

NUCLEAR ORGANIZATION
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DOCUMENT TITLE: EP1P200, EP1P202, EP1P250, EP1P252, EP1P520

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Transmittal No. 01-058 Date: 2-7-01

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[illegible]

RType H8.24

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PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-200

ON-CALL EMERGENCY DIRECTOR



Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 9

Date Originated 1/01

Pages Affected

Description

5

Due to changes in the CANS, change "a security code" to "your employee identification number" and "the time (in minutes) it will take to travel to" to "your time of arrival (in military time) at."

8

Revise Alternate Media Center location to Joseph Moakley Center at Bridgewater State College.

8

Specify corporate executives being provided status updates; namely, the CEO and company president.

REVISION 8

Date Originated 4/00

Pages Affected

Description

2

Correct section and step numbers in Revision Log for Revision 7.

REVISION 7

Date Originated 2/00

Pages Affected

Description

All

Total rewrite due to procedures reformatting process.

Additional changes to this Procedure include:

Section 6.3.2, rewrite the Note to reflect relocation of the Media Center to a PNPS facility within the 10-Mile EPZ, rationale for relocation of the facility, and location of the Alternate Media Center outside the 10-Mile EPZ.

Add Step 6.3.2[3] to close out IADB Item EP98.0041.

In Step 7.0, change the title to reflect the current organization.

On Attachment 1, insert the complete title of EP-IP-100.

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1.0 PURPOSE

This Procedure provides initial guidance, directions, and references to the on-call Emergency Director in response to an emergency and for the overall authority, management, and coordination of Pilgrim Station's response to any classifiable event.

2.0 REFERENCES

- [1] EP-PP-01, *"PNPS Emergency Plan"*

3.0 DEFINITIONS

- [1] BAC - Blood Alcohol Concentration
- [2] CANS - Computerized Automated Notification System
- [3] EOF - Emergency Operations Facility
- [4] ERF - Emergency Response Facility - generic title for all emergency facilities
- [5] OSC - Operational Support Center
- [6] PAR - Protective Action Recommendation
- [7] TSC - Technical Support Center

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] Emergency classification and event termination (Non-Delegable).
- [2] Approval of notifications/communications to federal, state, and local government agencies (Non-Delegable).
- [3] Offsite protective action recommendations (Non-Delegable).
- [4] At the Alert level or above, approval of press releases (Non-Delegable).

- [5] Specifying access authorization requirements for the emergency conditions (Non-Delegable).
- [6] Authorization of emergency exposures beyond 5 rem and the use of potassium iodide (delegable only to the Emergency Plant Manager for onsite personnel) responsibilities.

6.0 **PROCEDURE**

6.1 NOTIFICATION OF AN EMERGENCY

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving the Unusual Event (1111) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter your employee identification number, enter your Social Security number.
- [3] Upon receiving an Alert (2222), Site Area Emergency (3333), or a General Emergency (4444) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter your employee identification number, enter your Social Security number.
 - (c) Provide the system with an estimate of your time of arrival (in military time) at the Emergency Operations Facility (EOF).
- [4] Upon receiving the Recovery (0000) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter your employee identification number, enter your Social Security number.

6.2 FOR AN UNUSUAL EVENT

NOTE

Do not attempt to contact the Control Room. The on-call Plant Manager will speak to the Control Room to determine plant status and use the Station Off-Normal Notification System (SONS) to provide information to other on-call Managers.

- [1] When notified a SONS message is available, as indicated by a '505-505-505' pager display, contact the system to get a brief description of the incident and information on where to contact the on-call Plant Manager.
- [2] If necessary, contact the on-call Plant Manager and review the actions being taken to resolve the situation and the projected course of the event.
 - (a) If unavailable on SONS, the Emergency Plant Manager's home, office, and individual pager phone numbers are listed in the PNPS Emergency Telephone Directory.
 - (b) Exchange telephone numbers, pager numbers, and points of contact with the on-call Plant Manager for further discussions as the situation develops.
- [3] No further action is required in response to an incident at this classification level.

6.3 FOR AN ALERT OR HIGHER CLASSIFICATION

6.3.1 Relieving The On-Shift Emergency Director

- [1] Report to the EOF.
- [2] Upon arrival at the EOF, direct the Emergency Director Administrative Assistant to maintain a log of all pertinent actions and decisions made during the course of the response.
- [3] Direct the Emergency Offsite Manager to coordinate with the TSC Supervisor to ensure that clocks are synchronized with the official Control Room time.
- [4] Review any Initial Notification and Follow-Up Information forms transmitted from the Control Room.
- [5] Contact the Control Room and discuss the situation with the on-shift Emergency Director as follows:
 - (a) Use an Essential Information Checklist and review each of the listed areas.

- (b) Depending on the timing of the follow-up notification with respect to EOF activation, consider having the Control Room transmit the next form early to reset the notification clock (prior to formal relief of the on-shift Emergency Director).
- [6] Discuss the situation with the Emergency Plant Manager and the Emergency Offsite Manager to:
 - (a) Verify that the appropriate classification was made.
 - (b) Check the status of any protective action recommendations (applicable for a General Emergency only).
- [7] When you have been sufficiently briefed and assured that an adequate staff has assembled, as indicated by the Emergency Offsite Manager and the Emergency Plant Manager, relieve the on-shift Emergency Director.
- [8] Announce to the following individuals that you have assumed the Emergency Director position (also, have general announcements made in all emergency response facilities):
 - (a) Emergency Plant Manager
 - (b) Emergency Offsite Manager
 - (c) Company Spokesperson (when available)
- [9] Direct the Emergency Offsite Manager to announce to the EOF that the on-shift Emergency Director has been relieved and that the Emergency Operations Facility has been activated.

NOTE

If, due to radiological or other conditions, the Media Center is found to be uninhabitable, the Media Center Supervisor, the Company Spokesperson, and the Emergency Director will direct the relocation of media operations to the Alternate Media Center. If an evacuation directive is issued for Subarea 7, relocation of the Media Center will be discussed with the MEMA Public Information Officer. The Alternate Media Center is located in the Joseph Moakley Center at Bridgewater State College.

6.3.2 Operations

- [1] Consider delegating the authority for extending emergency radiation exposure and the use of potassium iodide for onsite personnel to the Emergency Plant Manager.
- [2] Approve all plant and emergency related information prior to release from PNPS control. Formally generated information includes:
 - (a) Initial Notification Forms (in accordance with EP-IP-100).
 - (b) Follow-Up Notifications Forms (in accordance with EP-IP-100).
 - (c) Press Releases.
 - (d) Radiological Data Forms (in accordance with EP-IP-251).
- [3] Immediately notify the Emergency Plant Manager and the Company Spokesperson of all changes in Emergency Classification levels and declaration time.
- [4] Periodically confer with the Emergency Plant Manager, the Emergency Offsite Manager, and the Company Spokesperson to review the status of the situation and progress toward resolution.
- [5] Review activation status of the Media Center with the Company Spokesperson.
- [6] Periodically provide status updates to the CEO or company president.
- [7] For classification levels of a Site Area or General Emergency, discuss the need for corporate support with the CEO or company president. Inform the Emergency Offsite Manager of any decisions to utilize corporate resources.
- [8] Refer to EP-IP-100 for information and guidance on emergency classification and required notifications.

7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and forwarded to the Emergency Preparedness Superintendent.

8.0 ATTACHMENTS

ATTACHMENT 1 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 2 - IDENTIFICATION OF COMMITMENTS

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

| Document Number | Document Title |
|-----------------|--|
| EP-IP-100 | Emergency Classification and Notification |
| EP-IP-250 | EOF Activation and Response |
| EP-IP-440 | Emergency Exposure Controls |
| EP-AD-122 | Maintenance of the Emergency Telephone Directory |

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

| Reference Document | Commitment | Affected Section(s)/Step(s) |
|--------------------|------------|--------------------------------|
| None | | |

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-202

COMPANY SPOKESPERSON



Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 3

Date Originated 9/00

Pages Affected

Description

- | | |
|---|---|
| 5 | Change "other" and "outside" to "governmental". |
| 6 | Change "asked" to "requested". |
| 6 | Due to changes in the CANS, change "a security code" to "employee identification number" and "the time (in minutes) it will take to travel to" to "your time of arrival (in military time) at". |
| 7 | Change Alternate Media Center location. |
| 7 | Change "offsite" to "governmental". |

REVISION 2

Date Originated 2/00

Pages Affected

Description

All

Total rewrite due to procedures reformatting process and additional changes to this Procedure listed below; therefore, revision bars are not shown.

In Step 5.0[2], add the word "manner" after "coordinated" for clarification.

In Steps 6.2[1] and [2], change title from "Manager, Communications" to "Nuclear Duty Information Officer" to reflect appropriate ERO position title.

In Step 6.3[1], rewrite the Note to reflect relocation of the Media Center to a PNPS facility within the 10-mile EPZ, rationale for relocation of the facility, and location of the Alternate Media Center outside the 10-mile EPZ.

Reverse Steps 6.3[1](f)(1) and (2) to reflect the logical progression of activities. Add the word "at" after "personnel" to Step (3) for clarification. In Step (4), remove "and the Nuclear Information Office" because "all emergency facilities" is all inclusive, the NIO may not always be manned during an emergency, and a detailed distribution list is contained in Media Center implementing procedures.

In Step 6.3[2](c), replace "and non-PNPS" with "agency" for clarification. In Step (2), change "scheduling" to "broadcast" for clarification.

REVISION LOG (Continued)

REVISION 2 (Cont.)

Date Originated 2/00

Pages Affected

Description

In Step 6.3[2](d), delete "and Corporate Support Coordinator" because a change in the physical location of the ERO position and coordination of corporate activities to the EOF. In Step (2), add capitalization. In Step (4), replace "that the Emergency Director is" with "appropriate corporate officers are" due to the change in location for coordination of corporate activities to the EOF. The word "news" was added before "briefing" and make "schedule" singular for clarification.

In Step (6), change "Pilgrim Station Company" to "Pilgrim Nuclear Power Station," delete "company" before "matters," and add "concerning the emergency" for clarification. In Step b., change "BEC" to "PNPS" for clarification.

In Step (7), add "briefing" before "start time" for clarification.

In Step 6.3[2](f), change "Corporate Support Coordinator" to "EOF Writer" and delete the second sentence. Due to relocation of the Corporate Support Coordinator position to the EOF, clarify lines of communication, and remove the need for direct contact with the Company Spokesperson.

In Step 6.3[3](c), delete "the" before "deactivation," change "offsite" to "agency," and spell out "PI" for clarification. Add the title "or designee" after Senior Nuclear Officer for clarification.

In Section 7.0, change the title to reflect the current organization.

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1.0 PURPOSE

This Procedure provides the initial guidance, directions, and reference to the Company Spokesperson for responding to an emergency and for the management of the PNPS Emergency Public Information personnel.

2.0 REFERENCES

- [1] EP-PP-01, "PNPS Emergency Plan"

3.0 DEFINITIONS

- [1] CANS - Computerized Automated Notification System
- [2] EOF - Emergency Operations Facility
- [3] ERF - Emergency Response Facility - generic title for all emergency facilities
- [4] OSC - Operational Support Center
- [5] TSC - Technical Support Center

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] Represent the company during an emergency and the recovery process at PNPS as the individual authorized to deliver statements to the public.
- [2] Ensure information provided to the news media and public information officers from governmental agencies is presented in an accurate, timely, and coordinated manner.
- [3] Ensure information to be provided to governmental agencies and organizations has been authorized for release by the Emergency Director.
- [4] Confer with the Emergency Director on event status and keep the Emergency Director informed of conditions related to public information.

