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May 2, 2001

U.S. Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, D.C. 20555

Gentlemen:

In the Matter of) Docket Nos. 50-327
Tennessee Valley Authority) 50-328

**SEQUOYAH NUCLEAR PLANT (SQN) - UNITS 1 AND 2 - EMERGENCY PLAN
IMPLEMENTING PROCEDURE (EPIP) REVISION**

In accordance with the requirements of 10 CFR 50, Appendix E,
Section V, the enclosure provides the following EPIP:

<u>EPIP</u>	<u>Title</u>
EPIP-7	Activation And Operation Of The Operations Support Center (OSC)

If you have any questions concerning this matter, please
telephone me at (423) 843-7170 or J. D. Smith at
(423) 843-6672.

Sincerely,

Pedro Salas
Licensing and Industry Affairs Manager

A 45

U.S. Nuclear Regulatory Commission
Page 2
May 2, 2001

JDS:JWP:PDW

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TENNESSEE VALLEY AUTHORITY

SEQUOYAH NUCLEAR PLANT

EMERGENCY PLAN IMPLEMENTING PROCEDURE

EPIP-7

**ACTIVATION AND OPERATION OF THE
OPERATIONS SUPPORT CENTER (OSC)**

Revision 19

QUALITY RELATED

PREPARED/PROOFREAD BY: Bill Peggram

RESPONSIBLE ORGANIZATION: Emergency Preparedness

APPROVED BY Randy Ford

EFFECTIVE DATE: 04/26/2001

LEVEL OF USE: REFERENCE

REVISION DESCRIPTION:

RadCon Supervisor in the OSC to reactivate the Emergency Response RWPs that are kept in a deactivated status as a corrective action of PER 01-000449-000. Conditions requiring Habitability surveys were clarified to allow professional discretion in determining when an air sample is necessary. OSC Clerical no longer faxes Maintenance Team status if ERN is functional as this is now available on the web page and now also sends AUO team status. Corrected Procedure Number for Radio Sensitivity Procedure. Changed the reference in Section 3.2.13 from EPIP-14 to EPIP-13. Revised App. O to match current REND. Corrected Title of App. B in Table of Contents. Removed the "yes" or "no" from the RWP line in the RADCON Requirements section of the App.D, OSC Team Briefing/Debriefing Form.

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1.0 PURPOSE

The purpose of this procedure is to describe the activation of the Operations Support Center (OSC), describe the OSC organization, and provide for OSC operation once it has been staffed. The OSC is activated during an "Alert," "Site Area Emergency," or "General Emergency."

2.0 REFERENCES

Developmental Documents

- A. EPIP-6, "Activation and Operation of the Technical Support Center"
- B. EPIP-8, "Personnel Accountability and Evacuation"
- C. EPIP-14, "Radiological Control Response"
- D. EPIP-16, "Termination and Recovery"

3.0 INSTRUCTIONS

3.1 An Alert or higher Emergency Classification

At an Alert or higher Emergency Classification, the OSC Manager will report directly to the OSC and shall be responsible for implementing this procedure and coordinating OSC personnel and activities.

3.2 Activation of OSC

3.2.1 Shift Manager (SM) Actions

The SM will activate the OSC by announcing the emergency condition by one or more of the following methods:

- A. Plant Public Address (PA) announcement.
- B. The Shift Manager or operations clerk will normally activate the Emergency Paging System (EPS) or contact the persons designated on the REP Duty Roster and/or Call List. If the EPS cannot be activated from the site, the SM will contact the Operations Duty Specialist (ODS) and have the EPS activated from the CECC.
- C. The SM may activate the onsite emergency sirens at an "Alert" and shall activate the sirens at a "Site Area Emergency" or "General Emergency".

3.2.2 Call List

The Emergency Preparedness Manager (EPM) shall maintain a REP Duty Roster and Call List book listing key OSC personnel by name, plant and home telephone numbers. The REP Call List and Duty Roster book will be updated at least quarterly by the EPM or designee with input by the appropriate section/group supervisors. This book will be provided to the SM and will also be maintained in the TSC and OSC.

3.2.3 Response

The following personnel should report to the OSC or the assigned OSC support location upon announcement of an "ALERT" or higher emergency classification, or at the direction of the SED:

- A. OSC Manager
- B. Assistant OSC Manager
- C. Maintenance Shift Supervisor
- D. OSC RADCON Supervisor
- E. Fire Operations Advisor
- F. OSC Operations Advisor
- G. Two Instrument Maintenance Briefers
- H. Two Mechanical Maintenance Briefers
- I. Two Electrical Maintenance Briefers
- J. RADCON Briefer
- K. Chemistry Shift Supervisor
- L. OSC Personnel Pool Manager
- M. Two Duty Damage Control Teams - one team will dress-out and standby for assignment
- N. RADCON Lab Supervisor
- O. Other plant staff the OSC Manager determines to be necessary to support OSC functions will be called:
 - 1. OSC Clerks
 - 2. OSC Log Keeper
 - 3. HIS-20 Operator
 - 4. Maintenance Personnel needed for support
 - 5. Operations Personnel needed for support
 - 6. Transmission and Customer Service
 - 7. Technical Support Personnel needed for support
 - 8. DCRM support
 - 9. Materials support
 - 10. Industrial Safety support
 - 11. Security Advisor

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3.2.4 Maintenance Shift Supervisor (MSS)

The Maintenance Shift Supervisor (MSS) shall ensure that the OSC and Tool Room are unlocked and open for access when required. The MSS maintains responsibility as single point maintenance contact for the Shift Manager until the OSC Manager is in place. The MSS initiates OSC setup and may sign designated actions on the Assistant OSC Manager's Checklist. The MSS may assist in the activation of the Emergency Response Organization to ensure adequate personnel are available. The MSS will provide a briefing to the OSC Manager when he arrives and then becomes the second Assistant OSC Manager.

