Arkansas Nuclear One - Administrative Services
Document Control
Monday, May 21, 2001

Document Update Notification

COPYHOLDER NO: **103**

TO: **NRC - WASHINGTON**

ADDRESS: **OS-DOC CNTRL DESK MAIL STOP OP1-17 WASHINGTON DC 20555**

DOCUMENT NO: **OP-1903.066**

TITLE: **EMERGENCY RESPONSE FACILITY - OPERATIONAL SUPPORT CENTER (OSC)**

REVISION NO: **012-00-0**

CHANGE NO: **AP-12**

SUBJECT: **NEW REVISION**

☒ ← ***If this box is checked,*** *please sign, date, and return within 6 days.*

☐ *ANO-1 Docket 50-313*

☐ *ANO-2 Docket 50-368*

Signature Date

RETURN TO:

ATTN: DOCUMENT CONTROL
ARKANSAS NUCLEAR ONE
1448 SR 333
RUSSELLVILLE, AR 72801

A045

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

TITLE: EMERGENCY RESPONSE FACILITY - OPERATIONAL SUPPORT CENTER (OSC)	DOCUMENT NO. 1903.066	CHANGE NO. 012-00-0
	WORK PLAN EXP. DATE N/A	TC EXP. DATE N/A
SET # 103	SAFETY-RELATED ☒YES ☐NO	IPTE ☐YES ☒NO
	TEMP ALT ☐YES ☒NO	

When you see these *TRAPS*

- Time Pressure
- Distraction/Interruption
- Multiple Tasks
- Overconfidence
- Vague or Interpretive Guidance
- First Shift/Last Shift
- Peer Pressure
- Change/Off Normal
- Physical Environment
- Mental Stress (Home or Work)

Get these *TOOLS*

- Effective Communication
- Questioning Attitude
- Placekeeping
- Self Check
- Peer Check
- Knowledge
- Procedures
- Job Briefing
- Coaching
- Turnover

VERIFIED BY	DATE	TIME

FORM TITLE:	FORM NO.	CHANGE NO.
VERIFICATION COVER SHEET	1000.006A	050-00-0

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

TITLE: EMERGENCY RESPONSE FACILITY - OPERATIONAL SUPPORT CENTER (OSC)	DOCUMENT NO. 1903.066	CHANGE NO. 012-00-0
☒ PROCEDURE ☐ WORK PLAN, EXP. DATE N/A ☐ ELECTRONIC DOCUMENT		PAGE 1 OF 2

TYPE OF CHANGE:
☐ NEW
☒ REVISION
☐ PC
☐ EZ
☐ TC
EXP. DATE: N/A
☐ DELETION

AFFECTED SECTION: (Include step # if applicable)	DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)
Throughout procedure	Changed Shift Superintendent to Shift Manager.
5.1.3	Deleted reference to procedure 1904.011, renumbered subsequent steps.
6.2.2	Added "On-watch Non-Licensed operators" to the list of groups that report to the OSC at ALERT or higher emergency class.
	Deleted parenthetical phrase that directed Chemistry personnel to report at SAE or higher.
6.2.4	Changed to indicate that the first person to arrive at the OSC (except the OSC Director) is responsible for setting up the OSC, which is the current practice.
6.4.1.B, 6.4.2.A, 6.5.1	Re-worded for clarity.
All position guides (D.1.d)	Deleted requirement for each person to verify OSC setup.
Position Guide C (D.1.d)	Maintenance Superintendent's position guide was revised to have him assign someone to verify OSC setup.
Position Guide C (D.1.g(1))	Deleted instructions for assigning Team Tracking Board Communicators since these positions are called by CNS. If CNS is out of service, multiple 1st line supervisors will respond and can be assigned to these positions.
Position Guide C (D.2.c(2))	Deleted instructions for Form 1903.033B as these instructions are now included in Procedure 1903.033.
Task C-1	Added step 1 to instruct personnel to call into CNS if not already done. Moved NOTE to above 6.b.
Task C-3	Added step 1 to instruct personnel to call into CNS if not already done.
Position Guide E (D.1.i)	Deleted reference to procedure 1104.017 and added reference to procedures 1607.001 and 2607.001.

FORM TITLE:	FORM NO.	CHANGE NO.
DESCRIPTION OF CHANGE	1000.006C	050-00-0

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

TITLE: EMERGENCY RESPONSE FACILITY - OPERATIONAL SUPPORT CENTER (OSC)	DOCUMENT NO. 1903.066	CHANGE NO. 012-00-0

☒ PROCEDURE ☐ WORK PLAN, EXP. DATE N/A

☐ ELECTRONIC DOCUMENT

PAGE 2 OF 2

TYPE OF CHANGE:
☐ NEW
☒ REVISION

☐ PC ☐ TC ☐ DELETION
☐ EZ EXP. DATE: N/A

AFFECTED SECTION: (Include step # if applicable)	DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)
Position Guide E (D.2.h)	Deleted reference to Form 1042.001A and replaced with "in accordance with normal Chemistry procedures".
Task E-1 (step 2)	Deleted reference to 1618.xxx and 2618.xxx series procedures.
Task E-2 (step 2 & 3)	Deleted reference to 1607.xxx and 2607.xxx series procedures.
Position Guide F (D.2.c)	Deleted instructions for form 1903.033B as these instructions are now in procedure 1903.033.
Task F-3 (step 2)	Deleted reference to specific radiation instruments.
Task F-3 (step 7)	Deleted reference to form 1905.001C.
Task F-5 (step 4)	Added statement that air samples should be taken as near as possible to the TSC but do not have to be taken inside the TSC.
Position Guide G (D.)	Added step in IMMEDIATE ACTIONS section to announce to the staff that the OSC is operational and included the criteria for declaring the OSC operational. Deleted the instructions for form 1903.033B as these instructions are now in procedure 1903.033.
Task G-1	Added step 1 to notify CNS when filling the position. Deleted steps 15, 16, and 17. Step 15 is covered by the Position Guide G for establishing a schedule of working hours. Step 16 is unnecessary. The instructions in step 17 are covered on the Scene Leader's Checklist in procedure 1903.023.
Attachment 2	Deleted Emergency Kit D, which no longer exists.
1903.066A	No content changed. Form re-formatted to break down steps that contained multiple actions into single steps and to make the form more user-friendly.