- [5] Confer with the Media Center Supervisor on response activities and oversee the flow of information at the Media Center.
- [6] Verify, resolve, or correct any rumors or misinformation brought to the attention of the public information organization.
- [7] Brief corporate officials on public information and issues when requested.

6.0 PROCEDURE

6.1 NOTIFICATION OF AN EMERGENCY

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving the Unusual Event (1111) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter your employee identification number, enter your Social Security number.
- [3] Upon receiving an Alert (2222), Site Area Emergency (3333), or a General Emergency (4444) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter your employee identification number, enter your Social Security number.
 - (c) Provide the system with an estimate of your time of arrival (in military time) at the Media Center (MC).
- [4] Upon receiving the Recovery (0000) classification code on your pager:
 - (a) Call CANS to indicate that you have been notified.
 - (b) When asked to enter your employee identification number, enter your Social Security number.

6.2 FOR AN UNUSUAL EVENT

- [1] If necessary, contact the Nuclear Information Duty Officer and review the actions being taken to resolve the situation and the projected course of the event. The Senior Nuclear Officer or designee will issue press releases at an Unusual Event.
- [2] The Emergency Director, in consultation with Nuclear Information Duty Officer, will determine whether the PNPS emergency public information organization will be fully notified and/or activated at an Unusual Event.
- [3] No further action is required in response to an incident at this classification level. Stand by in case the situation becomes worse or the Emergency Director requires activation of the Media Center.

6.3 FOR AN ALERT OR HIGHER CLASSIFICATION

- [1] Activation:

NOTE

If, due to radiological or other conditions, the Media Center is found to be uninhabitable, the Media Center Supervisor, the Company Spokesperson, and the Emergency Director will direct relocation of Media Center operations to the Alternate Media Center. The Alternate Media Center is located in the Joseph Moakley Center at Bridgewater State College.

- (a) Report to the Media Center, obtain an access badge from Security, and sign in on the roster board.
- (b) Begin and maintain a log of all pertinent activities conducted during the course of the response.
- (c) Review any previously issued press releases.
- (d) Confer with the Media Center Supervisor, the Technical Advisors, and the Emergency Director on the emergency status.
- (e) Direct the Media Center Supervisor to coordinate with the Emergency Offsite Manager to ensure that clocks are synchronized with the official Control Room time.
- (f) When you have been sufficiently briefed and assured that an adequate staff has assembled as indicated by the Media Center Supervisor (refer to EP-PI-200, "Media Center Activation/Deactivation/Shift Change", Attachment 2):
 - (1) Consult with personnel from governmental agencies to ensure they are prepared to activate their portion of the organization.

- (2) Inform the Emergency Director you have assumed the Company Spokesperson position and that the Media Center has been activated.

NOTE

Prior to the arrival of governmental Public Information Officers, the Media Center may become activated as a Pilgrim Station facility.

- (3) Make a general announcement to personnel at the facility that the Media Center has been activated.
- (4) Direct the EOF Writer to draft a news bulletin notifying the media that the Media Center is activated. Ensure a copy is transmitted to all emergency facilities.

[2] Operation:

- (a) Continuously monitor public information activities and ensure that the Emergency Director remains apprised of specific circumstances which may be of concern to Pilgrim Station (for example, Media Center activities, rumors, and public concerns).

NOTE

News releases and bulletins must be approved by the Emergency Director prior to issue. Backgrounders and chronologies do not require Emergency Director approval; however, the Emergency Director must be made aware of their generation and release.

- (b) Review each news release, news bulletin, backgrounder, and chronology to ensure it is accurate, clear, and written in a style appropriate for release.
- (c) Coordinate with the Media Center Supervisor and agency Public Information Officers to establish and schedule news briefings (approximately every 30 to 60 minutes).
 - (1) Attempt to coordinate news briefings around EAS messages to avoid broadcast overrides.
 - (2) Request that the Agency Coordinator obtain specific information from the MEMA Public Information Officer on the broadcast of EAS messages.
- (d) When scheduling and conducting a news briefing:
 - (1) Obtain the latest information concerning the plant and corporate response from the EOF. Ensure that all information has been approved for release by the Emergency Director.

- (2) Attend a coordination meeting among all participating Public Information Officers prior to the news briefing.
- (3) Exchange and compare information and determine the most appropriate sequence of presentation.
- (4) Ensure that the Emergency Director is aware of the news briefing schedule.
- (5) Ensure that the Emergency Director is aware of the news briefing schedule.
- (6) During the briefing, act as principal PNPS Spokesperson on matters concerning the emergency. Respond to news questions using approved information.
 - a. Public statements may be based on news release or news bulletin contents.
 - b. Respond to inquiries on facts, events, and actions involving PNPS personnel and property only. Avoid discussing protective actions or activities of other response organizations.
 - c. Do not speculate on the causes or possible consequences of the emergency condition. Focus on the presentation of current, factual information.
- (7) Log briefing start and finish times, documents discussed or used, highlights, and any follow-up information following each news briefing.
- (e) Provide interviews, as time permits, as arranged by Media Center staff.
- (f) Contact the EOF Writer to obtain the latest corporate response to the emergency.
- (g) Maintain communications with the EOF Public Information Advisor through the assistance of the Media Center Technical Advisors.
- (h) Periodically confer with the Emergency Director and monitor EOF briefings to review the status of the situation and progress toward resolution.
- (i) Periodically confer with the Media Center Supervisor and the Technical Advisors to review public information activities.
- (j) Ensure that periodic status updates are provided to public information personnel as appropriate

[3] Relocation:

- (a) If, due to radiological or other conditions, the Media Center is found to be uninhabitable, discuss relocation of the Media Center with the Emergency Director and the Media Center Supervisor.
- (b) If an evacuation directive is issued for Subarea 7, discuss relocation of the Media Center with the MEMA Public Information Officer.
- (c) If the Media Center is relocated, establish a method of communications with the Media Center Supervisor while enroute to the Alternate Media Center.

[4] Recovery and Deactivation:

- (a) Ensure that the Emergency Director/Recovery Directory continues to approve all technical information prior to its release.
- (b) When directed, develop a recovery issues and strategy plan in accordance with EP-IP-520, *"Transition and Recovery"*.
- (c) Determine when the situation no longer requires manning of the Media Center and advise the Emergency Director when deactivation can occur. Confer with agency Public Information officials, the Media Center Supervisor, and the Senior Nuclear Officer or designee to determine whether news media interest has decreased to the point where their respective normal public information capabilities are sufficient. Refer to EP-PI-200, *"Media Center Activation/Deactivation/Shift Change"*, Attachment 2.
- (d) When deactivation is complete, provide all logs and documentation to the Media Center Supervisor.
- (e) Ensure all equipment, manuals, and supplies have been returned to their original location.

7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and forwarded to the Emergency Preparedness Superintendent.

8.0 ATTACHMENTS

ATTACHMENT 1 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 2 - IDENTIFICATION OF COMMITMENTS

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

| Document Number | Document Title |
|-----------------|-------------------------|
| EP-IP-520 | Transition and Recovery |
| EP-PI-140 | News Briefings |
| EP-PI-210 | Media Center Supervisor |

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

| Reference Document | Commitment | Affected Section(s)/Step(s) |
|--------------------|------------|--------------------------------|
| None | | |

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-250

EOF ACTIVATION AND RESPONSE



Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 9

Date Originated 1/01

Pages Affected

Description

3,11,17

Add Attachment 4 (Corporate Support Coordinator Checklist).

6

Change "On-call Communications Manager" to "Nuclear Information Duty Officer", which is the correct ERO position title.

7

Add step to ensure oversight of Corporate Support Coordinator.

9

Add Step [5] to ensure continued oversight of Corporate Support Coordinator.

REVISION 8

Date Originated 5/00

Pages Affected

Description

All

Total rewrite due to Procedures reformatting in accordance with PNPS 1.3.4-1 (therefore, revision bars are not shown).

All

Minor typographical corrections.

4

Change NOP88A2 to PNPS 1.3.12.1 to reflect NOP retirement.

7

Change "BEC" to "PNPS"

14

Remove reference to Media Monitor to reflect relocation of this position to Media Center.

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1.0 PURPOSE

This Procedure provides:

- [1] Initial guidance, directions, and references to the Emergency Offsite Manager for responding to an emergency and management of the PNPS Emergency Response Organization (except Media Center personnel) outside the Protected Area.
- [2] Instruction for the activation and operation of the Emergency Operations Facility.

2.0 REFERENCES

- [1] EP-PP-01, "*PNPS Emergency Plan*"
- [2] NUREG-0728, "The NRC Incident Response Plan"
- [3] NUREG-0845, "Agency Procedures for the NRC Incident Response Plan"
- [4] PNPS 1.3.12.1, "*Non-Emergency Notification of BECo/PNPS Management*"

3.0 DEFINITIONS

- [1] Abbreviations
 - (a) BAC - Blood Alcohol Concentration
 - (b) CANS - Computerized Automated Notification System
 - (c) ERF - Emergency Response Facility - generic title for all emergency facilities
 - (d) OSC - Operational Support Center
 - (e) PAR - Protective Action Recommendation
 - (f) TSC - Technical Support Center
- [2] Emergency Operations Facility (EOF) - Located in the lower level of the Plymouth County Sheriff's Department training facility, Obery Street, Plymouth, MA, approximately 3.5 miles northwest of PNPS. The EOF is equipped to facilitate the evaluation and coordination of emergency activities and assessments and to provide information to federal, commonwealth, and local authorities responding to radiological emergencies.

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] Emergency Offsite Manager is responsible for:
 - (a) Activation and operation of the Emergency Operations Facility.
 - (b) Providing information and assistance to the Emergency Director in the areas of emergency classifications associated with radiological releases and protective action recommendations.
 - (c) Coordination of dose assessment and protective action recommendation activities.
 - (d) Coordination of communications and information flow with corporate, offsite, and regulatory agencies.
 - (e) Keeping offsite representatives in the EOF informed on emergency activities.
 - (f) EOF access authorization for ERO personnel who have been determined to have a BAC of 0.04 or greater (non-delegable).
 - (g) The direction of actions taken for the protection of offsite PNPS personnel.
- [2] The Operations Advisor is responsible for analyzing plant conditions and data received from the Control Room and the TSC with respect to classification and protective actions and providing this information to EOF personnel.
- [3] The EOF Equipment Specialist is responsible for activation and operation of EOF equipment and systems and assisting in the overall operation of the EOF.
- [4] The Community Liaisons are responsible for assisting commonwealth and local authorities in interfacing with the PNPS ERO.
- [5] The Corporate Support Coordinator is responsible for obtaining corporate support as needed from the Entergy Corporate Emergency Center in Jackson, MS.

6.0 PROCEDURE

6.1 ACTIONS FOR AN UNUSUAL EVENT

The Emergency Offsite Manager shall:

NOTE

Do not attempt to contact the Control Room. The Emergency Plant Manager will contact the Control Room to determine plant status and either:

- Use the Station Off-Normal Notification System (SONS) to provide information to other on-call managers; or
- Direct the Emergency Offsite Manager to provide the message on SONS.