3.2.5 OSC Operation

The OSC shall operate to ensure the following actions are taken:

- A. All personnel or teams previously tasked by the Control Room or Site Emergency Director prior to OSC staffing and activation shall be located and assigned a Team Tracking Letter designation for tracking and debriefing purposes.
- B. All teams shall be briefed and/or coordinated with the OSC prior to dispatch and debriefed by the OSC upon task completion. The exceptions are:
 - AUO teams responding to procedure driven missions or are otherwise under the direction of the SM. These teams shall be tracked on the OSC Ops tracking board via communication between the Control Room Communicator and the OSC Operations Advisor.
 - The Fire Brigade or Medical Emergency Response Team may be briefed in route by radio when response time is critical. These teams will be tracked by the OSC.
 - If an Emergency Response Team is responding or near the task area prior to OSC staffing the team may be briefed by radio or telephone and shall be tracked by the OSC.
 - RADCON Survey Teams and Chemistry Teams may be dispatched directly from their respective labs provided they are coordinated through the OSC RADCON Supervisor and tracked on the RADCON/CHEM board
- C. Each potential damage control and repair team member shall have qualifications verified and dosimetry issued prior to assignment to a response team.
- D. RADCON and Operations should be members of each response team.
- E. Each team should have a radio for communications with the OSC. The Operations or RADCON member of each team should be the radio talker. Muted radios are available for use in radio-sensitive areas of the plant.
- F. RADCON shall maintain sufficient respiratory protection equipment available for issue in a manner that will not delay teams response.

3.2.5 OSC Operation (Continued)

- G. Teams should respond with damage control tool kits to the assigned task.
- H. If a person/team is unable to complete a mission or is reassigned a task after briefing, the OSC shall be immediately notified by the team leader.
- I. At least one Emergency Response Team is on standby at all times.

3.2.6 OSC Manager

The OSC Manager is responsible for directing repairs and corrective actions; performing damage assessment; coordinating repair activities with the TSC; coordinating maintenance teams and ensuring proper briefings and accompaniment by RADCON; activating the Fire Brigade, Search and Rescue, and Medical Emergency Response Teams as necessary; relocation of the OSC in accordance with 3.2.6.A; deactivating the OSC. Appendix A, OSC Manager Checklist, shall be used to ensure required actions are completed.

- A. Relocate OSC personnel and equipment to an alternate OSC location when conditions require:
 - 1. Direct OSC RADCON Supervisor to make habitability survey for the OSC if a release has occurred. Surveys are to include direct radiation readings, area swipes, and air activity monitoring as appropriate for the existing conditions and based on good radiological practices.
 - 2. Inform the SED if conditions exceed habitability criteria.
 - 3. Relocate the OSC (upon direction from the SED) to the backup OSC in the O&PS building if it meets habitability requirements.
 - 4. If the backup OSC does not meet habitability criteria, then an alternate location must be selected based on the following criteria:
 - a. Location has adequate access to the plant (preferably is within the Protected Area), has a current radiological survey, is upwind from plant, and has adequate ventilation control.
 - b. Location has adequate communications capabilities (including three telephone circuits).
 - c. Physical size: space for at least 25 persons.
 - d. Provides access to appropriate reference materials, tools, safety equipment, etc.

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3.2.7 Assistant OSC Manager

The Assistant OSC Manager maintains continuous communication with the Maintenance Manager in the TSC, ensuring that OSC tasks are entered on the team tracking board/system; initiates an OSC Team Briefing/Debriefing Form, (Appendix D) for each task; assigns tasks to briefing teams; coordinates and directs damage control and repair activities as directed by the OSC Manager; ensures RADCON support for each team; ensures all teams (except as indicated in 3.2.5.B) are briefed before dispatch in accordance with Appendix D; ensures all teams are debriefed upon return to the OSC in accordance with Appendix D. When available, a qualified individual may assume communications and/or boardwriting responsibilities as delegated by the Assistant OSC Manager. Appendix C, Assistant OSC Manager Checklist, shall be used to ensure required actions are completed.

3.2.8 OSC RADCON Supervisor

The OSC RADCON Supervisor provides and coordinates RADCON resources; assigns a HIS-20 Operator and calls in additional support as needed; directs the RADCON Lab through the Lab Supervisor; informs the TSC RADCON Manager, OSC Manager and OSC RADCON briefer of current radiological conditions; enters data on the Radcon/Chem tracking board; provides RADCON support for emergency response teams as warranted. Appendix E, OSC RADCON Supervisor Checklist, shall be used to ensure required actions are completed.

3.2.9 OSC RADCON Briefer

The OSC RADCON briefer remains informed of the site radiological conditions; provides technical assistance for radiological concerns; assist in technical briefings of OSC teams; ensures each team has a RADCON member present during briefing or may be dispatched with the team; completes applicable portions of Appendix D. Appendix F, OSC RADCON Briefer Checklist, shall be used to ensure required actions are completed.

