2000
NC.EP-EP.ZZ-0405(Q)	Emergency Termination/ Reduction/Recovery	01	22	02/29/2000
<b>ENGINEERING RESPONSE (EOF):</b>				
NC.EP-EP.ZZ-0501(Q)	EOF – Integrated Engineering Response	00	8	04/01/99
<b>RADIATION PROTECTION RESPONSE (EOF):</b>				
NC.EP-EP.ZZ-0601(Q)	Radiological Support Manager And Radiological Assessment Staff Response	02	31	03/29/2000
NC.EP-EP.ZZ-0602(Q)	EOF Radiological Dose Assessment	00	26	04/01/99
NC.EP-EP.ZZ-0603(Q)	Field Monitoring	02	50	03/29/2000
NC.EP-EP.ZZ-0604(Q)	Helicopter Plume Tracking	00	12	04/01/99
<b>ADMINISTRATIVE SUPPORT RESPONSE (EOF):</b>				
NC.EP-EP.ZZ-0701(Q)	Administrative Support - EOF	03	16	01/30/2001

**USE CATEGORY: II**

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**REVISION SUMMARY:**

Attachment 6 EOF inventory was removed. This inventory is included in EPIP/EPEP 1007. Step 5.7.3 was revised to refer the user to EPIP 1007 instead of Attachment 6

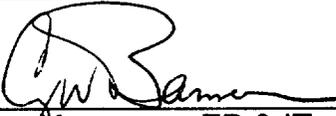
Step 5.3.6 - Added guidance for what should be told to the Claims Department at site area emergency declaration or higher. This is being revised based on previous comments a new ASM may not know why claims is being called.

Step 3.2.2 - Added clarificartion to step to ensure only faxed matierial is recorded in the telecopy log. The previous revision implied all material should be captured on the telecopy log.

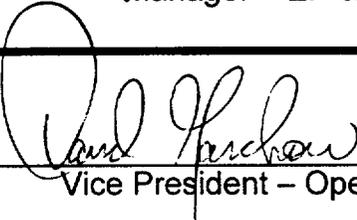
**IMPLEMENTATION REQUIREMENTS**

Effective Date: 1/30/2001.

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APPROVED:  1/15/01  
Manager – EP & IT Date

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APPROVED:  1/15/01  
Vice President – Operations Date

## ADMINISTRATIVE SUPPORT - EOF

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.0	PURPOSE .....	3
2.0	PREREQUISITES .....	3
3.0	PRECAUTIONS AND LIMITATIONS.....	3
	3.1 Emergency Staffing / Relief .....	3
	3.2 Emergency Documentation / Records Control.....	3
4.0	EQUIPMENT REQUIRED .....	3
5.0	PROCEDURE.....	4
	5.1 Administrative Support Manager/Staff .....	4
	5.2 Prior to Activation of Facility.....	4
	5.3 Post Activation of Facility .....	6
	5.4 Emergency Callout System Instructions - Initial Staffing.....	7
	5.5 Emergency Callout System Instructions - Unfilled Positions Only .....	8
	5.6 Emergency Callout System Instructions - Shift Relief.....	8
	5.7 Event Termination/Closeout.....	10
6.0	RECORDS.....	10
7.0	REFERENCES .....	10
	7.1 References .....	10
	7.2 Cross References .....	10

ATTACHMENTS

Attachment 1 (Support Items List) ..... 11  
Attachment 2 (IT Support Supervisor Checklist)..... 12  
Attachment 3 (Emergency Operations Facility Layout)..... 13  
Attachment 4 (EOF Shift Relief Schedule/Manning Chart) ..... 14  
Attachment 5 (Emergency Callout Instructions)..... 15

FORMS

Form-1 (Telecopy Log Form NC.EP-EP.ZZ-0701-1) ..... 16

1.0 **PURPOSE**

To provide direction for the emergency actions of the Administrative Support Manager (ASM) and Administrative Support Team in the Emergency Operations Facility (EOF).

