A. Alan Blind
Vice President

Consolidated Edison Company of New York, Inc.
Indian Point Station
Broadway & Bleakley Avenue
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March 5, 2001

Re: Indian Point Units No. 1 and No. 2
Docket No. 50-003 and No. 50-247
NL-01-025

Document Control Desk
US Nuclear Regulatory Commission
Mail Station P1-137
Washington, DC 20555

SUBJECT: Revision to Emergency Plan Procedures

In accordance with 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), Consolidated Edison Company of New York, Inc., submits herewith a controlled copy of changes to the Emergency Plan procedures for Indian Point Units Nos. 1 and 2. These changes do not reduce the effectiveness of the Emergency Plan and the Emergency Plan as a whole continues to meet the standard of 50.47(b) and the requirements of Appendix E to 10 CFR 50.

Should you or your staff have any questions, please contact Mr. Frank Inzirillo, Manager, Emergency Planning, 914-271-7418.

There are no commitments contained in this letter.

Sincerely,

A. Alan Blind

cc: Next page
Enclosure

A045

cc:

Mr. Hubert J. Miller (2 copies)
Regional Administrator - Region I
US Nuclear Regulatory Commission
475 Allendale Road
King of Prussia, PA 19406-1498

Mr. Patrick D. Milano, Senior Project Manager (without copy)
Project Directorate I-1
Division of Licensing Project Management
US Nuclear Regulatory Commission
Mail Stop 0-8-C2
Washington, DC 20555

Senior Resident Inspector (without copy)
US Nuclear Regulatory Commission
PO Box 38
Buchanan, NY 10511

TO: **Emergency Planning Document Controlled Copy #** 14 **Holder**

NRC Document Control Desk
Document Holder Organization

FROM: **Emergency Planning Document Custodian**

SUBJECT: **Emergency Planning Document Update**

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Consolidated Edison
Indian Point Nuclear Generating Station
Emergency Planning Department
Buchanan Service Center
Broadway & Bleakley Aves.
Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
-	Emergency Plan for Indian Point Unit Nos. 1 & 2	01-01a 2/20/01	01-01 1/11/01	Remove and replace Title Page of Plan. Place Blue "Table of Contents" page at the beginning of the Table of Contents Remove pages 7-2 thru 7-6 and replace with Rev. 01-01a pages. Remove entire section 8 and replace with Rev 01-01a section.

Update completed as specified: _____ _____
Signature of Controlled Copy Holder Date

CONSOLIDATED EDISON COMPANY OF NEW YORK, INC.

DOCKET NOS. 50-3, 50-247

EMERGENCY PLAN FOR

INDIAN POINT UNIT NOS. 1 AND 2

Revision 01-01a

CONTROLLED COPY

SNSC Review: #2812 Marsha O'Neill Date: 2/8/01

Approved By: Frank Dagnillo Date: 2/15/01

Effective Date: 2/20/01

The following minor changes have been made to Revision 01-01 of this document.

Pages 7-2, 7-3, 7-4, 7-5 and 7-6 have been revised, revision bars mark changed wording and old pages were replaced with the new pages which are designated as Revision 01-01a

Pages 8-1, 8-2, 8-4 and 8-8 have been revised, revision bars mark changed wording, the entire section was replaced and designated as Revision 01-01a.

7.1.1 Central Control Room (CCR) (cont.)

Overall management of the emergency response lies with the Shift Manager in the CCR until it is accepted by either the Emergency Plant Manager or the Emergency Director. Meteorological, plant parameter, offsite radiation monitor, environmental sample and survey data are available for accident assessment, emergency classification and protective action recommendations. Radio and telephone services are available to alert and notify government authorities of emergencies and recommend protective action.

7.1.2 Emergency Operations Facility (EOF)

The EOF is located at the Con Edison Buchanan Service Center on Broadway in Buchanan, NY. Functions performed at the EOF include:

1. overall management of the Con Edison emergency response;
2. alert and notification of Federal, State and local government authorities of plant events, conditions, emergency action levels, emergency classifications and dose projections;
3. protective action recommendations to State and Local government authorities for the population around the site;
4. coordination with Federal, New York State (NYS) and local government;
5. accident assessment including environment samples, surveys and dose calculations;
6. radiological exposure control for the individuals assigned to the EOF.

The EOF is activated within 60 minutes after a declaration of an Alert, SAE or GE with sufficient staff to perform functions 1 through 4. If the EOF is activated with less than minimum staffing as outlined in Table 5-1, EOF management will assure that minimum staffing is met as required within 60 minutes. Accommodations are available for Federal, State and local government representatives.

7.1.2 Emergency Operations Facility (EOF) (cont.)

The Emergency Director in the EOF is responsible for the overall management of the response. Meteorological, plant parameter, offsite radiation monitor, environmental sample and survey data are available for accident assessment, emergency classification and protective action recommendations. Radio and telephone services are available to alert and notify government authorities of emergencies and recommend protective action.

There are two levels in the EOF. The Emergency Control Center (ECC), MIDAS Area, NRC Room, Electrical Equipment Room and Communications Equipment Room are on the lower level and the Observer's Deck is on the upper level.

Except for the two equipment rooms, air in the remainder of the EOF is kept at a slight pressure and recirculated through HEPA filters to minimize airborne contamination.

7.1.3 Alternate Emergency Operating Facility (AEOF)

The AEOF, at the southeast wing of the Con Edison Eastview Service Center, Old Saw Mill River Road, Greenburgh, NY; is the alternate location for the EOF outside the plume exposure emergency planning zone (EPZ). AEOF and EOF functions are similar. The only radiological exposure control activity to be performed at AEOF is decontaminating individuals evacuated from Indian Point.

Procedures, staff, accommodations, equipment, services and supplies for the AEOF are similar to those for the EOF.

7.1.4 Technical Support Center (TSC)

The TSC located in the Unit 1 Superheater Building, 53' elevation across the hall from the CCR performs the following:

- Overall management by the Emergency Plant Manager of emergency response within the Protected Area.
- Provide technical support to the reactor operating personnel in the Central Control Room.

7.1.4 Technical Support Center (TSC) (cont.)

- Provide information on plant events and conditions, including plant parameter data, to the Emergency Director and emergency response personnel in the EOF.

The TSC is activated within 60 minutes after a declaration of an Alert, SAE or GE with sufficient staff to perform the above functions. If the TSC is activated with less than minimum staffing as outlined in Table 5-1, TSC management will assure that minimum staffing is met as required within 60 minutes.

The TSC Manager directs and coordinates activities in the TSC. Plant parameter data is available for accident assessment including core damage assessment. This data can be forwarded to the EOF or AEOF. Telephone service between locations on and off the site is also available.

Included in the TSC are the Computer Room, NRC Office, Records Management Office and Workspace, Telephone Equipment Room, 53'-62'-72' elevation stairwell and toilets, and former Whole Body Counting Room. The Ventilation System assures that the General Design Center Criterion 19 (GDC) exposures Limits of 5 Rem whole body and 30 Rem thyroid, during the first 30 days of a Design Basis Accident (DBA) can be met.

7.1.5 Operations Support Center (OSC)

The OSC is located in the Unit 1 Superheater Building, 53' elevation across the hall from the CCR, adjacent to the TSC. The OSC is the staging and dispatch area for individuals who may be assigned to first aid, search, survey, rescue, repair and corrective action teams.

The OSC Manager is responsible for managing the activities in the OSC including:

- working with the Emergency Plant Manager in planning field operations to mitigate emergency conditions in the plant;
- accountability of all individuals on the site who are assigned to an Emergency Response Force, the Watch or the Security Force including anyone dispatched from the OSC;

7.1.5 Operations Support Center (OSC) (cont.)

- mobilizing the Material Control Storekeeper and individuals on the emergency roster needed to fill the positions in the OSC,
- radiological exposure control for the individuals within the OSC.

The OSC is activated within 60 minutes after a declaration of an Alert, SAE or GE with sufficient staff to perform the above functions. If the OSC is activated with less than minimum staffing as outlined in Table 5-1, OSC management will assure that minimum staffing is met as required within 60 minutes.

Equipment and supplies for the OSC include protective clothing, dosimetry, sampling and survey equipment to be used by the OSC teams.

The OSC Staff is responsible for Radiological Exposure Controls for the members of the Emergency Response Organization within the Protected Area.

7.1.6 Corporate Response Center (CRC)

A CRC will be established near the EOF. It will be staffed by the Admin & Logistics Manager and additional personnel as needed. The CRC provides a common point of communication and coordination for the Emergency Director and the Indian Point emergency response organization with the resources available through other Con Edison organizations.

7.1.7 Joint News Center (JNC)

The JNC is located outside the plume exposure emergency planning zone in the former Air National Guard Building at the Westchester County Airport; Interstate I-684, Exit 2; White Plains, NY and provides a place for;

- point of contact between the Con Edison corporate spokesperson and the news media
- coordination of public information released to the news media and the public by Con Edison, State and Local government including alerts, notifications and protective action recommendations

7.1.7 Joint News Center (JNC) (cont.)

The JNC has accommodations for Federal, State and Local government representatives as well as representatives of the news media.

Con Edison activities at the JNC are managed by the JNC Director and the JNC has equipment to support the activities including telephones, facsimile and photocopiers.

The JNC is activated within 2 hours upon declaration of an Alert, SAE or GE.

7.2 COMMUNICATIONS SYSTEMS

Communications may be established by different means (radio, phone, public address system) within plant buildings, between the Site and local authorities and between the following groups: Control Room personnel, offsite support groups, Emergency Operations Facility personnel, Technical Support Center personnel, Operational Support Center personnel, onsite and offsite monitoring teams, security forces and Corporate Management. Table 7.1 lists the major communications systems available in the Emergency Response Facilities.

7.2.1 Public Address System

The Public Address System is designed for paging within the Unit 1-2 site from the Unit 2 Control Room. Personnel paged have the ability to talk to the Control Room Operator via party line phones that are strategically located within the units. Plant personnel may initiate the communication to the Control Room from outlying party lines. This system is used to call personnel and announce emergencies in the Unit 1-2 buildings. A similar system exists for Unit 3 (ENTERGY) areas.

7.2.2 Telephones

Normal telephone communication service includes Private Branch (PBX) and Commercial and Federal Telephone System (FTS) exchange in the Central Control Room, Emergency Operations Facility, Technical Support Center, Operational Support Center, Joint News Center, Corporate Response Center, and Recovery Center. The

8.0 MAINTAINING EMERGENCY PREPAREDNESS

This section of the Plan describes the means employed to ensure that the Plan will continue to be effective throughout the lifetime of the Station.

8.1 ORGANIZATION PREPAREDNESS

8.1.1 Emergency Personnel

All onsite Emergency Personnel designated to be part of the Emergency Response Organization as listed in Figure 5-4, of Section 5, are listed in the Emergency Telephone Directory. The upkeep of the Emergency Telephone Directory is coordinated by the Emergency Planning Section. Individuals are assigned by Department Managers in accordance with station administrative orders.

8.1.2 Training

An Emergency Planning Administrative Directive (EP-AD-03) provides requirements for initial and annual retraining to maintain the proficiency of emergency personnel. This procedure contains a training matrix relating Emergency Response Organization positions to training subjects. Emergency Plan training will use several methods, including formal classroom lectures, self study modules, procedure reviews, computer based training, facility walkthroughs, field exercises and/or drills. During drills, on-the-spot correction of erroneous performance shall be made and a demonstration of the proper performance offered by the instructor. The type and extent of training each individual receives depends upon the specific duties assigned to that individual in the Emergency Plan. Drills and or test are utilized to evaluate .

The content and the extent of the training for each emergency job function is specified in detail in individual position ERO Qualification Records. Initial training includes introductory lessons on the fundamentals of the Emergency Plan as well as job specific training such as emergency facility orientation and job task specific training (e.g. dose assessment, emergency classification, field team monitoring). Continuing training is provided each year hich consists of annual General Employee Re-Training,

8.1.3 Drills and Exercises (cont.)

- In addition, the scenarios may require the call for assistance of Entergy personnel to demonstrate the coordination between the two licensees.

The annual radiological emergency exercise is conducted each calendar year nine to fifteen months after the last annual radiological emergency exercise. Additional drills and communications checks designed to test various aspect of the Plan, shall be conducted as follows:

- The Radiological Emergency Communication System (RECS) link between the Control Room, EOF and the State and four county Warning Points will be tested monthly.

- The Emergency Notification System with the NRC will be tested monthly.

- The telephone links with Federal response organizations (i.e., Department of Energy Radiological Assistance Program) and State Governments within the ingestion pathways will be tested quarterly.

- The radio communication link between the Emergency Operations Facility, the Control Room and with the offsite survey team vehicles will be tested quarterly.

- The emergency communications links between facilities will be operationally checked quarterly.

- Health Physics (offsite monitoring) drills will be conducted semi-annually which involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements in the environment. Analysis of inplant liquid samples (chemistry drill) with actual elevated radiation levels including use of the post-accident sampling system will be conducted annually.

8.1.2 Training (cont.)

required reading, walkthroughs and other practical training exercises.

Training to develop skills not unique to the emergency plan job function i.e. reactor operator, multi media/first aid etc., but utilized during an emergency is included as part of the individual's normal job training program. Emergency Plan training is conducted in accordance with administrative procedures.

Emergency response training for offsite emergency organizations who may be called upon to provide assistance during an emergency (police, fire, ambulance, hospital) is coordinated by the Con Edison organization (Security, Fire Protection, Medical) which normally interfaces with these groups.

All onsite plant personnel, offsite Con Edison personnel who routinely visit the site and extended onsite visitors (i.e., construction personnel, outage support personnel, etc.) receive introductory training including familiarization with emergency plan, the location of assembly areas, and accountability procedures.

8.1.3 Drills and Exercises

Annual drills are conducted by Con Edison at the Indian Point Station for each of the following scenarios and will be supervised by qualified drill controllers.

- A medical emergency involving a simulated contaminated individual in which the Consolidated Medical Department, the hospital, site first-aid team, radiation protection personnel and security force participate.

- A radiological emergency in which the Onsite Emergency Response Organization participates in a simulated emergency scenario. As part of this drill, plant environs and radiological monitoring (onsite and offsite) will be conducted and may include collection and analysis of sample media (e.g., water, vegetation, soil and air) and provisions for communications and record keeping.

8.1.3 **Drills and Exercises (cont.)**

- In addition, the scenarios may require the call for assistance of Entergy personnel to demonstrate the coordination between the two licensees.

The annual radiological emergency exercise is conducted each calendar year nine to fifteen months after the last annual radiological emergency exercise. Additional drills and communications checks designed to test various aspect of the Plan, shall be conducted as follows:

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8.1.3 Drills and Exercises (cont.)

Any of the above drills may be performed in conjunction with other drills. The emergency drills are designed to test the adequacy of timing and content of the implementation procedures, to test emergency equipment, communication links and notification procedures, and to ensure that emergency organization personnel are familiar with their duties. Offsite support agencies are invited to participate in the annual drills and exercises.

In addition to, or in conjunction with, the above drills, a site emergency preparedness exercise involving response by offsite authorities will be conducted on biennial basis as set forth in NRC and FEMA rules. The scenarios for these exercises will be varied in an effort to assure that all major elements of the various plans and organizations are tested within a five-year period. Efforts will also be made to vary the timing of the exercises such that back-shifts will be involved once every six years (i.e. between 6:00 p.m. and 4:00 a.m.). Attempts will be made to have some drills unannounced. When feasible, drills will be conducted under adverse weather conditions.

Preplanned scenarios appropriate to the objectives of each drill or exercise are used. The scenarios for use in each drill or exercise will include, but not be limited to, the following:

- Basic objective(s) and evaluation criteria.
- Date, time period, place(s), personnel and organization(s) participating.
- Simulated events.
- A time schedule of real and simulated initiating events.
- A narrative summary of the proposed drill or exercise to describe such things as simulated casualties, rescue of personnel, use of protective clothing etc.
- Arrangements for qualified observers.

8.1.3 Drills and Exercises (cont.)

The emergency drills and exercises are observed and evaluated by qualified Con Edison personnel and Federal, State and local officials where appropriate. A critique is held following each drill or exercise at which time observers present their recommendations for improving performance and emergency preparedness. An Emergency Plan Corrective Action Report is written for major items that need follow-up, and is entered into the IP-2 Condition Reporting System (CRS). The CRS item is reviewed by the Corrective Action Group (CAG) and an action addressee is assigned and the time frame for completion. The Manager of Emergency Planning reviews the completed CRS items from the action addressee and reports the results to the Station Nuclear Safety Committee. The conduct of emergency drills and exercise is specified in greater detail in a Site Services Department Procedure.