3.2.10 OSC Operations Advisor

The OSC Operations Advisor provides operational advice, plant status, and important system parameters to support the operation; provides Operations personnel as part of OSC response teams as warranted; maintains the Operations tracking board in the OSC. Provide Operations personnel, advice, and plant status to support the entire OSC including briefing emergency response teams as needed. Keeps the TSC Operations Communicator and Control Room Communicator informed of OSC team activities. May provide briefing/debriefing to AUOs as requested by the Control Room Crew and/or SED. Appendix G, OSC Operations Advisor Checklist, shall be used to ensure required actions are completed.

3.2.11 Personnel Pool Manager

The OSC Personnel Pool Manager provides and coordinates a pool of qualified maintenance personnel to staff damage control and repair teams. He also tracks individual team members and assesses their future availability for other assignments. Appendix N, Personnel Pool Manager Checklist, shall be used to ensure required actions are complete. The Personnel Pool Manager Log (Appendix R) should be used to manage information regarding individual qualifications and OSC assignments.

3.2.12 Fire Operations Advisor

The Fire Operations Advisor initiates fire response, medical emergency response, hazardous material containment; provides personnel to support Nuclear Security in searches of hazardous areas. Provides evaluations of the plant environment and recommendations to OSC management on safety aspects of the response team tasks. Contacts the site and/or corporate Safety Specialist as necessary. Maintain status of Fire Ops personnel. Appendix H, Fire Operations Advisor Checklist, shall be used to ensure required actions are completed.

3.2.13 Chemistry Shift Supervisor

The Chemistry Shift Supervisor in the CHEM lab provides first-line direction of Chemistry support personnel; calls in additional support as required; briefs Chemistry personnel on emergency events and status; initiates onsite/off-site dose assessment, per EPIP-13, as directed by the TSC or the Ops. SM; provides Chemistry support to the OSC as needed.

3.2.14 OSC Log Keeper

The OSC Log Keeper ensures status boards are continuously updated to reflect current plant conditions and collects/maintain all original copies of generated documents. Appendix I, OSC Log Keeper, shall be used to ensure required actions are completed.

3.2.15 OSC Clerk

The OSC Clerk provides logistics support to the OSC. Appendix J, OSC Clerical Staff, shall be used to ensure required actions are completed.

3.2.16 OSC Site Security Advisor

The OSC Site Security Advisor coordinates Nuclear Security activities from the OSC when requested by the TSC Security Mgr or OSC Mgr; supports response to fire, medical emergencies, or other security responses; conducts search and rescue operations. Appendix K, OSC Nuclear Security Advisor, shall be used to ensure required actions are completed.

3.2.17 OSC Briefer

The OSC Briefer provides and coordinates resources to support the OSC Manager; provide damage and repair assessments; remain informed of the site conditions; assist in technical briefings of OSC emergency response teams; and complete applicable portions of Appendix D. Appendix L, OSC Briefer Checklist, shall be used to ensure required actions are completed.

3.2.18 OSC Industrial Safety Advisor

Industrial Safety issues are normally handled by the team briefer and/or assistance from Fire Ops when needed. If necessary, Fire Ops will contact site/corp Safety Specialist. When requested, Appendix M, Industrial Safety Advisor Checklist shall be used to ensure required actions are completed.

3.2.19 DCRM Coordinator

The DCRM Coordinator provides support to OSC personnel by providing drawings, documents, vendor manuals and provides other support as requested. When requested, Appendix O, DCRM Coordinator Checklist, shall be used to ensure required actions are completed.

3.2.20 OSC Materials Coordinator

The Materials Coordinator provides support to the OSC by determining materials availability, coordinating between Power Stores and the OSC and by expediting materials needed. When requested, Appendix P, OSC Materials Coordinator Checklist shall be used to ensure required actions are completed

3.3 Deactivation

The OSC will be deactivated when directed by the SED. Appendix A, OSC Manager Checklist, may be used to ensure required actions are completed.

4.0 RECORDS

4.1 QA Records

The following records generated during real emergency events are considered QA Records. These shall be forwarded to the EP Manager who shall submit QA Records and any other records deemed necessary to corporate Emergency Preparedness for maintenance.

- A. Appendix B, Emergency Conditions Data Sheets
- B. Appendix D, OSC Team Briefing/Debriefing Forms
- C. Appendices for OSC Position Checklists
- D. OSC Log Sheets

4.2 Non-QA Records

The appendices and checklists to this procedure necessary to demonstrate key actions during NRC evaluated exercises, drills, or used to establish/support NRC Performance Indicators will be retained by the SQN EP Manager for at least 2 years.

Date: _____

APPENDIX A
Page 1 of 2

OSC MANAGER CHECKLIST

INITIAL ACTIVATION OF THE OPERATIONS SUPPORT CENTER

Time/
Initials

- | | |
|-------|---|
| _____ | 1. Swipe Accountability Reader. |
| _____ | 2. Ensure OSC set-up using materials in OSC Storage closet. |
| _____ | 3. Establish a log of activities and communications. |
| _____ | 4. Ensure OSC Briefing Area set-up using materials in OSC storage closet. |
| _____ | 5. Obtain briefing from the MSS. |
| _____ | 6. Establish communications with the TSC and obtain an update of the emergency conditions. Appendix B should be used as a guideline. |
| _____ | 7. Determine location and function of persons/teams currently and previously tasked by the TSC or Control Room and ensure assignment of Team Tracking Letter designation. |
| _____ | 8. Ensure Activation of OSC. <ul style="list-style-type: none"> a. Ensure minimum staffing in OSC. (See note below) b. Ensure OSC set-up complete. c. Ensure OSC habitability <u>OR</u> relocate OSC in accordance with 3.2.6.A. d. Ensure OSC support personnel are notified of activation, if needed. |
| _____ | 9. Brief OSC Personnel on Plant Conditions, unless SED has provided briefing. |
| _____ | 10. Announce to the OSC and notify the SED the time that OSC is operational and activated. |
| _____ | 11. Establish necessary emergency teams. |

NOTE: Minimum staffing requirements are one representative from Mechanical Maintenance, Electrical Maintenance and Instrument Maintenance.