- [1] When notified a SONS message is available, as indicated by a '505-505-505' pager display, contact the system to get a brief description of the incident and information on where to contact the Emergency Plant Manager.
- [2] If necessary, contact the Emergency Plant Manager and review the actions being taken to resolve the situation and the projected course of the event.
 - (a) If unavailable on SONS, the Emergency Plant Manager's home, office, and individual pager phone numbers are listed in the PNPS Emergency Telephone Directory.
 - (b) Exchange telephone numbers, pager numbers, and points of contact with the Emergency Plant Manager for further discussions as the situation develops. Use an Essential Information Checklist and review each of the listed areas.
- [3] If necessary, contact the Nuclear Information Duty Officer to receive any initial press releases and obtain the status of any scheduled press briefings.
- [4] Brief appropriate commonwealth officials on the emergency events and answer any questions.
- [5] Direct the designated on-call Community Representative to contact the appropriate offsite agencies to review initial emergency information and answer any questions.
- [6] Continue to monitor the progress of the situation through follow-up discussions with the on-call Emergency Plant Manager as the situation warrants.
- [7] Following termination from an Unusual Event, direct the designated on-call Community Representative to contact the appropriate offsite agencies to verify notification and answer any questions.

6.2 FACILITY ACTIVATION (AT AN ALERT OR HIGHER CLASSIFICATION LEVEL)

The Emergency Offsite Manager shall:

- [1] Report to the EOF and sign in on the roster board.
- [2] Direct the EOM Administrative Assistant to:
 - (a) Maintain a log of all pertinent actions and decisions made during the course of the response.
 - (b) Ensure all EOF personnel have signed in on the roster board.
- [3] Ensure that key EOF personnel are activating their responsible areas as follows:
 - (a) Direct the Offsite Radiological Supervisor to activate the Dose Assessment Area in accordance with EP-IP-251, *"Offsite Radiation Protection."*
 - (b) Direct the Emergency Communications Supervisor to activate the communications area in accordance with EP-IP-254, *"Communications Support."*
 - (c) Direct the Logistics Supervisor to:
 - (1) Activate the logistics support area in accordance with EP-IP-252, *"Facilities Support."*
 - (2) Control access to the EOF in accordance with EP-IP-240, *"Emergency Security Organization Activation and Response."*
 - (d) Direct the EOF Equipment Specialist to complete the actions described on the EOF Equipment Specialist Checklist (Attachment 2).
 - (e) Direct the Operations Advisor to staff the Mitigation Line and obtain information on plant status and ongoing activities.
 - (f) Direct the Corporate Support Coordinator to complete actions described in the Corporate Support Coordinator Checklist (Attachment 4).
- [4] Discuss the nature of the event with the Emergency Director. If the Emergency Director is not present, contact the Emergency Plant Manager (in the TSC) and:
 - (a) Use an Essential Information Checklist and review each of the listed areas.
 - (b) Discuss any protective action recommendations issued to offsite agencies as applicable.

- [5] Ensure personnel are assigned to maintain each of the facility PNPS status boards. Usually, status boards are maintained by the following individuals:
- (a) Action Item Board - Communications Supervisor
 - (b) Plant Status Board - Plant Data Communicator
 - (c) Radiological Status Boards - Radiation Data Phone Talker
 - (d) Events Chronology Board - EOM Administrative Assistant
 - (e) PNPS PAR Board - Emergency Offsite Manager
- [6] Inform the Emergency Director that the EOF is ready for activation when:
- (a) An adequate staff has been assembled. The minimum staffing requirements are:
 - (1) Emergency Director
 - (2) Emergency Offsite Manager
 - (3) Emergency Communications Supervisor
 - (4) Offsite Radiological Supervisor
 - (5) One Dose Assessment Engineer
 - (b) The Communications Area is ready to activate.
 - (c) The Dose Assessment Area is ready to activate.
- [7] Upon direction of the Emergency Director:
- (a) Announce to the EOF that the on-shift Emergency Director has been relieved and that the EOF has been activated.
 - (b) Inform the Emergency Plant Manager in the TSC and the Emergency Plant Operations Supervisor in the Control Room of the time of EOF activation.

6.3 FACILITY OPERATION

The Emergency Offsite Manager shall:

- [1] When the Community Liaisons report in from their assigned locations, perform the following:
 - (a) Direct Community Liaisons to perform the specified steps described in the local community's offsite Implementing Procedures.
 - (b) Fax a copy of the MEMA Technical Liaison Checklist (Attachment 3) to the MEMA Technical Liaison and direct them to perform the specified steps.
- [2] Direct the EOF Operations Advisor to:
 - (a) Assess plant status and provide briefings to the Emergency Offsite Manager and the Emergency Director.
 - (b) Review emergency action levels associated with plant status and potential changes to offsite protective action recommendations.
- [3] Direct the Regulatory Liaison to read Attachment 1 and prepare to assist the NRC as requested.
- [4] Continuously monitor offsite radiological conditions and ensure that the Emergency Director remains apprised of specific circumstances which impact the emergency classification and protective measures.
- [5] Direct the Corporate Support Coordinator to continue to perform actions described in Attachment 4.
- [6] Periodically confer with the following individuals to review actions being implemented, status of the situation, progress toward resolution, and to ensure a coordinated response:
 - (a) Emergency Director
 - (b) Offsite Radiological Supervisor
 - (c) Emergency Communications Supervisor
 - (d) Logistics Supervisor
 - (e) Local and Commonwealth Liaisons
 - (f) EOF Operations Advisor
 - (g) Regulatory Liaison
 - (h) Corporate Support Coordinator

- [7] Coordinate with the Emergency Director to ensure that periodic updates on the status of onsite and offsite emergency actions are provided to EOF personnel as appropriate.
- [8] Periodically establish a briefing line to the Corporate Executive Offices for Emergency Director briefings.
- [9] Determine whether facility access authorization will be given for ERO personnel who have been identified to have a BAC of 0.04 or greater, specifically with regards to:
 - (a) The individual's condition.
 - (b) The needs of the response effort with regards to the emergency.
 - (c) The determination of when and in what capacity the individual shall be used.If access is denied, ensure the individual is offered transportation home when personnel are available to do so.
- [10] If the EOF becomes uninhabitable, relocate to the Alternate EOF.

6.4 FACILITY DEACTIVATION

The Emergency Offsite Manager shall:

- [1] Ensure that the Emergency Director and the Emergency Plant Manager concur that the event is ready for termination and/or that the Recovery Organization is in place for activation.
- [2] Ensure that the Emergency Director and the Emergency Plant Manager concur that continuous dose assessment and protective action functions are no longer necessary to respond to the incident.
- [3] Ensure that the Company Spokesperson is fully briefed regarding plant status and planned recovery aspects.
- [4] Ensure that all equipment and supplies have been placed in their specified storage locations in the EOF in accordance with EP-AD-301, "*Emergency Facility and Equipment Maintenance*".

7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and forwarded to Emergency Preparedness for final disposition.

8.0 ATTACHMENTS

ATTACHMENT 1 - REGULATORY LIAISON GUIDELINES

ATTACHMENT 2 - EOF EQUIPMENT SPECIALIST CHECKLIST

ATTACHMENT 3 - MEMA TECHNICAL LIAISON CHECKLIST

ATTACHMENT 4 - CORPORATE SUPPORT COORDINATOR CHECKLIST

ATTACHMENT 5 - DOCUMENT CROSS-REFERENCE

ATTACHMENT 6 - IDENTIFICATION OF COMMITMENTS

REGULATORY LIAISON GUIDELINES

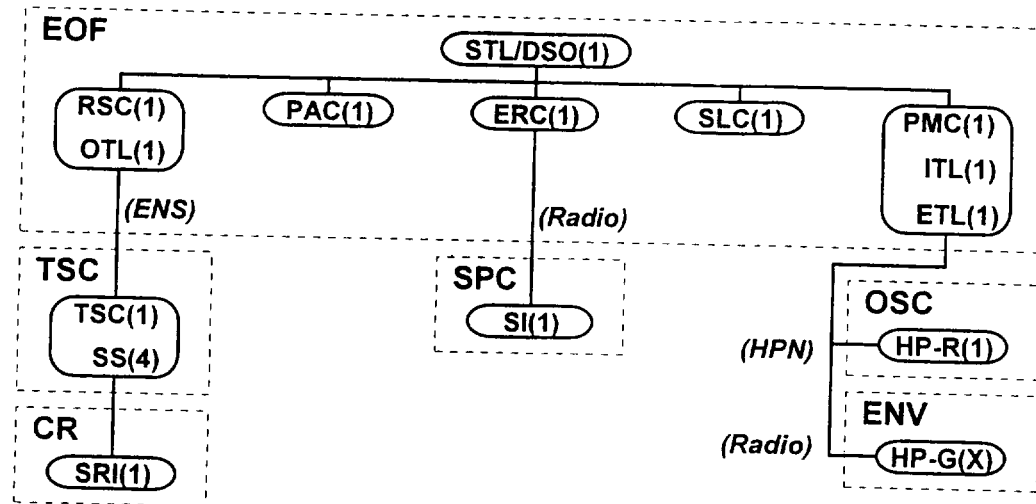
NRC Response and Organization

NUREG-0728, Revision 2 (supplemented by NUREG-0845) describes the manner in which the NRC will respond to an incident and provides criteria for making preplanned response decisions. Specifically, it provides procedural guidance, describes the functions related to NRC emergency response, and defines procedures for responding to the NRC modes of operation. Each mode defines the scope of NRC activities related to a particular level of emergency response in ascending order of degree of involvement up to deactivation. The various modes are characterized as follows:

- | | |
|------------------------|--|
| 1. Normal Mode | Normal activities designed to maintain readiness. |
| 2. Standby Mode | Regional office activates the Incident Response Center (IRC) with an appropriate staff and the NRC Headquarters Operations Center staffed by a standby team. |
| 3. Initial Activation | NRC Operations Center is staffed by a response team, the Regional IRC is fully activated, and a site team is dispatched under the leadership of the Regional Administrator, normally designated as Director of Site Operations (DSO). Following initial notification and activation of the NRC Operations Center, NRC will request additional information regarding the incident. This information may include, in addition to formal notification requirements, information regarding the number of persons affected and extent of offsite health consequences. |
| 4. Expanded Activation | Focus on NRC response operations is shifted to the site. DSO is designated primary spokesman for the NRC and may be empowered with directive authority by the Chairman of the NRC. The organizational diagram is provided for information only. |
| 5. Deactivation | Follow-up activities (e.g., reviews, investigation, and recovery operations). |

The particular mode assumed by the NRC will be dependent upon licensee event classification and "independent NRC perception of the relative severity or uncertainty of accident conditions." The following diagram is derived from the Region 1 supplement and illustrates the anticipated site team organization. It defines the number of NRC personnel likely to operate in each facility and shows the lines of communications the NRC expects to use.