2.0 **PREREQUISITES**

This procedure should be implemented:

- 2.1 Upon the discretion of the Emergency Response Manager (ERM).
- 2.2 Upon staffing of the Emergency Operations Facility (EOF)

3.0 **PRECAUTIONS AND LIMITATIONS**

3.1 **Emergency Staffing / Relief**

- 3.1.1 The ASM, the Administrative Support Supervisor (ADMSS) in the Technical Support Center (TSC) and the Emergency News Center (ENC) Operations Supervisor in the ENC should coordinate the assessment and completion of minimum staffing of the Emergency Response Facilities (ERFs).
- 3.1.2 After completion of initial staffing, the ASM, ENC Operations Supervisor and ADMSS should begin to assess and arrange relief staffing in order to continue 24-hour minimum staffing of ERFs.

3.2 **Emergency Documentation / Records Control**

- 3.2.1 All written communications and documentation produced during an emergency are important for recording actions taken and reconstruction of events.
- 3.2.2 The ASM should ensure that EOF Administrative Support Team captures and controls all faxed material (both received and generated) throughout the emergency on Form 1 Telecopy Log Form .

4.0 **EQUIPMENT REQUIRED**

Telephones and Telecopiers  
 Reproduction Equipment  
 Stationery Supplies

5.0 **PROCEDURE**

5.1 **Administrative Support Manager/Staff**

- 5.1.1 **INITIATE AND MAINTAIN** a chronological log of activities and events. \_\_\_\_\_
- 5.1.2 **INFORM** Emergency Response Manager (ERM) of arrival and when prepared to assume functional duties. \_\_\_\_\_
- 5.1.3 **DIRECT** staff to verify operation of the following:
  - Telephone lines \_\_\_\_\_
  - Telecopiers \_\_\_\_\_
  - Reproduction equipment \_\_\_\_\_
- 5.1.4 **DIRECT** the Information Technology (IT) Support Supervisor to implement Attachment 2 of this procedure. \_\_\_\_\_
- 5.1.5 **DIRECT** any communications, data transmission, and computer problems to the IT Support Supervisor for resolution. \_\_\_\_\_
- 5.1.6 **COORDINATE** mobilization of additional personnel at all Emergency Response Organization (ERO) locations as required. \_\_\_\_\_

5.2 **Prior to Activation of Facility**

- 5.2.1 **SET** the digital wall clock according to Safety Parameters Display System (SPDS) time (large screens). **SET** the clock in the Admin Support area. \_\_\_\_\_
- 5.2.2 **Cover** the clock in Conference Room 47. This clock cannot be set locally. \_\_\_\_\_
- 5.2.3 **RUN** test copy through copy machine **AND MAKE** copies of any data sheets found in telecopier tray for distribution. \_\_\_\_\_
- 5.2.4 **ENSURE** data sheets are properly date-stamped and initialed prior to distribution. \_\_\_\_\_
- 5.2.5 **RUN** telecopier test to ensure proper operation of equipment. \_\_\_\_\_

5.2.6 **DESIGNATE** Administrative Support Team members to perform the following duties: \_\_\_\_\_

- A. **PERFORM** telecopier and copy machines duties (i.e., receive and stamp incoming forms and make sufficient copies for distribution). \_\_\_\_\_
- B. **UTILIZE** Form 1, Telecopy Log, to keep track of all documents received and sent. \_\_\_\_\_
- C. **PLACE** a sequential log number on the Form 1 AND on the upper left-hand corner of each page of each form. \_\_\_\_\_
- D. **MAINTAIN** original as the record copy placed face down in the incoming basket in Admin Support work area, in sequential order. \_\_\_\_\_
- E. **DISTRIBUTE** copies to staff by placing a copy in each burgundy in-basket. \_\_\_\_\_
- F. **ASSIST** in updating key status boards and electronic status boards. \_\_\_\_\_
- G. **PLACE** signs (8) on outer parameters of the EOF locked doors, stating emergency in progress. \_\_\_\_\_
- H. **OBTAIN** additional administrative supplies as needed from anywhere in the Nuclear Training Center (NTC). \_\_\_\_\_

5.2.7 **ESTABLISH** contact with the Administrative Support Supervisor (ADMSS) in the TSC and the ENC Operations Supervisor. \_\_\_\_\_

5.2.8 **DIRECT** Personnel Supervisor to perform the following: \_\_\_\_\_

- A. **LOCATE** the Emergency Callout System Staffing Report on the fax machine in your area. \_\_\_\_\_
- B. **REVIEW** the staffing report to ensure all response positions have been filled. Refer to Section 5.4 for additional instructions on Initial Staffing. \_\_\_\_\_