Continued Next Page

Date: _____

APPENDIX A
Page 2 of 2OSC MANAGER CHECKLISTOPERATIONAL RESPONSIBILITIES

- Demonstrate command and control of the OSC throughout the emergency.
- Direct Asst. OSC Manager to form teams for accident assessment and repair and Announce the intent to form OSC teams.
- Approve and Announce the dispatching of teams from the OSC.
- Provide supplemental staffing for the OSC if needed.
- Periodically direct key OSC positions to provide status summary to OSC staff or perform briefing yourself.
- Update the SED and TSC Maintenance Manager as needed.
- Ensure that team activities are prioritized and synchronized with the TSC.
- Announce results of OSC teams following debriefing.
- If event duration expected to exceed 12 hours, then establish relief rotations using Appendix S.
- Request habitability survey by RADCON if a release has occurred.
- Relocate the OSC as habitability conditions dictate.
- Maintain a log of communications and activities.
- Informs TSC of as-found plant conditions and status of emergency conditions.
- Ensure the Emergency Response Teams Tracking Boards/System, Radiological Status Boards and other visual displays are kept current.

DEACTIVATION RESPONSIBILITIES

- Ensure all assigned tasks and assignments are completed.
- Ensure all emergency response teams have been debriefed.
- Ensure all emergency equipment and supplies have been returned to their specified storage locations.
- Review all records for completeness and forward all records to the Emergency Preparedness Manager.

Date: _____

APPENDIX B
Page 2 of 2

OSC MANAGER BRIEFING OUTLINE

Major Instrument and Control Problems: _____

Environmental Problems

High Rad Levels: _____

Toxic Gas: _____

High Press. Steam Releases: _____

Other: _____

Recorded by: _____

Time: _____

Date: _____

Date: _____

APPENDIX C
Page 1 of 2

ASSISTANT OSC MANAGER CHECKLIST

INITIAL ACTIVATION OF THE OSC

Time/
Initials

- | | |
|--|--|
| | 1. Swipe Accountability Reader - Assistant OSC Manager. |
| | Swipe Accountability Reader - Maintenance Shift Supervisor. |
| | 2. Obtain keys at Work Coordination Center and open cafeteria (if locked), the OSC, and OSC storage room. (May be signed off by MSS) |
| | 3. Ensure the minimum maintenance personnel are staffed or have been called in as necessary, (May be signed off by MSS) |

	Mechanical Craft	Electrical Craft	Instrumentation Craft
ONSITE	<input type="checkbox"/> 1 on shift	<input type="checkbox"/> 1 on shift	
CALL-IN	<input type="checkbox"/> 1 onsite within 1 hour	<input type="checkbox"/> 1 onsite within 30 minutes	<input type="checkbox"/> 1 onsite within 30 minutes
CALL-IN		<input type="checkbox"/> 1 onsite within 1 hour	<input type="checkbox"/> 1 onsite within 1 hour
TOTAL	TOTAL: 2 onsite within 1 hour	2 Available onsite within 30 minutes and TOTAL 3 onsite within 1 hour	TOTAL 2 onsite within 1 hour

- | | |
|--|---|
| | 4. Open the Tool Room if it is not staffed. (May be signed off by MSS) |
| | 5. Establish a log of activities and communications. |
| | 6. Establish contact with Maintenance Manager in the TSC (Bridge x104 or 6478). |
| | 7. Obtain initial briefing and status of Operations and Maintenance tasks related to the emergencies that are underway from MSS, OSC Manager, or SM. |
| | 8. Ensure <u>all</u> emergency response teams previously tasked are assigned team tracking letter designation and entered on the Emergency Response Team Tracking Board/System. |
| | 9. Assign a team briefer to any teams previously dispatched. |
| | 10. Ensure that two emergency response teams are pre-staged in the OSC staging area of the cafeteria. |
| | 11. Notify Power Stores (X 7155) and the Tool Room (X 7755) (if staffed), advise them to remain staffed during the emergency unless released by the Site Emergency Director. |

Continued Next Page

Date: _____

APPENDIX C
Page 2 of 2ASSISTANT OSC MANAGERINITIAL ACTIVATION OF THE OSC Continued

- _____ 12. Verify the priorities of teams dispatched from the OSC, or being formed, with the TSC.
- _____ 13. Review the OSC Team Tracking Board/System and reconcile any discrepancies with information obtained from briefing sources.