REGULATORY LIAISON GUIDELINES (Cont.)



| | LOCATION |
|-----|--------------------------------------|
| EOF | Emergency Operations Facility |
| TSC | Technical Support Center |
| SPC | Security Control Point |
| OSC | Operational Support Center |
| CR | Control Room |
| ENV | Environmental (on-site and off-site) |

| | COMMUNICATIONS |
|-----|-------------------------------|
| ENS | Emergency Notification System |
| HPN | Health Physics Network |

() # of Individuals

| | PERSONNEL |
|------|---------------------------------|
| STL/ | Site Team Leader/ |
| DSO | Director of Site Operations |
| RSC | Reactor Safety Coordinator |
| OTL | Operations Team Leader |
| PAC | Public Affairs Coordinator |
| ERC | Emergency Response Coordinator |
| SLC | State Liaison Coordinator |
| PMC | Protective Measures Coordinator |
| ITL | In-plant Team Leader |
| ETL | Environmental Team Leader |
| TSC | Technical Support Coordinator |
| SS | Systems Specialist |
| SRI | Senior Resident Inspector |
| SI | Security Inspector |
| HP-R | Health Physicist-Reactor |
| HP-G | Health Physicist-General |

PNPS/NRC Emergency Response Interface

The NRC may offer advice or assistance to the Licensee during an emergency, or may respond to Licensee requests for advice or assistance. This may involve diagnosis of critical problems, development of proposed remedial courses of actions, and proposals to implement additional precautionary measures. The NRC is also prepared to direct that certain actions be taken if, after thorough discussion with the Emergency Director, it is decided that such direction is required. Directives will be communicated directly to the Emergency Director from the NRC Director (NRC Chairman) or from the NRC Director of Site Operations (DSO, typically the Regional Administrator), once appointed and empowered to do so. The single individual authorized to give advice or directives, in addition to their common title, is also considered the NRC Spokesperson.

REGULATORY LIAISON GUIDELINES (Cont.)

NRC Advice and Directives

If a directive is issued by the NRC Spokesperson, the Emergency Director should request written confirmation which spells out the specific nature of the directive. While NRC advice may be accepted or challenged by the Emergency Director, directives must be complied with. Several important concepts govern the NRC in providing advice, assistance, or directive. They are:

- The Licensee is at all times responsible for mitigating the consequences of the incident.
- Although the NRC could issue formal orders to the Licensee to take certain measures and to monitor implementation, "... the licensee continues to make other key operational decisions and to operate and manage the facility ...".
- The NRC must have a single voice when advising or directing the Licensee.
- The Emergency Director has the option to accept or challenge NRC advice.

At no time will advice or directives come from both the NRC Director and the DSO, and the Licensee will always be kept apprised of who is empowered to exercise authority as the NRC Spokesperson. All other NRC personnel in contact with Licensee personnel are responsible to make clear that discussions should not be construed as advice or directives but rather as a sharing and/or gathering of information.

NRC Input to Recommend Protective Actions

The NRC responsibility during an emergency, as during normal operations, is to ensure that protection of public health and safety is adequate. One aspect of exercise of this responsibility is to provide protective action recommendations or advice to offsite authorities. This may take the form of an NRC endorsement of a Licensee protective action recommendation or the NRC may opt to recommend additional protective actions.

With respect to protective action recommendations for the public, the NRC may either endorse the PNPS recommendation or opt to recommend a different one. The Emergency Director is encouraged to include the NRC and state representatives in the protective action recommendation discussions in order to arrive at a mutually agreeable recommendation. In the event that the NRC opts to recommend a different protective action, they will communicate directly with the state. Their recommendation, like the utility recommendation, will be considered by the state in the development of a governor-determined protective action directive.

EOF EQUIPMENT SPECIALIST CHECKLIST

Initials

1. Ensure that the EOF HVAC system is activated and functioning properly in accordance with posted instructions.

2. Ensure that the closed circuit TV system is activated and functional in accordance with posted instructions.

3. Turn on all TV monitors located in the EOF.
 - ☐ Dose Assessment Area
 - ☐ Communications Area
 - ☐ Lunch/Conference Room
 - ☐ Emergency Directors Office
 - ☐ NRC Office_____
4. Ensure that the copy machine is turned on and functional.

5. Ensure that the facsimile machines are turned on for:
 - ☐ Public Information
 - ☐ State/MEMA
 - ☐ Communications_____
6. Ensure the following PCs are on and available:
 - ☐ The Public Information word processor
 - ☐ The EOM notification forms computer.
 - ☐ The PNPS and State dose assessment computers._____
7. Ensure that the EOF public-address system is turned on and functional.

8. Following notification of the Emergency Response Organization, obtain the CANS printout and bring it to the Logistics Supervisor.

9. Assist EOF personnel with the activation of other equipment.

MEMA TECHNICAL LIAISON CHECKLIST

Initials

1. Report to the Emergency Operations Center in Framingham.
 - ☐ Check in through security.
 - ☐ Sign in on Roster Board.
 - ☐ Contact the Emergency Offsite Manager in the EOF to obtain a fax of the MEMA Technical Liaison Checklist and a contact number for the Public Information Advisor and the Emergency Communications Supervisor at the EOF.
 - ☐ Contact the Public Information Technical Advisor in the EOF and provide a telephone number at which you may be reached at the MEMA EOC in Framingham.
 - ☐ Contact the Emergency Communications Supervisor in the EOF and provide a fax number for incoming plant and radiological data.

2. Notify the MEMA Nuclear Engineer of your presence in the EOC.
 - ☐ Advise the MEMA Nuclear Engineer that you are available to provide, confirm, or clarify PNPS information.
 - ☐ Serve as the key contact point between the MEMA Nuclear Engineer and PNPS for emergency response questions and supplemental information.

3. Begin a log by entering the time you arrived at the EOC. Maintain the log with a chronological listing of key actions taken by EOC personnel.

4. Communicate with the Public Information Advisor in the EOF as necessary to resolve questions or clarify information. The ERDS is also available as a source of information in the EOC during an emergency.

5. When the EOC is deactivated, return completed log sheets to the Emergency Offsite Manager.

CORPORATE SUPPORT COORDINATOR CHECKLIST

1. Receive a briefing from the Emergency Offsite Manager and review any news releases that have been disseminated.
2. Establish contact with the Entergy Corporate Emergency Center Manager (CEC). Provide a brief situation status report and confirm receipt of press releases (once activated, press releases are sent to the CEC directly from the Media Center). [See Emergency Telephone Directory for contact names and numbers.]
3. Inform the Emergency Offsite Manager upon completion of notification of CEC Manager.
4. Notify the following industry groups of the emergency and provide an event briefing (see Emergency Telephone Directory for contact names and numbers):
 - a. ISO-New England
 - b. Massachusetts Department of Telecommunications and Energy (DTE)
 - c. Bechtel
 - d. Duke Engineering & Services
 - e. American Nuclear Insurers (ANI)
 - f. Nuclear Electric Insurers Limited (NEIL)
 - g. Institute of Nuclear Power Operations (INPO)
 - h. Nuclear Energy Institute (NEI)
 - i. General Electric
5. Inform the CEC Manager of contact names and phone numbers of industry group representatives for follow-up information (to be provided by CEC).
6. Ensure Corporate level requests from the EOF Logistics Supervisor are prioritized, addressed, and tracked.
7. Respond to requests for information from the CEC Manager.
8. Provide periodic status updates to the Emergency Offsite Manager and CEC Manager.
9. Provide information on Corporate Response Actions to the EOF Writer.
10. Activate the Duke Engineering and Services Mutual Assistance Agreement as necessary.
11. Obtain additional workers, specialists, or contractors through the CEC Manager.
12. Coordinate local assistance for incoming workers, including support for plant access, with the Logistics Supervisor.
13. Continue to support actions throughout the emergency and during recovery operations.
14. Ensure records and logs from the CEC are collected and transmitted to the Emergency Preparedness Superintendent.

DOCUMENT CROSS-REFERENCE

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

| Document Number | Document Title |
|-----------------|--|
| EP-IP-100 | Emergency Classification and Notification |
| EP-IP-400 | Protective Action Recommendations |
| EP-IP-520 | Termination and Recovery |
| EP-AD-122 | Maintenance of the Emergency Telephone Directory |

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

| Reference Document | Commitment | Affected Section(s)Step(s) |
|------------------------------------|--|-------------------------------|
| NRC Inspection Finding 85-19-02 | Describe how and under what circumstances the EOF functions would be relocated to the alternate EOF. | 6.3(c)[9] |

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-252

FACILITIES SUPPORT



Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 7

Date Originated 9/00

Pages Affected

Description

- | | |
|-----|--|
| All | This Procedure is a complete rewrite due to reformatting IAW PNPS 1.3.4-1. Revision bars are not shown for reformatting. |
| 6 | Reword Step 6.2[1] to clarify step. |
| 6 | Add coordination of in processing of emergency workers as necessary to support to emergency to Step 6.2[3](e). |
| 8 | Replace statement about records produced with direction to submit records to EP. |
| 10 | Remove the Logistics/Technical Liaison position and Note concerning Media Monitor. |
| 11 | Replace "Chemical Engineer" with "Core Damage Engineer" and add Dosimetry Support to TSC staff |

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1.0 PURPOSE

This Procedure provides guidance to the Logistics Supervisor in support of the emergency response facilities in the event of an emergency at PNPS.

2.0 REFERENCES

- [1] PNPS 1.3.61-1, *"Fitness for Duty Determination Due to Unscheduled Workshifts"*
- [2] PNPS Emergency Plan

3.0 DEFINITIONS

None

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

The Logistics Supervisor is responsible for:

- [1] Maintaining an updated roster of emergency response personnel, their location, and function.
 - (a) Contacting and scheduling relief emergency response personnel.
 - (b) Contacting additional personnel to support emergency response requests and PNPS Emergency Plan positions.
- [2] Procuring equipment and supplies to support the emergency response to PNPS.
- [3] Designating, briefing, dispatching, and updating the Assembly Area Coordinator.
- [4] Coordinating Security activities outside the Owner Controlled Area.
- [5] Interfacing with the Corporate Support Coordinator for logistics support.
- [6] Updating the Emergency Offsite Manager on activities, assignments, and requests.

- [7] Ensuring logs and records of support activities are maintained.
- [8] Coordinating use of locally available vendors listed in commercial telephone directories as needed for support such as food, clothing, hotels, supplies, etc.

6.0 PROCEDURE

NOTE

All call-outs of PNPS Emergency Response Organization personnel shall be performed following the guidelines of PNPS 1.3.61-1, *"Fitness For Duty Determination Due To Unscheduled Workshifts."*

6.1 ACTIVATION

- [1] Perform call-out of at least two members of the Logistics staff and direct them to report to the Emergency Operations Facility (EOF).
- [2] Report to the EOF at declaration of an Alert or higher classification, or at the request of the Emergency Director or the Emergency Offsite Manager.
- [3] Inform the Emergency Security Supervisor (in the TSC) of your arrival and receive a status update on security activities.
- [4] Ensure a guard has been dispatched to the EOF to assist with security and access control.
- [5] Ensure that all EOF emergency response personnel check in with Security and sign in on the Organization and Staffing Board.
- [6] Perform, or assign a staff member to perform, the following:
 - (a) Maintain a log of Logistics activities.
 - (b) Log in EOF on-shift emergency response personnel on the Emergency Response Organization Staffing Roster (Attachment 1).
 - (c) Log in Community and MEMA Liaisons in accordance with the MEMA/Community Liaison Roster (Attachment 2).
- [7] If the emergency organization call-out was performed manually by Security due to a failure of CANS and BEEPS, the PNPS Security Shift Supervisor will fax the completed call-out checklist to the EOF. Those individuals not contacted should be called out by the Logistics Supervisor's staff.