FORM TITLE:	FORM NO.	CHANGE NO.
DESCRIPTION OF CHANGE	1000.006C	050-00-0

TABLE OF CONTENTS

SECTION		PAGE NO.
1.0	PURPOSE	2
2.0	SCOPE	2
3.0	REFERENCES	2
4.0	DEFINITIONS	2
5.0	RESPONSIBILITY AND AUTHORITY	3
6.0	INSTRUCTIONS	4
6.1	OSC Description	4
6.2	OSC Activation	4
6.3	OSC Staffing	5
6.4	Turnover	6
6.5	Secondary OSC	6
7.0	ATTACHMENTS AND FORMS	
7.1	Attachment 1 - "Position Guides and Task Assignments for the OSC Staff"	7
	Position Guide A - Electrical Maintenance Supervisor	8
	Position Guide B - I&C Supervisor	11
	Position Guide C - Maintenance Superintendent	14
	Position Guide D - Mechanical Maintenance Supervisor	22
	Position Guide E - Nuclear Chemistry Manager	25
	Position Guide F - Health Physics Supervisor	31
	Position Guide G - OSC Director	41
7.2	Attachment 2 - "OSC Assembly Area"	49
7.3	Form 1903.066A - "OSC Activation Checklist"	50
7.4	Form 1903.066B - "Secondary OSC Activation Checklist"	52
7.5	Form 1903.066C - "OSC Director Status Update Guide"	53
7.6	Form 1903.066D - "Radio Contacts with OSC Teams"	55
7.7	Form 1903.066E - "Assembly Area Personnel Roster"	56
7.8	Form 1903.066F - "OSC Position Staffing Form"	57

1.0 PURPOSE

The purpose of this procedure is to describe the Operational Support Center (OSC) and the role of this facility when activated during an emergency at ANO.

2.0 SCOPE

This procedure includes the physical description of the OSC along with the instructions for activating and operating the facility. In addition, the responsibilities of each ERO position assigned to this facility are described in the form of position guides and/or tasks.

3.0 REFERENCES

3.1 REFERENCES USED IN PROCEDURE PREPARATION:

3.1.1 Emergency Plan

3.1.2 NUREG-0737, Supp. 1 - Requirements for Emergency Response Capability

3.2 REFERENCES USED IN CONJUNCTION WITH THE PROCEDURE:

3.2.1 Emergency Telephone Directory

3.3 RELATED ANO PROCEDURES:

3.3.1 Procedure 1903.030, "Evacuation"

3.4 REGULATORY CORRESPONDENCE CONTAINING NRC COMMITMENTS WHICH ARE IMPLEMENTED IN THE PROCEDURE:

NOTE:
Throughout procedure commitments are denoted by **[BOLD]**.

3.4.1 0CAN038313 (P-4143) Position Guide F, Task F-2

3.4.2 0CAN068320 (P-10766) Section 4.2

3.4.3 0CAN128012 (P-10420) Section 4.2

4.0 DEFINITIONS

4.1 Control Room - Either of two facilities (Unit One or Unit Two) which directs and controls emergency actions, as necessary, following the initial declaration of an emergency. The Control Room(s) are staffed in accordance with Table B-1 of the ANO Emergency Plan.

[4.2 Emergency Direction and Control - Overall direction of facility response which must include the non-delegable responsibilities for the decision to notify and to recommend protective actions to Arkansas Department of Health personnel and other authorities responsible for offsite emergency measures. The direction of the facility operations to mitigate accident consequences remains with the TSC Director in the Technical Support Center and/or the Shift Manager in the Control Room.]

4.3 Emergency Operations Facility (EOF) - The near-site emergency response facility located approximately 0.65 miles northeast of the reactor buildings. This facility serves dually as the training center for ANO personnel.

4.4 Initial Response Staff (IRS) - The emergency organization primarily composed of plant staff personnel which must be able to augment the onsite plant personnel in accordance with Table B-1 of the Emergency Plan.

4.5 Technical Support Center (TSC) - The emergency response facility located on the 3rd floor of the ANO Administration Building. This facility is equipped with the necessary instrumentation and communication systems for monitoring the course of an accident and formulating corrective and recovery action plans.

4.6 Operational Support Center (OSC) - The emergency response facility located in the ANO Maintenance Facility. This facility provides the support for coordinating the following functions:

Onsite Radiological Monitoring

Maintenance

Nuclear Chemistry

Emergency Medical Support

Fire Fighting Support

The OSC also serves as the assembly point and briefing area for the rescue/repair and damage control teams. Additional information concerning this facility is included within this procedure.

4.7 Emergency Response Organization (ERO) - The organization which is composed of the IRS, the EOF staff, the TSC staff, the OSC staff, and the Emergency Team members. It has the capability to provide manpower and other resources necessary for immediate and long-term response to an emergency situation.

4.8 Tiger Team - An emergency re-entry team that can be assembled early to complete most administrative tasks prior to receiving their mission. This team should be reserved for critical missions in extremely high radiological areas and should consist of an Electrician, H.P. Technician, Mechanic, and an Operator.