OPERATIONAL RESPONSIBILITIES

- Assist the OSC Manager in providing direction and control to the OSC areas.
- Open OSC, and OSC storage room.
- Receive direction from SM/SED until OSC Manager arrives.
- Oversee the operations of the OSC Teams and coordinate the supporting activities using Appendix D, "OSC Team Briefing/Debriefing Form".
- Maintains continuous communication with Maintenance Manager in the TSC.
- Receives TSC-assigned tasks, enters them on the Team Tracking Board/System, informs the OSC Manager, and assigns the task to a specific OSC Team Briefer.
- Keeps the OSC Manager informed of important communications from the TSC.
- Coordinate with OSC RADCON Supervisor and Operations Advisor as needed regarding OSC Team activities (determines if teams need RADCON and/or Operations support).
- Maintain log of communications and activities.

DEACTIVATION RESPONSIBILITIES

- Ensure all assigned tasks and assignments are completed.
- Ensure all emergency response teams have been accounted for and debriefed.
- Ensure all emergency equipment and supplies have been returned to their specified storage locations.
- Ensure all log and team briefing forms are completed and signed.

Date: _____

APPENDIX D
Page 2 of 2

EMERGENCY RESPONSE TEAM BRIEFING/DEBRIEFING CHECKLIST

BRIEFING

- Description of problems -Team Priority
- Plant system status
- Plant radiological status
- Route to/from work area
- Hazards between OSC and work location
- Radiation Work Permit (RWP)
- RADCON support
- OPS support
- Procedures to be used
- Tools needed (See tool pouch description in
0-PI-REM-000-001.Q, "Quarterly Tool Kit Inventory".)
- Equipment needed
- Clearance required/Hold Order # _____
- Safety evaluation of job
- Communication with OSC
- Copy of Briefing Form (Appendix D) and clipboard given to team with phone
number(s).
- Key(s) needed for task.

DEBRIEFING

- | | |
|--|---|
| <input type="checkbox"/> Was assignment completed? | <input type="checkbox"/> Observations from the Field |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Hazards |
| <input type="checkbox"/> Radiological conditions | <input type="checkbox"/> Unusual sounds, etc. |
| <input type="checkbox"/> Other information | <input type="checkbox"/> Team directed to Personnel Pool
Manager |

NOTES: (Observations/Damage Assessment/Recommendations, etc.)

Date: _____

APPENDIX E
Page 1 of 2

OSC RADCON SUPERVISOR CHECKLIST
INITIAL ACTIVATION OF THE OSC

Time/
Initials

- _____ 1. Swipe Accountability Reader.
- _____ 2. Fill out the Organizational/Staffing Chart and obtain OSC badge.
- _____ 3. Establish a log of activities and communications.
- _____ 4. Ensure
 - a) that a current HIS-20 printout is available in the OSC;
 - b) a HIS-20 Computer Operator is assigned to provide computer access or use the printout for RADCON qualification checks of Emergency Response Team members;
 - c) any Emergency Response Team members already assigned tasks in the field have acceptable RAD and qualifications (Contact MSS to for names and assigned task of individuals);
 - d) the Personnel Pool Manager is notified when the HIS-20 operator is assigned and given the name of the HIS-20 operator.
 - e) Emergency related RWPs are active.
- _____ 5. Establish communications with the TSC RADCON Manager and the RADCON Lab Supervisor. (Bridge 103, mute telephone when not speaking. or X 6472/6463 TSC and X 6417 Lab).
- _____ 6. Ensure adequate RADCON staffing available for OSC support. (Dosimetry support, boardwriters, RWP support, HIS-20 operators)
- _____ 7. Locate all RADCON/CHEM personnel/teams currently and previously tasked and ensure that teams are identified on RADCON/CHEM Team Tracking Board for tracking and debriefing.
- _____ 8. Control eating and drinking in the OSC until habitability has been established.
- _____ 9. Ensure habitability surveys have been initiated for the of OSC, TSC, and Control Room, if a release has occurred. Surveys are to include direct radiation readings, area swipes, and air activity monitoring as appropriate for the existing conditions and based on good radiological practices.
- _____ 10. Verify the minimum number of ANSI qualified RADCON personnel currently onsite and ensure that at least a total of eight (8) are available onsite within approximately 30 and at least 14 are available onsite within one hour of the SITE AREA EMERGENCY declaration [six (6) additional ANSI qualified RADCON personnel within the second 30 minutes]. The RADCON Lab Supervisor is counted as a 60 minute responder.

OPERATIONAL RESPONSIBILITIES

- Brief Emergency response Teams.
- Provide and coordinate RADCON resources as necessary.

Continued Next Page

Date: _____

APPENDIX E
Page 2 of 2OSC RADCON SUPERVISOR CHECKLISTOPERATIONAL RESPONSIBILITIES Continued

- Direct RADCON personnel in the RADCON Lab.
- Ensure all RADCON Teams are coordinated and tracked through the OSC.
- Ensure all Chemistry Teams are tracked through the OSC.
- Ensure Emergency Response Teams have adequate RADCON/dosimetry coverage present during briefings and field support.
- Brief the OSC Manager regularly on radiological conditions status (especially when radiological conditions are changing rapidly).
- Brief the TSC RADCON Manager on radiological conditions status.
- Provide assistance to the OSC Manager as needed.
- Periodically verify habitability of TSC, OSC, and Control Room (especially during changing radiological conditions and at each emergency classification upgrade).
- Conduct habitability surveys for the TSC, OSC and Control Room if a release has occurred. Surveys are to include direct radiation readings, area swipes, and air activity monitoring as appropriate for the existing conditions and based on good radiological practices.
- Recheck tracking board after accountability, after major changes in plant conditions and at emergency classification upgrades.
- Log on to the Integrated Computer System (ICS).
- Periodically brief the RADCON and CHEM Lab personnel on plant status.
- Administer KI to emergency response teams according to EPIP-14 and inform the OSC manager. (Forward EPIP-14 KI Issue Report to the TSC RADCON Manager.)
- Ensure outlying teams/groups (i. e., line crews, warehouse) have dosimetry and are being protected throughout the emergency.
- Ensure emergency responders' exposures are maintained As Low As Reasonably Achievable (ALARA).

