



Entergy Nuclear Northeast
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Indian Point 3 NPP
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AP-18.2

Attachment 1

Revision 10

Page 1 of 1

		CONTROLLED DOCUMENT TRANSMITTAL FORM	
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TO: NRC CONTROL COPY NO.: 25
FROM: EMERGENCY PLANNING DATE: 02/17/01
SUBJECT: CONDUCT OF EMERGENCY EXERCISES AND DRILLS

The enclosed revisions are for your controlled copy of the IP-3 Emergency Plan. Please discard old sheets, insert new sheets, initial/date this transmittal and return it to the IP-3 DOCUMENTS DEPARTMENT. If you have any questions regarding these changes, call Emergency Planning (x8404/x8415).

Thank you.

VOLUME II - EMERGENCY PLANNING ACTIVATION IMPLEMENTING PROCEDURES

<u>OLD</u>		<u>NEW</u>	
Table of Contents	Date 01/01	Table of Contents	Date 02/01
IP-2101	Rev. 7	IP-2101	Rev. 8
IP-2201	Rev. 8	IP-2201	Rev. 9

VOLUME III - EMERGENCY PLANNING IMPLEMENTING PROCEDURES

<u>OLD</u>		<u>NEW</u>	
Table of Contents	Date 12/00	Table of Contents	Date 02/01
IP-1039	Rev. 3	IP-1039	Rev. 4
IP-1070	Rev. 30	IP-1070	Rev. 31

I acknowledge the receipt of these revisions to the IP-3 Emergency Plan.

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2	TRAINING MANAGER	TRAINING	#48
3	RES DEPARTMENT MANAGER	RES DEPARTMENT	45-4-A
4	REFERENCE LIBRARY	RECORDS (TRNG BLDG)	#48
8	PUBLIC RELATIONS MANAGER	PUBLIC RELATIONS	46-2-C
9	PUBLIC RELATIONS MANAGER	PUBLIC RELATIONS	46-2-C
10	SHIFT MANAGER	OPERATIONS	IP3
11	CONTROL ROOM	OPERATIONS	IP3
12	COMPUTER SERVICES MANAGER	COMPUTER SERVICES	45-2-E
13	I&C MANAGER	I&C	45-2-A
14	EOF	E-PLAN	EOF
15	EOF	E-PLAN	EOF
16	GROSJEAN A (EOP'S ONLY)	E-PLAN ADM	WPO-11A
17	GROSJEAN A (EOP'S ONLY)	E-PLAN ADM	WPO-11A
19	WPO/DOCUMENT CONTROL	NUC ENGINEERING LIBRARY	WPO/10A
22	RESIDENT INSPECTOR	US NRC	45-2-B
23	MCNAMARA N	NRC	OFFSITE
24	MCNAMARA N	NRC	OFFSITE
25	DOCUMENT CONTROL DESK	NRC	OFFSITE
28	AVRAKOTOS N	J A FITZPATRICK	OFFSITE
29	E-PLAN ENGINEER	E-PLAN	EOF
30	E-PLAN COORDINATOR	E-PLAN	EOF
31	BARANSKI J	ST. EMERG. MGMT. OFFICE	OFFSITE
32	MURPHY L - VOLUME #1 ONLY	DISASTER & EMERGENCY	WESTCHESTR
33	LONGO, N. - VOLUME #1 ONLY	EMERGENCY SERVICES	ROCKLAND
34	GREENE D - VOLUME #1 ONLY	DISASTER & CIVIL DEFENSE	ORANGE
35	RAMPOLLA M - VOLUME #1 ONLY	OFFICE OF EMERG MANAGE	PUTNAM
37	HP WATCH OFFICE	LAURA EAGENS	45-4-A
38	SECURITY COMMAND POST	SECURITY	#44A
39	SECONDARY ALARM (SAS)	SECURITY	44A
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41	SIMULATOR	TRAINING	48-2-A
42	CONTROL ROOM	OPERATIONS	IP3
106	SIMULATOR INSTRUCT AREA	TRAINING	#48
107	QA MANAGER	QA	TRL #2A
128	O.R.G. DEPT. MANAGER	O.R.G. DEPARTMENT	46-2-B
158	SYSTEM ENGINEERING MGR.	SYSTEM ENGINEERING	45-3-H
211	D&A MANAGER	DESIGN ENGINEERING	TRL-#31-A
308	HUGHES J IP-1011 ONLY	E-PLAN	CON ED
309	HUGHES J IP-1011 ONLY	E-PLAN	CON ED
319	NRQ-OPERATIONS	C. STELLATO/TRAINING	#48
354	LRQ-OPERATIONS	L. GRANT/TRAINING	#48
357	ILO-OPERATIONS (LL'S 2)	N. TRACEY/TRAINING	#48
376	EOF	E-PLAN	EOF
424	OPS-INSTR (LL'S 1 COPY)	D. PITT/TRAINING	#48