5.0 RESPONSIBILITY AND AUTHORITY

5.1 Position Guides and Task Assignments detailing the responsibilities of those ERO positions assigned to the Operational Support Center are provided in Attachment 1. Responsibilities for the Emergency Teams/Groups and the Fire Brigade are listed in the appropriate procedures and are not included within the scope of this procedure. These procedures include:

5.1.1 Procedure 1015.007, "Fire Brigade Organization and Responsibilities"

5.1.2 Procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams"

5.1.3 Procedure 1903.042, "Duties of the Emergency Medical Team"

5.1.4 Procedure 1903.043, "Duties of the Emergency Radiation Team"

5.2 The OSC Director is responsible for assuring that the OSC is setup in accordance with Form 1903.066A, "OSC Activation Checklist."

6.0 INSTRUCTIONS

6.1 OSC DESCRIPTION

6.1.1 The OSC is located in the ANO Maintenance Facility. The function of the OSC is to assist the Operations staff in the Control Room and dispatch emergency response teams to perform corrective plans developed by the OSC and TSC staffs.

6.1.2 The OSC provides support for coordinating the following functions:

A. Onsite Radiological Monitoring
B. Maintenance Activities
C. Nuclear Chemistry
D. Emergency Medical Support
E. Fire Fighting Support

6.1.3 The OSC serves as the staging and briefing area for the rescue/repair and damage control teams prior to being dispatched.

6.1.4 A floor diagram of the OSC is included as a part of Form 1903.066A, "OSC Activation Checklist".

6.2 OSC ACTIVATION

6.2.1 The Emergency Response Organization (ERO) will begin activating following the initial announcement of an Alert, Site Area Emergency or General Emergency by the Shift Manager.

6.2.2 The following groups/teams shall report to the OSC following the announcement of an ALERT, or higher, emergency class:

* On-watch Non-Licensed operators
* All off-watch Operations personnel
* Maintenance Personnel (affected unit <u>only</u>)
* Emergency Medical Team Members
* Emergency Radiation Team Members
* Nuclear Chemistry Personnel

Each emergency response individual should fill in their name on the magnetic tags available, then either fill a position they are qualified for or add their name tag to the team OSC Assembly Area Roster board and go to the OSC Assembly Area (Attachment 2 - OSC Assembly Area) to standby for team assignment.

6.2.3 The goal is for the OSC to be operational within one (1) hour following the declaration of an Alert, Site Area Emergency, or General Emergency.

6.2.4 The first person to arrive at the OSC (except for the OSC Director) is to set up the OSC in accordance with Form 1903.066A, "OSC Activation Checklist".

6.2.5 The OSC is considered to be operational when the following actions have been completed:

A. At a minimum, the following positions in the OSC have been staffed.

- OSC Director
- Maintenance Superintendent
- Health Physics Supervisor
- 2 Health Physics Technicians (one for OSC habitability and one for plant re-entry)
- 1 Mechanic
- 1 Electrician

B. Steps 1 thru 9 have been completed on Form 1903.066A, "OSC Activation Checklist".

C. An announcement is made in the OSC that the OSC is operational.

6.3 OSC STAFFING

6.3.1 Position guides and task assignments for the OSC staff are included in Attachment 1.

NOTE

Items on a position guide are not necessarily in sequential order. The user should scan the entire list and prioritize activities as appropriate to the situation, rather than necessarily perform the items in the order listed. Members of the ERO should not rely upon these position guides alone to determine the items for which they are responsible. These position guides should always be used in conjunction with Emergency Plan Implementing Procedures or other appropriate station procedures.

6.3.2 Each position guide details the following:

A. Reporting location for the listed position,

B. Position to which the listed positions report,

C. Those positions/tasks which the position supervises and coordinates, and

D. Duties for the position.

6.4 TURNOVER

6.4.1 OSC Director

A. The TSC Director will notify the OSC Director upon turnover of Emergency Direction and Control from the Shift Manager/TSC Director to the EOF Director.

B. The OSC Director shall notify the Shift Manager when he is prepared to accept the responsibility for emergency medical response in accordance with Procedure 1903.023, "Personnel Emergency".

6.4.2 OSC Staff

A. When a shift turnover is completed for any position in the OSC, the oncoming ERO member shall report this turnover to the TSC Support Superintendent.

B. Emergency response personnel who must leave their assigned location temporarily must inform their immediate superior of their location, destination, and estimated time of return.

6.5 SECONDARY OSC

6.5.1 If the OSC must be evacuated due to radiation or other hazards, a Secondary OSC is provided in the Emergency Operations Facility (EOF).

6.5.2 The Secondary OSC is designed to the same radiological habitability as the Control Rooms onsite at ANO.

6.5.3 A floor diagram and activation checklist for the Secondary OSC is included on Form 1903.066B, "Secondary OSC Activation Checklist".

7.0 ATTACHMENTS AND FORMS

7.1 ATTACHMENT 1 - "POSITION GUIDES AND TASK ASSIGNMENTS FOR THE OSC STAFF"

Position Guide A - Electrical Maintenance Supervisor
Position Guide B - I&C Supervisor
Position Guide C - Maintenance Superintendent
Position Guide D - Mechanical Maintenance Supervisor
Position Guide E - Nuclear Chemistry Manager
Position Guide F - Health Physics Supervisor
Position Guide G - Operational Support Center Director

7.2 ATTACHMENT 2 - "OSC ASSEMBLY AREA"

7.3 FORM 1903.066A - "OSC ACTIVATION CHECKLIST"

7.4 FORM 1903.066B - "SECONDARY OSC ACTIVATION CHECKLIST"

7.5 FORM 1903.066C - "OSC DIRECTOR UPDATE GUIDE"

7.6 FORM 1903.066D - "RADIO CONTACTS WITH OSC TEAMS"

7.7 FORM 1903.066E - "ASSEMBLY AREA PERSONNEL ROSTER"

7.8 FORM 1903.066F - "OSC POSITION STAFFING FORM"

ATTACHMENT 1

POSITION GUIDES AND TASK ASSIGNMENTS

FOR THE OSC STAFF

POSITION GUIDE A

ELECTRICAL MAINTENANCE SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

Electrical Maintenance Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room.