5.2.9 **IF** EOF area does not appear to be setup correctly, **THEN COORDIATE** area setup as per EOF layout in Attachment 3. \_\_\_\_\_

5.3 **Post Activation of Facility**

5.3.1 **IF** directed by ERM to initiate/plan-for shift relief, **THEN ESTABLISH** 24-hour personnel coverage (Two 12-hour shifts)/personnel recall for all Emergency Response Facilities (ERFs) as follows:

- **DIRECT** Personnel Supervisor to implement Section 5.6 Shift Relief **OR**
- **DIRECT** Personnel Supervisor to implement a manual callout, which may be used in place of the automated callout. EOF Shift Relief Schedule/Manning Chart, Attachment 4, may be used to aid in manning. Manual callout should be completed in accordance with Attachment 5, Emergency Callout Instructions. Assist/Coordinate manual callout with the ADMSS and ENC Operations Supervisor in performing a manual callout as needed for their reliefs.

5.3.2 **DESIGNATE** Administrative Support Team members to continue to perform the following duties:

- A. **PERFORM** telecopier and copy machines duties (i.e., receive and stamp incoming forms and make sufficient copies for distribution).
- B. **UTILIZE** Form 1, Telecopy Log, to keep track of all forms received and sent.
- C. **PLACE** a sequential log number on the Form 1 **AND** on the upper left-hand corner of each page of each form.
- D. **MAINTAIN** original as the record copy placed face down in the incoming basket in Admin Support work area, in sequential order.
- E. **DISTRIBUTE** copies to staff by placing a copy in each burgundy in-basket.
- F. **ASSIST** in updating key status boards and electronic status boards.

5.3.3 **DETERMINE** the needs for food, lodging, equipment, and transportation for EOF/Emergency News Center (ENC) personnel **AND COORDINATE** any similar needs for onsite facilities with the Administrative Support Supervisor at the TSC.

5.3.4 **IF** there is a serious injury or fatality of a PSEG Nuclear employee

- **THEN NOTIFY** the employee's department manager and direct the department manager to coordinate notification of the employee's family.
- **ENSURE** that the Public Information Liaison (PIL) does not provide information concerning the name of the subject employee to the ENC before it is certain that the employee's family has been notified.

5.3.5 **COORDINATE** the support items listed on Attachment 1 for the Station Emergency Response Team using EOF purchasing representative in the EOF.

**NOTE**  
Reference EP Phone directory (Emergency Personnel Phone Lists) for additional/alternate telephone numbers.

5.3.6 **IF** the emergency is classified a Site Area Emergency or higher

**THEN CONTACT** one of the Claims Department personnel listed in the PSE&G Support Department list in the EP Phone directory. **INFORM** the individual there is an emergency at PSEG Nuclear which will require the Claims Department to prepare for property insurance claims and mobilization.

5.4 **Emergency Callout System Instructions - Initial Staffing**

5.4.1 **LOCATE** the Callout System Staffing Report on the fax machine in your area.

**NOTE**  
The Staffing Report is by position in alphabetical order.

5.4.2 **REVIEW** the staffing report to ensure all response positions have been filled **AND MAKE NOTE** of any unfilled positions.

5.4.3 **IF** all positions are filled

**THEN ADVISE** the ERM that all positions are filled **AND** proceed to step 5.6 when shift relief is required.

5.4.4 **IF** any positions are identified as unfilled

**THEN** immediately **INFORM** the ERM. **ADVISE** the ERM that the callout system will generate a Staffing Report every 30 minutes from the time of system activation. If the report is  $\geq 60$  minutes, proceed to section 5.5.1.

5.5 **Emergency Callout System Instructions - Unfilled Positions Only**

5.5.1 **ADVISE** ERM that you will initiate manual callout for all remaining unfilled positions IAW "Confidential Emergency Personnel Directory."

A. **REFER** to the Staffing Report **AND CREATE** a list of all unfilled positions.

B. **OBTAIN** from file cabinet in Room 50, the "Confidential Emergency Personnel Directory" for the effected Station **AND CROSS-REFERENCE** names that correspond with the unfilled positions identified in Step 5.4.2/5.6.5 if performing this step for shift relief.