ENTERGY
INDIAN POINT NO. 3 NUCLEAR POWER PLANT
EMERGENCY PLAN - VOLUME II
EMERGENCY RESPONSE ACTIVATION

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IP-2000 Emergency Activation of the Control Room (CR)	4	-	09/98
IP-2001 Emergency Director (ED), Plant Operations Manager (POM), Shift Manager (SM) Procedure	12	-	10/00
IP-2002 CR Health Physics Technician	3	-	02/99
IP-2003 CR Watch Chemist	4	-	09/00
IP-2004 CR Clerk	3	-	09/00
IP-2005 CR Offsite Communicator	1	-	07/96
IP-2006 CR Direct-Line Communicator	4	-	10/99
<u>TECHNICAL SUPPORT CENTER (TSC)</u>			
IP-2100 Emergency Activation of the Technical Support Center (TSC)	4	-	11/00
IP-2101 Technical Support Center (TSC) Manager	9	-	02/01
IP-2102 TSC Communicator(s)	3	-	12/98
IP-2103 TSC SPDS Computer Operator	4	-	08/99
IP-2104 TSC Video Operator	1	-	07/96
IP-2105 TSC Accountability Officer	VOID	-	N/A
IP-2106 TSC Clerk	5	-	06/99
<u>OPERATIONS SUPPORT CENTER (OSC)</u>			
IP-2200 Emergency Activation of the Operations Support Center (OSC)	6	-	11/00
IP-2201 Operations Support Center (OSC) Manager	8	-	02/01
IP-2202 OSC Direct-Line Communicator	2	-	12/98
IP-2203 OSC Dispatcher	2	-	07/97
IP-2204 OSC Team Leaders	2	-	07/97
IP-2205 OSC H.P. Team Leader	8	-	10/99
IP-2206 OSC Accountability Officer	VOID	-	N/A
IP-2207 OSC Clerk	5	-	06/99
IP-2208 OSC Security Team Leader	3	-	09/98
IP-2209 OSC H.P. Technician	4	-	12/97
IP-2210 OSC Dosimetry Technician	3	-	06/98
IP-2211 OSC Chemistry Team Leader	2	-	03/00

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IP-2303	EOF Radiological Assessment Team Leader (RATL)	5	-	11/00
IP-2304	EOF Dose Assessment Health Physicist	4	-	11/00
IP-2305	EOF MIDAS Operator	4	-	03/00
IP-2306	EOF Security Officer	7	-	12/98
IP-2307	EOF Clerk	5	-	10/99
IP-2308	EOF Direct-Line Communicator	4	-	03/00
IP-2309	EOF Offsite Communicator	4	-	09/00
IP-2310	EOF Onsite Radiological Communicator	3	-	03/00
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IP-2312	EOF Public Relations Liaison	2	-	09/98
IP-2313	EOF Public Relations Technical Advisor	VOID	-	N/A
IP-2314	EOF Radiological Assessment Monitor	VOID	-	N/A
<u>ALTERNATE EMERGENCY OPERATIONS FACILITY (AEOF)</u>				
IP-2400	Emergency Activation of the Alternate Emergency Operations Facility (AEOF)	5	-	01/01
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IP-2500	Security Emergency Activation Responsibilities	8	-	12/00
<u>RECOVERY/TERMINATION</u>				
IP-2600	Emergency Termination and Transition to Recovery	4	-	10/00
IP-2601	Recovery Manager	1	-	01/01
IP-2602	Development of a Recovery Action Plan	1	-	01/01
IP-2603	Recovery Support Group Manager	0	-	12/98
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	ROSTER II	01/01		
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APPENDIX 'B'	- Emergency Offsite Telephone List	01/01		
APPENDIX 'C'	- Emergency Response Facility Telephone List	01/01		

ENTERGY
INDIAN POINT NO. 3 NUCLEAR POWER PLANT
EMERGENCY PLAN - VOLUME III
IMPLEMENTING PROCEDURES

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IP-1004	Midas Computer System	16	03/00
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IP-1011	Offsite Monitoring/Site Perimeter Surveys	24	05/99
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IP-1027	Emergency Personnel Exposure	12	12/97
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<u>Notification and Communication</u>			
IP-1038	Offsite Emergency Notification	25	09/00
IP-1039	Emergency Response Data System (ERDS) Activation and Testing	4	02/01

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EMERGENCY PLAN - VOLUME III
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IP-1040	Habitability of the Emergency Response Facilities and Assembly Areas	16	11/97
IP-1041	Personnel Monitoring for EOF, TSC, OSC and Control Room Personnel	VOID	N/A
<u>Accountability and Evacuation</u>			
IP-1050	Accountability	25	12/00
IP-1053	Evacuation of Site	12	10/99
IP-1054	Search and Rescue Teams	10	12/97
<u>Non-Radiological Emergencies</u>			
IP-1052	Hazardous Waste Emergency	7	07/97
IP-1055	Fire Emergency Response	14	03/00
IP-1056	Directing Fire Fighting Personnel in Controlled Area	VOID	N/A
IP-1057	Natural Phenomena Emergency	7	11/96
IP-1058	Earthquake Emergency	VOID	N/A
IP-1059	Air Raid Alert	6	06/96
<u>H.P. Release Surveys and Decontamination</u>			
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IP-1070	Periodic Inventory of Emergency Plan Equipment	31	02/01
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IP-1085	Maintenance of Emergency Preparedness at IP-3	VOID	N/A