6.2 OPERATION

- [1] Establish 12-hour shift relief schedules for each emergency position directory and submit the list to the Emergency Offsite Manager.
 - (a) Determine whether additional personnel/positions are necessary for the specific event.
 - (b) Use the Assembly Area Attendance Roster (from EP-IP-410) and the Emergency Telephone Directory as resources for developing the Emergency Response Organization Staffing Roster (Attachment 1).
- [2] For any Emergency Response Organization personnel (PNPS or other) who declare at the EOF access point that they have consumed alcoholic beverage within the previous 5 hours:
 - (a) Administer the individual a BAC test in accordance with PNPS 1.3.61-1.
 - (b) If the individual registers a BAC of 0.04 or greater, then:
 - (1) Hold the individual at the access point.
 - (2) Inform the Emergency Offsite Manager of who the individual is, their agency, and their BAC.
 - (c) If the Emergency Offsite Manager authorizes access for the individual, have the person escorted to their workstation. If access is not authorized, arrange for a ride home (or to the designated Assembly Area if a site evacuation has been conducted) as soon as someone is available to do so.
- [3] Contact additional personnel, as needed or requested, and obtain equipment, supplies, and services.
 - (a) Obtain information regarding offsite conditions from the Offsite Radiological Supervisor (e.g., snow removal, wind direction, ingress and egress routes).
 - (b) Use the Emergency Telephone Directory for reference numbers and the resources of the Corporate Support Coordinator as appropriate.
 - (c) Contact the Emergency Security Supervisor to coordinate access routes for arriving and departing emergency response personnel.
 - (d) Ensure that incoming personnel are accounted for and assigned according to Emergency Offsite Manager requests.
 - (e) Maintain communications with the Corporate Support Coordinator. Needs such as lodging, additional equipment, transportation, and procurement and inprocessing of contractor personnel should be coordinated with this individual.

- (f) Assess requests for current and future needs recommending alternatives to the Emergency Offsite Manager if possible.
- [4] When directed, or if a Site Area Emergency declaration is imminent, designate a member of the Logistics staff to serve as an Assembly Area Coordinator. If personnel are available in the EOF, assign assistants to the Assembly Area Coordinator as necessary.
- (a) Ensure the PNPS Security Shift Supervisor has dispatched a guard to ensure the Assembly Area is unlocked.
 - (b) Brief and dispatch Assembly Area personnel. Include the following in the briefing:
 - (1) Implementation of EP-IP-410, "*Evacuation/Assembly*" (ensure personnel are provided a copy of the Procedure and Attachment prior to departure).
 - (2) Communication points or instructions to establish them upon arrival.
 - (3) Priorities for identifying personnel resources and needs (ERO support, medical, radiological, etc.).
 - (c) Ensure Assembly Area personnel have maps and transportation to the Assembly Area.
 - (d) Maintain communications with the Assembly Area Coordinator to:
 - (1) Determine the availability of emergency response personnel and coordinate transportation and procurement of equipment, supplies, and services to/from that facility.
 - (2) Provide periodic updates on the emergency response and plant status.
 - (e) Ensure that the Emergency Director and the Emergency Plant Manager are periodically updated on the status of the evacuation.
- [5] Establish the number of personnel in the Control Room, TSC, OSC, EOF, and Media Center requiring vendor-prepared meals. If personnel have been evacuated to the Assembly Area, obtain the number of individuals from the Assembly Area Coordinator.
- (a) Contact the appropriate vending companies for prepared meals using the local telephone directory.
 - (b) Ensure that prepared meals are received, counted, controlled, and distributed.
- [6] Verify personnel locations with Security, when needed.
- [7] Assign additional personnel support functions as necessary.

- [8] Ensure that general maintenance and janitorial services for the EOF are provided.
- [9] Brief the Emergency Offsite Manager regarding logistics and offsite security activities.

6.3 DEACTIVATION

- [1] Deactivate when directed by the Emergency Offsite Manager.
- [2] Notify all emergency response personnel assigned facility support functions of deactivation.
- [3] Brief the Emergency Offsite Manager on the status of facilities and security support actions.
- [4] Review records for completeness.
- [5] Submit all records to Emergency Preparedness.

7.0 RECORDS

Submit all records to Emergency Preparedness.

- [1] Facilities Support Log
- [2] Emergency Response Organization Staffing Roster
- [3] MEMA/Community Liaison Roster

8.0 ATTACHMENTS

ATTACHMENT 1 - EMERGENCY RESPONSE ORGANIZATION STAFFING
ROSTER

ATTACHMENT 2 - MEMA/COMMUNITY LIAISON ROSTER

ATTACHMENT 3 - MAP FROM PNPS TO THE EOF

ATTACHMENT 4 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 5 - IDENTIFICATION OF COMMITMENTS

EMERGENCY RESPONSE ORGANIZATION STAFFING ROSTER

Date: _____

| Position | 1st Shift (name) | 2nd Shift (name) | Phone | Time 2nd Shift Notified |
|--------------------------------------|------------------|------------------|-------|-------------------------|
| Emergency Operations Facility | | | | |
| Emergency Director | _____ | _____ | _____ | _____ |
| ED Admin Asst | _____ | _____ | _____ | _____ |
| Emergency Offsite Mgr | _____ | _____ | _____ | _____ |
| EOM Admin Asst | _____ | _____ | _____ | _____ |
| Operations Advisor | _____ | _____ | _____ | _____ |
| Regulatory Liaison | _____ | _____ | _____ | _____ |
| MEMA Technical Liaison | _____ | _____ | _____ | _____ |
| Emergency Comm Supv | _____ | _____ | _____ | _____ |
| Emerg Comm Staff | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| Logistics Supervisor | _____ | _____ | _____ | _____ |
| Logistics Staff | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| Security Officers | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| Offsite Rad Supervisor | _____ | _____ | _____ | _____ |
| Dose Assessment Eng | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |

EMERGENCY RESPONSE ORGANIZATION STAFFING ROSTER (Cont.)

| Position | 1st Shift (name) | 2nd Shift (name) | Phone | Time 2nd Shift Notified |
|--------------------------|------------------|------------------|-------|-------------------------------|
| RMT/Rad Lab Coord | | | | |
| RMT Tech #1 | | | | |
| RMT Driver #1 | | | | |
| RMT Tech #2 | | | | |
| RMT Driver #2 | | | | |
| RMT Tech #3 | | | | |
| RMT Driver #3 | | | | |
| Rad Data Comm | | | | |
| Hab/Survey Tech | | | | |
| PI Advisor | | | | |
| PI Writer | | | | |
| PI Computer Operator | | | | |
| Corporate Support Coord. | | | | |
| Plant Data Comm | | | | |
| Equipment Specialist | | | | |
| Status Board Keeper | | | | |

EMERGENCY RESPONSE ORGANIZATION STAFFING ROSTER (Cont.)

| Position | 1st Shift (name) | 2nd Shift (name) | Phone | Time 2nd Shift Notified |
|---------------------------------|------------------|------------------|-------|-------------------------------|
| Technical Support Center | | | | |
| Emergency Plant Mgr | | | | |
| EPM Admin Asst | | | | |
| TSC Supervisor | | | | |
| Eng Coord (Sys) | | | | |
| Reactor Engineer | | | | |
| Mechanical Engineer | | | | |
| Electrical Engineer | | | | |
| Core Damage Engineer | | | | |
| I&C Engineer | | | | |
| Fire Protection Eng | | | | |
| Eng Coord (Ops) | | | | |
| Computer Engineer | | | | |
| Ops Engineer | | | | |
| | | | | |
| | | | | |
| | | | | |
| TAG Coordinator | | | | |
| TAG Admin Asst | | | | |
| Onsite Rad Supervisor | | | | |
| Rad Protection Eng | | | | |
| Rad Data Comm | | | | |
| Dosimetry Support | | | | |
| Emergency Sec Supv | | | | |
| Status Board Keeper | | | | |

EMERGENCY RESPONSE ORGANIZATION STAFFING ROSTER (Cont.)

| Position | 1st Shift (name) | 2nd Shift (name) | Phone | Time 2nd Shift Notified |
|-----------------------------------|------------------|------------------|-------|-------------------------|
| Operational Support Center | | | | |
| OSC Supervisor | <hr/> | <hr/> | <hr/> | <hr/> |
| Activities Coordinator | <hr/> | <hr/> | <hr/> | <hr/> |
| Mechanical Supervisor | <hr/> | <hr/> | <hr/> | <hr/> |
| Mechanical Tech | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Electrical Supervisor | <hr/> | <hr/> | <hr/> | <hr/> |
| Electrical Tech | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| I&C Supervisor | <hr/> | <hr/> | <hr/> | <hr/> |
| I&C Tech | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Operations Coord | <hr/> | <hr/> | <hr/> | <hr/> |
| NPRO (LIC) | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| NPRO (UNLIC) | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Chemistry Supervisor | <hr/> | <hr/> | <hr/> | <hr/> |
| Chemistry Tech | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Rad Protection Coord | <hr/> | <hr/> | <hr/> | <hr/> |
| Rad Protection Tech | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Materials Supervisor | <hr/> | <hr/> | <hr/> | <hr/> |
| Warehouse Personnel | <hr/> | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> | <hr/> |

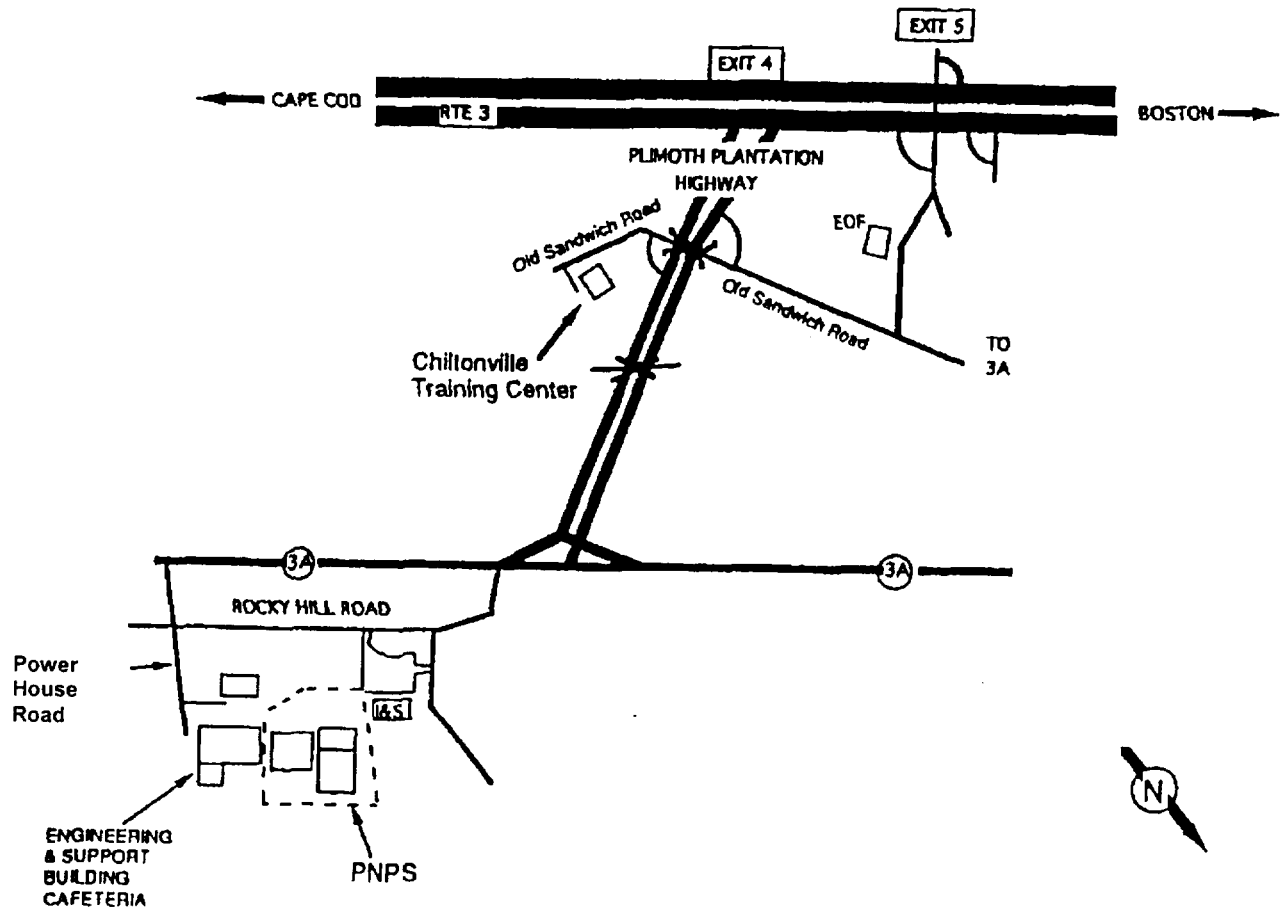
EMERGENCY RESPONSE ORGANIZATION STAFFING ROSTER (Cont.)