5.5.2 **IF** the emergency is taking place during normal work hours Monday through Friday

**THEN UTILIZE** office extensions and pagers listed in the "Confidential Emergency Personnel Directory".

5.5.3 **IF** plant page support is required

**THEN REQUEST** the ADMSS to coordinate contacting personnel who may be on site.

5.5.4 **IF** the emergency is taking place during off hours, weekends, or holidays,

**THEN CONTACT** appropriate personnel at their home telephone number or pager listed in the "Confidential Emergency Personnel Directory" maintained in file cabinet in Room 50 in accordance with Attachment 5, Emergency Callout Instructions .

5.6 **Emergency Callout System Instructions - Shift Relief**

5.6.1 **IF** shift relief is required

**CONFER** with ERM and Radiological Support Manager (RSM) to determine if shift relief personnel should report directly to their ERFs or if an alternate destination should be selected/required

due to radiological or environmental conditions. Mark the decision with an "X" below and **Record** alternate destination in space provided in Step 5.6.3.: \_\_\_\_\_

\_\_\_\_\_ NORMAL DESTINATION \_\_\_\_\_ ALTERNATE DESTINATION

**THEN** if normal destination is desired contact the EPA (TSC) or the EPA/EPC (EOF) and request that he/she activate the Emergency Callout System for an Emergency using the confidential envelop in the work files marked EPA/EPC. All facilities should make an announcement that the Emergency Callout System is about to be activated for shift relief and personnel in the facilities should not respond when their pager activates. \_\_\_\_\_

5.6.2 **INSTRUCT** the EPA/EPC to contact you immediately if there is a failure detected in the system - provide your telephone number to the EPA/EPC. \_\_\_\_\_

**THEN** Implement attachment 1 of EPIP 204 S/H. \_\_\_\_\_

5.6.3 **IF** "Alternate Destination" is selected \_\_\_\_\_

**THEN DETERMINE** the exact destination and implement Attachment 1 of EPIP 204 S/H. Examples of Alternate Destinations follow: \_\_\_\_\_

Holiday Inn, Bridgeport, New Jersey

Nuclear Training Center Salem, New Jersey

**Record** "Alternate Destination" and/or Special instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.6.4 **IF** all relief positions are filled \_\_\_\_\_

**THEN ADVISE** the ERM that all positions are filled. \_\_\_\_\_

5.6.5 **IF** any relief positions are identified as unfilled \_\_\_\_\_

**THEN** immediately **INFORM** the ERM. If the report  $\geq$  60 minutes refer back to Step 5.5.1. \_\_\_\_\_

5.6.6 **WHEN** relief staffing is complete,  
**ADVISE** ERM that staffing is complete. \_\_\_\_\_

5.6.7 Before ERO shift relief commences, **RECOMMEND** to the ERM that all personnel in all ERFs being relieved of duty receive a report back time to their facility (12 hours after shift turnover). \_\_\_\_\_

5.7 **Event Termination/Closeout**

5.7.1 **RESTORE** the Facility to its original state. \_\_\_\_\_

5.7.2 **VERIFY** that there are five (5) copies of each procedure and attachment in each file. \_\_\_\_\_

5.7.3 **PERFORM/COORDINATE** an inventory of the facility per EPIP 1007. \_\_\_\_\_

5.7.4 **REMOVE** all signs placed on EOF doors. \_\_\_\_\_

5.7.5 **ENSURE** that the EOF is made ready for another emergency before leaving the facility. \_\_\_\_\_

5.7.6 **ATTACH** any referenced or completed EIPs and attachments. \_\_\_\_\_

5.7.7 **FORWARD** all completed documents to the Manager – EP & IT. \_\_\_\_\_

6.0 **RECORDS**

Manager – EP & IT to ensure that procedure is retained as a record.

7.0 **REFERENCES**

7.1 **References**

7.1.1 PSEG Nuclear LLC Emergency Plan

7.2 **Cross References**

7.2.1 Emergency Response Callout/Personnel Recall EPIP 204H

7.2.2 Emergency Response Callout/Personnel Recall EPIP 204S

**ATTACHMENT 1**  
**Page 1 of 1**  
**Support Items List**

Personnel

- a. Clerical
- b. Custodial
- c. Labor Manpower

Lodging/Transportation

- a. Motel/Hotel
- b. Transports from airports
- c. Rental Cars
- d. Reservations - air, etc.