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EMERGENCY PLAN PROCEDURES

PROCEDURE NO. IP-2201 REV. 8

TITLE: OSC MANAGER

THIS PROCEDURE IS TSR

☒

THIS PROCEDURES IS NOT TSR

☐

WRITTEN BY:

Pat Henney 2/12/01
SIGNATURE/DATE

REVIEWED BY:

J. Barry 2-14-01
SIGNATURE/DATE

APPROVED BY:

Wayne Wilson 2/14/01
SIGNATURE/DATE

EFFECTIVE DATE:

2/21/01

PROCEDURE USE IS
REFERENCE

OPERATIONS SUPPORT CENTER (OSC) MANAGER

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	5.2 Turnover Checklist	
	5.3 Essential Information Checklist	

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IP-2201

OPERATIONS SUPPORT CENTER (OSC) MANAGER

1.0 PURPOSE

- 1.1 The purpose of this procedure is to provide instruction to the Operations Support Center (OSC) MANAGER in the OSC. The OSC Manager is responsible for the makeup of response teams.

The OSC MANAGER position is typically filled by one of the following:

- . General Manager - Maintenance
- . I & C Manager
- . Maintenance Manager
- . Planning & Scheduling Manager

2.0 RESPONSIBILITIES

- 2.1 The OSC MANAGER is responsible for:

- A. Ensuring the OSC is made operational in accordance with IP-2200, "Emergency Activation of the Operations Support Center (OSC)";
- B. Ensuring minimum staffing is attained;
- C. Declaring the OSC operational as soon as staff can assume its responsibilities;
- D. Overall management and dispatch of response teams; and,
- E. Ensuring accountability is being accomplished in the OSC.

3.0 REFERENCES

- 3.1 E-Plan Volume II, Series IP-2200 Procedures
- 3.2 IP-1011, "Offsite Monitoring/Site Perimeter Surveys"
- 3.3 IP-1025, "Repair and Corrective Action Teams"
- 3.4 IP-1040, "Habitability and Personnel Monitoring of the Emergency Response Facilities"
- 3.5 IP-1054, "Search and Rescue Teams"
- 3.6 EP-Form #18, "OSC Emergency Briefing Form"
- 3.7 EP-Form #19, "NYPA Communications Message Form"
- 3.8 EP-Form #31a/#31b/#31c, "Plant Status Logs"

4.0 PROCEDURE

NOTE

The steps in this procedure are not required to be performed in sequence.

Initial the blank lines upon completion of the designated steps.

- 4.1 MAINTAIN a log of actions taken and decisions made. _____
(This task can be delegated to another member of the
OSC staff, e.g.: Clerk or Communicator).
- 4.2 SIGN IN on EP-Form #10, "OSC Staffing Chart". _____
- 4.3 ENSURE the OSC set-up is complete in accordance with
IP-2200, "Emergency Activation of the Operations
Support Center (OSC)". _____
- 4.4 SYNCHRONIZE your time with the OSC clock. _____
- 4.5 OBTAIN a briefing from the Emergency Director (ED)
in the Control Room (CR) or Emergency Operations
Facility (EOF). The following should be discussed: _____
- A. Plant conditions; _____
- B. Equipment status; _____
- C. Dose assessment/projections/
meteorological (MET) data; _____
- D. Protective Action Recommendations
(PARs); _____
- E. Offsite monitoring locations. _____
- 4.6 CONSULT with the ED and/or Plant Operations
Manager (POM) to identify the following:
- A. Actions that have been taken; _____
- B. Team requirements for actions
that have not been initiated. _____
- 4.7 ANNOUNCE yourself as the OSC Manager and
provide initial briefing to the OSC staff.
Use Attachment 5.1, "Facility Manager Briefing
Checklist". _____

4.8 MAKE the following OSC assignments and ensure that positional procedures are being used where available:

- A. Direct Line Communicator _____
- B. Dispatcher for in-plant teams _____
- C. Clerk _____
- D. Team Leaders:
 - 1. Health Physics (H.P.) _____
 - 2. Chemistry _____
 - 3. Instrument & Control (I&C) _____
 - 4. Maintenance _____
 - 5. Operations _____
 - 6. Security _____

4.9 ANNOUNCE the Team Leaders. _____

4.10 WHEN the following positions are filled, NOTIFY the CR, EOF, and TSC (via Direct-Line Communicator) that the OSC is activated and operational:

- A. OSC Manager _____
- B. Direct Line Communicator _____
- C. H.P. Team Leader _____
- D. I&C Team Leader _____
- E. Maintenance Team Leader _____
- F. Chemistry Technicians (1) _____
- G. H.P. Technicians (6) _____
- H. Maintenance Technicians (2) _____
- I. I&C Technicians/Electrical Maintenance (3) _____
- J. Radwaste Technicians (2) _____
- K. Dosimetry Technicians (1) _____

4.11 ENSURE a Search & Rescue Team is formed. _____

4.12 ENSURE the Offsite Monitoring Teams are assembled by the H.P. Team Leader (HPTL). _____

NOTE

PRIOR to working on any safety related equipment/systems, OBTAIN Shift Manager (SM) approval.