8.1.4 Emergency Planning Responsibility

The corporate officer in charge of Nuclear Power has overall authority and responsibility for radiological emergency response planning. He is assisted by the Emergency Planning Manager. The Officer in charge of Nuclear Power assures the proper qualification of the Emergency Planning Manager prior to assignment to that position. Training activities such as seminars and professional development courses shall be utilized to maintain adequate knowledge by the Emergency Planning Manager and his staff.

The Emergency Planning Manager, a member of the normal Station staff, has been appointed to coordinate Emergency Planning. He reports to the Vice President Nuclear Engineering on emergency planning matters (see Figure 5-2). His responsibilities include assisting Department Managers in designating Emergency Personnel to fill the Emergency Response Organization (ERO), coordinating Con Edison emergency planning with offsite agencies, updating the Emergency Plan and the Emergency Procedures Document to keep them compatible with State and Federal Regulations, coordinating drill activities, and maintaining Emergency Plan records.

8.2 REVIEW AND UPDATING OF PLAN AND PROCEDURES

The Emergency Planning organization shall annually review the Plan and the Emergency Procedures Document to determine if there are needed additions or changes to increase their effectiveness. This review shall include the prior year's drill critique and Condition Reports, changes to the site and environmental parameters. A report of review results shall be sent to the Vice President Nuclear Engineering, the Chairman of the Station Nuclear Safety Committee and the Chairman of the Nuclear Facilities Safety Committee incorporating any recommended changes. The Station Nuclear Safety Committee shall review this report and shall submit any recommended changes to the Chairman of the Nuclear Facility Safety Committee via the Station Nuclear Safety Committee meeting minutes.

Updating of the Plan and the Emergency Procedures Document shall be accomplished by the Emergency Planning Manager as necessitated by the results of the review. All changes to the Plan and the Emergency Procedures Documents shall be reviewed and approved as stipulated in Emergency Plan Administrative Procedure EP-AD-02, SA0-100 and the plant Technical Specifications. Changes shall be provided to the Entergy to facilitate consistency in the site emergency planning efforts.

Controlled copies of the Plan and the Emergency Procedures Document are issued to individuals, locations, and offsite agencies, and are used to keep them cognizant of changes to the Plan and Emergency Procedures Document. A return receipt routing sheet system is used to record the receipt by the controlled copy holders. Revised pages shall be marked to show where the changes have been made. Pages shall contain a Revision number which is made up of the last 2 digits of the year and the revision number for the year.

The Emergency Plan and written agreements, copies of which are included in Section 10 Appendix A, shall be reviewed and updated as needed, and certified to be current on an annual basis.

The telephone numbers of all Con Edison personnel and offsite participating support agencies and individuals listed in the Emergency Telephone Directory shall be verified on a quarterly basis.

8.2 REVIEW AND UPDATING OF PLAN AND PROCEDURES (cont.)

A yearly audit of the emergency preparedness program is performed by the Consolidated Edison Quality Assurance Organization under the cognizance of the Nuclear Facilities Safety Committee. The Quality Assurance Program provides the management controls for documenting, reporting and retaining audit results and for evaluation and correcting audit findings.

8.3 MAINTENANCE AND INVENTORY OF EMERGENCY EQUIPMENT AND SUPPLIES

Items of emergency equipment and supplies are checked quarterly and after each use to insure operational readiness. All defective or missing equipment and supplies are replaced by the responsible organization. Specific check lists are used in this determination and the calibration due date for instrumentation is recorded.

Survey instruments and counters have been placed on a rotating calibration schedule of 100 days. Other equipment requiring calibration will be calibrated as recommended by the manufacturer. Normally, equipment requiring calibration will be calibrated at the Station and will be immediately available in the event of an emergency.

In any case, sufficient reserves are available to replace defective or missing items or an item which may be out of service for calibration. Completed check lists are forwarded to the Emergency Planning manager for record keeping.

8.4 DISSEMINATION OF EDUCATIONAL INFORMATION TO THE PUBLIC

The Consolidated Edison Corporate Affairs Department is responsible, in consultation with the Entergy, New York State and the counties of Westchester, Orange, Rockland and Putnam, for periodic dissemination of educational information to the public within the 10 mile Emergency Planning Zone

Educational information to the public within the 10 mile radius of the Indian Point Site, has been prepared in a booklet form which summarizes the role of the individual and family in dealing with a local emergency. The booklet focuses on the planning area in which the individual lives and has been mailed to each household within 10 mile radius under the auspices of the Four County Nuclear Safety Committee.

Updated booklets will be distributed each year.

In addition, an advertisement containing the specified information has been prepared for insertion in telephone books, and for use as a posting in such places as motels, hotels, and workplaces.

Con Edison, in cooperation with appropriate Power Authority, State and county officials, will annually acquaint news media personnel with the emergency plans, information concerning radiation and points of contact for release of public information in an emergency.

TO: **Emergency Planning Document Controlled Copy # 14 Holder**

NRC Document Control
Document Holder Organization

FROM: **Emergency Planning Document Custodian**

SUBJECT: **Emergency Planning Document Update**

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Consolidated Edison
Indian Point Nuclear Generating Station
Emergency Planning Department
Buchanan Service Center
Broadway & Bleakley Aves.
Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	2/20/01	1/12/01	Replace entire document
IP-1001	Mobilization of Onsite Emergency Organization	11 2/20/01	10 3/28/00	Replace entire document
IP-1002	Emergency Notification and Communication	22 I2/20/01	21 10/18/00	Replace entire document
Divider Tab	IP-1010	New	-	Place in proper order
IP-1010	Central Control Room (CCR)	0 2/20/01	New	Place in binder
IP-1032	Tornado Emergency	Cancel	5 9/1/99	Remove entire document and tab divider
IP-1035	Technical Support Center	16 2/20/01	15 3/28/00	Replace entire document
IP-1046	Responsibilities of Con Edison Personnel During Emergencies at Unit No. 3	Cancel	7 9/1/99	Remove entire document and tab divider
IAP-10	Shift Manager	Cancel	14 3/28/00	Remove entire document and tab divider
IAP-12	Watch Health Physics Technician (WHPT)	Cancel	14 9/1/99	Remove entire document and tab divider

Update completed as specified: _____ _____
Signature of Controlled Copy Holder Date

Emergency Plan Implementing Procedures
Table of Contents

Emergency Plan Implementing Procedures
Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1025	Handling Fire Department Personnel Fighting Fires in the Controlled Area	7	9/1/99
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	12	01/12/01
IP-1028	Cancelled	--	01/12/01
IP-1030	Emergency Operations Facility (EOF)	3	01/12/01
IP-1031	Air Raid Alert	7	9/1/99
IP-1032	Cancelled	-	
IP-1035	Technical Support Center (TSC)	16	2/20/01
IP-1036	Estimation of Population dose Within the 10 Mile Emergency Planning Zone	6	9/1/99
IP-1037	Obtaining Offsite Reuter-Stokes Monitor Data	8	9/1/99
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1040	Cancelled	--	01/12/01
IP-1041	Cancelled	--	01/12/01
IP-1042	Cancelled	--	01/12/01
IP-1044	Cancelled	--	5/27/00
IP-1045	Activation of Alternate Emergency Operations Facility	8	9/1/99
IP-1046	Cancelled		
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	8	5/27/00
IP-1049	Cancelled	--	5/27/00
IAP-10	Cancelled	--	
IAP-12	Cancelled	--	
IAP-14	Cancelled	--	5/27/00

Mobilization of Emergency Response Organization

	Print Name	Signature	Date
Prepared by:	Allen Lee	Allen E Lee	1/24/01
Technical Reviewer:	Kelly Walker	C. Kelly	1/25/01
Reviewer:	RICHARD BURNS	[signature]	1/25/1
Reviewer:			
Reviewer:			

SNSC Review:	Previous SNSC 2706 (Meeting Number)	N/A (Signature Secretary)	-- (Date)
Approval:	Frank Inzirillo	[signature]	2/1/01

Reference Use

Effective Date: 2/20/01 CONTROLLED COPY

Mobilization of Emergency Response Organization

1.0 PURPOSE

Note:
Actual implementation of the callout and mobilization of the Emergency Response Organization is performed in accordance with other procedures, such as the facility specific implementing procedures. This procedure is intended to provide an overview of the mobilization process.

To describe the methods used to mobilize the additional staff required for Alert, Site Area and General Emergencies.

2.0 DISCUSSION

2.1 The onsite emergency organization consists of three levels of staffing each of which functions at a different time during an emergency.

2.1.1 Staffing Level I

Staffing level I consists of the Watch Force which is available 24 hours a day. During an emergency there are a number of positions or areas of expertise that must be handled by the Watch Force for the first 60 minutes of the emergency, until they are augmented by non-shift personnel. The positions or areas of expertise (See Reference 6.1) and the watch individuals who shall handle them are as indicated below:

Position / Area of Expertise	Number on Shift	Watch Individual
Shift Supervisor (SRO)	1	Shift Manager
Shift Foreman (SRO)	1	Control Room Supervisor
Control Room Operators (RO)	1	Reactor Operator
Other Licensed Operator	1	As Designated
Auxiliary Operators	2	Unit 2 Conv. & Nuc. NPOs
Emergency Director	1**	Shift Manager
Communicator	1***	Support Facility NPO
H.P. Tech.	1	Health Physics
Chem. Tech.	1	Chem. Tech.
Shift Technical Advisor	1	Watch Engineer
Mech. Maint.	1**	Unit 2 Rover NPO
Elect. Maint./I&C	1**	Unit 2 Rover NPO
Health Physics	2**	Field Supp. Supv. & NYPA HP
Rescue and First Aid	2**	NPOs

** Maybe provided by Shift personnel assigned other function.

*** If the NPO is summoned to the fire brigade a qualified communicator from the Security Force shall assume the CCR Communicator position.

2.1.2 Staffing Level II

Staffing level II for NUES (at the discretion of the SM), ALERTS, SITE AREA and GENERAL Emergencies, consists of the Watch Force and those key non-watch personnel who are called in to augment them. On-call ERO managers report directly to their assigned facilities when notified. Facility managers assign additional personnel, as required from Con Edison Staff and where appropriate from the Unit 3 Watch Force. See the Emergency Telephone Directory for a listing of personnel listed by ERO job function. Facility procedures provide forms that shall be used to document each position as it is filled.

Level II Staffing Positions include:			
Position	**No.**	**Postion**	**No.**
Emergency Plant Manager	(1)	Health Physics	(4)
Offsite Rad. Assmt. Director.	(1)	Chemistry Technician	(1)
Offsite Surveys	(4)	TSC(Core,Elec,Mech)	(3)
On-Site Surveys	(2)	I&C Technicians	(1)
In-Plant Surveys	(2)	Comm (EOF & TSC)	(2)
OSC Manager	(1)	Mech/Elect. Maintenance	(4)

Personnel are contacted during off-hours by means of radio pagers ("beeper") and telephone. The Shift Manager initiates the call-in through the Con Edison on-site security force. When the need arises for assistance of Entergy personnel, the Shift Manager contacts the Unit No. 3 Shift Manager.

ALL personnel contacted shall report to their assigned emergency facilities. TSC and OSC positions report to the TSC OSC Complex. Personnel assigned as I&C Technicians, Maintenance (Mechanics & Electricians), Chemistry Technicians, Health Physics Technicians AND all off-shift Operations Staff shall perform their duties under the direction of the OSC Manager AND work out of the Operations Support Center. Personnel assigned to the EOF shall report to the EOF and work under the direction of the EOF Manager.

2.1.3 Staffing Level III

Staffing level III, which is the full activation of all emergency response functions, consists of staffing level II, full Emergency Response Facility staffing as outlined in each facilities procedure plus the addition of other site and corporate personnel as deemed necessary by the Emergency Director or the Emergency Plant Manager.

3.0 PRECAUTIONS AND LIMITATIONS

NONE

4.0 EQUIPMENT AND MATERIALS

NONE

5.0 INSTRUCTIONS

5.1 Normal Work Hours Mobilization of Emergency Facilities

Notes:
If relocation of personnel within the Protected Area is not desired, due to hazardous conditions, the Shift Manager may not sound the Site Assembly Alarm.

5.1.1 The Reactor Operator (RO) / Control Room Communicator sounds the Site Assembly Alarm and makes an announcement for Emergency Response Organization personnel to report to their assigned facilities.

5.1.2 The Shift Manager assigns the Support Facility NPO or other qualified individual as the Control Room Communicator.

5.1.3 Sounding of the site emergency assembly alarm by the RO / Control Room Communicator results in:

A. The following personnel report to the Central Control Room for accountability:

(1) Emergency Plant Manager
(2) On-shift Nuclear Plant Operators
(3) On-shift Watch Health Physics Technicians
(4) On-shift Watch Chemistry Technician
(5) On-shift Watch Engineer

B. The following Emergency Response Organization Team members report to their assigned emergency response facility for accountability:

(1) Emergency Director (ED) – EOF
(2) Emergency Operations Facility Manager – EOF
(3) Offsite Radiological Assessment Director (ORADs) – EOF
(4) Dose Assessment Health Physicist – EOF
(5) EOF Communicator #1 – EOF
(6) EOF Communicator #2 – EOF
(7) Information Liaison – EOF
(8) Technical Advisor (TA) – EOF
(9) Technical Support Center (TSC) Manager – TSC
(10) Technical Assessment Coordinator – TSC
(11) Operations Advisor –TSC
(12) Radiological Advisor
(13) Core Physics Engineer – TSC
(14) Electrical/I & C Engineer – TSC
(15) Mechanical Engineer – TSC
(16) Operations Support Center (OSC) Manager – OSC
(17) I&C Coordinator – OSC
(18) Radiation Protection Coordinator – OSC
(19) Maintenance Coordinator – OSC
(20) Team Coordinator – OSC
(21) Accountability Clerk
(22) All Joint News Center Staff

C. Security personnel shall remain on post and report their location for accountability to the Central Alarm Station. Security shall notify the Central Control Room or the Operations Support Center when the security force accountability is completed.

D. All other essential personnel with Emergency Response Organization responsibilities report to their assigned facility (TSC/OSC, EOF or JNC).

E. Personnel assigned as I&C Technicians, Maintenance (Mechanics & Electricians), Chemistry Technicians, Health Physics Technicians AND all off-shift Operations Staff shall report to the OSC and perform their duties under the direction of the OSC Manager.

F. All non-essential personnel (contractors, visitors and other personnel not assigned an emergency function) shall egress the Protected Area and proceed to assemble in the Energy Information Center in accordance with IP-1027, Site Personnel Accountability and Evacuation.

G. Offsite Environmental Monitoring Team Members assemble at the EOF with their vehicles.

5.1.4 The OSC Manager will immediately proceed to the OSC and direct the conduct of accountability as follows:

A. Obtain the names of all emergency response personnel in the Technical Support Center (TSC), Operations Support Center (OSC) and Central Control Room (CCR).

B. Review security LO-2 access report and determine if search and rescue is required to locate persons identified on the LO-2 access report that are not on the accountability lists.

5.1.5 The ORAD shall call the Radiation Protection Coordinator to obtain the following personnel after arriving at the EOF.

A. On-Site HP Monitors (2)

B. One HP shall be utilized as an onsite monitor and one as the Survey Team Health Physics Technicain.

> Note
> Call in of personnel for a Notification of Unusual Event is at the discretion of the Shift Manager.

5.1.6 The Communicator calls Security, identifies himself/herself AND instructs Security to initiate the call-in of personnel in accordance with IP-1002, Emergency Notification and Communication using Form IP-1002-4.

5.1.7 The EOF Manager, TSC Manager and OSC Manager shall proceed to complete the staffing level III complement for their respective facility.

5.1.8 The Communicator should request a supplemental offsite team from Unit No. 3 Control Room.

5.1.9 The Emergency Plant Manager shall designate two individuals (CRSs/ROs) to act as the Data Logger and TSC Communicator at the CCR.

5.2 Off Hours Mobilization of Emergency Facilities

> **Note:**
> If relocation of personnel within the Protected Area is not desired, due to hazardous conditions, the Shift Manager may not sound the Site Assembly Alarm.

5.2.1 The Reactor Operator (RO) / Control Room Communicator sounds the Site Assembly Alarm and makes an announcement for Emergency Response Organization personnel to report to their assigned facilities.