Equipment

- a. Furniture – desks, etc.
- b. Audio/Visual equipment
- c. Office supplies

Office Services

- a. Reproduction
- b. Word processing
- c. Typing

Administrative Services

- a. Labor Relations

Food

- a. Meals for 24-hour operation
- b. Bottled water

Communications

- a. Telephones
- b. Beepers
- c. Mobile Units

Procurement/Purchasing

- a. Onsite Supplies/Equip.

Fiscal Services

- a. Petty Cash
- b. Expense Accounts
- c. Payroll

Facilities

- a. Sanitary
- b. Trailers - mobile offices

**ATTACHMENT 2  
Page 1 of 1  
IT Support Supervisor Checklist**

**The IT Support Supervisor should perform the following:**

- REPORT to the ASM to receive a briefing on the emergency status. \_\_\_\_\_
- INITIATE log of activities. \_\_\_\_\_
- UPDATE the ASM on changing telecommunication system status. \_\_\_\_\_
- IMPLEMENT ND.IN-TS.ZZ-4006 (Z), Information Technology Disaster Recovery procedure as needed. \_\_\_\_\_
- VERIFY operability of communications equipment. \_\_\_\_\_
- CHECK status of IT infrastructure/facilities. \_\_\_\_\_
- NOTIFY 24-hour IT Operations Staff in Newark and as needed obtain their support/assistance. \_\_\_\_\_
- COMPARE any IT problems to IT outage schedule. \_\_\_\_\_
- EVALUATE with EOF staff assistance if emergency has any IT impacts. \_\_\_\_\_
- ANTICIPATE the loss of power to IT aux. buildings and ENSURE equipment vital to continued operation and emergency response remain stable. \_\_\_\_\_
- ENSURE backup tapes and other important data storage media are ready and available if needed. \_\_\_\_\_