- 4.13 ENSURE a supplement of Repair and Corrective Action Team members are available. _____
- 4.14 IF conditions warrant, REQUEST spare Operators and contingency personnel from the CR. _____
- 4.15 PREPARE shift scheduling. _____
- 4.16 WITH OSC Clerk assistance, ENSURE those personnel required for the second shift are available and do not have other preemptory emergency response duties. _____
- 4.17 UPON direction from the ED, REDUCE staffing per the shift schedule. _____
- 4.18 If during off hours, CONTINUALLY assess the need for additional personnel.
- 4.19 MONITOR plant status logs, EP-Forms #31a, #31b, and #31c.
- 4.20 COMMUNICATE with the POM, ED, and the TSC Manager, as necessary.
- 4.21 UPDATE the OSC Staff (~ every 30 minutes) on the current state of events and as conditions/plant parameters change. Use Attachment 5.3, "Essential Information Checklist" and Fission Product Barrier Status Board, as necessary.
- 4.22 ENSURE staff in other rooms (i.e., Dosimetry, H.P. Control Point, etc.) are cognizant of OSC Staff updates.

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- 4.23 INTERACT with the OSC Team Leaders and clarify any concerns/questions regarding plant or equipment status.
- 4.24 MONITOR all team status.
- 4.25 KEEP the TSC, CR, and EOF apprised of OSC activities.
- 4.26 Via the Direct Line Communicator, PROVIDE and RECEIVE information regarding activities at other facilities.
- 4.27 PROVIDE completed EP-Form #19, "NYPA Communications Message Form", as necessary, to the Clerk for posting information on the White Board.
- 4.28 GATHER appropriate Team Leaders to brief them on pending assignments. If multiple pre-mission briefs are to occur simultaneously, then instruct the team leaders to use other areas in the TSC/OSC.
- 4.29 NOTIFY the H.P. Team Leader if radiological conditions change.

NOTE

The HPTL is responsible for completion of EP-Form #18, "OSC Emergency Briefing Form".

- 4.30 ENSURE EP-Form #18, "OSC Emergency Briefing Form", is completed for each team dispatched.
- 4.31 PRIORITIZE team dispatch in conjunction with the POM.
- 4.32 ENSURE the Direct-Line Communicator promptly reports dispatched teams to the following:
 - POM
 - TSC Manager
 - ED
- 4.33 DISPATCH teams per the following:
 - A. IP-1011, "Offsite Monitoring/Site Perimeter Surveys"
 - B. IP-1025, "Repair & Corrective Action Teams"
 - C. IP-1054, "Search and Rescue Teams"
- 4.34 COORDINATE development of ad hoc repair and corrective actions with the TSC Manager and the POM.

NOTE

Protected Area accountability must be completed within 30 minutes.

4.35 ENSURE accountability is being accomplished.

4.36 IF the OSC becomes uninhabitable, with approval from the ED, CONSIDER the following actions:
(Consult IP-1040, "Habitability and Personnel Monitoring of the Emergency Response Facilities (ERFS)").

- A. RELOCATE the OSC Staff to an area where radiological conditions are not a concern;
- B. ENSURE procedures, radios (inplant/Con Ed Frequency #1), necessary forms, paperwork, etc. are brought to the new location;
- C. NOTIFY the ERF's to use the Con Ed Frequency #1 as the communication method;
- D. SIGN OUT using the H.P. Control Point log sheets or EP-Form #18, "OSC Emergency Briefing Form";
- E. WEAR dosimetry and/or protective clothing per instructions from the H.P. Team Leader;
- F. REESTABLISH communications.

4.37 USE Attachment 5.2, "Turnover Checklist" when conducting turnover.

5.0 ATTACHMENTS

- 5.1 Facility Manager Briefing Checklist
- 5.2 Turnover Checklist
- 5.3 Essential Information Checklist.

END OF TEXT

ATTACHMENT 5.1

FACILITY MANAGER BRIEFING CHECKLIST

1. At the initial facility brief, establish clear expectations for:
 - Use of three-point communication by ERO members.
 - Use of phones during Facility Manager briefings.
 - Lack of Excess chatter during Facility Manager briefings.
2. Remind personnel to VALIDATE Information.
3. For drill and exercises, remind personnel to begin and end each transmission with, "THIS IS A DRILL."

ATTACHMENT 5.2

TURNOVER CHECKLIST

When the OSCM is relieved by another OSCM, the following checklist should be used to effectively turnover responsibilities.

Current OSCM: _____

Relieving OSCM: _____

Date: _____ Time: _____

The following items should be discussed as applicable:

1. Emergency Classification
2. Initiating Event (Date Time and Cause)
3. Plant Conditions
4. Equipment out of Service
5. Proposed/In-Progress/Completed Corrective Action
6. Site Accountability/Site Evacuation
7. Any Other Items that should be communicated.