| Position | 1st Shift (name) | 2nd Shift (name) | Phone | Time 2nd Shift Notified |
|--------------------------|------------------|------------------|-------|-------------------------------|
| Control Room | | | | |
| Emergency Plt Ops Supv | _____ | _____ | _____ | _____ |
| Control Room OA | _____ | _____ | _____ | _____ |
| Ops Shift Superintendent | _____ | _____ | _____ | _____ |
| SCRE | _____ | _____ | _____ | _____ |
| Nuclear Ops Supervisor | _____ | _____ | _____ | _____ |
| NPRO (LIC) | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| NPRO (UNLIC) | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |

MEMA/COMMUNITY LIAISON ROSTER

| Location | Liaison's Name | Time of Arrival | Phone Number at Location |
|-----------------|----------------|-----------------|--------------------------|
| MEMA Framingham | | | |
| MEMA Area II | | | |
| Carver | | | |
| Duxbury | | | |
| Kingston | | | |
| Marshfield | | | |
| Plymouth | | | |

MAP FROM PNPS TO THE EOF



DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

| Document Number | Document Title |
|-----------------|---------------------|
| EP-IP-410 | Evacuation/Assembly |

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

| Reference Document | Commitment | Affected Section(s)/Step(s) |
|--------------------|------------|--------------------------------|
| None | | |

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-520

TRANSITION AND RECOVERY



Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 5

Date Originated 1/01

Pages Affected

Description

| | |
|------|---|
| All | Reformat entire Procedure in accordance with PNPS 1.3.4-1. Revision bars are not shown for reformatting. |
| 5,13 | Update title of PNPS 1.3.63. |
| 7 | Replace "On-Call Plant Operations General Manager" with "designated alternate". |
| 9 | Delete the PPC as an emergency response facility in Step 6.3[1]. |
| 9 | Replace "Public Information" with "Media Center" in Step 6.3[4](d). |
| 10 | Add Steps 6.3[6](f) and (g) to Recovery Offsite Manager responsibilities to ensure corporate support for recovery operations and support for inprocessing of outside emergency worker personnel. |
| 20 | Add request for additional support to Corporate Interface issues. |

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1.0 PURPOSE

This Procedure provides guidance for the transition into, conduct of operations while in, and termination of the Recovery phase of a classified emergency event involving the implementation of the Pilgrim Nuclear Power Station (PNPS) Emergency Plan.

2.0 REFERENCES

- [1] PNPS 1.3.63, "*Conduct Of Fact Finding Meetings*"
- [2] PNPS Emergency Plan

3.0 DEFINITIONS

- [1] Critiques - A fact-finding meeting with the individuals involved in the occurrence to review the event(s), cause(s), and action(s) leading up to and through the declaration of an emergency.
- [2] Detailed Incident Report - A written report that summarizes the facts and assigns corrective actions. The report includes the facts of the emergency, describes the root cause(s) of any emergency response problems, and recommends corrective actions.
- [3] Initial Incident Report - A written report summarizing the incident prepared for delivery to offsite authorities (NRC, state, and local). This report is required within 24 hours of terminating an Unusual Event and within 8 hours of terminating any higher event.
- [4] Investigation - An investigation is conducted to evaluate the event causes, actions, and response each time the Emergency Plan is implemented. This will be accomplished by a close examination of the facts through critique(s), interviews, and a review of pertinent documentation and logs.
- [5] Recovery - The classification describing the plant status and organization which occurs after the emergency situation has been controlled/corrected and the event has been terminated. Recovery consists of the actions required to restore the plant to its pre-incident condition or to place the plant into a safe, long-term shutdown.
- [6] Termination - The point at which the event is no longer considered to be an emergency. Termination of the emergency is formally identified by an Initial Notification message transmission and entry into Recovery.

- [7] Transition - The passage from the emergency phase into the Recovery phase of an accident. Transition is the period of time following the stabilization of the emergency when plans and personnel necessary to the Recovery are developed and identified. Transition activities are performed while in a classified event. That is, the emergency cannot be terminated until a Recovery Plan has been developed and a Recovery Organization is identified and in place.

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

- [1] The Emergency Director is responsible for determining when conditions support termination of the emergency and when entry into Recovery shall occur.
- [2] The Recovery Director has overall authority and is responsible for the coordination and direction of the activities of the Recovery Organization and approval of all reports submitted to offsite authorities.
- (a) The Plant Operations General Manager, or a designated alternate, shall:
- (1) Become the Recovery Director following events of an Alert or higher classification.
 - (2) Ensure Recovery actions are completed following events classified as an Unusual Event.
- [3] The Plant Operations General Manager, or a designated alternate, shall become the Recovery Plant Manager and be responsible for Recovery operations specific to the plant and plant systems.
- [4] The Nuclear Assessment Director, or a designated alternate, shall become the Recovery Offsite Manager and be responsible for overseeing all PNPS actions to aid offsite Recovery activities and preparation of reports on the event
- [5] The Company Spokesperson, or a designated alternate, is responsible for coordinating with offsite agencies in determining the need for continued Media Center operations to meet the public and news media needs during Recovery.

6.0 PROCEDURE

6.1 TRANSITION AND RECOVERY FOLLOWING AN UNUSUAL EVENT

NOTE

This section is not applicable for events which are terminated from an Unusual Event following downgrading from a higher classification level. The steps described in Sections 6.2 and 6.3 shall be used whenever the classification level has exceeded an Unusual Event.

[1] The Emergency Director (Operations Shift Superintendent) shall:

- (1) Complete and distribute an Initial Notification Form, EP-IP-100 Attachment 6, to signify entry into Recovery.
- (2) Concurrent with offsite notification, announce the following message to Station personnel over the public-address system:

"Attention all personnel, attention all personnel. The emergency has been terminated and we have entered Recovery. I repeat, the emergency has been terminated and we have entered Recovery."
- (3) Notify the Emergency Response Organization (ERO) of the decision to terminate the emergency and enter into Recovery in accordance with EP-IP-100 Attachment 10, "Activation of the ERO."
- (4) Notify the Plant Operations General Manager or designated alternate upon entry into Recovery from an Unusual Event.

[2] The Plant Operations General Manager or designated alternate shall:

NOTE

At the discretion of the Plant Operations General Manager or designated alternate, the start of the Recovery activities following an Unusual Event may be delayed until the next morning.

- (a) Ensure the NRC, commonwealth, and local authorities receive or have received the Initial Incident Report documentation (prepared in accordance with Attachment 1) within 24 hours of the event termination.
- (b) In coordination with the Nuclear Assessment Director, conduct an investigation and develop a Detailed Incident Report in accordance with Attachment 1.

- (c) In coordination with the Nuclear Assessment Director, ensure that identified corrective actions are assigned to appropriate nuclear organization work groups and a method is established for tracking items to completion.

6.2 TRANSITION FOLLOWING AN ALERT OR HIGHER CLASSIFICATION

- [1] As conditions improve and additional personnel and resources become available, certain Recovery activities may be initiated prior to termination of the emergency. The process for transition to Recovery is illustrated in Attachment 3.
- [2] The Emergency Director shall:
 - (a) Maintain all Emergency Response Facilities at or near full staffing until a Recovery Plan Outline describing the necessary Recovery Organization has been approved (see Attachment 5).
 - (1) For events of the Alert classification, the Emergency Response Organization personnel may be adequate to perform necessary Recovery actions prior to returning to the normal PNPS organization.
 - (2) For event classifications of Site Area or General Emergency, the basic Recovery Organization (as illustrated in Attachment 4) shall be established. Additional positions may be assigned to perform Recovery-specific activities.

NOTE

Detailed plans and procedures are not required to be developed prior to event termination and entry into Recovery. However, a Recovery Plan Outline must be completed and the Recovery Organization management positions identified and ready for staffing.

- (b) Direct the Emergency Plant Manager, the Emergency Offsite Manager, and the Company Spokesperson to each develop an Issues/Strategies Package and determine the Recovery Organization staffing requirements (see Attachments 5 through 8 for guidance).
- (c) Convene a joint Emergency Managers meeting to review the Recovery Issues/Strategies Packages, review the Recovery Organization staffing requirements, and develop and approve the Recovery Plan Outline.
- (d) Conduct a formal meeting with regulatory and commonwealth authorities to ensure coordination and agreement are met for entry into Recovery.
- (e) Complete and distribute an Initial Notification Form, EP-IP-100 Attachment 6, to signify entry into Recovery.

- (f) Concurrent with offsite notification, announce or direct the announcement of the following message to Station personnel over the public-address system:

"Attention all personnel, attention all personnel. The emergency has been terminated and we have entered Recovery. I repeat, the emergency has been terminated and we have entered Recovery."

- (g) Notify the ERO of the decision to terminate the emergency and enter into Recovery in accordance with EP-IP-100 Attachment 10, "Activation of the ERO."

6.3 RECOVERY FOLLOWING AN ALERT OR HIGHER CLASSIFICATION

- [1] Selected emergency response facilities or portions thereof may remain activated for some time after event termination during Recovery (for example, the Media Center).
- [2] Existing plant procedures, or procedures developed for specific tasks, shall be used for plant repair activities during Recovery. Special procedures developed for use during Recovery shall be approved by the Recovery Plant Manager.
- [3] Nonemergency (10CFR20) limits and controls for radiation exposure shall apply to repair activities conducted during Recovery. See existing plant exposure control procedures for guidance.
- [4] The Recovery Director shall:
 - (a) Direct preparation and delivery of an Initial Incident Report in accordance with Attachments 1 and 2 to offsite authorities (NRC, commonwealth, and local). This report is required within 8 hours of terminating any event or series of events which reach an Alert classification or higher.
 - (b) Direct and/or coordinate all actions of the Recovery Organization and approve any reports released to offsite authorities.
 - (c) Continue to develop and direct the activities of the Recovery Plan and supporting procedures.
 - (d) Continue verification and approval of information for release by the Media Center which pertains to the emergency or recovery from the event.
- [5] The Recovery Plant Manager shall direct the following as required:
 - (a) Continue to identify and document issues relating to Recovery operations using Attachments 5 and 6.
 - (b) Construction and implementation of the detailed Recovery Plan and procedures for onsite activities.