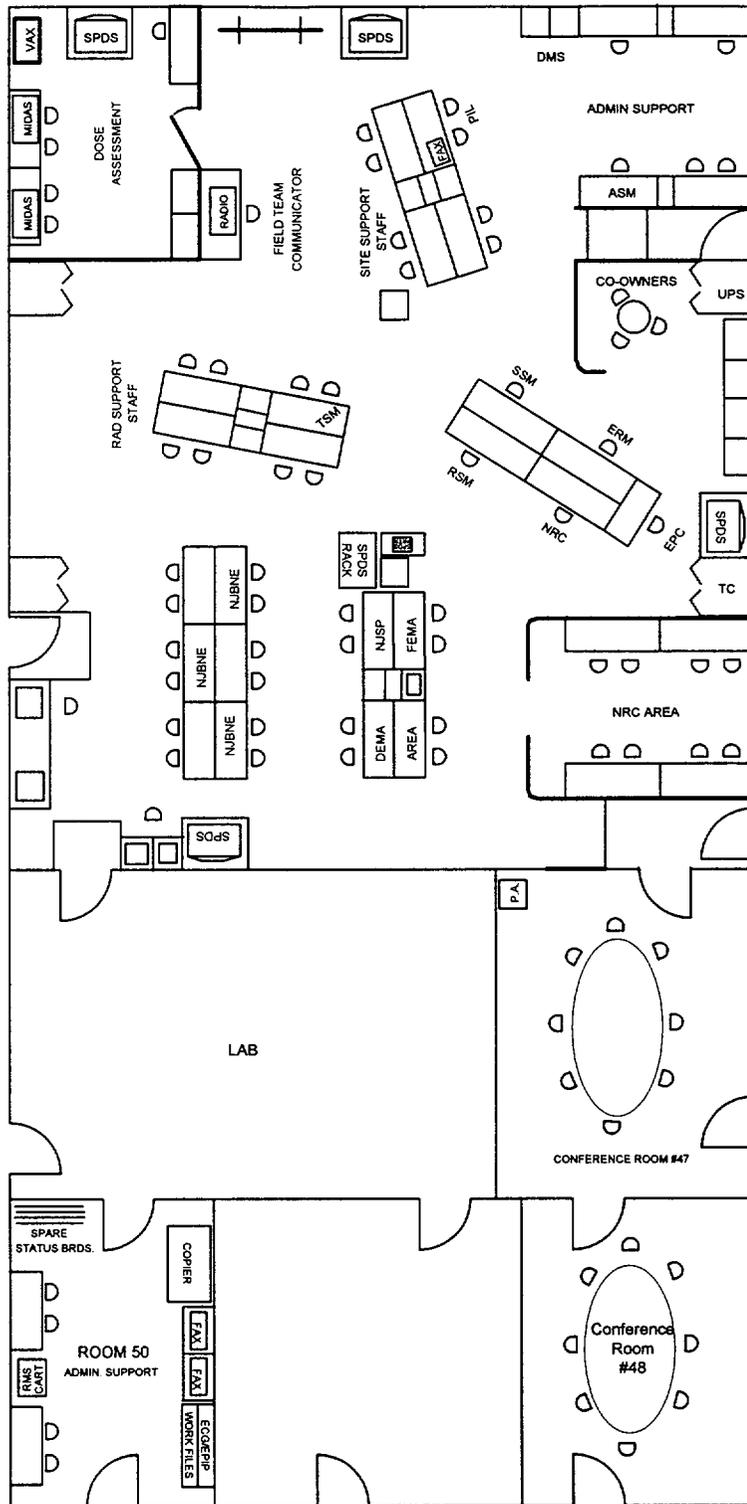
**CAUTION**

Personnel reporting to the site (outside of the Protected Area) must be cleared through the RSM in the EOF and continuously accounted for to ensure their safety. Personnel reporting within the protected area must be cleared through the Radiological Assessment Coordinator (RAC) in the TSC and report to the Operations Support Center (OSC) for briefing prior to dispatch to the work location.

- COORDINATE additional IT support personnel callout with the ASM. \_\_\_\_\_
- FORWARD all completed forms to the ASM upon termination. Attach any referenced or completed procedures and attachments. \_\_\_\_\_

ATTACHMENT 3

EMERGENCY OPERATIONS FACILITY LAYOUT



**ATTACHMENT 4**  
**Page 1 of 1**  
**EOF SHIFT RELIEF SCHEDULE/MANNING CHART**

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

Time: \_\_\_\_\_

<b>POSITION</b>	<b>TITLE</b>	<b>SHIFT #1</b>	<b>SHIFT #2</b>
A-01	Emer Response Manager	_____	_____
A-05	Emer Prep Coord	_____	_____
G-13	Public Info Liaison	_____	_____
D-01	Rad Support Manager	_____	_____
D-02A	Rad Assess Duty Tm	_____	_____
D-02A	Rad Assess Duty Tm	_____	_____
D-02B	Rad Assess Supt Tm	_____	_____
D-02B	Rad Assess Supt Tm	_____	_____
D-03	Field Team Comm	_____	_____
D-04A	Offsite Tm RP Monitor	_____	_____
D-04A	Offsite Tm RP Monitor	_____	_____
D-04B	Offsite Tm Driver	_____	_____
D-04B	Offsite Tm Driver	_____	_____
F-09	Tech Support Manager	_____	_____
F-11	Licensing Support	_____	_____
J-01	Admin Support Manager	_____	_____
J-02A	Personnel Supervisor	_____	_____
J-02B	Purchasing Support	_____	_____
J-02C	Material Control Supp	_____	_____
J-02D	Admin Support	_____	_____
J-02D	Admin Support	_____	_____
J-02D	Admin Support	_____	_____
J-02D	Admin Support	_____	_____
J-02E	IT Support Supervisor	_____	_____
A-02	Site Support Manager	_____	_____
I-03	Emergency Preparedness Advisor	_____	_____
I-05A	SSM Staff Ops Advisor	_____	_____
I-05	SSM Staff – EOF Comm 1	_____	_____
I-05	SSM Staff – EOF Comm 2	_____	_____
I-02	Security Liaison	_____	_____
I-04	Security Force Member *	_____	_____

\*Coordinate shift relief with Security

**ATTACHMENT 5**  
**Page 1 of 1**  
**Emergency CALLOUT Instructions**

All personnel being called out to respond to an emergency should be asked the following:

- a. "Have you refrained from the consumption of alcohol in the past five (5) hours?"

YES                      NO

- b. "Do you feel that you are fit for duty and able to report?"

YES                      NO

If response to question a and b is YES, continue with callout message or instructions.

If response to question a or b is NO, inform personnel that no further action is required and they may be called at a later time for shift relief callout. Continue with additional callout until the position is filled.

When staffing is complete, advise ERM and continue with other duties as required.

Always refer back to this attachment when calling out additional support for the emergency response for any reason.