5.2.3 The Shift Manager assigns the Support Facility NPO OR other qualified individual as the Control Room Communicator.

5.2.4 Sounding of the site emergency assembly alarm by the RO / Control Room Communicator results in:

A. The following personnel shall report to the Central Control Room for accountability:

(1) On-shift Nuclear Plant Operators

(2) On-shift Watch Health Physics Technicians

(3) On-shift Watch Chemistry Technician

(4) On-shift Watch Engineer

B. Security personnel shall remain on post and report their location for accountability to the Central Alarm Station. Security shall notify the Central Control Room when the security force accountability is completed.

C. All personnel not associated with the emergency response shall egress the protected area and proceed to assemble at the Energy Information Center in accordance with IP-1027, Site Personnel Accountability and Evacuation.

5.2.5 All on-call Emergency Response Organization Team members, whether they are on site or offsite shall report directly to their assigned emergency response facility for accountability.

5.2.6 Any other essential personnel that are on-site at the time of event classification shall also report to their assigned emergency response facility for accountability.

5.2.7 All other essential personnel reporting from off-site report to the Emergency Operations Facility (EOF) for assignment.

5.2.8 The Emergency Operations Facility Manager or designee shall, as requested by the TSC and OSC managers, assign emergency responders to ensure minimum staffing requirements at each facility are met, and assign additional responders to augment the facilities as necessary.

5.2.9 The Operations Support Center Manager shall proceed to the Operations Support Center and perform the following:

A. Obtain the names of all emergency response personnel in the Technical Support Center (TSC), Operations Support Center (OSC) and Central Control Room (CCR).

B. Review security LO-2 access report and determine if search and rescue is required to locate persons identified on the LO-2 access report that are not on the accountability lists.

5.2.10 The EOF Manager, TSC Manager AND OSC Manager shall proceed to complete the staffing level III complement for their respective facility.

Note:
Call in of personnel for a Notification of Unusual Event is at the discretion of the Shift Manager.

5.2.9 The Communicator calls Security, identifies himself/herself AND instructs Security to initiate the call-in of personnel in accordance with IP-1002, Emergency Notification and Communication using Form IP-1002-4.

5.2.10 On an AS NEEDED basis, as determined by the Shift Manager, the Communicator calls the Unit No. 3 Control Room, identifies himself/herself, specifies the emergency classification AND requests the assistance of watch personnel in the following functional areas.

A. Health Physics

B. Chemistry

5.2.11 Upon arrival at their assigned facilities the on-call facility managers shall assign individuals to fill the required **MINIMUM** job functions indicated in facility procedures.

6.0 REFERENCES

6.1 NUREG-0654

6.2 Emergency Plan for Indian Point Unit Nos. 1 & 2

6.3 IP-1027, "Site Personnel Accountability and Evacuation"

6.4 IP-1002, "Emergency Notification and Communication"

7.0 ATTACHMENTS

NONE

8.0 ADDENDUM

NONE

Emergency Notification and Communication

	Print Name	Signature	Date
Prepared by:	C. Kelly Walker	C. Kelly Walker	1/22/01
Technical Reviewer:	Allen Lee	Allen Lee	1/24/01
Reviewer:			
Reviewer:			
Reviewer:			
SNSC Review:	Meeting Number	Signature Secretary	Date
Approval:	Frank Inzirillo	Frank Inzirillo	2/1/01

Effective Date: 2/20/01

Reference Use CONTROLLED COPY

Table of Contents

EMERGENCY NOTIFICATION AND COMMUNICATION

1.0 PURPOSE

To prescribe the responsibilities and methods for:

1.1 Initial notification and periodic updates made from the Central Control Room (CCR) and Central Information Group (CIG) in the event of a declared emergency at Indian Point Unit Nos. 1 & 2.

1.2 Provides checklists for the performance of notifications and activation of the Emergency Response Organization.

2.0 DISCUSSION

2.1 Following initial declaration of an emergency, the Shift Manager (SM) should assign the Support Facility Nuclear Plant Operator (NPO) to be the CCR Communicator. If the Fire Brigade has been or is subsequently summoned, the Support Facility NPO shall report with the Fire Brigade and a qualified communicator from the Station Security Force shall be assigned to the CCR Communicator position by the SM. When a non-Watch Control Room Supervisor (CRS), Reactor Operator (RO) or NPO becomes available, the Communicator from Security may then be replaced at the SM's discretion.

2.2 The CCR Communicator shall perform his duties in the Control Room under the SM's direction. These duties shall entail implementing the notification checklists and use of RECS, radio, and other telephones (Section 4.0) to notify on-site personnel as well as the off-site authorities of the accident conditions and to pass along directions and recommendations as appropriate from the SM. The Communicator shall also maintain himself ready to supply updates to the offsite authorities.

2.3 Notifications made from the EOF are described in IP-1030, Emergency Operations Facility.

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Initial and Upgrade notifications to the State and counties shall be initiated within 15 minutes of the emergency classification declaration.

3.2 Periodic Update Notifications should be performed approximately every 30 minutes or more frequent when conditions change.

4.0 EQUIPMENT AND MATERIALS

4.1 Central Radio (System Operations) - see Addendum 1 for call letters.

4.2 Area Radio (Monitoring Teams) - see Addendum 1 for call letters.

4.3 Local Government Radio (LGR) - see Addendum 1 for call letters. For backup notifications IF RECS is out of service.

4.4 "Contingency" Phone - see Emergency Telephone Directory for unlisted number to be used only for receiving incoming calls from CIG, New York State AND the four counties.

4.5 Radiological Emergency Communications System (RECS) - party line phone for initial notification AND updates to NYS AND counties.

4.6 ENS Phone - dial-up telephone circuits used to contact NRC headquarters for initial notification of emergency AND continuing updates. (See Emergency Telephone Directory for listed numbers).

4.7 CR-EOF - direct line, with bell annunciation by means of push button.

4.8 CR-TSC direct line, automatic ringing phone.

4.9 Peekskill Police - direct line, automatic ringing phone.

4.10 NYS Police - direct line, automatic ringing phone.

4.11 Phone – Peekskill (914) 737 Exchange (see Emergency Telephone Directory).

4.12 Phone - Indian Point (914) 734 Exchange (see Emergency Telephone Directory).

4.13 Microwave (see Emergency Telephone Directory) - provides connection to the 212 exchange in NYC via microwave to the Empire State Building.

5.0 INSTRUCTIONS

NOTE:
All phone numbers not provided within this procedure can be found in the emergency telephone directory.

5.1 NUE Initial Notification - CCR Communicator

5.1.1 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. THEN

A. Review form for completeness.

B. Determine if the Shift Manager wants full ERO activation at the NUE level (not normally required).

C. ALWAYS refer to the form as NYS Radiological Emergency Data Form PART I when talking to the State and County authorities.

5.1.2 Start the initial notification roll call to state and counties within 15 minutes of the declaration of an Unusual Event.

5.1.3 Use a CCR NUE Notification Checklist, Addendum 2 (Form IP-1002-1) to make and document the initial notifications.

5.1.4 Once the CCR NUE Notification Checklist is complete, **IF** the SM requests additional staffing level **THEN** perform the following:

A. Contact the on-call Emergency Director (ED) (refer to the Emergency Response Team On-call Schedule for duty ED.)

B. Request the activation of desired portions of the Emergency Response Organization On-Call Team to provide plant support.

5.2 NUE Update Notifications - CCR Communicator

5.2.1 Make periodic updates approximately every 30 minutes throughout the event.

5.2.2 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager. THEN:

A. Review form for completeness.

B. ALWAYS refer to the form as Radiological Emergency Data Form PART I when talking to the State and County authorities.

5.2.3 Use a CCR NUE Notification Checklist, Addendum 2 (Form IP-1002-1) and perform **ONLY the circled items**, to make the periodic Update Notifications.

NOTE:

The CCR Alert/ SAE/GE Initial Notification Checklist, Addendum 3 (form IP-1002-2) is used only once. After notifications are completed using this form, all subsequent upgrade and update notifications shall be made using the Upgrade/Update Notification Alert/SAE/GE Checklist, Addendum 4 (form IP-1002-3)

5.3 Alert, Site Area AND General Emergency Initial Notification – CCR Communicator

5.3.1 Use a CCR Initial Notification Checklist Alert/SAE/GE, Addendum 3 (Form IP-1002-2) to make and document the initial notifications.

5.3.2 Obtain the completed and approved Radiological Emergency Data Form PART I from the Shift Manager.

A. Review form for completeness.

B. Verify that the Shift Manager wants the Assembly Alarm Sounded

C. ALWAYS refer to the form as Radiological Emergency Data Form PART I when talking to the State AND the county authorities.

5.3.3 Start the initial notification roll call to State and counties within 15 minutes of the declaration of an Alert, Site Area Emergency (SAE) or General Emergency (GE).

5.4 Alert / SAE / GE Upgrade/Update Notifications – CCR/EOF Communicator

5.4.1 Upgrade/Update notifications are made for EAL upgrades and for periodic updates during an Alert, Site Area Emergency (SAE) or General Emergency (GE).

5.4.2 Use an Upgrade/Update Notification Alert/SAE/GE Checklist, Addendum 4 (Form IP-1002-3) to make and document the emergency classification upgrade or update notifications.

5.4.3 Obtain the completed Radiological Emergency Data Form Part I (and Part II, if provided) from the Shift Manager/Emergency Director AND notify NY State and counties within 15 minutes of any emergency classification change or approximately every 30 minutes otherwise.

5.5 Shift Security Supervisor

5.5.1 When notified and directed by the Shift Manager or CCR Communicator, activate the Emergency Response Organization using Addendum 5, Form IP-1002-4, Emergency Response Organization Activation Checklist.

5.5.2 Inform the Shift Manager or CCR Communicator of when the checklist is complete and of any problems encountered.

5.6 NUE - Central Information Group (CIG)

5.6.1 Obtain the following information from the Indian Point emergency personnel:

a. Classification

b. Time of declaration

c. Brief event description

5.6.2 Notify Media Relations as follows:

a. During normal working hours call the Director, Media Relations (phone numbers are listed in Emergency Telephone Directory).

b. During off-hours call the Media Relations Duty Officer (phone numbers are listed in Emergency Telephone Directory), who then notifies the Director, Media Relations.

5.6.3 Continue with SOP-CG-7-1 notifications.

5.7 (CIG) 5.7 Alert, Site Area AND General Emergency - Central Information Group

5.7.1 Obtain the following information from the Indian Point emergency personnel:

a. Classification

b. Time of declaration

c. Radioactive release

5.7.2. Notify Media Relations as follows:

a. During normal working hours call the Director, Media Relations (phone numbers are listed in Emergency Telephone Directory)

b. During off-hours call the Media Relations Duty Officer (phone numbers are listed in Emergency Telephone Directory), who then notifies the Director, Media Relations.

5.7.3 Notify the Con Edison President.

5.7.4 Notify one Administration Logistics Manager (see the Emergency Telephone Directory for list of individuals). This notification is only required once.

5.7.5 Notify Security at Irving Place Building (see Emergency Telephone Directory) of the emergency classification at Indian Point. Give Security the name of the Administration Logistics Manager (ALM) you have contacted with instructions to give the ALM the keys to the Corporate Response Center (Room 1425) upon his arrival.

5.7.6 During off-hours, notify Westinghouse (see the Emergency Telephone Directory). Call one of the representatives listed AND provide the following information. This notification is only required once:

a. Location (Indian Point 2) AND emergency classification

b. Technical Support Center phone numbers (see the Emergency Telephone Directory).

5.7.7 Notify the Institute of Nuclear Power Operation (INPO) (see the Emergency Telephone Directory). Provide them the following information. This notification is only required once:

a. Location (Indian Point 2) AND emergency classification

b. Technical Support Center phone numbers (see the Emergency Telephone Directory).

5.7.8 Notify the American Nuclear Insurers (see the Emergency Telephone Directory) AND Provide them the following information

a. Location (Indian Point 2) AND emergency classification.

b. Inform them that subsequent notification AND further information shall be given by the Con Edison Risk Management Organization.

5.7.9 Continue with SOP-CG-7-1.

5.8 Recovery Phase - Central Information Group (CIG)

5.8.1 Upon notification from the EOF of the recovery phase, notify any of the organizations notified in Section 5.6.

6.0 REFERENCES

6.1 Development Documents

6.1.1 Emergency Plan for Indian Point Unit Nos. 1 & 2

6.1.2 SAO-804, "Emergency Response Organization"

6.2 Interface Documents

6.2.1 SOP-CG-7-1, "Notification During Nuclear Emergency Involving IP No. 2"

6.2.2 IP-1001, "Mobilization of Onsite Emergency Organization"

6.2.2 IP-1018, "Media Relations Mobilizing During Emergency"

6.2.4 IP-1027, "Personnel Accountability and Evacuation"

6.3 Commitments

NONE

7.0 ATTACHMENTS

NONE

8.0 ADDENDUM

8.1 Addendum 1, Indian Point Emergency Radio Systems

8.2 Addendum 2, CCR NUE Notification Checklist (Form IP-1002-1)

8.3 Addendum 3, CCR Initial Notification Checklist Alert/SAE/GE (Form IP-1002-2)

8.4 Addendum 4, Upgrade/Update Notification Alert/SAE/GE Checklist (Form IP-1002-3)

8.5 Addendum 5, Emergency Response Organization Activation Checklist (Form IP-1002-4)

[Proprietary Information]

Addendum 1

INDIAN POINT EMERGENCY RADIO SYSTEMS

Sheet 1 of 1

Area Radio [Freq. 1 = 456.100 /Freq. 2 = 451.100/MHZ]

Base Station Location	Call Letters Freq. 1	Call Letters Freq. 1
CR 1-2	[WAY-744]	[WAY-744]
CR 3	[WAE-280]	[KGS-757]
EOF	[KYA-424]	[KYA-424]
AEOF	[KYA-615]	[KYA-615]
CGH	[WDA-498]	[KMF-617]
Mobile Station	**Call Letters Freq. 1**	**Call Letters Freq. 1**
Mobile 1	[KU-3575]	[KU-3575]
Mobile 2	[KU-3575]	[KU-3575]
Mobile 3	[KU-3575]	[KU-3575]

Central Radio [456.050 MHZ]

Base Station Location	Call Letters
CR 1-2	[WAE-277]
EOF	[WAE-277]
AEOF	[WGQ-993]
CIG	[WGR-59]

LOCAL GOVERNMENT RADIO [45.16 MHZ]

Base Station Location	Call Letters
CR, EOF, AEOF	[KNFM-394]
So. Dist. Office	[WZM-947]
Westchester W.P.	[WRU-873]
Orange W.P.	[WQH-720]
Rockland W.P.	[KRH-269]
Putnam W.P.	[KFC-781]
Peekskill W.P.	(NONE)

Addendum 2

CCR NUE Notification Checklist (Form IP-1002-1)

Sheet 1 of 2

CCR NUE Notification Checklist

Note: Perform only circled items for NUE periodic Update Notifications

Notify State and Counties:

1. Pick up the console handset and depress the **"RECS"** button **THEN** press the number **"7"** button on the keypad.
2. When you hear the message *"You have initiated a conference ..."* state:
   "This is to report an incident at Indian Point 2. Standby for roll call"
3. **IF** you did not hear the above message within 5 seconds of pressing the number "7" button **THEN** press **"Clear"** to hang up, wait 5 seconds and repeat steps 1 and 2.
4. **IF** unable to contact any station via RECS **THEN** use Local Government Radio (LGR) (instructions on back). **IF** both RECS and LGR fail **THEN** contact listed locations one at a time via telephone, attempting to contact the Warning Point first (phone numbers on back).
5. Enter time you are starting the initial roll call in the space provided below.
6. Initiate roll call by asking **"(*location title*) are you on the line?"** for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

Time Initial Roll Call Started _____

Time Final Roll Call Completed _____

Location	Initial Roll Call	Final Roll Call
Westchester County	❑	❑
Peekskill City	❑	❑
Rockland County	❑	❑
Orange County	❑	❑
Putnam County	❑	❑
New York State	❑	❑

7. **SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I. After reading the form say **"Stay on line for final roll call."**
8. Perform a final roll call by asking **"(*location title*) did you copy?"** for each location. Check off "Final Roll Call" for each location as they answer the roll call. **IF** any location did not copy the message **THEN** instruct them to call the State for clarification or, if requested, repeat the form information.
9. End notification by saying **"Indian Point No. 2 out at (*time*)"**. Enter the time in the space provided above when final roll call is completed.
10. **IF** any location did not answer the initial roll call **THEN** contact the missing location via telephone and direct them to either call the State to obtain the notification information or read them the information over the telephone. Record the location and time of this notification in the comment section of this form.