ATTACHMENT 5.3

ESSENTIAL INFORMATION CHECKLIST

Emergency Classification: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> SAE <input type="checkbox"/> General Emergency </div> <div style="width: 35%;"> Time: _____ EAL #: _____ </div> </div>		Reactor: <input type="checkbox"/> At Power <input type="checkbox"/> Tripped RCS: Temp _____ °F Pressure _____ PSIG RVLIS / Pressurizer Level: _____ Subcooling: _____																										
Method of Core Cooling: <input type="checkbox"/> S/G <input type="checkbox"/> Safety Injection <input type="checkbox"/> RHR																												
Electrical Power Supply: <input type="checkbox"/> 138 KV <input type="checkbox"/> 13.8 KV <input type="checkbox"/> Diesel Generators																												
Event Description: _____ _____ _____ _____																												
Major Equipment Problems: _____ _____ _____																												
Current Priorities: _____ _____ _____ _____ _____ _____				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">High</th> <th style="padding: 5px;">Med</th> <th style="padding: 5px;">Low</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </tbody> </table>	High	Med	Low																					
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EMERGENCY PLAN PROCEDURES

PROCEDURE NO. IP-2101 REV. 9

TITLE: TSC MANAGER

THIS PROCEDURE IS TSR

☒

THIS PROCEDURES IS NOT TSR

☐

WRITTEN BY:

Pat Kenney 2/2/01
SIGNATURE/DATE

REVIEWED BY:

J Barry 2-14-01
SIGNATURE/DATE

APPROVED BY:

Wayne Wilson 2/14/01
SIGNATURE/DATE

EFFECTIVE DATE:

2/21/01

PROCEDURE USE IS
REFERENCE

TECHNICAL SUPPORT CENTER MANAGER

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5.0	Attachments	
	5.1 Facility Manager Briefing Checklist	
	5.2 Turnover Checklist	
	5.3 Essential Information Checklist	

| A

IP-2101

TECHNICAL SUPPORT CENTER MANAGER

1.0 PURPOSE

- 1.1 The purpose of this procedure is to provide instruction to the TSC MANAGER in the Technical Support Center (TSC). The TSC Manager is responsible for overall engineering support to the Control Room (CR) and others engaged in the emergency response.

The TSC MANAGER position is typically filled by one of the following:

- Engineering Managers
- System Engineering Manager

2.0 RESPONSIBILITIES

- 2.1 The TSC MANAGER is responsible for:

- A. Ensuring the TSC is made operational in accordance with IP-2100, "Emergency Activation of the Technical Support Center (TSC)";
- B. Ensuring minimum staffing is attained;
- C. Declaring the TSC operational as soon as staff can assume its responsibilities;
- D. Overall management of engineering support to the Indian Point #3 Emergency Response Organization (ERO);
- E. Providing information to the NRC Operations Center;
- F. Keeping other facilities and groups apprised of engineering activities occurring or contemplated in response to the emergency condition; and,
- G. Ensuring accountability is being accomplished in the TSC.

3.0 REFERENCES

- 3.1 E-Plan Volume II, Series IP-2100 Procedures
- 3.2 EP-Form #9, "TSC Staffing Chart"
- 3.3 EP-Form #31a/#31b/#31c, "Plant Status Logs"
- 3.4 NRC-Form #361, "Event Notification Worksheet"
- 3.5 IP-1039, "Emergency Response Data System".
- 3.6 IP-1040, "Habitability and Personnel Monitoring of the Emergency Response Facilities"

NOTE

The steps in this procedure are not required to be performed in sequence.
Initial the blank lines upon completion of the designated steps.

4.0 PROCEDURE

- 4.1 MAINTAIN a log of actions taken and decisions made. _____
(This task can be delegated to another member of
the TSC staff, e.g.: Clerk/Runner or Communicator).
- 4.2 SIGN IN on EP-Form #9, "TSC Staffing Chart". _____
- 4.3 ENSURE the TSC set-up is complete in accordance
with IP-2100, "Emergency Activation of the
Technical Support Center (TSC)". _____
- 4.4 SYNCHRONIZE your time with the TSC clock. _____
- 4.5 OBTAIN a briefing from the Emergency Director (ED)
in the CR or Emergency Operations Facility (EOF). _____

The following should be discussed:
 - A. Plant conditions; _____
 - B. Equipment status; _____
 - C. Dose assessment/projections/
meteorological (MET) data; _____
 - D. Protective Action Recommendations
(PARs); _____
 - E. Offsite monitoring locations. _____
- 4.6 CONSULT with the ED and/or the Plant
Operations Manager (POM) to identify
the following:
 - A. Actions that have been taken; and/or _____
 - B. Engineering requirements for actions
that have not been initiated. _____
- 4.7 ANNOUNCE yourself as the TSC Manager and provide
initial briefing to the TSC staff. Use Attachment 5.1,
"Facility Manager Briefing Checklist". _____

4.8 MAKE the following TSC assignments and ensure that positional procedures are being used:

- A. Direct-Line Communicator _____
- B. Other Communicator (as necessary) _____
- C. Safety Parameter Display System (SPDS) Computer Operator _____
- D. Video Operator _____
- E. Clerk/Runner
(Log keeping, running between OSC/TSC, switchboard, faxing, photocopying, and assist in shift scheduling) _____
- F. Documents personnel, if available. _____

4.9 ENSURE the Emergency Response Data System (ERDS) is activated within one hour of an ALERT or higher emergency per IP-1039, "Emergency Response Data System (ERDS)". _____

4.10 WHEN the following positions are filled, NOTIFY the CR, EOF, and Operations Support Center (OSC) (via the Direct-Line Communicator) that the TSC is activated and operational:

- A. TSC Manager _____
- B. TSC Communicator _____
- C. Reactor Engineer _____
- D. Electrical Engineer _____
- E. Mechanical Engineer _____
- F. SPDS Computer Operator _____