DEACTIVATION RESPONSIBILITY

- Ensure all teams are accounted for and properly debriefed.
- Ensure all logs and team briefing forms are completed and signed.

Date: _____

APPENDIX F
Page 1 of 1

OSC RADCON BRIEFER CHECKLIST

INITIAL ACTIVATION OF THE OSC

Time/
Initials

- | | |
|--|---|
| | 1. Swipe Accountability Reader. |
| | 2. Fill out the Organizational/Staffing Chart and obtain OSC badge. |
| | 3. Notify the OSC RADCON Supervisor of arrival. |
| | 4. Establish a log of activities and communications. |
| | 5. Locate all RADCON persons/teams currently and previously tasked and ensure assignment of Team Tracking Letter designator (AA, BB, etc.) for tracking and debriefing. |
| | 6. Establish communications on the RADCON Bridge (x103). Mute telephone when not speaking. |

OPERATIONAL RESPONSIBILITIES

- Provide radiological technical assistance to the Briefing Teams.
- Provide radiological conditions for inclusion in the analysis of the job performed by the OSC Briefing Team.
- Assist with portions of the OSC Team briefings and debriefings including a debriefing from the team RADCON member.
- Ensure each OSC team has a RADCON member present during briefings and field support as needed. (Dispatch with team if necessary)
- Complete applicable portions of Appendix D.
- Inform the OSC RADCON Supervisor of any unexpected radiological conditions encountered.
- Write on the RADCON status boards, RADCON Team Tracking Board and ensure wind direction arrow is kept current.
- Post radiological status information in the OSC Teams Staging Area.
- Ensure emergency responders exposures are maintained ALARA.

Date: _____

APPENDIX G
Page 1 of 1OSC OPERATIONS ADVISOR CHECKLISTINITIAL ACTIVATION OF THE OSCTime/
Initials

- | | |
|-------|--|
| _____ | 1. Swipe Accountability Reader. |
| _____ | 2. Fill out the Organizational/Staffing Chart and obtain OSC badge. |
| _____ | 3. Establish a log of activities and communications. |
| _____ | 4. Establish communications with the TSC Operations Communicator and the Control Room Communicator for updates and to obtain Operations support (Dial 101 on telephone). |
| _____ | 5. Locate all Operations personnel/teams currently and previously tasked and ensure each is tracked on the Operations tracking board. |
| _____ | 6. Activate the ICS terminal to the affected unit. |
| _____ | 7. Announce on the portable radio OPS channel "OSC AUOs Report to the OSC" (Repeat). |
| _____ | 8. Ensure AUOs Swipe Accountability Reader at cafeteria entrance. |

OPERATIONAL RESPONSIBILITIES

- Provide Operations personnel, advice, and plant status to support the entire OSC including briefing emergency response teams as needed (additional Operations personnel including AUOs can be used to assist).
- Operate the ICS and provide plant operations advice to support the OSC.
- Provide personnel for any operations actions that may be required while in the field.
- Provide Operations personnel for damage control and repair teams.
- Call-in additional AUOs/Operations personnel from offshift to support OSC activities, if requested.
- Keep the TSC Operations Communicator and the Control Room Communicator apprised of the OSC Team priorities, assignments and activities while in the field.
- Provide assistance to the OSC Manager as needed.
- Maintain the OSC Operations Tracking Board.
- Direct AUOs to maintain a log, and listen to the Operations Bridge (X102) to maintain a current awareness on plant status as needed.
- Ensure OSC AUOs maintain accountability by swiping reader at cafeteria entrance.

Date: _____

APPENDIX H
Page 1 of 1

OSC FIRE OPERATIONS ADVISOR CHECKLIST

INITIAL ACTIVATION OF THE OSC

Time/
Initials

- | | |
|-------|--|
| _____ | 1. Swipe Accountability Reader. |
| _____ | 2. Fill out the Organizational/Staffing Chart and obtain OSC badge. |
| _____ | 3. Establish a log of activities and communications. |
| _____ | 4. Establish communications with the Fire Operations Unit or the Fire Station. |
| _____ | 5. Verify that Fire Operations, if not responding to a fire or medical emergency, has reported to the designated assembly area. (see Note below) |
| _____ | 6. Ensure that Fire Operations if responding to a fire or medical emergency is assigned a Team Tracking Letter designator for tracking and debriefing and team has been entered on tracking board. |
| _____ | 7. Ensure sufficient SCBA equipment and air bottles for response teams are available at established entry points. |

Note: If Fire Operations is not involved in the emergency response, dispatch a Fire Operator to the MCR to operate panel 0-M-29. This operator will be tracked on a tracking board and will be recalled at the discretion of the Fire Brigade Leader.