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

e. Report current manpower status to the Maintenance Superintendent.

f. Maintain a chronological log of events pertaining to your position.

POSITION GUIDE A

ELECTRICAL MAINTENANCE SUPERVISOR

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent.

d. Coordinate electrical maintenance and repair activities in support of recovery operations.

e. Report status of electrical maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E, "OSC Team Debriefing" form.

f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.

g. Coordinate with collocated NRC Officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent (ext. 6602) for assistance.

c. If the TSC Director declares an OSC evacuation, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE B

I&C SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

I&C Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

e. Report current manpower status to the Maintenance Superintendent.

f. Maintain a chronological log of events pertaining to your position.

POSITION GUIDE B

I&C SUPERVISOR

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent.

d. Coordinate I & C maintenance and repair activities in support of recovery operations.

e. Report status of I & C maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E, "OSC Team Debriefing" form.

f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.

g. Coordinate with collocated NRC Officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directoryor call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If the TSC Director declares an OSC evacuation, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE C

MAINTENANCE SUPERINTENDENT

A. Normal Reporting Location

OSC

B. Reports To

OSC Director

C. Supervises/Coordinates

1. Electrical Maintenance Supervisor
2. I&C Supervisor
3. Mechanical Maintenance Supervisor
4. Repair and Damage Control Operations

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Assign someone to verify that the OSC is setup in accordance with the OSC Activation Checklist (Form 1903.066A).

e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Manager (ext. 6608)

f. Consider establishing a Tiger Team to be reserved for critical missions in extremely high radiological areas and begin their administrative process. This team should consist of an Electrician, H.P. Technician, Mechanic and an Operator.

g. Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, or request manpower from the TSC Support Superintendent (ext. 6602).

(1) Task C-1, Team Tracking Board Communicator (OSC) (called by CNS)

(2) Task C-2, OSC Assembly Area Coordinator

(3) Task C-3, OSC Plant Status Board Communicator (called by CNS)

h. Report current manpower status to the OSC Director.

i. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Select repair and damage control team personnel, conduct briefings, track progress, and report results to the OSC Director in accordance with procedure 1903.033, "Protective Action Guidelines for Rescue/Repair & Damage Control Teams".

d. Ensure that documentation of all maintenance activities is maintained.

e. Direct in-house maintenance personnel in the installation of modifications to existing equipment in support of the recovery effort.

POSITION GUIDE C

MAINTENANCE SUPERINTENDENT

f. Coordinate in-house QC inspectors to provide the quality control needed to support in-house maintenance activities. Refer to the Emergency Telephone Directory, Section V.

g. Consult with the design and construction groups where major instrument and control modifications are required. Refer to the Emergency Telephone Directory, Section V.

h. Consult with the Maintenance Manager (Ext. 6608), as necessary, to discuss in-plant maintenance activities.

i. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

c. If the TSC Director declares an OSC evacuation, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

MAINTENANCE SUPERINTENDENT

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE C

TASK C-1

TEAM TRACKING BOARD COMMUNICATOR (OSC)

1. If you have not already done so, notify CNS (858-3683) that you are filling your position.

2. Report to the Maintenance Superintendent in the OSC (ext. 6615).

3. Obtain your OSC Team Tracker's Task Book (Task C-1), from the Maintenance Superintendent.

4. Assist the Maintenance Superintendent with the coordination of the OSC teams.

5. Establish an orderly and quiet manner in which maintenance personnel enter the OSC and place their name plates on the OSC Staffing Board.

6. Establish communications with the TSC Team Tracking Board Communicator.

   a. Don the cordless headset.

> NOTE:
> The Team Tracking Board telephone is set up to automatically dial the TSC or OSC. When the handset is removed from the cradle, you will hear ringing until the other person picks up. If the TSC Team Tracking Board Communicator has already performed these steps, you will be on-line as soon as you pick up the handset.

   b. Remove the handset of the associated telephone from the cradle and place it near the telephone.

   c. Turn the "on/off" switch, located on the cordless headset stand, to the "on" position. When the TSC Team Tracking Board Communicator completes these instructions in the TSC, you will be able to communicate with him or her.

7. Maintain the "OSC Team Tracking Board".

   a. Use data obtained from the "OSC Team Briefing" (Form 1903.033B) to update the status board.

   b. Maintain a hard copy of the "OSC Team Tracking Board" using Form 1903.033F.

   OR

   c. Periodically (~30-minute intervals) reproduce the information using the Tracking Board's copy feature.

8. Maintain completed forms documenting team activities for record keeping and tracking.

9. Ensure that you obtain periodic Damage and Control Team mission priorities (example: 1, 2, 3, 4, etc.) from the TSC Team Tracking Board Communicator and post results on the OSC White Board.

TASK C-1

TEAM TRACKING BOARD COMMUNICATOR (OSC)

10. Perform other duties as directed by the Maintenance Superintendent.

11. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the Facility to its pre-drill/event status. Turn over all documentation generated during the drill/event to Emergency Planning.

POSITION GUIDE C

TASK C-2

OSC ASSEMBLY AREA COORDINATOR

1. Report to the Maintenance Superintendent in the OSC (ext. 6615).
2. Obtain your OSC Assembly Area Coordinator's Task Book (Task C-2), from the Maintenance Superintendent.
3. Go to the OSC Assembly Area and ensure that emergency response personnel who are reporting to the OSC Assembly Area have placed their name on the OSC Assembly Area Roster board in the OSC.
4. Respond to incoming telephone calls and notify personnel of messages received from the OSC.
5. Ensure all Emergency Response Personnel log in and out on the Assembly Area Personnel Roster (1903.066E).
6. Perform other duties as directed by the Maintenance Superintendent.