4.11 PREPARE shift scheduling. _____

4.12 WITH TSC Clerk/Runner assistance, ENSURE second shift personnel are available and do not have other ERO assignments. _____

- 4.13 Upon direction from the ED, REDUCE staffing per the shift schedule.
- 4.14 CONTINUALLY assess the need for additional personnel, especially during off hours.
- 4.15 DIRECT EOP questions to the Operations person on the Severe Accident Management (SAM) Team.
- 4.16 MONITOR plant status logs, EP-Forms #31a, #31b, and #31c.
- 4.17 If SPDS is not available, then SEND a TSC staff member to the CR to obtain plant status log information.
- 4.18 MAINTAIN communications with the following:
- POM
 - ED
 - OSC Manager
- Ensure EOF is notified prior to starting the PAB ventilation fans.
- 4.19 UPDATE the TSC Staff (~ every 30 minutes) on the current state of events and as conditions/plant parameters change. Use Attachment 5.3, "Essential Information Checklist" and Fission Product Barrier Status board, as necessary.
- 4.20 ENSURE staff in other rooms, (i.e., Documents, Communications Room, etc.) are made aware of changes in plant conditions.
- 4.21 ADVISE the NRC in the TSC of changing plant conditions.
- 4.22 If requested, PROVIDE information to the NRC Operations Center via the ENS phone using NRC Form #361 (located in the TSC EP-Forms Book).

NOTE

Protected area accountability must be completed within 30 minutes.

- 4.23 UPON Site Area or General Emergency, ENSURE accountability is complete.
- 4.24 ENSURE TSC activities are reported to other emergency facilities on a regular basis.

- 4.25 MONITOR actions both in-plant and at the EOF.
- 4.26 ESTABLISH communications with the WPO Engineering Groups for engineering support functions. Use the company phone directory for individual phone numbers. 1A
- 4.27 PROVIDE a summary of core status to other emergency facilities when core damage assessment is complete.
- 4.28 ANTICIPATE support requirements from the ERO.
- 4.29 PRIORITIZE support efforts in accordance with critical safety functions.
- 4.30 PROCURE drawings and information needed for solving plant problems.
- 4.31 DISCUSS engineering solutions and plant forecasts with the POM and OSC Manager.
- 4.32 NOTIFY Westinghouse and other vendors of the emergency conditions, as required. (see Volume II, Appendix B). 1A
- 4.33 CONSIDER the following actions if the TSC becomes uninhabitable (with approval from the ED): (Consult IP-1040, "Habitability and Personnel Monitoring of the Emergency Response Facilities (ERFS)".)
 - A. The TSC Manager and designated individuals RELOCATE to the CR to perform accident assessment.
 - B. Other TSC personnel REPORT to the EOF/AEOF and establish communications with the accident assessment team in the CR.
- 4.34 USE Attachment 5.2, "Turnover Checklist" when conducting turnover.

5.0 ATTACHMENTS

- 5.1 Facility Manager Briefing Checklist
- 5.2 Turnover Checklist
- 5.3 Essential Information Checklist. 1A

END OF TEXT

ATTACHMENT 5.1

FACILITY MANAGER BRIEFING CHECKLIST

1. At the initial facility brief, establish clear expectations for:
 - Use of three-point communication by ERO members.
 - Use of phones during Facility Manager briefings.
 - Lack of excess chatter during Facility Manager briefings.
2. Remind personnel to VALIDATE Information.
3. For drill and exercises, remind personnel to begin and end each transmission with, "THIS IS A DRILL."

ATTACHMENT 5.2

TURNOVER CHECKLIST

When the OSCM is relieved by another OSCM, the following checklist should be used to effectively turnover responsibilities.

Current OSCM: _____

Relieving OSCM: _____

Date: _____

Time: _____

The following items should be discussed as applicable:

1. Emergency Classification
2. Initiating Event (Date Time and Cause)
3. Plant Conditions
4. Equipment out of Service
5. Proposed/In-Progress/Completed Corrective Action
6. Site Accountability/Site Evacuation
7. Any Other Items that should be communicated.

ATTACHMENT 5.3

ESSENTIAL INFORMATION CHECKLIST

Emergency Classification: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> SAE <input type="checkbox"/> General Emergency </div> <div> Time: _____ EAL #: _____ </div> </div>		Reactor: <input type="checkbox"/> At Power <input type="checkbox"/> Tripped RCS: Temp _____ °F Pressure _____ PSIG RVLIS / Pressurizer Level: _____ Subcooling: _____																						
Method of Core Cooling: <input type="checkbox"/> S/G <input type="checkbox"/> Safety Injection <input type="checkbox"/> RHR																								
Electrical Power Supply: <input type="checkbox"/> 138 KV <input type="checkbox"/> 13.8 KV <input type="checkbox"/> Diesel Generators																								
Event Description: _____ _____ _____ _____																								
Major Equipment Problems: _____ _____ _____																								
Current Priorities: _____ _____ _____ _____ _____ _____			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="padding: 5px;">High</th> <th style="padding: 5px;">Med</th> <th style="padding: 5px;">Low</th> </tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </table>	High	Med	Low																		
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EMERGENCY PLAN PROCEDURES