- [6] The Recovery Offsite Manager shall direct the following as required:
- (a) Continue to identify and document issues relating to recovery operations using Attachments 5 and 7.
 - (b) Construction and implementation of the detailed Recovery Plan and procedures for offsite activities.
 - (c) Liaison with offsite agencies and coordinating PNPS assistance for offsite recovery activities.
 - (d) Coordination of PNPS environmental sampling activities. The Offsite Radiological Supervisor shall be assigned the primary responsibilities for coordinating this activity.
 - (e) Development of a radiological release report including estimation of the projected population exposure (Attachment 9 should be used for guidance) as applicable.
 - (f) Coordination of corporate support for Recovery operations.
 - (g) Coordination of support for in-processing of additional emergency worker personnel.

- [7] The Company Spokesperson shall direct the following as required:
- (a) Continue to identify and document issues relating to Recovery operations using Attachments 5 and 8.
 - (b) Construction and implementation of the detailed Recovery Plan and procedures for public information activities.

6.4 EXIT FROM RECOVERY

- [1] For any event or series of events which did not exceed an Unusual Event, the Plant Operations General Manager shall ensure the following:
- (a) Incident reports have been developed, approved, and issued.
 - (b) Corrective items are assigned to the responsible organizations.
 - (c) The plant has been returned to pre-incident conditions.

- [2] For any event or series of events which reached an Alert classification or higher, the Recovery Director shall ensure the following:
- (a) Incident reports have been developed, approved, and issued.
 - (b) All onsite and offsite organizations involved with the emergency and the recovery have been apprised of the existing conditions and of the anticipated termination of activities.
 - (c) The news media have received a final status report on the emergency and Recovery operations.
 - (d) The emergency response facilities are no longer required, and actions have commenced to restore them to their pre-emergency condition.
 - (e) A thorough review of all actions taken during the emergency and Recovery phases has been conducted and a Detailed Incident Report prepared following the guidance provided by Attachment 1 (Incident Report Guidelines).
 - (f) Necessary revisions of the PNPS Emergency Plan and Implementing Procedures have been identified to Nuclear Assessment.

7.0 RECORDS

- [1] The following documents are generated as a result of the implementation of this Procedure:
- Initial and Detailed Incident Reports
 - Recovery Issues/Strategies Packages
 - Recovery Plan and supporting procedures (if developed)
 - Special reports generated according to the Recovery Plan if a formal plan is developed.
 - Total Population Exposure Worksheet (if required)
- [2] All documents shall be submitted to the Recovery Director who shall forward them to the Nuclear Assessment Director.

8.0 ATTACHMENTS

ATTACHMENT 1 - INCIDENT REPORT GUIDELINES

ATTACHMENT 2 - SAMPLE - INITIAL INCIDENT REPORT

ATTACHMENT 3 - ILLUSTRATED RECOVERY PROCESS

ATTACHMENT 4 - TYPICAL RECOVERY ORGANIZATION

ATTACHMENT 5 - RECOVERY PLAN OUTLINE AND ISSUES/STRATEGIES
GUIDE

ATTACHMENT 6 - ONSITE ISSUES/STRATEGIES GUIDE

ATTACHMENT 7 - OFFSITE ISSUES/STRATEGIES GUIDELINES

ATTACHMENT 8 - PUBLIC INFORMATION ISSUES/STRATEGIES GUIDE

ATTACHMENT 9 - TOTAL POPULATION PROJECTED EXPOSURES

ATTACHMENT 10 - DOCUMENT CROSS-REFERENCE

ATTACHMENT 11 - IDENTIFICATION OF COMMITMENTS

INCIDENT REPORT GUIDELINES

The purpose of this Attachment is to provide guidelines for the conduct and documentation of investigations following a classified emergency event. Each time the Emergency Plan is implemented, the event and the response to the event will be evaluated to identify any weaknesses or problems with emergency response performance, plan, or procedures. Two types of reports will be generated; an "Initial Incident Report" immediately following termination of an event and a "Detailed Incident Report" generated during the Recovery phase.

I. Initial Incident Report

- A. For incidents involving only an Unusual Event, the Initial Notification Forms (for the UE classification and entry into Recovery) serve as the Initial Incident Report used to notify the offsite authorities. The NRC, state, and local authorities must receive or have received the Initial Incident Report documentation within 24 hours of the event termination.
- B. Incidents classified as an Alert or higher emergency level require preparation and transmittal of an Initial Incident Report. An Initial Incident Report will be prepared using the guidelines provided in Attachment 2.
 - 1. The Initial Incident Report should be reviewed by the Recovery Offsite Manager and the Recovery Plant Manager prior to submittal.
 - 2. The Recovery Director will review and approve the report prior to transmittal to offsite authorities.

II. Detailed Incident Report

- A. Conduct an investigation as soon as possible following termination of the event (to include a formal critique) to review all actions taken during the emergency.
 - Review all applicable logs and documentation to reconstruct the event.
 - The critique will be conducted in accordance with PNPS 1.3.63, "*Conduct of Fact Finding Meetings*". Individuals attending the critique should be those individuals involved with the initiating conditions; key emergency response personnel; and representatives from Operations, Asset Strategy (Systems), Nuclear Assessment, and other groups as required.
- B. Write a report of the event. The report will be sent to the Vice President Operations Pilgrim. Copies of the report will be distributed in accordance with PNPS 1.3.63.

SAMPLE - INITIAL INCIDENT REPORT

To: Offsite Authorities (NRC, Local, and State)

Date: _____

Time: _____

From: _____, Recovery Director

Subject: Incident Report of Emergency Declared at Pilgrim Nuclear Power Station

The Pilgrim Nuclear Power Station has terminated from emergency status at (time) hours and has entered into Recovery.

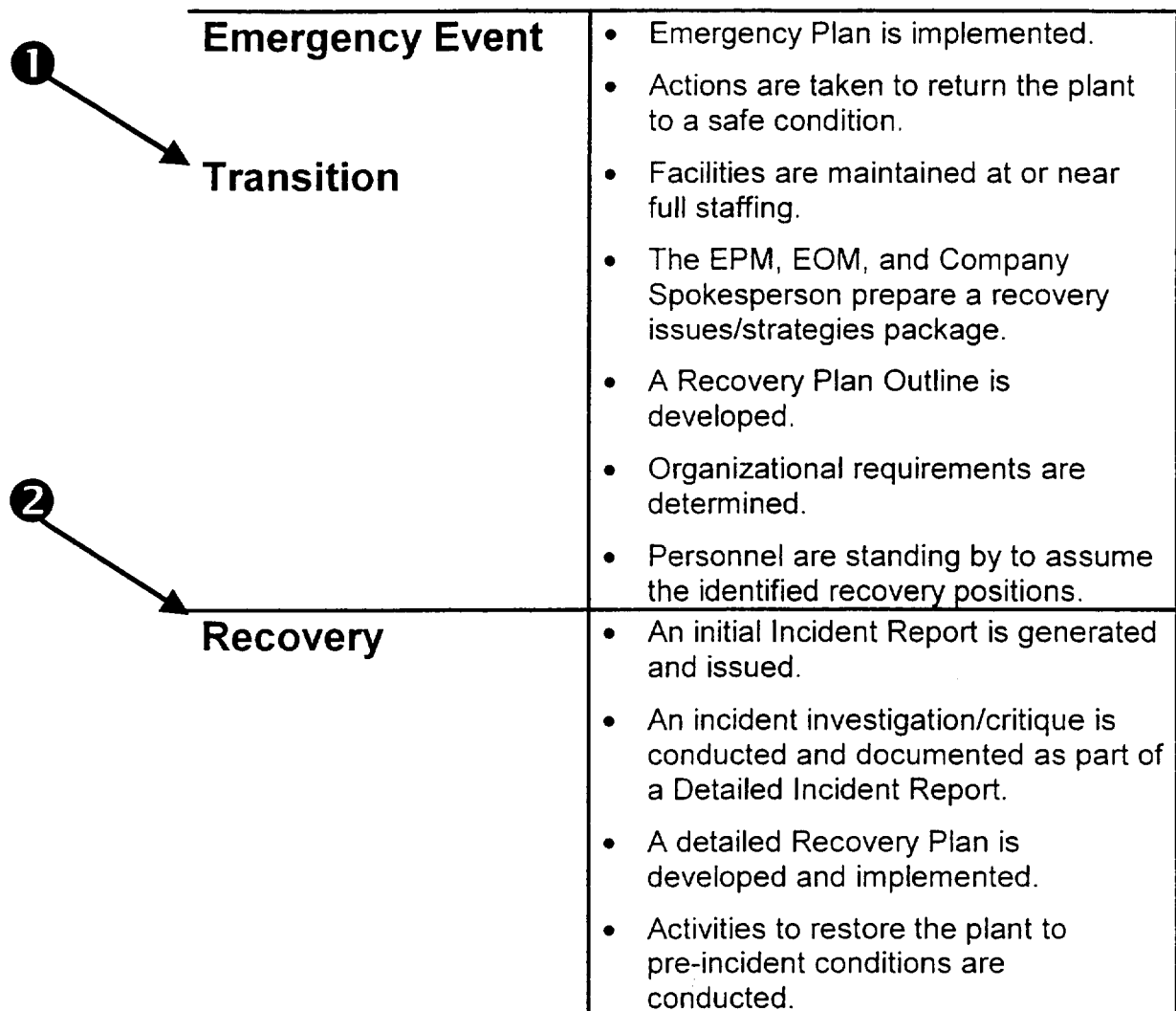
The following is a review of events and items pertaining to (Indicate EAL and Type) reported on (date).

Provide a narrative of the incident (a description of the event giving the facts of the emergency). Include the following as a minimum:

1. Time and description of initiating events (i.e., "On July 4, 1996, at 0640 hours a bomb threat was received at....."). Include information on injuries and status as you may know **(DO NOT INCLUDE NAME(S) OF VICTIMS UNLESS THE FAMILY HAS BEEN NOTIFIED)**.
2. Performance of initial notifications to offsite authorities, to include time, location, and mode of notification (i.e., ENS, DNN, BECONS, telephone).
3. Request for offsite assistance, including time and type.
4. The magnitude of any radiological release and Protective Action Recommendation information as applicable.

Signature: _____
Recovery Director

ILLUSTRATED RECOVERY PROCESS

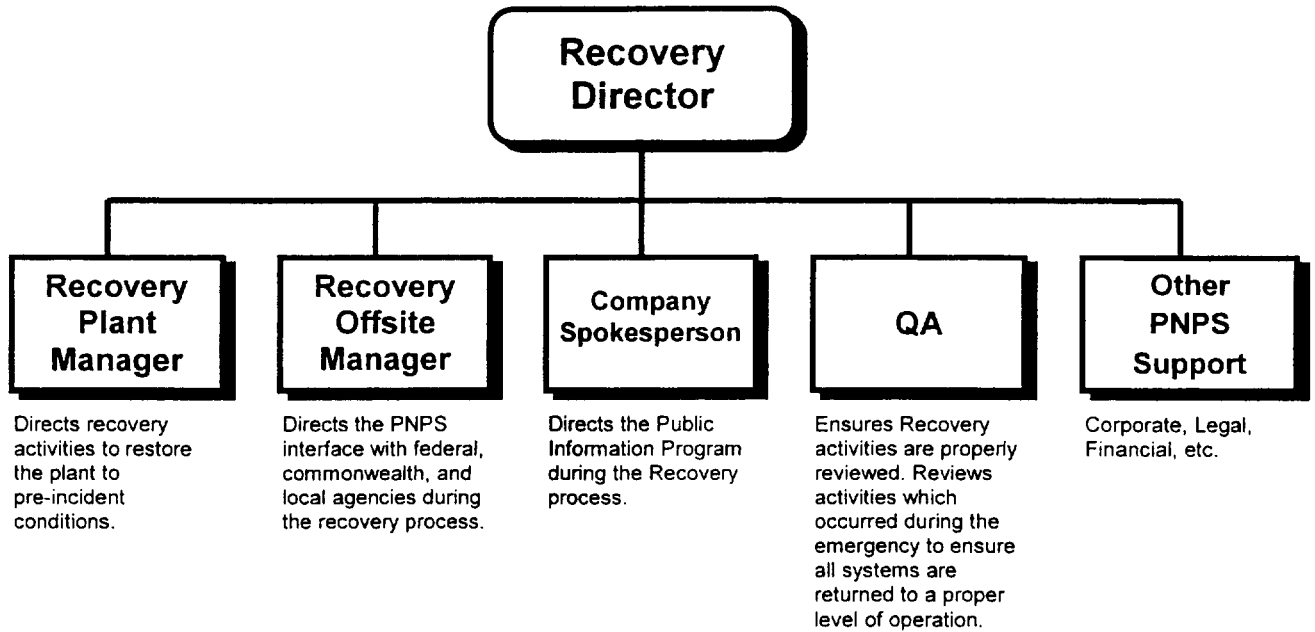


- ❶ The initiating state of emergency no longer exists (Termination Checklist is approved).
- ❷ Formal termination of the emergency occurs (Initial Notification of Recovery approved and transmitted).