OPERATIONAL RESPONSIBILITIES

- Monitor plant status and initiate fire response.
- Initiate medical emergency response as needed.
- Initiate and provide first response for Hazardous Material Containment.
- Support Nuclear Security in searches of hazardous areas.
- Provide assistance to the OSC Manager as needed.
- Periodically brief Fire Operations Unit personnel of plant status.
- Brief the team in the field by telephone/radio (if necessary) in order to decrease response time.
- Request the SM to sound the fire alarm when needed to form the fire brigade or MERT.
- Provide evaluations of the plant environment, recommendations to OSC Management on safety aspects of response team task.
- Contact or call in the site/corporate Safety Specialist as necessary (see REND Section G).

Date: _____

APPENDIX I
Page 1 of 1

OSC LOG KEEPER CHECKLIST

Time/
Initials

- | | |
|-------|--|
| _____ | 1. Swipe Accountability Reader. |
| _____ | 2. Fill out the Organizational/Staffing Chart and obtain OSC badge. |
| _____ | 3. Notify the OSC Manager of arrival. |
| _____ | 4. Establish a log of OSC activities and communications. |
| _____ | 5. Notify Boardwriter to report to the OSC if requested. |
| _____ | 6. Notify OSC Clerks to report to the OSC if requested. |
| _____ | 7. Notify other staff as determined by the OSC Manager if requested. |

OPERATIONAL RESPONSIBILITIES

- Ensure the OSC Status Boards are continuously updated to reflect current plant conditions.
- Ensure a log is maintained of all important OSC activities.
- Collect and maintain all original copies of generated documents.
- Following OSC deactivation forward all records to the Emergency Preparedness Manager.
- Retain completed original of OSC team briefing/debriefing form, Appendix D.

Date: _____

APPENDIX J
Page 1 of 1OSC CLERICAL STAFF CHECKLISTTime/
Initials

- _____ 1. Swipe Accountability Reader.
- _____ 2. Fill out the Organizational/Staffing Chart and obtain OSC badge.
- _____ 3. Notify the OSC Manager of arrival.
- _____ 4. Establish a log of activities and communications.
- _____ 5. Ensure FAX is operable.

OPERATIONAL RESPONSIBILITIES

- Uses call list to obtain staff for unfilled positions or replacement staff for shift turnovers as directed by the OSC Manager.
- Assist in set-up and activation of the OSC.
- Answer telephones.
- Distribute forms.
- Ensure OSC responders have signed the OSC Roster, Appendix S when requested.
- Establish OSC Shift change (Use Appendix S page 2 of 2 and ask appropriate Fitness For Duty Questions).
- Operates FAX machine.
- FAX AUO Teams summary to Main Control Room (FAX# 6208) and TSC (FAX# 6461) on a routine basis.
- If Emergency Response Network (ERN) is inoperable, then FAX Maintenance Repair Teams summary to Main Control Room (FAX# 6208) and TSC (FAX# 6461) on a routine basis.

DEACTIVATION OF THE OSC

- Transfers all log notes and other materials to the OSC Log Keeper.
- Deactivate the OSC by returning all equipment, materials, and supplies to designated storage areas.

Date: _____

APPENDIX K
Page 1 of 1

OSC SITE SECURITY ADVISOR CHECKLIST

Time/
Initials

- | | |
|-------|---|
| _____ | 1. Swipe Accountability Reader. |
| _____ | 2. Fill out the Organizational/Staffing Chart and obtain OSC badge. |
| _____ | 3. Notify the OSC Manager of arrival. |
| _____ | 4. Establish communications with Site Security Manager in the TSC (X 6469). |
| _____ | 5. Establish a log of activities and communications. |
| _____ | 6. Establish contact with the CAS. |
| _____ | 7. Check status of emergency actions already in effect such as Accountability or Site Evacuation. |

OPERATIONAL RESPONSIBILITIES

- Coordinate activities of Site Security personnel in support of OSC activities.
- Provide personnel to support Fire Operations in response to fire, medical emergency, or hazardous material containment.
- Forms, briefs and dispatches search and rescue teams with Fire Operations support.
- Provide assistance to the OSC (including briefing teams) as needed.
- Ensure the OSC Manager/OSC Staff are aware of security hazards that could affect emergency response activities.
- Ensure onsite Security personnel are apprised of radiological and plant conditions and associated hazards.
- Ensure OSC Manager is aware of Security personnel locations and activities.

Date: _____

APPENDIX L
Page 1 of 2

OSC BRIEFER CHECKLIST

INITIAL ACTIVATION OF THE OSC

Time/
Initials

- | | |
|--|--|
| | 1. Swipe Accountability Reader. |
| | 2. Fill out the Organizational/Staffing Chart and obtain OSC badge. |
| | 3. Establish the "OSC Team Hotline" on position speaker phone by dialing X6406. |
| | 4. Establish a log of OSC activities and communications. |
| | 5. Establish contact with emergency team leaders. |
| | 6. Establish contact with Personnel Pool Manager. |
| | 7. If assigned a team that is already working in the field, establish contact with the team leader and ensure that they are fully briefed on their task and obtain status (report results to the OSC Manager). |
| | 8. Verify and/or ensure the minimum (for the briefer's discipline) maintenance personnel have been called in as necessary, |

	Mechanical Craft	Electrical Craft	Instrumentation Craft
ONSITE	<input type="checkbox"/> 1 on shift	<input type="checkbox"/> 1 on shift	
CALL-IN	<input type="checkbox"/> 1 onsite within 1 hour	<input type="checkbox"/> 1 onsite within 30 minutes	<input type="checkbox"/> 1 onsite within 30 minutes
CALL-IN		<input type="checkbox"/> 1 onsite within 1 hour	<input type="checkbox"/> 1 onsite within 1 hour
TOTAL	TOTAL: 2 onsite within 1 hour	2 Available onsite within 30 minutes and TOTAL 3 onsite within 1 hour	TOTAL 2 onsite within 1 hour

- | | |
|--|---|
| | 9. Verify that Maintenance Call List is available. As necessary call in additional maintenance personnel for your discipline. |
|--|---|

OPERATIONAL RESPONSIBILITIES

- Provide Mechanical, Electrical, and Instrument technical expertise.
- Evaluate job conditions (including RADCON, Fire Operations, and Operational aspects of the task) and analyze the necessary precautions and methods best suited to safe performance of the task.
- When possible combine Damage Assessment and Repair Teams.