PROCEDURE NO. : IP-1070

REV. 31

TITLE: PERIODIC INVENTORY OF EMERGENCY PLAN EQUIPMENT

THIS PROCEDURE IS TSR



THIS PROCEDURE IS NOT TSR



WRITTEN BY:

Pat Hanney 2/9/01
SIGNATURE/DATE

REVIEWED BY:

J Barry 2-14-01
SIGNATURE/DATE

APPROVED BY:

Maureen Wilson 2/14/01
SIGNATURE/DATE

EFFECTIVE DATE:

2/21/01
SIGNATURE/DATE

PROCEDURE USE IS
REFERENCE

IP-1070

PERIODIC INVENTORY OF EMERGENCY PLAN EQUIPMENT

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5.0	Attachments	
	None	

IP-1070

PERIODIC INVENTORY OF EMERGENCY PLAN EQUIPMENT

1.0 PURPOSE

This procedure describes the actions required to accomplish the periodic inventory of emergency equipment identified in EP-ADM-05, "Emergency Plan Equipment Inventory Administrative Procedure".

2.0 RESPONSIBILITIES

2.1 The Emergency Planning Coordinator (EPC) or designee is responsible for:

- Ensuring adequate supplies and equipment are specified in EP-ADM-05, "Emergency Plan Equipment Inventory Administrative Procedure" to meet the needs of the ERFs as specified in Emergency Plan procedures.
- Ensuring that groups performing inventories have copies of the current inventory lists and briefing forms.
- Ensuring inventories are performed on equipment used within 24 hours of a drill or emergency.
- Reviewing and summarizing results of the inventory(s) by listing any discrepancies and follow-up corrective actions on the first page of the applicable inventory.

NOTE

The results or the inventories are reviewed independently of the person performing the inventory.

- Updating the Action Commitment Tracking System (ACTS), if required.
 - Identifying deficiencies that may warrant entry of a Deviation Event Report (DER).
 - Ensuring that corrections are made, where required.
 - Filing completed checklists in the Emergency Plan Maintenance File.
- 2.2 Radiological and Environmental Services (R.E.S.) Department personnel are responsible for the following:
- The Health Physics Section of the R.E.S Department is responsible for performing periodic inventories of the EP Vehicles, OSC/TSC, CR, Assembly Areas and Fire Brigade Lockers with the exception of equipment inventoried by other groups described in this procedure. All calibration, necessary repair,

and changeout of radiation monitoring equipment shall be handled by Health Physics. They are also responsible for maintaining reserves of radiation monitoring equipment.

- The Waste Management Section of the R.E.S. Department is responsible for completing on a monthly/quarterly basis the Respiratory Protection Equipment Inventory. This includes ensuring the removal and replacement of equipment as necessary. 1A
- 2.3 The Fitness for Duty Program Administrator/designee is responsible for the emergency first aid equipment in accordance with MED-7.0, "Emergency Medical Services Equipment Inspection". 1R
- 2.4 The Information Technology (IT) Group at IP-3 is responsible for testing the Emergency Response Data System (ERDS) in accordance with IP-1039, "Emergency Response Data System (ERDS) Activation and Testing". The EPC/designee shall attach documentation to the quarterly inventory. It also maintains the Safety Parameter Display System (SPDS).
- 2.5 Per Memorandum of Understanding (MOU) #28, Con Edison is responsible for the following:
- Quarterly checks of their emergency equipment located in the EOF and in their emergency vehicles and after each Con Ed drill. Con Edison Technical Services Procedure TS-S-7.301, "Periodic Check of Emergency Equipment and Supplies", will be used. 1R
 - Communication checks in accordance with Con Edison Technical Services Procedure TS-S-7.302, "Periodic Check of Emergency Radios and Telephones". 1R
1D
- 2.6 The Emergency Planning Staff is responsible for completion of equipment inventories, which are not the responsibility of another group as described in this procedure.
- 2.7 The Department Managers of groups performing inventories are responsible for ensuring all completed briefing and inventory forms are forwarded to the Emergency Planning Group.
- 3.0 REFERENCES
- 3.1 TS-S-7.301, "Periodic Check of Emergency Equipment and Supplies." 1D
 - 3.2 TS-S-7.302, "Periodic Check of Emergency Radios and Telephones". 1R
 - 3.3 IP-1039, "Emergency Response Data System (ERDS) Activation and Testing"
 - 3.4 Memorandum of Understanding (MOU) #28
 - 3.5 MED-7.0, "Emergency Medical Services Equipment Inspection"
 - 3.6 EP-ADM-05, "Emergency Plan Equipment Inventory Administrative Procedure"

4.0 PROCEDURE

- 4.1 PRIOR to starting any inventory, an Emergency Plan Job Briefing (refer to EP-ADM-05 Attachment 5.1, Emergency Plan Job Briefing) is required. (The Emergency Planning staff is exempt and requires no briefing). The Supervisor for the group performing the inventory (or, where applicable, the EP Staff) should conduct this briefing to ensure the required tasks are understood. A post-inventory discussion may be held to discuss any areas of concern.

NOTE

All equipment stored in the simulator is to be used for training purposes only and is not required to be calibrated.