Notify Emergency Response Organization and Media Relations:	Time
11. Call the Command Guard House at 734-5330 (5331, 5332) and read the following message: **"This is Indian Point Unit No. 2 Control Room, an Unusual Event was declared at _____hours"** **IF** the Shift Manager directs call out of the full ERO **THEN** also state the following: **"Initiate call in of Emergency Response Organization Personnel per Form IP-1002-4, ERO Activation Checklist"**	
12. Notify the Manager – IP2 Communications at 734-5136 OR the Director Media Relations OR the Media Relations Duty Officer at 212-460-4111 and provide them with Date/Time of NUE classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	

Go to page 2 (back)

Addendum 2

CCR NUE Notification Checklist (Form IP-1002-1)

Sheet 2 of 2

CCR NUE Notification Checklist

Notify Unit 3 and CIG:	Time
13. Contact the Unit No. 3 Control Room (ext. 5059) and provide them with Date/Time of NUE classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	
14. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of NUE classification, and brief description of event. Obtain and enter name of individual contacted: _____	
Notify NRC:	**Time**
15. IF it is during normal working hours THEN notify the NRC Senior Resident Inspector at 914-739-9361 or x 5347 IF during off-hours THEN call or page the NRC Senior Resident Inspector using phone numbers provided in the Emergency Telephone Directory Provide the Inspector with Date/Time of NUE classification, EAL # and brief description of event.	
(16) Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform the NRC Communicator that this is a 50.72 notification and provide them with Date/Time of NUE classification, EAL # and brief description of event	

(17) Record any Comments: _____

_____

_____

(18) Date and sign this form	Date:	Signature:

(19) Inform the Shift Manager that you have completed NUE notifications.

(20) Fax copies of the NYS Radiological Emergency Data Form, Part I to State, counties, TSC and EOF and provide originals to the Shift Manager.

Use of Local Government Radio

A. Depress the "LGR" button on the communications console.
B. Pickup the handset and depress the handset button.
C. Announce **"This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call"**
D Return to step 4 on page 1 of this checklist.

Warning Point and EOC phone numbers

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-995-3026 or 995-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	845-364-8600	845-364-8800 or 364-8900
Orange County	845-294-3303	845-291-3199
Putnam County	845-225-4300	845-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Addendum 3

CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2)

Sheet 1 of 2

CCR Initial Notification Checklist - Alert/SAE/GE

Notify Protected Area Personnel and Emergency Response Organization:	Time
Note: If the Shift Manager suspends accountability DO NOT sound the Site Assembly Alarm or call for personnel to report to the Energy Education Center.	
1. Sound the Site Assembly Alarm for 30 seconds	
2. Announce the following message over the P.A. System three (3) times: **"Attention all personnel, a (*Alert / Site Area Emergency / General Emergency*) has been declared"** **"All Essential Personnel report to your assigned emergency facility"** **"All other personnel report to the Energy Education Center"**	
3. Call the Command Guard House (phone 734-5330, 5331 or 5332) and read the following: **"This is the Indian Point Unit No. 2 Control Room"** **"A (*Alert / Site Area Emergency / General Emergency*) has been declared. Initiate call-in of Emergency Response Organization personnel per Form IP-1002-4, ERO Activation Checklist"**	

Notify State and Counties:

4. Pick up the console handset and depress the "RECS" button THEN press the number "7" button on the keypad.
5. When you hear the message *"You have initiated a conference ..."* state:
   "This is to report an incident at Indian Point 2. Standby for roll call"
6. IF you did not hear the above message within 5 seconds of pressing the number "7" button THEN press **"Clear"** to hang up, wait 5 seconds and repeat steps 4 and 5.
7. IF unable to contact any station via RECS THEN use Local Government Radio (LGR) (instructions on back)
   IF both RECS and LGR fail THEN contact listed locations one at a time via telephone, attempting to contact the Warning Point first (phone numbers on back).
8. Enter time you are starting the initial roll call in the space provided below.
9. Initiate roll call by asking **"(*location title*) are you on the line?"** for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

Time Initial Roll Call Started _____

Time Final Roll Call Completed _____

Location	Initial Roll Call	Final Roll Call
Westchester County	❑	❑
Peekskill City	❑	❑
Rockland County	❑	❑
Orange County	❑	❑
Putnam County	❑	❑
New York State	❑	❑

10. **SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I. After reading form say **"Stay on line for final roll call."**
11. Perform a final roll call by asking **"(*location title*) did you copy?"** for each location. Check off "Final Roll Call" for each location as they answer the roll call. IF any location did not copy the message THEN instruct them to call the State for clarification or, if requested, repeat the information.
12. End notification by saying **"Indian Point No. 2 out at (*time*)"**. Enter the time in the space provided above when final roll call is completed.
13. IF any location did not answer the initial roll call THEN contact the missing location via telephone and direct them to either call the State to obtain the notification information or read form information over the telephone. Record the location and time of this notification in the comment section of this form.

Go to page 2 (back)

Addendum 3

CCR Alert/SAE/GE Initial Notification Checklist (Form IP-1002-2)

Sheet 2 of 2

CCR Initial Notification Checklist Alert/SAE/GE

Notify Unit 3, Media Relations and CIG:	Time
14. Contact the Unit No. 3 Control Room (ext. 5059) and provide them with Date/Time of emergency classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	
15. Notify the Manager IP2 Communications at 734-5136 **OR** the Director Media Relations **OR** the Media Relations Duty Officer at 212-460-4111and provide them with Date/Time of emergency classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____	
16. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of emergency classification, and brief description of event. Obtain and enter name of individual contacted: _____	
Notify NRC:	**Time**
17. **IF** it is during normal working hours **THEN** notify the NRC Senior Resident Inspector at 914-739-9361 or x5347 **IF** during off-hours **THEN** call or page the NRC Senior Resident Inspector using phone numbers provided in the Emergency Telephone Directory Provide the Inspector with Date/Time of emergency classification, EAL # and brief description of event.	
18. Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform them that this is a 50.72 notification and provide them with Date/Time of emergency classification, EAL # and brief description of event.	

19. Record any Comments: _____

_____

_____

20. Date and sign this form	Date:	Signature:

21. Inform the Shift Manager that you have completed emergency notifications.
22. Fax copies of the NYS Radiological Data Form, Part I to State, counties, TSC and EOF and provide originals to the Shift Manager.

Use of Local Government Radio

A. Depress the "**LGR**" button on the communications console.
B. Pickup the handset and depress the handset button.
C. Announce "**This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call**"
D Return to step 7 on page 1 of this checklist.

Warning Point and EOC phone numbers

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-995-3026 or 285-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	845-364-8600	845-364-8800 or 364-8900
Orange County	845-294-3303	845-291-3199
Putnam County	845-225-4300	845-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Addendum 4

Upgrade/Update Notification Alert/SAE/GE Checklist (Form 1002-3)

Sheet 1 of 2

Upgrade/Update Notification Alert/SAE/GE Checklist

Note: Upgrade notifications shall be made within **15 minutes** of classification change. Periodic Update Notifications should be done approximately every **30 minutes** or more frequent when conditions change.

Notify Protected Area Personnel and Emergency Response Organization

1. IF the emergency classification changes THEN perform the following:

A. Announce (or have the CCR announce) the applicable message over the P.A. System three (3) times:

"Attention all personnel, a (*Site Area Emergency / General Emergency*) has been declared"
OR if emergency classification is terminated THEN announce:

"Attention all personnel, the emergency has been terminated"

B. Call the Command Guard House (phone 734-5330, 5331, 5332) and inform them of the new classification.

Notify State and Counties:

2. Pick up the console handset and depress the "**RECS**" button THEN press the number "**7**" button on the keypad.
3. When you hear the message "*You have initiated a conference ...*" state:
"This is to report an incident at Indian Point 2. Standby for roll call"
4. IF you did not hear the above message within 5 seconds of pressing the number "7" button THEN press "**Clear**" to hang up, wait 5 seconds and repeat steps 2 and 3.
5. IF unable to contact any station via RECS THEN use Local Government Radio (LGR) (instructions on back)
IF both RECS and LGR fail THEN contact listed locations one at a time via telephone,
(phone numbers on back).
6. Enter time you are starting the initial roll call in the space provided below.
7. Initiate roll call by asking **"(*location title*) are you on the line?"** for each of the following stations, stopping after each name is read to allow station to identify itself. Check off "Initial Roll Call" for each location as they answer the roll call:

	Location	Initial Roll Call	Final Roll Call
Time Initial Roll Call Started	Westchester County	❑	❑
	Peekskill City	❑	❑
	Rockland County	❑	❑
Time Final Roll Call Completed	Orange County	❑	❑
	Putnam County	❑	❑
	New York State	❑	❑

8. **SLOWLY** read all of the information from the completed and approved Radiological Emergency Data Form Part I (and Part II if required). After reading form say **"Stay on line for final roll call."**
9. Perform a final roll call by asking **"(*location title*) did you copy?"** for each location. Check off "Final Roll Call" for each location as they answer the roll call. IF any location did not copy the message THEN instruct them to call the State for clarification or, if requested, repeat the form information.
10. End notification by saying **"Indian Point No. 2 out at (*time*)"**. Enter the time in the space provided above when final roll call is completed.
11. IF any location did not answer the initial roll call THEN contact the missing location via telephone and direct them to either call the State to obtain the notification information or read them the form information over the telephone. Record the location and time of this notification in the comment section of this form.

Go to page 2 (back)

Addendum 4

Upgrade/Update Notification Alert/SAE/GE Checklist (Form 1002-3)

Sheet 2 of 2

Upgrade/Update Notification Alert/SAE/GE Checklist

Note: Use the CCR Alert/SAE/GE Initial Notification Checklist for upgrade from NUE to Alert.

Notify Unit 3, Outside ConEd Personnel and Local Facilities:	Time
12. IF the emergency classification changed THEN perform the following: A. Contact the Unit No. 3 Control Room (ext. 5059) and provide them with Date/Time of classification, EAL # and brief description of event. Obtain and enter name of individual contacted: _____ B. Contact ConEd CIG at 212-580-8689 and provide them with Date/Time of classification, and brief description of event. Obtain and enter name of individual contacted: _____	
13. IF the emergency is classified as a Site Area or General Emergency THEN notify the plant manager of Lafarge Gypsum (Georgia Pacific) via telephone. (numbers in Emergency Telephone Directory)	
14. EOF only -- IF the emergency classification changes THEN notify the Corporate Response Center of the change, providing them with Date/Time of classification, EAL # and brief description of event. (numbers in Emergency Telephone Directory)	

Notify NRC:	Time
15. Contact NRC via the ENS. (refer to Emergency Telephone Directory for back-up numbers) Inform them that this is a 50.72 notification and provide them with Date/Time of classification, EAL # and brief description of event	

16. Record any Comments: _____

_____

_____

17. Date and sign this form	Date:	Signature:

18. Inform the Shift Manager that you have completed emergency notifications.

19. Fax copies of the form 30a and 30b (if completed) to State, counties, TSC and EOF and provide originals to the Shift Manager (or EOF Manger).

Use of Local Government Radio

A. Depress the "**LGR**" button on the communications console.
B. Pickup the handset and depress the handset button.
C. Announce "**This is KNFM394 to report an incident at Indian Point No. 2 - Standby for Roll Call**"
D Return to step 5 on page 1 of this checklist.

Warning Point and EOC phone numbers

Location	Warning Point Phone #	EOC Phone #
Westchester County	914-741-4258	914-995-3026 or 995-3027
Peekskill City	914-737-8000	914-737-8000
Rockland County	845-364-8600	845-364-8800 or 364-8900
Orange County	845-294-3303	845-291-3199
Putnam County	845-225-4300	845-225-3896 or 225-9376
New York State	518-457-2200 or 457-6811	518-457-9900

Addendum 5

Emergency Response Organization Activation Checklist (Form IP-1002-4)

Sheet 1 of 2

Emergency Response Organization Activation Checklist

A. Pager Notification Systems Activation:

1. Call: [redacted]
2. Upon hearing one or more beeps, enter the following code number: (be sure to press # symbol)

   00 #

   Upon entering the code you will hear a series of short, rapid beeps, indicating that the message has been sent. Hang up.
3. Enter time you completed activating pagers — **Time:**
4. Verify that the correct message was sent by confirming the pager message received on the control pager is **00**
5. **IF** the message on the control pager is 00, **THEN** proceed to page 2 of this form (back) to activate the **Community Alert Network (CAN)**
6. **IF** the message is incorrect on the control pager **THEN immediately** call the following number and send the "Disregard Last Message" code as listed below. Be sure to press * and # symbols.

   Call: [redacted]

   Enter Code: **55 * 55 * 55 #**
7. **IF** you had to send the "Disregard Last Message" for the pager, **THEN** return to step 1 and repeat steps to send correct code.
8. Proceed to page 2 of this form (back) to activate the **Community Alert Network (CAN)**

Addendum 5
Emergency Response Organization Activation Checklist (Form IP-1002-4)
Sheet 2 of 2

Emergency Response Organization Activation Checklist

B. Community Alert Network (CAN) Activation:

1. Call: **1-800-552-4226** or **1-877-786-8478**
2. Identify yourself as "**Con Edison Indian Point**"
   (Note: If an answering machine picks up instead of an operator, proceed to step 9.)
3. When the operator requests your name and a password, provide your name and the password #: [redacted]
4. Request operator to read **Message # 1** to you. Verify that the message matches the following:

   "This is the Indian Point notification system. An emergency has been declared. Report to your emergency response facility. An emergency has been declared. Report to your emergency response facility."

5. Operator will ask how many times you wish the message be repeated. Tell him/her **3** times.
6. The Operator will ask you for a call back number. Provide the telephone number you are calling from.
7. Operator will ask you for a Fax number to send the notification report. Provide the following EOF fax number:
   1-914-271-7075
8. Operator will request the local time. Provide them with the correct local time.
9. **IF** an answering machine picks up instead of an operator, **THEN** read the entire message in step 4 into the machine, followed with your return phone number. **IF** you do not receive a call back from CAN within 10 minutes,
   THEN call: **1-800-992-2331** and inform them you are having problems with the CAN system.
10. Enter the time you completed CAN activation — **Time:**
11. Inform the Shift Manager that you have completed ERO activation.
12. Date and sign this form when complete:

Date:	**Signature:**

CENTRAL CONTROL ROOM (CCR)

	Print Name	Signature	Date
Prepared by:	Kelly Walker	C. Kelly	1/22/01
Technical Reviewer:	Allen Lee	Allen E Lee	1/24/01
Reviewer:	C. HOCK	C. Hock C. Hock	1/24/01
Reviewer:	RICHARD BURNS	R Burns	1/25/1
Reviewer:			
SNSC Review:	Meeting Number	2810 Signature Secretary	1/25/01
Approval:	Frank Inzirillo	Frank Inzirillo	2/1/01

Effective Date: 2/20/01

Reference Use CONTROLLED COPY

CENTRAL CONTROL ROOM (CCR)

1.0 PURPOSE

To describe emergency response activities and operations of the Central Control Room (CCR).

To provide guidance for the response to emergencies declared at Unit 3.

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

The following types of equipment and materials are utilized for emergency response in the CCR:

4.1 SAS, Proteus, Emergency Display Data System (EDDS) and Plant Information (PI) System for accessing plant data.

4.2 MEANS Computer program for performing dose assessment, protective action recommendations and preparing Part I and II NYS Radiological Data Forms.

4.3 Plant Procedures

4.4 Plant Drawings

4.5 Emergency Communication Systems (in addition to normally available systems)

- 4.5.1 Emergency Management Hotline (SM-EPM-ED)
- 4.5.2 CCR/TSC/EOF 3-way Ring-down line (CCR-TSC Communicator)
- 4.5.3 Radiological Emergency Communications System (RECS)
- 4.5.4 FTS-2001 Emergency Notification System - (NRC)
- 4.5.5 Local Government Radio (backup to RECS)
- 4.5.6 Emergency Plan pre-programmed facsimile machine

5.0 INSTRUCTIONS

5.1 The Shift Manager (SM) shall follow the instructions outlined in Attachment 1, SM Checklist.

5.2 The CCR Communicator shall follow the instructions outlined in Attachment 2, CCR Communicator Checklist.

5.3 The CCR-TSC Communicator shall follow the instructions outlined in Attachment 3,

CCR-TSC Communicator Checklist.