Date: _____

APPENDIX L
Page 2 of 2

OSC BRIEFER CHECKLIST

OPERATIONAL RESPONSIBILITIES Continued

- Brief the OSC Teams based on the analysis of the job.
- Track the OSC Teams while in the field.
- Debrief the OSC Teams after completion of the Task.
- Complete applicable portions of the OSC Team Briefing/Tracking and Debriefing Forms (Appendix D) and forward to OSC Manager.

Date: _____

APPENDIX M
Page 1 of 1

OSC INDUSTRIAL SAFETY ADVISOR CHECKLIST

Time/
Initials

- _____ 1. Swipe Accountability Reader.
- _____ 2. Fill out the Organizational/Staffing chart and obtain OSC badge.
- _____ 3. Notify the OSC Manager of arrival.
- _____ 4. Establish a log of activities and communications.
- _____ 5. Notify the Assistant OSC Manager of arrival.
- _____ 6. Notify Fire Ops Advisor of arrival.

OPERATIONAL RESPONSIBILITIES

- Provide and coordinate Industrial Safety personnel needed to support the OSC.
- Evaluate plant environment.
- Provide recommendations to OSC management concerning the safety aspects of Emergency Response team tasks.

Date: _____

APPENDIX N
Page 1 of 1

PERSONNEL POOL MANAGER CHECKLIST

INITIAL ACTIVATION OF THE OSC

Time/
Initials

- _____ 1. Swipe Accountability Reader.
- _____ 2. Fill out the organization/Staffing Chart and obtain OSC badge.
- _____ 3. Establish a log of communications and activities.
- _____ 4. Establish communications with the Assistant OSC Manager and/or Briefer.
- _____ 5. Locate all teams previously tasked and ensure assignment of Team Tracking Letter designation for tracking and debriefing.
- _____ 6. Ensure at least two teams are fully staged outside OSC in the cafeteria.

OPERATIONAL RESPONSIBILITIES

- Form teams as requested by the OSC.
- Manage personnel in the OSC Staging Area by:
 1. Directing personnel to enter keycards into the Accountability Card Reader (at cafeteria entrance).
 2. Directing responders (potential OSC teams) to check-in with the HIS-20 Operator.
 3. Requiring potential/actual OSC Team members to dress out.
 4. Maintain command and control (quiet/orderly) in OSC Staging Area.
- Recover personnel for future members.
- Ensure at least one team on standby at all times.
- Validate qualifications of team members by completing the information on Appendix R, including remaining allowable dose (RAD)

Date: _____

APPENDIX O
Page 1 of 1

DCRM Coordinator

Time/
Initials

- | | |
|--|---|
| | 1. Swipe Accountability Reader. |
| | 2. Fill out the Organizational/Staffing chart and obtain OSC badge. |
| | 3. Notify the OSC Manager of arrival. |
| | 4. Establish a log of activities. |
| | 5. Log in on computer. |
| | 6. Notify the Assistant OSC Manager and/or Briefing Teams DCRM information is available on request. |

OPERATIONAL RESPONSIBILITIES

- Provide DCRM expertise as needed.
- Provide drawings, documents, vendor manuals as requested.
- Assist in OSC logistics as requested.

Date: _____

APPENDIX P
Page 1 of 1

OSC Materials Coordinator

Time/
Initials

- | | |
|-------|--|
| _____ | 1. Swipe Accountability Reader. |
| _____ | 2. Fill out the Organizational/Staffing chart and obtain OSC badge. |
| _____ | 3. Notify the OSC Manager of arrival. |
| _____ | 4. Establish a log of activities. |
| _____ | 5. Log in on computer. |
| _____ | 6. Establish contact Power Stores Personnel at X-7155. |
| _____ | 7. Notify the Assistant OSC Manager or Briefing Teams material expediting information is available on request. |

OPERATIONAL RESPONSIBILITIES

- Provide coordination between Power Stores and OSC.
- Provide materials as expeditiously as possible for emergency response.
- Operate computer to determine materials availability.
- Coordinate safety of warehouse personnel with the OSC Manager and RADCON Supervisor.

Date: _____

APPENDIX Q
Page 1 of 1

Telephone Lists can be found in the REND

TELEPHONE LIST	REND LOCATION
CECC Numbers	Section B Item # 1
TSC Numbers	Section B Item # 9
OSC Numbers	Section B Item # 11
Tennessee State Numbers	Section E Item # 12
Communications Support	Section I
Medical Support Numbers	Section K
Meteorological Support Numbers	Section L

SOURCE NOTES

REQUIREMENTS STATEMENT

SOURCE DOCUMENT

IMPLEMENTING STATEMENT

NP Radiological Emergency Plan (NP-REP)