- 4.2 PERFORM required inventories in accordance with EP-ADM-05, "Emergency Plan Equipment Inventory Administrative Procedure".

5.0 ATTACHMENTS

NONE

END OF TEXT



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EMERGENCY PLAN PROCEDURES

PROCEDURE NO. : IP-1039

REV. 4

TITLE: EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION AND TESTING

THIS PROCEDURE IS TSR



THIS PROCEDURE IS NOT TSR



WRITTEN BY:

Pat Hanney 2/9/01
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2/21/01
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PROCEDURE USE IS
REFERENCE

IP-1039

EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION AND TESTING

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IP-1039

EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION AND TESTING

1.0 PURPOSE

- 1.1 This procedure provides direction on the activation and testing of the Emergency Response Data System (ERDS).

2.0 RESPONSIBILITIES

- 2.1 The Emergency Planning Staff is responsible for:

- Ensuring the Safety Parameter Display System (SPDS) Operator in the Technical Support Center (TSC) is trained in the use of this procedure so that the ERDS is activated at the ALERT Emergency classification or higher.
- Ensuring the quarterly ERDS test is performed in conjunction with the Nuclear Regulatory Commission (NRC) Operations Center.

- 2.2 The Information Technology Department is responsible for the quarterly testing of the ERDS as required by the NRC and also the maintenance of the ERDS data link.

3.0 REFERENCES

- 3.1 10CFR 50.72 (a) (4)
3.2 10CFR 50, Appendix E, Section VI
3.3 NUREG-1394, Emergency Response Data System (ERDS) Implementation.
3.4 Federal Register, Vol. 57, No. 162, Document #92-19884 (8/20/92).
3.5 IP3 ERFDADS User Guide.
3.6 Generic Letter 89-15 (8/21/89).
3.7 Letter, IP3-NRC-91-063 (10/24/91).
3.8 Letter, Conicella to Beedle (3/18/92).

NOTE

Activation of the ERDS supplements but does not preclude the requirement for voice transmission of information over the Emergency Notification System (ENS) using NRC Form #361, "Event Notification Worksheet".

NOTE

Testing of the ERDS must be coordinated with NRC Operations Center and the IP-3 Information Technology Department.

4.0 PROCEDURE

4.1 USE the SPDS computer in the TSC to activate the ERDS data link as follows:

- A. ENSURE the TSC terminal is signed on.
 - 1. IF not, THEN sign on using the ERFDADS User Guide as necessary.
- B. PRESS the DIALOGUE key to display the User Dialogue Menu.
- C. ENTER the appropriate ERDS Data Link function number and PRESS the RETURN key to display the ERDS data link display page.
 - 1. This display page should indicate that a link status is OFF.
- D. ENTER "ON" and PRESS the RETURN key to activate the ERDS data link. After the modem connects, the modem status should alternate between "TRANSMITTING" and "LINKED".
 - It is not necessary to continuously display the ERDS status once the communication is started. The communication will continue until either the site or the NRC terminate the data link.

4.2 DEACTIVATE the ERDS data link as follows:

- A. ENSURE the TSC terminal is signed on.
 - 1. IF not, THEN sign on using the ERFDADS User Guide as necessary.
- B. PRESS the DIALOGUE key to display the user dialogue menu.
- C. ENTER the appropriate ERDS Data Link function number and PRESS the RETURN key to display the ERDS data link display page.
 - 1. This display page should indicate that the link status is ON.
- D. ENTER "OFF" and PRESS the RETURN key to terminate communication.

4.3 TEST the ERDS as follows:

NOTE

The Emergency Planning Staff will advise the IP-3 Information Technology Department test prior to the required test date (typically the first Thursday of every calendar quarter).

- A. CONTACT the NRC Operations Center at 1-301-816-5141 (Primary) or - 1-301-415-5015 (Backup) and request permission to test the ERDS data link.
 - 1. The ERDS data link line number is 1-301-816-5160.
 - B. ACTIVATE the ERDS (see Step 4.1 above).
 - C. LET the ERDS data link transmit for two hours in conjunction with the NRC Operations Center.
 - D. TERMINATE the test by deactivating the data link per Step 4.2 above.
 - E. SUBMIT a test record to the Emergency Planning Staff. Test records are kept with the Quarterly Inventory results per IP-1070, "Periodic Inventory of Emergency Plan Equipment".
- 4.4 REPORT any system failures or problems with the ERDS to the Emergency Planning Staff.

5.0 ATTACHMENTS

5.1 Discussion

END OF TEXT

ATTACHMENT 5.1

DISCUSSION

1. The ERDS transmits a specially formatted set of IP-3 plant specific parameters to the NRC Operations Center in Bethesda, MD.
 - A. This information increases the NRC's capability to fulfill its response role during an emergency.
 - B. The ERDS software resides on the Critical Function Monitoring System (CFMS) Plant Computer (SPDS) located in the Computer Room on the 2nd Floor of the IP-3 Administration Building.
2. The ERDS must be manually activated within 1 hour of the declaration of an Alert, Site Area, or General Emergency.
3. The ERDS is activated or deactivated by Technical Support Center (TSC) personnel using any of the plant computer terminals located in the TSC:
4. NUREG-1394 requires a quarterly test of the ERDS to verify system connectivity.