5.4 The CCR Data Logger shall follow the instructions outlined in Attachment 4, CCR Data Logger Checklist.

5.5 The Watch Health Physics Technician shall follow the instructions outlined in Attachment 5, Watch Health Physics Technician Checklist.

5.6 Response to Emergencies at Unit 3

5.6.1 The Unit 2 CCR shall be notified by Unit 3 of any emergency declared at the Alert level or higher.

5.6.2 Based upon the Unit 3 emergency conditions, evaluate the need to:

a. Declare an emergency at Unit 2 in accordance with IP-1024.

b. Initiate protective actions for onsite personnel.

c. Perform site accountability or evacuation in accordance with IP-1027.

5.6.3 Upon request from the Unit 3 Emergency Director, call-out and dispatch Offsite Field Monitoring Teams to support Unit 3 field monitoring activities. Direct offsite monitoring personnel to report to the EOF and inform the Unit 3 Emergency Director of their availability. Refer to the Emergency Telephone Directory for names and telephone numbers of qualified individuals.

6.0 REFERENCES

6.1 IP-1001, "Mobilization of Onsite Emergency Organization"

6.2 IP-1002, "Emergency Notification and Communication

6.3 IP-1007 "Dose Assessment"

6.4 IP-1013 "Protective Action Recommendations"

6.5 IP-1024 "Emergency Classification"

6.6 IP-1027 "Personnel Accountability and Evacuation"

6.7 IP-1048 "Termination and Recovery"

7.0 ATTACHMENTS

7.1 Attachment 1, SM Checklist.

7.2 Attachment 2, CCR Communicator Checklist.

7.3 Attachment 3, CCR-TSC Communicator Checklist

7.4 Attachment 4, CCR Data Logger Checklist.

7.5 Attachment 5, Watch Health Physics Technician Checklist.

8.0 ADDENDUM

NONE

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 1 of 9

Initial Responsibility/Activity		Notes
1.0	**Classification of the Emergency** Authority to classify and declare an emergency is reserved solely for the Emergency Director and may not be delegated. The SM in the role of Emergency Director makes the initial emergency classification.	
1.1	Classify the emergency condition in accordance with IP-1024 "Emergency Classification".	
1.2	**IE** a General Emergency is declared, **THEN** protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.	
1.3	Declare the emergency and announce the classification to Control Room personnel.	
2.0	**Notification – Unusual Event** State and local authorities shall be notified within 15 minutes of emergency declaration.	
2.1	**IE** the initial emergency classification is an Alert or higher **THEN** proceed to step 3.0.	
2.2	Assign a qualified operator to act as CCR Communicator. IE no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.	
2.3	Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."	
2.4	Direct notification of offsite authorities: A. Provide the completed and signed NYS Radiological Data Form Part I to the CCR Communicator. B. **IE** based on Shift Manager judgment the Emergency Response Organization is needed, **THEN** have the CCR Communicator request Site Security Supervisor call in personnel as indicated on Form IP-1002-1 "CCR NUE Notification Checklist." C. Direct the CCR Communicator to perform notifications using Form IP-1002-1 "CCR NUE Notification Checklist".	

Initial Responsibility/Activity(cont.)	Notes
3.0 Notification & Mobilization - Alert, Site Area or General Emergency Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher. State and local authorities shall be notified within 15 minutes of emergency declaration. 3.1 Assign a qualified operator to act as CCR Communicator. **IF** no qualified operator is available **THEN** direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available. 3.2 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I." **NOTE** IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions. 3.3 **IF** personnel accountability is suspended, **THEN** inform the CCR Communicator prior to directing personnel mobilization and instruct him **NOT** to sound the site assembly alarm. 3.4 Direct the CCR Communicator to initiate Emergency Response Organization mobilization and to perform notifications using Form IP-1002-2 "CCR Alert/SAE/GE Initial Notification Checklist".	

Attachment 1
Shift Manager (Emergency Director) Checklist
Sheet 3 of 9

Initial Responsibility/Activity(cont.)	Notes
4.0 Establish Personnel Accountability Accountability rosters are located in the Shift Manager Position Binder. 4.1 **IF** an Alert or higher emergency has been declared, and personnel accountability has not already been established, **THEN** initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation. 4.2 **IF** any individuals are missing, **THEN** direct available personnel and Security to conduct search and rescue operations to locate the missing individuals.	
5.0 Assess Any Radiological Release The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations. 5.1 **IF** any indications exist of abnormal radiological release as a result of the emergency, **THEN** assess offsite consequences in accordance with IP-1007, Dose Assessment. 5.2 **IF** dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines **THEN** declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Addendum 8.1 of IP-1013. Protective Action Recommendations.	

Attachment 1
Shift Manager (Emergency Director) Checklist
Sheet 4 of 9

Continuous Responsibility/Activity (Emergency Director)	Notes
NOTE: **IF** while performing the Continuous Responsibility/Activity steps as Emergency Director, you are relieved of Emergency Director duties by the EPM or On-Call ED, **THEN** exit this section and enter the Continuous Responsibility/Activity (Shift Manager) section at step 11.0.	
6.0 Re-Classify the Emergency if Necessary	
6.1 IE plant conditions change or other events occur which may warrant upgrade of the emergency classification, **THEN** re-classify the emergency condition in accordance with IP-1024 "Emergency Classification".	
6.2 IE a General Emergency is declared, **THEN** protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.	
6.3 Declare the emergency and announce the classification to Control Room personnel.	
6.4 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."	
6.5 Direct the CCR Communicator to perform notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".	
7.0 Establish Radiological Controls and Maintain Onsite Personnel Safety	
7.1 Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel.	
7.2 Once established, maintain personnel accountability.	
7.3 IE the potential for abnormal radiological conditions in-plant or onsite exists, THEN: A. Direct the Watch Health Physics Technician to establish radiological controls for the Central Control Room and initiate habitability monitoring for the Central Control Room.	

Continuous Responsibility/Activity (Emergency Director)	Notes
B. Evaluate the need to perform a site evacuation per IP-1027, Personnel Accountability and Evacuation. C. Authorize emergency exposure, if necessary, per Form IP-1023-6, Emergency Exposure Authorization. **7.4** IE an on-site medical emergency occurs, THEN implement IP-1012, On-site Medical Emergency.	
8.0 Perform Periodic Update Notifications 8.1 Periodic update notifications to offsite authorities should be made approximately every 30 minutes or more frequently when plant conditions change. 8.2 For each update notification, complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I." 8.3 IE there has been a radiological release to the environment, THEN complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Data Form, **Part II**. 8.4 For periodic update notifications during an **Unusual Events**, direct the CCR Communicator to perform update notifications using Form IP-1002-1 "CCR NUE Notification Checklist". 8.5 For periodic update notifications during an **Alert or higher** classifications, direct the CCR Communicator to perform update notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 6 of 9

Continuous Responsibility/Activity (Emergency Director)	Notes
9.0 Turnover Emergency Director Responsibilities **NOTE:** For Unusual Events, the Shift Manager will normally maintain the Emergency Director responsibilities until the classification is terminated per IP-1048, Termination & Recovery. For Alert and higher classifications, the Emergency Plant Manager will relieve the Shift Manager of Emergency Director duties in the Control Room. However, the On-Call Emergency Director in the EOF may, at his discretion, assume Emergency Director duties directly from the Shift Manager via telephone turnover. 9.1 Provide a status briefing to the Emergency Plant Manager upon his arrival in the Central Control Room. The Emergency Plant Manager will request status on all of the information specified on Form IP-1035-2, Essential Information Checklist. 9.2 Provide copies of all completed nys radiological Emergency Data forms to the Emergency Plant Manager. 9.3 Resume duties as Shift Manager and proceed to step 11.0 in the Continuous Responsibility/Activity (Shift Manager) section.	
10.0 Terminate the Emergency (Unusual Event Only) 10.1 When conditions warrant termination of the Unusual Event, enter IP-1048 Termination & Recovery and terminate the emergency per section 5.1 "Transition and Recovery Following an Unusual Event." 10.2 Exit this section after termination of the emergency and enter the Closeout Responsibility/Activity section at step 16.0.	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 7 of 9

Continuous Responsibility/Activity (Shift Manager)	Notes
11.0 Evaluate Emergency Action Levels 11.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification. 11.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.	
12.0 Maintain Communications with the Emergency Plant Manager and Emergency Director 12.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations. 12.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis. 12.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.	
13.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC **NOTE:** Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability. 13.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.	Operations Coordinator telephone # in OSC: **734-5556**

Attachment 1
Shift Manager (Emergency Director) Checklist
Sheet 8 of 9

Continuous Responsibility/Activity (Shift Manager)	Notes
13.2 For operations teams already dispatched and in the field prior to the OSC being activated, coordinate the transfer of team control to the OSC with the Operations Coordinator. 13.3 Direct requests for in-plant operational support IMMEDIATELY to the Operations Coordinator in the OSC to facilitate prompt response to Control Room needs. Keep the Emergency Plant Manager informed of all requests. 13.4 Re-enforce Control Room priorities and needs with the Emergency Plant Manager if in-plant team support is not being provided in a timely and effective manner.	
14.0 Request Technical Support as Needed to Mitigate the Emergency 14.1 Request the TSC Manager to provide forward-looking technical support as needed to assist the Control Room staff in responding to the emergency. 14.2 Provide the Emergency Plant Manager and TSC Manager with periodic briefs on current mitigation strategies and emergency procedures currently being implemented.	
15.0 Exit to Recovery Phase 15.1 Upon notification from the Emergency Director that the emergency has been terminated, exit this section and enter the Closeout Responsibility/Activity section at step 16.0.	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 9 of 9

Closeout Responsibility/Activity	Notes
16.0 Direct the Control Room staff to return all equipment utilized in the response to proper storage locations	
17.0 Review all documentation the Control Room staff generated during the emergency: 17.1 Ensure all logs, forms and other documentation are complete. 17.2 Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for long-term restoration. 17.3 Collect all computer printouts and stripcharts.	
18.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 2
CCR Communicator Checklist
Sheet 1 of 5

Initial Responsibility/Activity	Notes
1.0 Assume the Duties of CCR Communicator State and local authorities shall be notified within 15 minutes of emergency declaration. 1.1 Upon being notified to fulfill the CCR Communicator role, IMMEDIATELY report to the Control Room. 1.2 **IF** site accountability has been directed, **THEN** sign the CCR accountability roster. 1.3 Inform the Shift Manager (Emergency Director) and the Control Room staff that you have assumed the duties of CCR Communicator. 1.4 **IF** the emergency classification is an Unusual Event, **THEN**, proceed to step 2.0. 1.5 **IF** the emergency classification is an Alert or higher, **THEN**, proceed to step 3.0. A. Unusual Event – Form IP-1002-1, CCR NUE Notification Checklist B. Alert or higher – Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist	
2.0 Perform Initial Unusual Event Notifications 2.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature. B. Determine if the Shift Manager wants full Emergency Response Organization activation at the Unusual Event level (not normally required). 2.2 Using Form IP-1002-1, CCR NUE Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Unusual Event.	

Attachment 2

CCR Communicator Checklist

Sheet 2 of 5

Initial Responsibility/Activity	Notes
2.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).	
2.4 Complete the remaining notifications as specified on the Form IP-1002-1 checklist. **IE** the Shift Manager wanted full Emergency Response Organization activation, **THEN** ensure Security is informed so that they can initiate the call in.	Fax numbers can be found in the Emergency Telephone Directory
2.5 **Fax copies** of the NYS Radiological Data Form to State/counties/ EOF.	
3.0 **Perform Initial Alert/SAE/GE Notifications**	
3.1 Determine if personnel accountability is being suspended from the Shift Manager.	
NOTE: Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist is used **only** once. After notifications are complete using this form, all subsequent upgrade and update notifications shall be made using Form IP-1002-3, Upgrade/Update Notification Alert/SAE/GE Checklist.	
3.2 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.	
3.3 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.	
3.4 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Alert, SAE or GE.	
3.5 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).	

Attachment 2
CCR Communicator Checklist
Sheet 3 of 5

Initial Responsibility/Activity	Notes
3.6 Complete the remaining notifications as specified on the checklist. 3.7 **Fax copies** of the NYS Radiological Data Form to State/counties/ EOF.	Fax numbers can be found in the Emergency Telephone Directory
Continuous Responsibility/Activity	**Notes**
4.0 Perform Periodic Update Notifications – Unusual Event **NOTE:** Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change. 4.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature. 4.2 Using Form IP-1002-1, CCR NUE Notification Checklist, perform **ONLY the circled items**, to make the periodic update notifications. 4.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other). 4.4 **Fax copies** of the NYS Radiological Data Form to State/counties/ EOF.	Fax numbers can be found in the Emergency Telephone Directory
5.0 Perform Periodic Update Notifications – Alert/SAE/GE **NOTE:** Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change. 5.1 Obtain the completed NYS Radiological Emergency Data Form Part I (Part II if a radiological release has occurred or is in progress) from the Shift Manager.	

Attachment 2

CCR Communicator Checklist

Sheet 4 of 5

Initial Responsibility/Activity	Notes
A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature. 5.2 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties. 5.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other). 5.4 Complete the remaining notifications as specified on the checklist.	Fax numbers can be found in the Emergency Telephone Directory
6.0 IE the Emergency Classification is Upgraded, THEN Perform Upgrade Notifications 6.1 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization. 6.2 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature. 6.3 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties within 15 minutes of upgrade of the emergency classification. 6.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other). 6.5 Complete the remaining notifications as specified on the checklist.	Fax numbers can be found in the Emergency Telephone Directory

Attachment 2

CCR Communicator Checklist

Sheet 5 of 5

Closeout Responsibility/Activity		Notes
7.0	**When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations**	
8.0	**Review all documentation the generated during the emergency:**	
8.1	Ensure all logs, forms and other documentation are complete.	
8.2	Collect all forms, logs and other documentation..	
9.0	**Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 3
CCR-TSC Communicator Checklist
Sheet 1 of 2

Initial Responsibility/Activity	Notes
1.0 Assume the Duties of CCR-TSC Communicator	
1.1 Upon being notified to fulfill the CCR-TSC Communicator role, IMMEDIATELY report to the Control Room.	
1.2 **IF** site accountability has been directed, **THEN** sign the CCR accountability roster.	
1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR-TSC Communicator.	
1.4 If not already established, establish an open line of communications with the TSC Communicator and EOF (EOF may not always be on line) over the 3-way ring down phone: A. Remove handset from cradle (may use headset if available). B. Press button labeled "TSC-CCR-EOF" C. Press SIGNAL button to ring other locations. D. Listen to ensure other parties pick up (it may take additional time for the TSC Communicator to arrive in TSC) E. Inform other parties that you are establishing an open line from the CCR. F. Stay on line or inform other parties any time you will be offline.	
1.5 Inform the Shift Manager that you have established communications with the TSC and EOF.	
Continuous Responsibility/Activity	**Notes**
2.0 Maintain Communications with the TSC and EOF	
NOTE: The primary responsibility of the CCR-TSC Communicator is to provide an open line of communication between the CCR and TSC, however, the Technical Advisor to the Emergency Director in the EOF will periodically monitor the communications line or will request information from the CCR and TSC.	
2.1 Transmit information as requested by the TSC and EOF.	

Attachment 3
CCR-TSC Communicator Checklist
Sheet 2 of 2

Continuous Responsibility/Activity (cont.)		Notes
2.2	Use Form IP-1023-4, ERO Log Sheet, to maintain a log. A. Log the time when you assumed the duties of CCR0TSC Communicator B. Log significant communications pertaining to plant operations and emergency events.	
Closeout Responsibility/Activity		**Notes**
3.0	**When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations**	
4.0	**Review all documentation the generated during the emergency:**	
4.1	Ensure all logs, forms and other documentation are complete.	
4.2	Collect all forms, logs and other documentation..	
5.0	**Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 4
CCR Data Logger Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
1.0 Assume the Duties of CCR-Data Logger 1.1 Upon being notified to fulfill the CCR-Data Logger role, IMMEDIATELY report to the Control Room. 1.2 **IF** site accountability has been directed, **THEN** sign the CCR accountability roster. 1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR Data Logger.	
2.0 Initiate Data Acquisition 2.1 Begin manual data collection and entry into EDDS: A. Activate the manual overlay functions of EDDS as specified in Step 5.3.1 of IP-1026, Emergency Data Acquisition. B. Begin manual data collection and entry into EDDS as specified in Step 5.3.2 of IP-1026, Emergency Data Acquisition 2.2 **IF** EDDS is not functional, **THEN**: A. Begin collection and manual entry of plant parameter data into Proteus as specified in Step 5.1.5 of IP-1021, Manual Update, Readout and Printout of Proteus Plant Parameter Data. B. Begin manual collection of Form IP-1026-2, Equipment Status – 42B data for manual transmittal to the TSC. C. Completed Form 1026-2 should be faxed or physically delivered to the TSC. 2.3 **IF BOTH** EDDS **AND** Proteus are not functional, **THEN** begin manual collection of data for the following forms for manual transmission to the TSC: A. Form IP-1026-1, Plant Parameters – 42A B. Form IP-1026-2, Equipment Status – 42B C. Form IP-1026-3, Radiological Data – 42C Completed forms should be faxed or physically delivered to the TSC.	