POSITION GUIDE C

TASK C-3

OSC PLANT STATUS BOARD COMMUNICATOR

1. If you have not already done so, notify CNS (858-3683) that you are filling your position.

2. Report to the Maintenance Superintendent in the OSC.

3. Obtain your OSC Plant Status Board Communicator's Task Book (Task C-3), from the Maintenance Superintendent.

4. Upon arrival, assist in the setup of the OSC using Form 1903.066A, "OSC Activation Checklist".

5. Obtain the headset from the Plant Status Board cabinet and set up next to the Status Board. Connect the headset and ensure that an open communication link is established via the partyline.

6. Maintain the OSC Plant Status Board.

   a. Status Board entries should be made in chronological order, starting at the top, with the time entry on the left side.

   b. When the Plant Status Board becomes full, start again at the top by erasing the oldest entry and begin making new entries with a different color marker.

   c. Ensure that the OSC Director is made aware of significant information that is reported across the partyline and being logged on the Plant Status Board (e.g., release started, equipment failures, etc.).

POSITION GUIDE D

MECHANICAL MAINTENANCE SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

Mechanical Maintenance Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Write your name on an available magnetic placard and place it on the OSC Staffing Board under your position.

d. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

e. Report current manpower status to the Maintenance Superintendent.

f. Maintain a chronological log of events pertaining to your position.

POSITION GUIDE D

MECHANICAL MAINTENANCE SUPERVISOR

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Assign personnel to the repair and damage control teams as directed by the Maintenance Superintendent.

d. Coordinate mechanical maintenance and repair activities in support of recovery operations.

e. Report status of mechanical maintenance and repair efforts to the Maintenance Superintendent. Utilize the OSC Team Tracking Board and 1903.033E "OSC Team Debriefing" form.

f. Inform the Maintenance Superintendent of location and of any changes in location for tracking purposes. Check the OSC Team Tracking Board.

g. Coordinate with collocated NRC Officials and ensure that an open communications dialogue is maintained throughout the event.

POSITION GUIDE D

MECHANICAL MAINTENANCE SUPERVISOR

3. Special Actions to be Implemented as Needed

a. Consider turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

c. If the TSC Director declares an OSC evacuation, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE E

NUCLEAR CHEMISTRY MANAGER

A. Normal Reporting Location

OSC

B. Reports To

OSC Director

C. Supervises/Coordinates

1. Nuclear Chemistry Personnel
2. Engineering Manager
3. Dose Assessment Supervisor
4. Radiological/Environmental Assessment Manager (REAM)

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Manager (ext. 6608)

e. Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, Emergency Telephone Directory (Section IV) or request manpower from the TSC Support Superintendent.

(1) Task E-1, Secondary Plant Systems and Environmental Support

(2) Task E-2, Primary Plant Systems and Post-accident Support

f. Report current manpower status to the OSC Director.

g. Maintain a chronological log of events pertaining to your position.

h. Place the wind direction indicator on the map located at each end of the OSC to show the current wind direction. Update the wind indicator as necessary including the date and time of the update.

i. If a post-accident sample is called for, assemble a post-accident sampling team and brief them in accordance with procedures 1607.001, 2607.001, and 1905.003.

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Support the Emergency Response Organization by exercising control in the following areas:

(1) Provide for the timely collection, retention and transmittal of chemistry/radiochemistry information to the Emergency Response Organization.

(2) Coordinate with Operations to provide for the timely resolution of NRC questions regarding abnormal operation and/or changes to Technical Specifications and SARs in accordance with procedures.

(3) Coordinate with Operations to develop emergency work plans and procedures regarding abnormal systems or equipment operations.

d. Develop plans and procedures to reduce liquid, gaseous, and solid waste levels to near normal status.

e. Maintain an updated status of liquid storage tank volumes, gas and solid waste system volumes. Coordinate with Operations and Radwaste to obtain required information.

f. Evaluate the need for temporary storage facilities, mobile waste processing units, specialized shipping containers, and make recommendations to the OSC Director.

g. Monitor consultant activities where outside assistance is being provided.

h. Record post-accident sample results in accordance with normal Chemistry procedures.

i. Provide post-accident sampling results to the Engineering Manager (ext. 6607) and the Dose Assessment Supervisor (ext. 7875 OR 7876).

j. Apprise the OSC Director of post-accident sampling activities.

k. Coordinate the transportation/analysis of post-accident/environmental samples to appropriate offsite laboratories.

l. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

POSITION GUIDE E

NUCLEAR CHEMISTRY MANAGER

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

c. If the TSC Director declares an OSC evacuation, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent information

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE E

TASK E-1

SECONDARY PLANT SYSTEMS
AND ENVIRONMENTAL SUPPORT

1. Report to the Nuclear Chemistry Manager (ext. 6613).
2. Coordinate sampling and analysis of secondary plant fluid systems.
3. Coordinate the collection and analysis of environmental samples.
4. Provide results to the Nuclear Chemistry Manager.
5. Inform the Nuclear Chemistry Manager of location and of any changes in location for tracking purposes.

POSITION GUIDE E

TASK E-2

PRIMARY PLANT SYSTEMS AND POST-ACCIDENT SAMPLING

1. Report to the Nuclear Chemistry Manager (ext. 6613).
2. Coordinate sampling and analysis of primary coolant.
3. Coordinate sampling and analysis of liquid and gaseous radioactive wastes.
4. Coordinate post-accident sampling activities.
5. Provide results to the Nuclear Chemistry Manager.
6. Inform the Nuclear Chemistry Manager of location and of any changes in location for tracking purposes.