Emergency dose limits and special exceptions to procedures no longer apply.

Organizational titles are changed to reflect the new status.

TYPICAL RECOVERY ORGANIZATION



RECOVERY PLAN OUTLINE AND ISSUES/STRATEGIES GUIDE

Recovery Plan Outline:

- SECTION I. RECOVERY ORGANIZATION
 - A. Organization structure
 - B. Assignment of authorities/responsibilities
- SECTION II. ONSITE RECOVERY PROGRAM
 - A. Issues and Strategies
- SECTION III. OFFSITE RECOVERY PROGRAM
 - A. Issues and Strategies
- SECTION IV. QUALITY ASSURANCE OVERSIGHT PROGRAM
 - A. Quality Assurance role in Recovery
 - B. Other oversight committees roles in Recovery

Issues/Strategies Format Guide:

| Area | Owner | Safety Rel. | Priority | Duration | Man-hours |
|----------------------|-------|-------------|----------|----------|-----------|
| Description of Issue | | | | | |

Area: Onsite or Offsite

Owner: Responsible individual or organization

Safety Related: Yes or No

Priority: 1 = Immediate (24 hr) 2 = Short-Term (1 Week)

 3 = Intermediate (1 Month) 4 = Long-Term (> 1 Month)

Duration: Estimated Calendar Duration

Man-hours: Estimated Total Project Hours

ONSITE ISSUES/STRATEGIES GUIDE

1. When directed, convene a meeting of key station Emergency Response Organization (ERO) personnel. It is suggested, as a minimum, the following members attend:
 - Emergency Plant Manager
 - TSC Supervisor
 - OSC Supervisor
 - Onsite Radiological Supervisor
 - Emergency Plant Operations Supervisor
2. Review existing conditions, outline the onsite issues to be resolved, and develop an Issues/Strategies Package which will form the basis for the onsite portion of the Station's Recovery Plan. Issues which should be considered in the formation of the package should include:
 - A. PRESENT ACTIVITIES BEING PERFORMED BY STATION STAFF**
 - Identify ongoing activities and determine the need to continue
 - B. EQUIPMENT STATUS VERIFICATIONS**
 - Perform/Document secured lineups
 - List/Identify inoperable equipment
 - Hang appropriate tagouts
 - Document temporary repairs/lineup
 - Obtain PASS samples to verify core status
 - C. STABILIZATION OF PLANT FOR LONG-TERM COOLING**
 - Identify present cooling lineup(s)
 - Document available backup cooling lineup(s)
 - Confirm condition of RHR/RBCCW/TBCCW/RWCU/SSW/CS
 - Develop a plan to transition to long-term cooling
 - D. SYSTEM REPAIRS AND RESTORATIONS**
 - Prioritize out-of-service equipment for restoration
 - Plan restoration process by milestones
 - Determine testing to increase/ensure equipment reliability
 - Determine long-term resolution of temporary repairs
 - Examine options for temporary systems
 - Bring in industry expertise (i.e., INPO, NRC, GE, TMI, etc.) as necessary
 - Insure proper QA on any repairs made during the emergency or redo repairs

ONSITE ISSUES/STRATEGIES GUIDE (Cont.)

E. RADIOLOGICAL CONTROLS AND AREA DECONTAMINATION

- Perform comprehensive surveys of onsite areas
- Establish additional survey and sampling frequency requirements
- Determine whether additional monitoring equipment is required
- Develop a decontamination plan based on prioritized recovery of plant areas
- Commence bioassay program
- Contract for large volume decontamination equipment/expertise

F. WATER MANAGEMENT

- Identify sources, volumes, and activity levels of clean and waste water inventories
- Prioritize cleanup
- Verify/evaluate condition of existing cleanup systems
- Establish tagout/controls to preclude inadvertent discharges
- Evaluate the need to contract portable filtering systems/expertise
- Establish berm and backup restraints for control and mitigation of spills
- Evaluate the need for additional onsite waste storage capability
- Evaluate the need for additional burial space for waste

G. LOGISTICS

- Identify manpower needs
- Obtain (if necessary) damage control equipment
- Consider use of outside specialist (TMI, GE, etc.)
- Set up training for off-normal conditions (ALARA)
- Consider restricting site access
- Order extra RP supplies to support Recovery
- Evaluate the need for additional security (crowd control)
- Evaluate the need for remote technology expertise for inspections and cleanup
- Evaluate the need for additional communications capabilities

H. DOCUMENTATION

- Develop onsite portions of Detailed Incident Report
- Develop onsite Recovery Plan (short/long-term)
- Write special procedures to perform task outside normal procedures scope

I. OTHER

- Any item which does not fall into one of the listed categories.

OFFSITE ISSUES/STRATEGIES GUIDELINES

1. When directed, convene a meeting of key EOF Emergency Response Organization (ERO) personnel. It is suggested, as a minimum, the following members attend:
 - Emergency Offsite Manager
 - Communications Supervisor
 - Logistics Supervisor
 - Offsite Radiological Supervisor
 - Emergency Offsite Manager's Administrative Assistant
2. Review existing conditions, outline the issues to be resolved, and develop an Issues/Strategies Package which will form the basis for the offsite portion of the Recovery Plan. Issues which should be considered include:
 - A. **PRESENT ACTIVITIES BEING PERFORMED BY STATION STAFF**
 - Identify ongoing activities and determine the need to continue
 - B. **RADIOLOGICAL**
 - Evaluate the need for an environmental sampling program
 - If required, estimate total population dose
 - Evaluate cleanup requirements
 - Evaluate the need to bring in outside expertise for radiological monitoring
 - C. **SUPPORT TO OFFSITE AUTHORITIES**
 - Consider outstanding requests from local, state, and federal authorities
 - Keep offsite authorities apprised of onsite conditions and activities
 - D. **CORPORATE INTERFACE**
 - Keep corporate management apprised of conditions and activities
 - Provide information to legal organization as requested
 - Identify issues applicable to Human Resources and Employee Assistance
 - Request additional support for Recovery activities as necessary
 - E. **LOGISTICS**
 - Identify manpower needs to support offsite Recovery activities
 - Identify all non-PNPS personnel activities currently in place
 - Review equipment and material needs for EOF Recovery activities
 - Assist the onsite and public information organizations in obtaining offsite support
 - Evaluate the need for additional communications capabilities
 - F. **DOCUMENTATION**
 - Direct that an Initial Incident Report be prepared
 - Develop offsite portions of Detailed Incident Report
 - Develop offsite Recovery Plan (short/long-term)
 - G. **OTHER**
 - Any item which does not fall into one of the listed categories.

PUBLIC INFORMATION ISSUES/STRATEGIES GUIDE

1. When directed, convene a meeting of key Public Information Emergency Response Organization personnel. It is suggested, as a minimum, the following ERO members attend:
 - Company Spokesperson
 - Media Center Supervisor
 - Agency Coordinator
2. Reviewing existing conditions, outline the public information issues to be resolved and develop Issues/Strategies Package which will form the basis for the public information portion of the Station's Recovery Plan. Issues which should be considered in the formation of the package should include:
 - A. PRESENT ACTIVITIES BEING PERFORMED BY MEDIA CENTER STAFF**
 - Identify ongoing activities and determine the need to continue
 - B. DOCUMENTATION**
 - Develop the public information portion of the Recovery Plan
 - C. OTHER**
 - Any item which does not fall onto one of the listed categories

TOTAL POPULATION PROJECTED EXPOSURES

This Attachment is used during Recovery to estimate the projected population exposure (whole body and/or thyroid) from radioactive materials released from the plant during the immediate (plume) phase of the accident. It is to be used only after the release has terminated. These calculations estimate the cumulative dose based on worst case conditions (i.e., all persons within the subarea standing in the open at plume centerline concentrations for the entire period of exposure). Additionally, it is initially based on projected, rather than measured, dose rates. As such, the estimates may be extremely conservative. Persons analyzing these data should consider the effects of sheltering and evacuation as well as data from Radiation Monitoring Teams and environmental TLDs to obtain a more accurate estimate.

Using the Projected Population Exposure Worksheet for each affected subarea:

- A. Determine and record the time interval for each release segment.
- B. Convert and record the time interval to an hourly decimal value (e.g., $(1015 - 1000)/60 = 0.25$).
- C. Perform dose assessments to obtain the maximum centerline whole body and/or thyroid dose rates from each release point for each time interval for each affected subarea. Record in the appropriate cell.
- D. Multiply the dose rate values by the duration and record the dose in the appropriate cells.
- E. Sum the whole body and thyroid dose columns to obtain the individual dose in the page total box and record results.
- F. Determine the number of persons in the affected subarea and record in the page total box. Population information can be found in the Emergency Plan Appendix E, "Evacuation Time Estimates," Table 2-17 for subareas 1 through 11 and Table 2-9 for subarea 12.
- G. If there is more than one page of subarea exposure data, maintain the cumulative totals box for the extent of the worksheets.
- H. Values for each subarea can be added together to determine the total population exposure for the entire EPZ.

TOTAL POPULATION PROJECTED EXPOSURES (Cont.)

[illegible]

Page Totals:

| | | |
|-------------------------------------|-------|-------|
| Individual Dose (rem): | _____ | _____ |
| Population Dose (rem): (pop. _____) | _____ | _____ |

Cumulative Totals:

Individual Dose (rem): _____
 Population Dose (rem): (pop. _____) _____

DOCUMENT CROSS-REFERENCE

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

| Document Number | Document Title |
|-----------------|---|
| EP-IP-100 | Emergency Classification and Notification |

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

| Reference Document | Commitment | Affected Section(s)/Steps |
|---|---|---------------------------|
| NRC Inspection Finding 81-15-48 | Clarify the organizational authority responsible for the decision to enter the Recovery phase. | 5.0[1] |
| QA Audit Report 87-48 DR 1722, Issue 4 | Define persons responsible for termination of the emergency situation and entry into the Recovery phase. | 5.0[1] |
| QA Audit Report 87-48 DR 1723, Issue 10 | Establish a procedural methodology for the estimation of total population exposure following a release of radioactivity from the plant. | Attachment 9 |