Attachment 4
CCR Data Logger Checklist
Sheet 2 of 3

Continuous Responsibility/Activity	Notes
3.0 Maintain Up-to-Date Plant Data Transmissions **NOTE:** The primary responsibility of the CCR-Data Logger is to provide constant updates of manually acquired plant data for input into EDDS. If EDDS is not functional the CCR-Data Logger is responsible for manual acquisition and transmission of plant data as needed. However, additional requests for plant information may be made by the TSC or EOF. 3.1 Maintain EDDS manual input data up-to-date: A. Update manual data points at least every **15 minutes** and any time there is a significant change in value or status. B. If there is any important qualifying information that may be important or useful for the TSC or EOF to be aware of regarding data being manually entered into EDDS, pass that information on via the CCR-TSC Communicator. 3.2 **IF** EDDS is not functional, **THEN** continue manual data entry into Proteus and manual completion of Form IP-1026-2 as specified in Step 2.2. 3.3 **IF BOTH** EDDS **AND** Proteus are not functional, **THEN** continue manual collection of data for the following forms for manual transmission to the TSC: A. Form IP-1026-1, Plant Parameters – 42A B. Form IP-1026-2, Equipment Status – 42B C. Form IP-1026-3, Radiological Data – 42C Completed forms should be faxed or physically delivered to the TSC.	
4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log. A. Log the time when you assumed the duties of CCR-TSC Communicator B. Log significant communications pertaining to plant operations and emergency events.	

Attachment 4

CCR Data Logger Checklist

Sheet 3 of 3

Closeout Responsibility/Activity		Notes
5.0	**When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations**	
6.0	**Review all documentation the generated during the emergency:**	
6.1	Ensure all logs, forms and other documentation are complete.	
6.2	Collect all forms, logs and other documentation..	
7.0	**Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 5
Watch Health Physics Technician Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
1.0 Assume the Duties of Watch Health Physics Technician	
1.1 Upon being notified of a classified emergency, IMMEDIATELY report to the Control Room.	
A. **IF** the declared emergency is an Alert or higher, **THEN** first proceed to HP1 and determine who has NOT signed out of the RCA by accessing the computer (Option 3 main menu, option 1 sub-menu).	
B. Report list of personnel still in RCA to the Shift Manager.	
1.2 **IF** site accountability has been directed, **THEN** sign the CCR accountability roster.	
1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of Watch Health Physics Technician.	
2.0 Establish Initial CCR Radiological Protection	
2.1 Evaluate the need and make a recommendation to establish radiological access control for the Control Room	
A. Ask the Shift Manager if there is potential for abnormal radiological conditions outside of the RCA.	
B. Evaluate PRM-ARM instrumentation.	
2.2 **IF** the Shift Manager directs that Control Room radiological controls be established, **THEN**:	
A. Set up step off pad (SOP) requiring shoe check and frisker at the entrance from the turbine floor to SFS Office and at the side entrance.	
B. Place SOPs in a position that does not preclude opening the door while standing on the SOP.	
C. Perform periodic contamination surveys on both sides of the SOP	
D. Perform periodic airborne contamination checks.	
E. Record results on applicable forms.	

Attachment 5
Watch Health Physics Technician Checklist
Sheet 2 of 3

Continuous Responsibility/Activity	Notes
3.0 Provide Radiological Protection **NOTE:** The actions and responsibilities listed in this procedure are intended to assist the Watch Health Physics Technician in the performance of his/her duties. While some items are performed once, others are repeated over the duration of the event. 3.1 Provide radiological support, such as issuance of dosimetry, determination of respiratory and protective clothing requirements, and performance of radiological surveys for the following activities, as directed by the Shift Manager: A. Search and rescue B. Repair and corrective actions C. Response to fires by Fire Brigade (includes survey /decontamination of Fire Department personnel and equipment) D. Personnel and equipment decontamination E. As requested by the Shift Manager 3.2 Conduct outside surveys per IP-1015, Radiological Surveys Outside the Protected Area as requested by the Shift Manager 3.3 Provide Radiological Support for Personnel Medical Emergencies A. Upon notification that a personnel medical emergency has occurred onsite, report to the scene with the HP Plant Medical Emergency Kit (stored in the HPT Office/Counting Room Area). B. Implement Step 5.4 of IP-1012, On-Site Medical Emergency.	
4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log. A. Log the time when you assumed the duties of Watch Health Physics Technician. B. Log significant communications pertaining to personnel radiological conditions and actions.	

Attachment 5

Watch Health Physics Technician Checklist

Sheet 3 of 3

Continuous Responsibility/Activity (Cont)		Notes
5.0	**Turnover to OSC Radiation Protection Coordinator**	
5.1	Once the OSC has been activated, upon direction from the Shift Manager, report to the OSC Radiation Protection Coordinator in the OSC.	
Closeout Responsibility/Activity		**Notes**
6.0	**When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations**	
7.0	**Review all documentation the generated during the emergency:**	
7.1	Ensure all logs, forms and other documentation are complete.	
7.2	Collect all forms, logs and other documentation..	
8.0	**Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.**	

TECHNICAL SUPPORT CENTER

	Print Name	Signature	Date
Prepared by:	Allen Lee		1/26/01
Technical Reviewer:	Kelly Walker		1/26/01
Reviewer:	Richard Burns		1/24/1
Reviewer:	Tom Poirier		2/6/01
Reviewer:			
SNSC Review:	Previous SNSC 2706 (Meeting Number)	-- (Signature Secretary)	3/16/00
Approval:	Frank Inzirillo		2/14/01

Effective Date: 2/20/01

TECNICAL SUPPORT CENTER (TSC)

1.0 PURPOSE

To describe the activation and operation of the Technical Support Center (TSC)

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

4.1 The following types of equipment and materials are available for use in the TSC

4.1.1 SAS, Emergency Display Data System (EDDS) Monitors and Proteus Computer Systems for accessing plant data.

4.1.2 Plant Procedures

4.1.3 Plant Drawings

4.2 Keys for TSC Cabinets are contained in the TSC key locker. The key to the key locker is kept in the FSS Office. A backup key is located in a break glass container in the TSC.

5.0 INSTRUCTIONS

5.1 The Emergency Plant Manager (EPM) shall follow the instructions outlined in Attachment 1, EPM Checklist.

5.2 The TSC Manager shall follow the instructions outlined in Attachment 2, TSC Manager Checklist.

5.3 The Technical Assessment Coordinator shall follow the instructions outlined in Attachment 3, Technical Assessment Coordinator Checklist.

5.4 The Operations Advisor shall follow the instructions outlined in Attachment 4, Operations Advisor Checklist.

5.5 The Radiological Advisor shall follow the instructions outlined in Attachment 5, Radiological Advisor Checklist.

5.6 The Core Physics Engineer shall follow the instructions outlined in Attachment 6, Core Physics Engineer Checklist.

5.7 The Mechanical and Electrical / I&C Engineer shall follow the instructions outlined in Attachment 7, Mechanical and Electrical / I&C Engineer Checklist.

5.8 The TSC Data Coordinator shall follow the instructions outlined in Attachment 8, TSC Data Coordinator.

5.9 The TSC Communicator shall follow the instructions outlined in Attachment 9, TSC. Communicator.

6.0 REFERENCES

6.1 IP-1027, "Site Personnel Accountability and Evacuation"

6.2 IP-1021, "Manual Update and Readout of Proteus Plant Parameter Data"

7.0 ATTACHMENTS

7.1 Attachment 1, EPM Checklist.

7.2 Attachment 2, TSC Manager Checklist.

7.3 Attachment 3, Technical Assessment Coordinator Checklist.

7.4 Attachment 4, Operations Advisor Checklist.

7.5 Attachment 5, Radiological Advisor Checklist.

7.6 Attachment 6, Core Physics Engineer Checklist

7.7 Attachment 7, Mechanical and Electrical / I&C Engineer Checklist

7.8 Attachment 8, TSC Data Coordinator Checklist

7.9 Attachment 9, TSC Communicator

8.0 ADDENDUM

8.1 Addendum 1, OSC / TSC Layout

8.2 Addendum 2, Normal TSC Staffing (Form IP-1035-1)

8.3 Addendum 3, Essential Information Checklist (Form IP-1035-2)

Attachment 1
Emergency Plant Manager Checklist
Sheet 1 of 7

Initial Responsibility/Activity		Notes
1.0	**Assume the position of Emergency Plant Manager (EPM).**	
1.1	Go to the Central Control Room to receive briefing on plant conditions. Use an Essential Information Checklist (Form IP-1035-2) to document turnover information.	
1.2	**IF** the oncall ED has not assumed the ED duties **THEN**:	
	A. Relieve the Shift Manager of ED duties as outline in IP-1010, Central Control Room, Attachment 1 **AND** remain in the CCR until relieved by the oncall ED.	
	B. **WHEN** relieved of ED duties by the oncall ED **THEN** continue to assume EPM duties per this checklist.	
1.3	Go to the TSC/OSC and sign in on the facility organization chart.	
1.4	Review TSC/OSC status boards and EDDS information if available.	
1.5	**IF** relieving another EPM **THEN** perform a formal turnover with the current EPM	
	A. Review TSC Status Boards and EDDS Displays if available.	
	B. Review or complete an Essential Information Checklist (Form IP-1035-2)	
	C. Obtain a briefing from current EPM on the emergency, plant conditions and any actions that have been completed or are in progress.	
	D. Relieve current EPM	
	E. Make a formal announcement to TSC/OSC when relief takes place	
1.6	Inform the Control Room, Command Guard House and EOF you have assumed the duties of the EPM and are now located in the TSC/OSC Complex.	

Attachment 1
Emergency Plant Manager Checklist
Sheet 2 of 7

Continuous Responsibility/Activity		Notes
2.0	**Maintain (or direct a clerk to maintain) a log using an, ERO Log Sheet (Form IP-1023-4).**	
2.1	Log when you assumed the duties of EPM.	
2.2	Log significant communications to individuals outside the TSC/OSC complex and all communications to individuals offsite	
2.3	Log major decisions and any important details used to make decision	
3.0	**Inform the TSC Manager and OSC Manager when temporarily leaving the work area.**	
3.1	Instruct the TSC Manager to answer your phone while away.	
3.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN** A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes) B. Inform the OSC Team Coordinator when you return.	
3.3	Upon return, obtain a briefing from TSC Manager on any events which have occurred while you were away.	
4.0	**Establish and maintain accountability for Plant personnel within the Protected Area** **NOTE** After initial accountability has been completed, the Shift Manager, TSC Manager, OSC Manager and Security Supervisor are responsible for accountability of individuals assigned to their respective organizations.	
4.1	Check with the OSC Manager on the status of initial onsite accountability. Initial accountability should be completed within approximately 30 minutes of time it is called for.	
4.2	**IF** anyone is unaccounted for **THEN** direct the OSC Manager to commence search and rescue operations.	
4.3	Direct TSC Manager, OSC Manager, Shift Manager and Security Supervisor to maintain onsite accountability throughout the event.	

Attachment 1
Emergency Plant Manager Checklist
Sheet 3 of 7

Continuous Responsibility/Activity (cont.)		Notes
5.0	**Confer with the Emergency Director on release or evacuation of non-essential personnel from the Energy Education Center**	
5.1	Check with CCR, TSC Manager and OSC Manager to determine if additional personnel are needed to support emergency response.	
5.2	Inform the ED when you no longer have any immediate personnel needs and concur with release of non-essential personnel from the site.	
6.0	**Coordinate and direct the Response Activities of all Onsite ERO Personnel.**	
6.1	Establish and promulgate onsite priorities in response to the emergency. A. Designate priorities as High (H), Medium (M), or Low (L) as appropriate. 1. High (H): The task is necessary to protect the immediate health and safety of the public. High priority tasks are in response to plant conditions that are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent. 2. Medium (M): Any task that requires action by the TSC/OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related item (for example, if a system has only one remaining component, repair of the backup components). 3. Low (L): Any task which can be worked on when resources permit (i.e. getting meals, preparations for recovery activities). B. If multiple tasks exist within a single priority classification, confer with the appropriate managers and personnel to establish the preferred sequence. C. Direct TSC Manager and OSC Manager to maintain current task and priorities on the Status Boards.	
7.0	**Prepare for NRC Site Team response activities.**	
7.1	Coordinate the arrival of the Site Response Team with the EOF.	
7.2	Brief (or designate an individual to brief) the inplant NRC Site Team upon arrival.	
7.3	Direct the TSC Manager to coordinate activities associated with the NRC Site Team.	

Attachment 1
Emergency Plant Manager Checklist
Sheet 4 of 7

Continuous Responsibility/Activity (cont.)		Notes
8.0	**When applicable direct implementation of Severe Accident Management Guidelines.**	
8.1	Determine which strategies to implement.	
8.2	Discuss actions with the Shift Manager, TSC Manager and the ED.	
9.0	**Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel**	
10.0	**Authorize Emergency Exposures**	
10.1	Inform the OSC Manager and RP Coordinator that you authorize emergency exposures up to **1 Rem TEDE** for all OSC and Operations personnel dispatched into the plant. Document this authorization on your ERO Log Sheet.	
10.2	**IF** emergency measures require additional exposure **THEN** raise the emergency exposure limit 1 Rem at a time up to 5 Rem.	
10.3	Review and authorize, when requested by OSC Staff, emergency exposures beyond 5 Rem on an individual basis using Form IP-1023-6, Emergency Exposure Authorization. General guidelines (more details are listed on authorization form): A. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities. B. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment. C. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life. D. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.	
11.0	**Maintain communications with the Shift Manager**	
11.1	Discuss current plant status and planned operations	
11.2	Discuss tasks the TSC/OSC are performing and review priorities.	
11.3	Inform Shift Manager of any other important ERO activities (such as shift changes, arrival of NRC personnel, etc.)	

Attachment 1
Emergency Plant Manager Checklist
Sheet 5 of 7

Continuous Responsibility/Activity (cont.)	Notes
12.0 Maintain communications with the Emergency Director. 12.1 Use an Essential Information Checklist (Form IP-1035-2) to periodically update ED on conditions. 12.2 Inform the ED of onsite priorities and activities. 12.3 Inform the ED of any plant conditions or events which have the potential for change of emergency classification or radiological releases status.	
13.0 Coordinate with TSC and OSC Managers to establish a Time Period for and Conduct of Facility Briefings 13.1 Make an announcement approximately 5 minutes before actual brief that a brief will be conducted (if possible). 13.2 Use Form IP1035-2, Essential Information Checklist as guide for leading briefings. 13.3 **Emphasize** the following items in each brief: A. What the major task and priorities are, to maintain personnel awareness. B. Everyone should review their procedure checklist to ensure proper actions are being taken. C. Everyone should ensure they are maintaining proper logs and all forms are completed and legible. 13.4 Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change. 13.5 Periodically update the Security Supervisor on emergency status.	
14.0 Maintain adequate manning, access control, and 24-hour functional continuity of the CCR, TSC, and OSC. NOTE: The OSC Accountability Clerk prepares shift relief schedules and calls out the second shift. 14.1 Request additional material, manpower, and equipment as necessary.	