POSITION GUIDE F

HEALTH PHYSICS SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Operational Support Center Director

C. Supervises/Coordinates

Onsite Monitoring Support

D. Duties

1. Immediate Actions

a. If not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

c. Find your name on the magnetic placard and place it on the OSC Staffing Board beside your position.

d. Obtain available information on emergency classifications and plant conditions. Possible sources include:

Note: Do not call the Control Room

(1) OSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Manager (ext. 6608)

e. Obtain Form 1905.001A, "Emergency Radiological Controls Checklist", and ensure task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, Emergency Telephone Directory (Section V), or request manpower from the TSC Support Superintendent.

(1) Task F-1, Health Physics Assistant

(2) Task F-2, OSC Radio Communicator

(3) Task F-3, OSC Control Point H.P.

(4) Task F-4, Control Room H.P.

(5) Task F-5, TSC Monitoring H.P.

(6) Task F-6, OSC Monitoring H.P.

(7) Task G-1 (1903.067), Offsite Monitoring H.P. (assigned by the OSC)

(8) Task D-1 (1903.067), EOF Monitoring H.P. (assigned by the OSC)

f. Report current manpower status to the OSC Director.

g. Establish entry/exit requirements for re-entry personnel at the OSC. Brief all emergency re-entry personnel of these requirements (ie: when, where and what to frisk prior to entering the OSC or OSC Assembly area from the field).

h. Maintain a chronological log of events pertaining to your position.

2. On Going Actions

a. Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

- Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
- Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Direct the onsite monitoring section of the Emergency Radiation Team.

d. Monitor onsite radioactivity levels utilizing the following:

(1) Area Radiation Monitor (ARM) data from the Control Room Health Physics Technician.

(2) Remote Acquisition Display System (RADS).

(3) Survey results from onsite monitoring teams.

POSITION GUIDE F

HEALTH PHYSICS SUPERVISOR

e. Monitor personnel exposures in accordance with procedure 1903.033. (Exposure guidelines of 1903.033 replace those listed in 1012.021 for "ALERT" Emergency Classes and above.)

f. Report survey results to the OSC Director.

g. Establish radiological control points in accordance with procedure 1012.020, "Radioactive Material Control".

h. Dispatch survey teams to onsite areas as designated by the OSC Director, Maintenance Superintendent, or the Radiation Protection and Radwaste Manager.

i. Coordinate with the Radiation Protection and Radwaste Manager, (ext. 6603) as necessary, to provide onsite radiological data.

j. Refer to Form 1905.001A, "Health Physics Supervisor Checklist", for additional guidance.

k. If not already staffed, assign Emergency Radiation Team members to perform the following functions:

(1) Off-site Monitoring Base Radio Operator at the EOF.

(2) HPN telephone communicator at the EOF (if requested).

(3) HPN telephone communicator at the OSC (if requested).

l. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

3. Special Actions to be Implemented as Needed

a. Consider a turnover of your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

c. If the TSC Director declares an OSC evacuation, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

POSITION GUIDE F

HEALTH PHYSICS SUPERVISOR

4. Shift Change

   a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

   b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

   c. Update your position status on the OSC Staffing Board.

5. Actual Event/Drill Termination

   a. Notify those individuals working under your position that the event/drill has been terminated.

   b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

   c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

   d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

   e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE F

TASK F-1

HEALTH PHYSICS ASSISTANT

1. Obtain your OSC Health Physics Assistant's Task Book (Task F-1), from the OSC Emergency Kit.
2. Assist the OSC H.P. Supervisor with coordinating and briefing in plant teams prior to re-entering the plant.
3. Assume administrative duties as directed by the OSC H.P. Supervisor.
4. Help expedite getting the re-entry teams into the plant.
5. Perform other duties as directed by the OSC H.P. Supervisor.
6. Maintain a chronological log of events pertaining to your task.

[POSITION GUIDE F

TASK F-2

OSC RADIO COMMUNICATOR]

1. Obtain your OSC Radio Communicator's Task Book (Task F-2), from the OSC Emergency Kit.
2. Activate the base radio in the OSC in accordance with Procedure 1903.062 and perform an operational test of the console by contacting one of the OSC portable radios (use Channel One for in-plant emergencies).
3. Obtain a calculator for dose rate calculations from the Emergency Kit.
4. Obtain periodic updates from OSC teams. Log time of updates and any information given by the OSC teams on the "Radio Contacts with OSC Teams" form (1903.066D).
5. Provide information regarding OSC team progress to the Maintenance Superintendent, (ext. 6615).
6. Report problems encountered by the OSC teams to the Maintenance Superintendent.
7. Update survey maps with radiological information as necessary.
8. Report unexpected radiological conditions encountered by the OSC team to the H.P. Supervisor, (ext. 6614).
9. Monitor fax for incoming messages.
10. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-3

OSC CONTROL POINT H.P.

1. Set up Control Point in accordance with current Health Physics Procedures.

> **NOTE**
>
> Location of Control Point will be at the discretion of the H.P. Supervisor.

2. Retrieve high range dose rate instruments and alarming dosimeters from CA-1.
3. Retrieve dosimeters from the OSC Emergency Kit and begin charging.
4. Issue dosimetry to all re-entry teams.
5. Expedite getting the Priority 1 teams through the Control Point efficiently.
6. If a plant evacuation has occurred, post Form 1903.030A, "Onsite Continuous Accountability Log" in a conspicuous place.
7. Maintain Form 1905.001B, "Access and Exposure Control Log". .
8. Ensure that all re-entry teams monitor themselves for contamination prior to entering the OSC or OSC Assembly Area.
9. Report problems encountered to the H.P. Supervisor (ext. 6614).
10. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-4

CONTROL ROOM H.P.