Attachment 1
Emergency Plant Manager Checklist
Sheet 6 of 7

Continuous Responsibility/Activity (cont.)	Notes
15.0 IF the recommendation to evacuate the TSC/OSC Complex is made by the OSC Manager or RP Coordinator THEN coordinate an orderly evacuation with TSC and OSC Managers.	
15.1 Determine a suitable alternate location for TSC and OSC staffs. Key individuals may report to CCR and others may go to EOF, AEOF or Park Place Engineering Offices.	
15.2 Determine the speed at which the relocation of personnel should occur giving consideration to the following items:	
A. Consider the impact of immediate relocation vs. mitigation activities in progress.	
B. Current radiological conditions within the TSC/OSC	
C. Radiological conditions at the proposed TSC/OSC.	
D. Radiological conditions en route.	
E. The adequacy of response from the alternate location.	
15.3 Determine proper path to take to new locations.	
15.4 Inform the Shift Manager and the ED of need to relocate TSC/OSC personnel.	
15.5 Direct personnel to relocate.	
15.6 Notify Security to instruct incoming personnel to report to the designated alternate TSC/OSC.	

Attachment 1
Emergency Plant Manager Checklist
Sheet 7 of 7

Closeout Responsibility/Activity	Notes
16.0 Preparations for Recovery Phase: 16.1 Start preparations as soon as conditions and resources allow. This should occur several hours before actual termination of an event. 16.2 Review IP-1048, Termination and Initiation of Recovery, for guidance on termination of the emergency and entry into Recovery.	
17.0 Direct Onsite personnel to return all equipment to proper storage locations.	
18.0 Review all documentation: 18.1 Ensure logs, forms and other documentation are complete 18.2 Direct the OSC Manager to document all repairs performed by OSC Teams that deviate from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or long term restoration. 18.3 Direct the TSC Manager to document all deviations from Technical Specifications, Quality Assurance Documents and other procedures so that these items are evaluated during the Recovery Phase.	
19.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 2
TSC Manager Checklist
Sheet 1 of 5

Initial Responsibility/Activity	Notes
1.0 Activation of the TSC and assuming the position of TSC Manager.	
1.1 Upon arrival in the TSC/OSC Complex sign in on the facility organization chart.	
1.2 **IF** the TSC has not been previously activated **THEN** perform the following:	
A. Obtain a briefing from the Emergency Plant Manager (EPM) on plant conditions using form IP-1035-2, Essential Information Checklist.	
B. Verify you have the following minimum staffing prior to activation of the TSC:	
1. TSC Manager (the Technical Assessment Coordinator shall assume the duties of TSC Manager if oncall TSC Manager does not arrive)	
2. TSC Communicator (may be assigned to any TSC position)	
3. Based on your judgement, adequate Engineering Staff to provide some support to Control Room Personnel for the current events	
C. **IF** additional personnel are required **THEN**:	
1. **IF** it is during normal working hours **THEN** call or assign someone to call the Assembly Areas for needed personnel	
2. **IF** it is **NOT** normal working hours **THEN** assign someone to call the EOF or AEOF for needed personnel.	
3. **IF** needed individuals are not available onsite **THEN** assign someone to call individuals at home using the Emergency Telephone Directory (Appendix A, B and C of Emergency Plan Implementing Procedures).	

Attachment 2
TSC Manager Checklist
Sheet 2 of 5

Initial Responsibility/Activity	Notes
D. Verify the following systems are operational (normally started by TSC Data Coordinator): 1. Emergency Response Data System (ERDS) should be set up to transfer plant data to the NRC 2. Emergency Data Display System (EDDS) should be set up to display plant data in the TSC. 3. SAS and Proteus Computer Systems should be started to display plant data (increase video brightness). 4. TSC clocks shall be synchronized with CCR and EOF using the EOF GPS Satellite Clock as the correct time.	
1.3 Report readiness status to the EPM and CCR when prepared to assume the TSC Manager position and activate the TSC.	
NOTE: Addendum 2 is a normal staffing level, however the TSC Manager should call in as many resources as needed to support the CCR for the event in progress.	
1.4 **IF** TSC staffing is less than that shown in Addendum 2, Normal TSC Staffing **THEN** call for additional personnel per step 1.2.C	
1.5 **IF** relieving another TSC Manager **THEN**. perform a formal turnover: A. Review TSC Status Boards and EDDS displays if available. B. Review or complete a current Essential Information Checklist (Form IP-1035-2) C. Obtain a briefing from current TSC Manager on the emergency, plant conditions and any actions that have been completed or are in progress. D. Relieve current TSC Manager	
1.6 Inform the EPM, CCR, OSC Manager and the TSC staff that you are now the TSC Manager.	
1.7 Log the time you assumed duties of TSC Manager.	

Attachment 2
TSC Manager Checklist
Sheet 3 of 5

Continuous Responsibility/Activity		Notes
2.0	**Inform the Technical Assessment Coordinator when temporarily leaving the work area.**	
2.1	Direct the Technical Assessment Coordinator to answer your phone while away.	
2.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN** A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes) B. Inform the OSC Team Coordinator when you return.	
2.3	Upon return, obtain a briefing from the TAC on any events which have occurred while away.	
3.0	**Use Form IP-1023-4, ERO Log Sheet, to maintain a log**	
3.1	Log the time when you assumed the duties of TSC Manager.	
3.2	Log significant communications to individuals outside the TSC/OSC complex and all communications to individuals offsite	
3.3	Log major decisions, actions and any important details	
4.0	**Manage the activities of the TSC Staff:**	
4.1	Analyze plant information to provide support to plant operations personnel in returning the plant to a safe condition.	
4.2	Develop action plans and procedures to repair and/or mitigate consequences.	
4.3	Provide a central organization and facility for the accumulation and transmittal of plant information to the EOF and NRC	
4.4	When applicable, implement and perform monitoring and evaluations as directed in the Indian Point Severe Accident Management Guidelines.	
4.5	**IF** requested by the NRC to provide an open communications line for plant data **THEN** have a Licensed or Certified Operator man the phone	

Attachment 2
TSC Manager Checklist
Sheet 4 of 5

Continuous Responsibility/Activity (cont.)		Notes
5.0	**Monitor containment integrity status throughout the event:**	
5.1	Initiate a review of the valves listed in ES-1-4, Attachment 1and 2 to determine if any non-automatic containment valves should be closed.	
5.2	Repeat the above review approximately every 2 hours for first 24 hours of event and thereafter at the discretion of the EPM	
6.0	**Work with the EPM to set priorities for TSC activities.**	
6.1	Designate priorities as High (H), Medium (M), or Low (L) as appropriate. A High (H): The task is necessary to protect the immediate health and safety of the public. High priority tasks are in response to plant conditions that are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent. B Medium (M): Any task that requires action by the TSC/OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related item (for example, if a system has only one remaining component, repair of the backup components). C Low (L): Any task which can be worked on when resources permit (for example, getting meals, preparations for recovery activities).	
6.2	Keep TSC Staff informed of priorities	
6.3	Direct that TSC status boards are maintained to reflect priorities.	
7.0	**Participate in periodic briefings with EPM and OSC Manager on the following items:**	
7.1	Current plant conditions	
7.2	Emergency Classifications	
7.3	Activities underway to mitigate the emergency,	
7.4	Current priorities	
7.5	Log and record keeping	

Attachment 2
TSC Manager Checklist
Sheet 5 of 5

	Closeout Responsibility/Activity	
8.0	**Direct TSC Staff to return all equipment to proper storage locations.**	
9.0	**Review all documentation the TSC Managers and TSC Staff maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations	
10.0	**Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 3
Technical Assessment Coordinator Checklist
Sheet 1 of 4

Initial Responsibility/Activity	Notes
1.0 Assume the position of Technical Assessment Coordinator. **NOTE:** If the TSC Manager is not present use Attachment 2, TSC Manager Checklist to perform the duties of the TSC Manager. 1.1 Sign in on the facility organization chart. 1.2 Evaluate the adequacy of the Technical Assessment Team staffing and ability to support CCR in technical assessment activities. The normal Technical Assessment Team includes: A Operations Advisor B Radiological Advisor C Core Physics Engineer D Electrical / I&C Engineer E Mechanical Engineer 1.3 Report readiness status to the TSC Manager when prepared to assume the Technical Assessment Coordinator position. 1.4 **IF** relieving another Technical Assessment Coordinator **THEN**, perform a formal relief: A. Review TSC Status Boards and EDDS displays if available B. Review current Essential Information Checklist (Form IP-1035-2) C. Obtain a briefing from current Technical Assessment Coordinator on the emergency, plant conditions and any tasks that have been completed or are in progress. D. Relieve current Technical Assessment Coordinator. 1.5 Inform TSC staff that you are now the Technical Assessment Coordinator.	

Attachment 3
Technical Assessment Coordinator Checklist
Sheet 2 of 4

Continuous Responsibility/Activity		Notes
2.0	**Inform a staff member when temporarily leaving the work area.**	
2.1	Direct the TSC Communicator or Clerk to answer your phone while away.	
2.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN** A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes) B. Inform the OSC Team Coordinator when you return.	
2.3	Upon return, obtain a briefing on any events which have occurred while away.	
3.0	**Use, ERO Log Sheet (Form IP-1023-4) to maintain a log of significant items.**	
3.1	Time you assume position of Technical Assessment Coordinator	
3.2	Technical Assessment Team activities undertaken with information pending actions to ensure the plant is returned to a safe condition.	
3.3	Communications external to the TSC	
4.0	**Coordinate with the TSC Manager to call in additional engineering assistance as needed:**	
4.1	All ConEd engineering resources should be utilized as required. Individuals may be tasked with activities to be completed at the offsite engineering offices, be called to report to the TSC or directed to other facilities as needed.	
4.2	Non ConEd engineering support such as Westinghouse, Equipment Vendors and/or NRC Engineers. (some support organization phone numbers are located in the Emergency Telephone Directory)	

Attachment 3

Technical Assessment Coordinator Checklist

Sheet 3 of 4

Continuous Responsibility/Activity (cont.)	Notes
5.0 Assist the TSC Manager in planning and performing engineering assessment of the plant conditions and/or actions to be taken to mitigate plant damage.	
6.0 Direct the activities of the Technical Assessment Team in the following areas: 6.1 Direct the technical support and engineering activities in accordance with the priorities established by the EPM and the TSC Manager. 6.2 Use EDDS, SAS and Proteus computer systems along with communications with the CCR to monitor and assess vital plant parameters and conditions 6.3 Direct the Assessment Team to monitor, trend and assess plant parameters and status to: A. Determine the condition of safety related systems and the fission product barriers. B. Verify that the status of equipment out-of-service is maintained. C. Provide recommendations for emergency classification changes based on review of the EALs. D. Provide recommendations for mitigating activities. E. Forecast expected changes in the level of plant and system safety. F. Determine the extent of core damage.	

Attachment 3

Technical Assessment Coordinator Checklist

Sheet 4 of 4

	Continuous Responsibility/Activity (cont.)	Notes
6.4	When applicable perform monitoring, assessment and evaluation in accordance with the Indian Point Severe Accident Management Guidelines.	
6.5	Direct personnel to develop or modify procedures to perform response activities as necessary. (Such as emergency repairs or emergency system lineups).	
6.6	Confirm that any sample requests for chemistry sampling contain specific details on the type of results information that is necessary (such as system boron concentration, activity, etc.).	
6.7	Focus TSC Engineering efforts on short term (< 12 hours) support activities. If longer term engineering activities are to be undertaken a separate team should be established at offsite engineering locations.	
6.8	Provide engineering support for OSC activities as requested.	
	Closeout Responsibility/Activity	
7.0	**Direct Technical Assessment Team Staff to return all equipment to proper storage locations.**	
8.0	**Review all documentation the Technical Assessment Team maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for continuous plant operations or long term restoration.	
9.0	**Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 4
Operations Advisor Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
1.0 Assume the position of Operations Advisor.	
1.1 Sign in on the facility organization chart.	
1.2 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.	
1.3 Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume the Operations Advisor position.	
1.4 **IF** relieving another Operations Advisor **THEN**, perform a formal turnover: A. Review TSC Status and EDDS displays if available B. Review current Essential Information Checklist (Form IP-1035-2) C. Obtain a briefing from current Operations Advisor on the emergency, plant conditions and any actions that have been completed or are in progress. D. Relieve the current Operations Advisor	
1.5 Inform TSC staff that you are now the Operations Advisor.	

Attachment 4
Operations Advisor Checklist
Sheet 2 of 3

Continuous Responsibility/Activity		Notes
2.0	**Inform the Technical Assessment Coordinator when temporarily leaving the work area.**	
2.1	Designate an individual to answer your phone while away.	
2.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN** A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes) B. Inform the OSC Team Coordinator when you return.	
2.3	Upon return, obtain a briefing on any events which have occurred while away.	
3.0	**Monitor plant data communications between CCR and other Emergency Response Facilities**	
4.0	**Monitor fission product barrier and plant status**	
4.1	Provide recommendations to TSC Manager and EPM for emergency classification changes based on EALs.	
4.2	Assist the Core Physics Engineer in maintaining the Fission Product Barrier Status Board.	
5.0	**Assist in clarifying Plant Parameter Information to EPM, TSC Manager and other members of the Technical Assessment Team.**	
6.0	**Work with other members of the Technical Assessment Team to provide support to the CCR to mitigate the effects of the event and return the plant to a safe condition.**	
6.1	Provide recommendations on plant operations.	
6.2	Develop emergency procedures if needed	
6.3	Provide technical support to OSC teams as needed	
6.4	Look ahead for possible plant problems and solutions.	

Attachment 4
Operations Advisor Checklist
Sheet 3 of 3

	Continuous Responsibility/Activity (cont.)	Notes
7.0	**When directed perform monitoring, assessment and evaluations as outlined in the Indian Point Severe Accident Management Guidelines.**	
	Closeout Responsibility/Activity	
8.0	**Assist TSC personnel in returning all equipment to proper storage locations.**	
9.0	**Review all documentation the Operations Advisor(s) maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Ensure all emergency procedures performed that deviate from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or long term recovery activities.	
10.0	**Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 5
Radiological Advisor Checklist
Sheet 1 of 3

Initial Responsibility/Activity		Notes
1.0	**Assume the position of Radiological Advisor.**	
1.1	Sign in on the facility organization chart.	
1.2	Review facility status boards, EDDS information and any other available sources to become familiar with plant status.	
1.3	Discuss radiological conditions with the OSC RP Coordinator.	
1.4	Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume the Radiological Advisor position.	
1.5	**IF** relieving another Radiological Advisor **THEN**. perform a formal turnover: A. Review TSC Status Boards and EDDS displays if available. B. Review a current Essential Information Checklist (Form IP-1035-2) C. Obtain a briefing from current Radiological Advisor on the emergency, plant conditions and any actions that have been completed or are in progress. D. Relieve current Radiological Advisor	
1.6	Inform TSC staff that you are now the Radiological Advisor.	

Attachment 5
Radiological Advisor Checklist
Sheet 2 of 3

Continuous Responsibility/Activity		Notes
2.0	**Inform the Technical Assessment Coordinator when temporarily leaving the work area.**	
2.1	Designate an individual to answer your phone while away.	
2.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN**	
	A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)	
	B. Inform the OSC Team Coordinator when you return.	
2.3	Upon return, obtain a briefing on any events which have occurred while away.	
3.0	**Monitor plant radiological conditions and any releases or potential releases of radioactive materials.**	
3.1	Inform the ORAD in the EOF of any releases or potential releases offsite	
3.2	Inform the OSC RP Coordinator immediately of any change in conditions which may affect personnel in the field.	
4.0	**Provide radiological status updates to TSC personnel.**	
5.0	**Assist OSC RP Coordinator in development of Emergency Radiation Work Permits.**	
6.0	**Assess plant radiological parameters and pass on information to other members of the Technical Assessment Team and the ORAD in the EOF.**	
7.0	**Assist the Emergency Plant Manager regarding decisions on Emergency Exposures Authorizations and the issuance of KI**	

Attachment 5
Radiological Advisor Checklist
Sheet 3 of 3

Closeout Responsibility/Activity		Notes
8.0	**Assist TSC personnel in returning all equipment to proper storage locations.**	
9.0	**Review all documentation the Radiological Advisors maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Work with OSC RP Coordinator to ensure all emergency exposures and the issuance of KI are properly documented	
10.0	**Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 6
Core Physics Engineer Checklist
Sheet 1 of 3

Initial Responsibility/Activity		Notes
1.0	**Assume the position of Core Physics Engineer.**	
1.1	Sign in on the facility organization chart.	
1.2	Review facility status boards, EDDS information and any other available sources to become familiar with plant status.	
1.3	Discuss Fission Product Barrier status with the Operations Advisor.	
1.4	Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume the Core Physics Engineer position.	
1.5	**IF** relieving another Core Physics Engineer **THEN**. perform a formal turnover: A. Review TSC Status Boards and EDDS displays if available. B. Review a current Essential Information Checklist (Form IP-1035-2) C. Obtain a briefing from current Core Physics Engineer on the emergency, plant conditions, fission product barrier status and any actions that have been completed or are in progress. D. Relieve the current Core Physics Engineer	
1.6	Inform TSC staff that you are now the Core Physics Engineer.	

Attachment 6
Core Physics Engineer Checklist
Sheet 2 of 3

Continuous Responsibility/Activity		Notes
2.0	**Inform the Technical Assessment Coordinator when temporarily leaving the work area.**	
2.1	Designate an individual to answer your phone while away.	
2.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN** A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes) B. Inform the OSC Team Coordinator when you return.	
2.3	Upon return, obtain a briefing on any events which have occurred while away.	
3.0	**Monitor plant conditions for any indications of core damage.**	
3.1	Perform and update core damage assessment based on current information using procedure NEP-1, Methodology for Assessment of Core Damage.	
3.2	Notify TSC Manager immediately of any changes in core status.	
3.3	Keep the Radiological Advisor informed on core status to assist in maintaining radiological controls for plant personnel.	
3.4	Keep the ORAD informed of the latest estimate of the amount of core damage	
3.5	Work with the Operations Advisor to maintain Fission Product Barrier Status board.	
4.0	**Assist operations personnel in calculating and tracking core reactivity.**	
5.0	**Assist the ORAD in performance of dose projections by providing solutions to source term problems.**	
6.0	**Assist in clarifying core parameter information to other members of the Technical Assessment Team.**	

Attachment 6
Core Physics Engineer Checklist
Sheet 3 of 3

Continuous Responsibility/Activity (cont.)		Notes
7.0	**Work with other members of the Technical Assessment Team to provide support to the CCR to mitigate the effects of the event and return the plant to a safe condition.**	
7.1	Provide recommendations on plant operations.	
7.2	Assist in developing emergency procedures if needed	
	Closeout Responsibility/Activity	
8.0	**Assist TSC personnel in returning all equipment to proper storage locations.**	
9.0	**Review all documentation the Core Physics Engineers maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Ensure any core parameters which were outside technical specifications during the event are properly documented so that proper actions can be taken during the recovery phase.	
10.0	**Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 7

Mechanical and Electrical / I&C Engineer Checklist

Sheet 1 of 3

Initial Responsibility/Activity		Notes
1.0	**Assume the position of Mechanical or Electrical / I&C Engineer.**	
1.1	Sign in on the facility organization chart.	
1.2	Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.	
1.3	Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume your engineering position.	
1.4	**IF** relieving another Engineer **THEN**. perform a formal turnover:	
	A. Review TSC Status Boards and EDDS displays if available.	
	B. Review a current Essential Information Checklist (Form IP-1035-2)	
	C. Obtain a briefing from current Electrical / I&C Engineer on the emergency, plant conditions and any actions that have been completed or are in progress.	
	D. Relieve the current Mechanical or Electrical / I&C Engineer	
1.5	Inform TSC staff that you are now the Mechanical or Electrical / I&C Engineer.	

Attachment 7
Mechanical and Electrical / I&C Engineer Checklist
Sheet 2 of 3

Continuous Responsibility/Activity		Notes
2.0	**Inform the Technical Assessment Coordinator when temporarily leaving the work area (such as to the restroom).**	
2.1	Designate an individual to answer your phone while away.	
2.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN**	
	A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)	
	B. Inform the OSC Team Coordinator when you return.	
2.3	Upon return, obtain a briefing on any events which have occurred while away.	
3.0	**Assist in clarifying Mechanical or Electrical / I&C information to other members of the Technical Assessment Team.**	
4.0	**Work with other members of the Technical Assessment Team to provide support to the CCR to mitigate the effects of the event and return the plant to a safe condition.**	
4.1	Provide recommendations on equipment operations.	
4.2	Develop emergency procedures if needed	
4.3	Identify emergency repairs that can be undertaken to restore and maintain equipment operability and plant safety.	
5.0	**Assist the OSC Maintenance and I&C Coordinators in preparing to send repair teams into the plant.**	
5.1	Provide information on parts needed.	
5.2	Provide information on tools required	
5.3	Prepare ad hoc maintenance procedures for OSC Repair Teams	
5.4	Participate in team briefing if required	

Attachment 7

Mechanical and Electrical / I&C Engineer Checklist

Sheet 3 of 3

	Closeout Responsibility/Activity	
6.0	**Assist TSC personnel in returning all equipment to proper storage locations.**	
7.0	**Review all documentation the Mechanical or Electrical / I&C Engineers maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Ensure any equipment repairs which were performed outside normal requirements during the event are properly documented so that proper actions can be taken during the recovery phase.	
8.0	**Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 8
TSC Data Coordinator Checklist
Sheet 1 of 4

Initial Responsibility/Activity	Notes
1.0 Assume the position of TSC Data Coordinator	
1.1 Sign in on the facility organization chart.	
1.2 **IF** the TSC has not been previously activated **THEN** perform the following steps:	
A. Start the EDDS computers to display plant data.	
1. Start computer	
2. Log on to the network	
3. Launch "Internet Explorer" from the windows desktop	
4. From the "Favorites" menu select EDDS (Address http://epccrr/edds/!main.htm)	
5. Select "Go To Trend Pages"	
6. Select "Form 42A" for monitor labeled Form 42A	
7. Adjust display to display entire form.	
8. Return to step 1 and repeat for Forms 42B and 42C	
B. Verify SAS Terminals are operational to display plant data (adjust brightness)	
C. Verify Proteus Computer is operational to display plant data.	
D. **IF** the proteus computer is not properly displaying data **THEN** refer to IP-1021, "Manual Update and Readout of Proteus Plant Parameter Data"	
E. **IF** the Emergency Response Data System (ERDS) is not already transmitting data **THEN** start the ERDS to transfer information to the NRC	
1. Start the ERDS computer	
2. At the DOS prompt level type <ERDS> **AND** press the return key.	
3. AFTER data starts collecting (approximately 5 seconds) press the F1 key to initiate transfer of data to the NRC	

Attachment 8
TSC Data Coordinator Checklist
Sheet 2 of 4

Initial Responsibility/Activity (cont.)		Notes
	F. Direct Document Control Technician to assist Technical Assessment Team with obtaining drawings and procedures as needed.	
	G. Enable the EOF Proteus Terminal.	
	H. Verify that the CCR Communicator and CCR Data Logger are present in the CCR.	
	I. Synchronized the TSC/OSC Clocks with the CCR and the EOF. Using the GPS Satellite clock in the EOF for the correct time.	
	J. Direct TSC Clerical Staff to provide support as needed	
1.3	**IF** relieving another Data Coordinator **THEN**. perform a formal turnover:	
	A. Obtain a briefing on the emergency, plant conditions and any actions that have been completed or are in progress.	
	B. Relieve current TSC Data Coordinator	
1.4	Inform TSC staff that you are now the TSC Data Coordinator	

Attachment 8
TSC Data Coordinator Checklist
Sheet 3 of 4

Continuous Responsibility/Activity	Notes
2.0 Inform the TSC Manager when temporarily leaving the work area. 2.1 Designate an individual to answer your phone while away. 2.2 **IF** you are leaving the TSC/OSC Complex **THEN** A Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. B **IF** you left TSC/OSC Complex **THEN** inform the OSC Team Coordinator you have returned. 2.3 Upon return, obtain a briefing on any events which have occurred while away.	
3.0 Assist the Technical Assessment Team in obtaining plant data from the various TSC Computer systems	
4.0 Coordinate TSC Communicators, Document Controller and Clerical Staff to assist TSC operations.	
5.0 Ensure EDDS displays continue to operate properly. **IF** EDDS displays are not functioning **THEN** perform the following: A. Obtain Form 42A and 42C data printout from Proteus computer. **IF** Proteus computer is not operating **THEN** obtain form information from the Data Logger in the CCR B. Assign Clerical Staff member to obtain Form 42B information from the Data Logger in the CCR C. Have Clerical transcribe form data to TSC Status Boards AND fax form information to the EOF	

Attachment 8

TSC Data Coordinator Checklist

Sheet 4 of 4

	Closeout Responsibility/Activity	
6.0	**Direct TSC support personnel to return all equipment to pre emergency conditions:**	
6.1	Erase TSC Status Boards	
6.2	Return plant drawings, procedures and other items obtained from the Document Control area.	
6.3	Turn off or dim computer display systems.	
7.0	**Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 9
TSC Communicator Checklist
Sheet 1 of 3

Initial Responsibility/Activity		Notes
1.0	**Assume the position of TSC Communicator**	
1.1	Sign in on the facility organization chart.	
1.2	Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.	
1.3	**IF** an open phone line has not been established with the CCR and the EOF on the three-way ring down phone **THEN** establish open line: A Remove handset from cradle (may use handset or headset to monitor phone line) B Press button labeled (TSC-CCR-EOF) C Press SIGNAL button to ring other locations D Listen to ensure other parties pick up E Inform all parties you are establishing open line from the TSC and are now monitoring line. F Stay on line at all times or inform other parties when you will be off line.	
1.4	**IF** relieving another TSC Communicator **THEN**. perform a formal turnover: A. Review TSC Communicator Log. B. Obtain a briefing from current TSC Communicator on the emergency, plant conditions. C. Relieve the current TSC Communicator	
1.5	Inform TSC Manager that you are now the TSC Communicator.	

Attachment 9
TSC Communicator Checklist
Sheet 2 of 3

Continuous Responsibility/Activity (cont.)		Notes
2.0	**Inform the TSC Manager when temporarily leaving the work area (such as to the restroom).**	
2.1	Request the TSC Operation Advisor monitor the open phone line to the CCR and EOF while you are away.	
2.2	**IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN** A Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes) B Inform the OSC Team Coordinator when you return.	
2.3	Upon return, obtain a briefing on any events which have occurred while away.	
3.0	**Use Form IP-1023-4, ERO Log Sheet, to maintain a log**	
3.1	Log the time when you assumed the duties of TSC Communicator.	
3.2	Log significant communications pertaining to plant operations and all communications to individuals offsite	
4.0	**Monitor communications from the CCR keeping aware of CCR personnel actions and procedures being implemented.**	
5.0	**Work with other members of the TSC Staff to provide support to the CCR to mitigate the effects of the event and return the plant to a safe condition.**	

Attachment 9

TSC Communicator Checklist

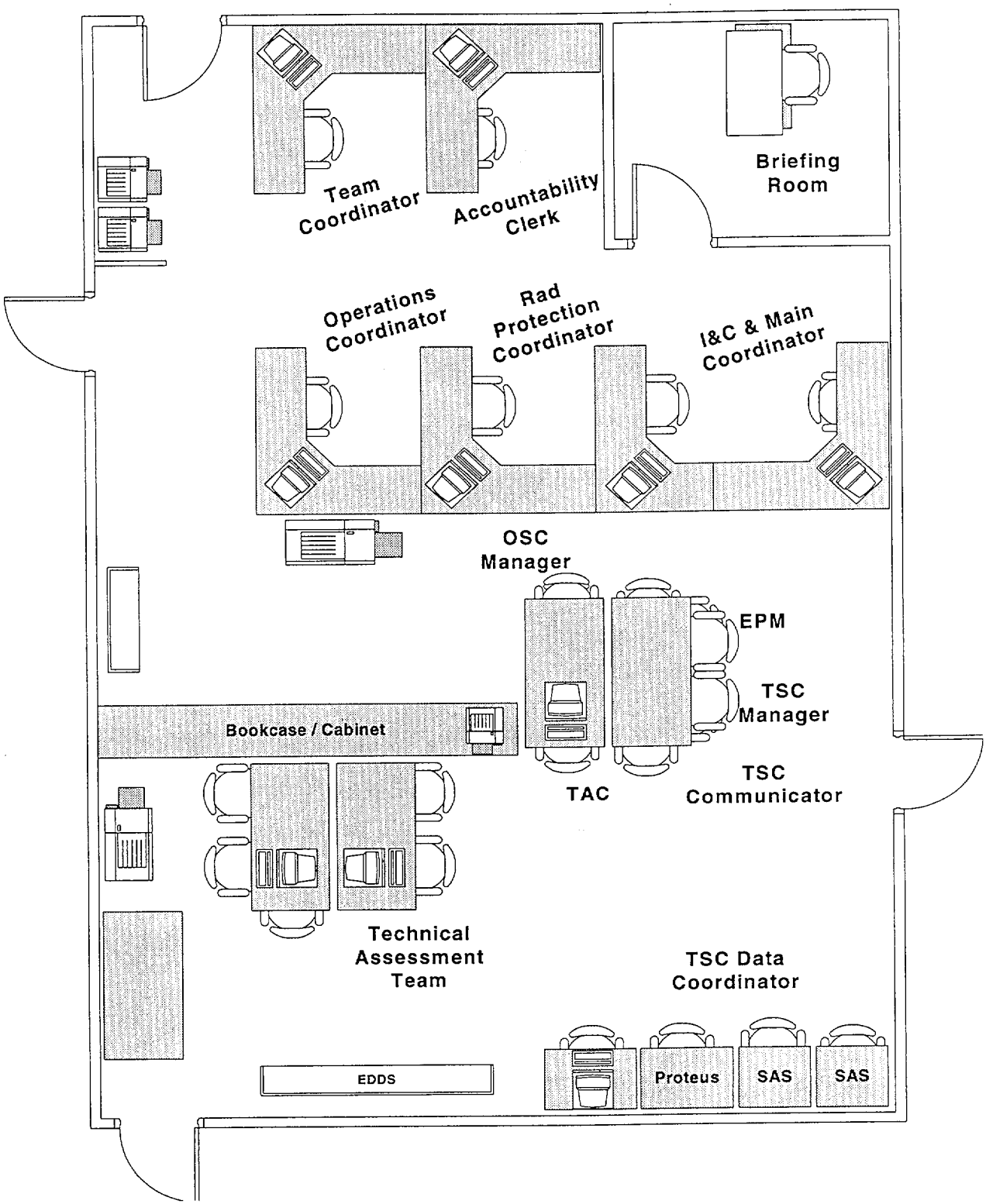
Sheet 3 of 3

	Closeout Responsibility/Activity	
6.0	**Assist TSC personnel in returning all equipment to proper storage locations.**	
7.0	**Review all documentation the TSC Communicators maintained during the emergency:** A. Ensure logs, forms and other documentation are complete B. Ensure any equipment and procedure problems noted during the event are properly documented so that proper actions can be taken to correct them.	
8.0	**Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.**	

Addendum 1

TSC / OSC Layout

Sheet 1 of 1



Addendum 2

Normal TSC Staffing (Form IP-1035-1)

Sheet 1 of 1

Normal TSC Staffing

No.	Positions	Number Present	Number Needed	Called
1	TSC Manager			
1	Technical Assessment Coordinator			
1	Operations Advisor			
1	Radiological Advisor			
1	Core Physics Engineer			
1	Electrical / I&C Engineer			
1	Mechanical Engineer			
1	TSC Data Coordinator			
1	TSC Communicator			
1	CCR Communicator			
1	CCR Data Logger			
1	Document Control Technician			
2	TSC Clerical Support			
14	Total number of individuals assigned to TSC			

TSC Manager should enter number of each position needed based on event.

Form IP-1035-1 Rev 0

Addendum 3

Essential Information Checklist (Form IP-1035-2)

Sheet 1 of 1

Essential Information Checklist

Emergency Classification:

	Time:	EAL #:
❑ Unusual Event	_____	_____
❑ Alert	_____	_____
❑ Site Area Emergency	_____	_____
❑ General Emergency	_____	_____

Reactor: ❑ At Power ❑ Tripped

RCS:

Temp: _____ °F **Pressure:** _____ PSIG

RVLIS / Pressurizer Level: _____

Subcooling: _____

Method of Core Cooling: ❑ S/G ❑ Safety Injection ❑ RHR

Electrical Power Supply: ❑ 138 KV ❑ 13.8 KV ❑ Diesel Generators

Event Description: _____

Major Equipment Problems: _____

Current Priorities:

	High	Med	Low

❑ **No Release:** ❑ **Release**

Release Status:

❑ In Progress ❑ Expected
❑ Filtered ❑ Unfiltered
❑ Monitored ❑ Unmonitored
❑ Controlled ❑ Uncontrolled

Fission Product Barrier Status

Barrier	Intact	Challenged	Lost
Fuel Clad	❑	❑	❑
RCS	❑	❑	❑
Containment	❑	❑	❑

Date / Time This Checklist was Completed: _____ / _____

Other: _____

Form IP-1035-2 Rev 1