1. Go to the affected unit's Control Room and report to the Shift Manager.

> **NOTE**
>
> During Drills or Exercises, report to the affected unit's Simulator Control Room, located at the Training Center.

2. Ensure that the Emergency Kit equipment located in the Control Room is available and operable. Kit is located in Unit 1 Control Room in the SW corner.

3. Obtain the frisker from the Emergency Kit and place in a conspicuous place. Make the frisker operational. Note the background count rate. Inform the Shift Manager of its location and have all control room personnel frisk when they return from the plant.

4. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the Control Room.

5. Monitor Control Room habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 1 of Procedure 1903.043, "Control Room Radiological Monitoring Guidelines". Report survey results to the Shift Manager.

6. Obtain dosimeters from the Emergency Kit and begin charging. Issue dosimetry (if needed) to personnel entering plant from the Control Room.

7. Maintain accountability of all personnel entering/exiting the Control Room.

8. Ensure that all entries into the plant from the Control Room are tracked through the OSC as a re-entry team.

9. Obtain Area Radiation Monitor readings and either FAX results to the OSC and TSC or phone results to the H.P. Supervisor and to the RP&RW Manager. (Note: FAX numbers and use instructions are listed on the Fax machine).

10. When possible, notify the OSC Health Physics Supervisor (ext. 6614) of your status.

11. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-5

TSC MONITORING H.P.

1. Go to the TSC and inform the TSC Support Superintendent that you are filling the position of TSC Monitoring HP.

2. Obtain the TSC Activation Checklist from the TSC Support Superintendent. Complete the checklist if not already completed.

3. Ensure that the Emergency Kit equipment in the TSC is available and operable.

4. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the TSC. Air samples should be taken as near the TSC as possible, but do not have to be taken inside the TSC. (Survey maps are located in the small black file cabinet located inside of the TSC. The key to the file cabinet is inside of the red lock box on the TSC Emergency Kit.)

5. Monitor the TSC and Administration Building habitability in accordance with Procedure 1905.001, "Emergency Radiological Control", and Attachment 2 of 1903.030, "Evacuation Decision Flow Chart for the TSC".

6. Report survey results to the Radiation Protection and Radwaste Manager in the TSC (ext. 6603) and to the OSC Health Physics Supervisor (ext. 6614).

7. If not already performed using the TSC Activation Checklist, then obtain the frisker from the TSC Emergency Kit and place into service at the north end of the west hallway. Set the frisker to alarm at 100 counts above background. This will serve as a continuous radiation monitor.

[8. **If not already performed using TSC Activation Checklist, then set up and perform pre-operational checks of the NMC, Model AM-33 BF, Continuous Air Monitor in accordance with procedure 1601.463, "Operation of the AM-33 Continuous Air Monitor".]**

9. Contact the OSC Health Physics Supervisor and obtain the access route and radiation levels from the Main Guardhouse to the OSC in the Maintenance Facility. Brief the TSC Director on this information. Retrieve the TSC easel from the TSC. Place this easel on the 1st floor of the Admin. Building, at the end of the hallway from the Main Guard House to the Admin. Building. Post and keep current the access route and radiation levels to the OSC.

10. Obtain the contamination monitoring sign from the TSC Emergency Kit and post it on the door designated by the OSC HP Supervisor as the approved route to the OSC.

11. Obtain dosimeters from the Emergency Kit and begin charging. Be prepared to issue dosimetry to TSC staff upon the request of the RP and RW Manager.

12. Establish a Control Point (according to current H.P. Procedures) for personnel entering the plant from the TSC. Ensure that <u>all</u> entries into the plant from the TSC are tracked by the OSC. Brief re-entry teams to monitor for contamination upon returning from the plant.

13. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE F

TASK F-6

OSC MONITORING H.P.

1. Go to the OSC and ensure that the Emergency Kit equipment in the OSC is available and operable.

2. From the OSC Emergency Kit, obtain a frisker and frisking sign. Make frisker operational at the OSC entry/exit point. Set frisker to alarm at 100 CPM above background. Post the frisking sign in a conspicuous place. Upon completion, notify the OSC HP Supervisor that the frisking station is operational.

3. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the OSC.

4. Establish only one entry/exit point into the plant from the OSC. Make signs and post all other possible entry/exit points.

5. Monitor the OSC and Assembly Area habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 2 of 1903.030, "Evacuation Decision Flow Chart for the OSC".

6. Report survey results to the OSC H.P. Supervisor (ext. 6614).

7. If required, ensure that ERIMS is made operational on the computer located in the OSC.

8. Call Dosimetry Ext. 7649 and have a current copy of DeptL delivered to the OSC.

9. Ensure that the RADS system is set-up and made operational.

10. Maintain a chronological log of events pertaining to your task.

POSITION GUIDE G

OPERATIONAL SUPPORT CENTER DIRECTOR

A. Normal Reporting Location

OSC

B. Reports To

TSC Director

C. Supervises/Coordinates

1. Maintenance Manager
2. Health Physics Supervisor
3. Maintenance Superintendent
4. Nuclear Chemistry Manager
5. Medical Emergency Support
6. Offsite Fire Fighting Support

D. Duties

IMMEDIATE ACTIONS

_____Notify CNS (858-3683) that you are staffing your ERO position.

_____If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.

_____Write your name on an available magnetic placard and place it on the OSC Staffing Board under your position.

_____Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A).

_____Announce to the OSC staff when the OSC is operational. The OSC is operational when the following have been completed:

A. The following positions are filled:
- OSC Director
- Maintenance Superintendent
- Health Physics Supervisor
- 2 Health Physics Technicians
- 1 Mechanic
- 1 Electrician

B. Steps 1 through 9 of Form 1903.066A have been completed.

C. An announcement is made in the OSC that the OSC is operational.

POSITION GUIDE G

OPERATIONAL SUPPORT CENTER DIRECTOR

_____ Obtain available information on emergency classifications and plant conditions. Possible sources include:

(1) TSC Director (staff briefing)

(2) OSC Plant Status Board

(3) Maintenance Superintendent

_____ Consider establishing a Tiger Team to be reserved for critical missions in extremely high radiological areas and begin their administrative process. This team should consist of an Electrician, H.P. Technician, Mechanic and an Operator.

_____ Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, or request manpower from the TSC Support Superintendent (ext. 6602).

(1) Task G-1, Medical Support (called by CNS)

(2) Task G-2, Parts Support, minimum staffing, 2 per shift

(3) Task G-3, Tool Support, minimum staffing, 1 per shift

(4) 1903.065, Task C-2, Operations Support (assigned from the TSC)

_____ Organize staff and have them report to their assigned location.

_____ Maintain a chronological log of events pertaining to your position.

_____ Announce to your OSC Staff when an Operator arrives in the OSC to provide operational support.

_____ Report current manpower status to the TSC Director (ext. 6604).

_____ IF a post-accident sample is called for, ensure that a post-accident sampling team is assembled and briefed in accordance with Procedures 1607.001 or 2607.001 and 1905.003.

_____ When conducting a briefing, use the hand microphone located near your station. This will allow your briefing to be heard in the OSC Assembly Area.

ON GOING ACTIONS

_____ Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

_____ Implement rescue/repair and damage control operations as directed by the TSC Director in accordance with procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams".

_____ Direct the OSC staff to give periodic briefings using Form 1903.066C, "OSC Director Status Update Guide".

_____ Ensure that the noise level in the OSC does not interfere with mitigation activities.

_____ Inform the TSC Director (ext. 6604) of the status of OSC activities.

(1) Conduct periodic updates with the TSC Director on:

(a) Teams dispatched and mission

(b) Mission status and prognosis

(c) Actual in-plant radiological conditions

(d) Nuclear Chemistry status as appropriate

NOTE

The OSC Director may, by mutual agreement with the Shift Manager, assume responsibility for coordination of medical emergency responses. The Shift Manager will continue to receive initial reports of injury, however, the OSC Director will coordinate subsequent response efforts.

_____ Assist in planning and scheduling to expedite the recovery operation.

_____ Inform the Shift Manager when ready to assume coordination responsibility for emergency medical response activities. (Refer to Procedure 1903.023, "Personnel Emergency".)

_____ As requested by the Shift Manager, coordinate response by offsite fire fighting support for the Fire Brigade. Utilize the Emergency Telephone Directory, Section VIII.

_____ Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary. Utilize the Emergency Telephone Directory, Section V.

_____ Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

EVACUATION

_____ If a plant evacuation is declared, ensure that all OSC personnel (including those in the OSC Assembly Area) perform initial accountability.

> **NOTE**
>
> The goal of initial accountability is to ascertain the names of missing individuals no later than 30 minutes after the decision has been made to evacuate non-essential personnel.

_____ Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

_____ Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

_____ If the TSC Director declares an OSC evacuation, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED

_____ Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

_____ If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

_____ Ensure that the OSC Team Tracking Board Communicator receives periodic Damage and Control Team mission priorities (example: 1, 2, 3, 4, etc.) from the TSC Team Tracking Board Communicator and post results on the OSC White Board.

SHIFT CHANGE

_____ Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

_____ Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

_____ Notify the TSC Support Superintendent (ext. 6602) of the staffing change.

_____ Update your position status on the OSC Staffing Board.

ACTUAL EVENT/DRILL TERMINATION

_____ Notify those individuals working under your position that the event/drill has been terminated.

_____ Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

_____ Provide a list of any forms or supplies needing replenishment to Emergency Planning.

_____ Turn over all documentation generated during the drill/emergency to Emergency Planning.

_____ Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE G

TASK G-1

MEDICAL SUPPORT

Emergency Medical Team Leader

1. If you have not already done so, notify CNS (858-3683) that you are filling your position.
2. Report to the OSC Director in the OSC.
3. Obtain your OSC Medical Support Task Book (Task G-1), from the OSC Emergency Kit.
4. If a plant evacuation is occurring, ensure that the Emergency Medical Team performs initial accountability by logging "0000" on the nearest card reader.
5. Ensure that the Emergency Medical Team performs continuous accountability by using Form 1903.030A, "Onsite Continuous Accountability Log".
6. Verify control of the Emergency Medical Team is with the OSC Director.
7. Notify the OSC Director (ext. 6612) that the Emergency Medical Team is assembled.
8. Make an Emergency Medical Team roster with members' names and badge numbers.
9. Provide the OSC Director with the Emergency Medical Team roster.
10. Inform the OSC Director of the location and of any changes in location of the Emergency Medical Team, for tracking purposes.
11. Verify hand held radios are in Emergency Medical Team bags and set to channel 1.
12. Appoint a communicator.
13. Verify that H.P. and Security are available to respond.
14. Make team assignments for patient care and equipment.
15. Ensure that Form 1903.023C "Emergency Medical Team Scene Leader Checklist" is completed for each Medical Emergency.

POSITION GUIDE G

TASK G-2

TOOL SUPPORT

1. Report to the OSC Director in the OSC.
2. Obtain your OSC Tool Support Task Book (Task G-2), from the OSC Emergency Kit.
3. Remain on standby in the OSC Assembly area until needed.
4. Provide tool support for the Repair and Damage Control teams as needed.

POSITION GUIDE G

TASK G-3

PARTS SUPPORT

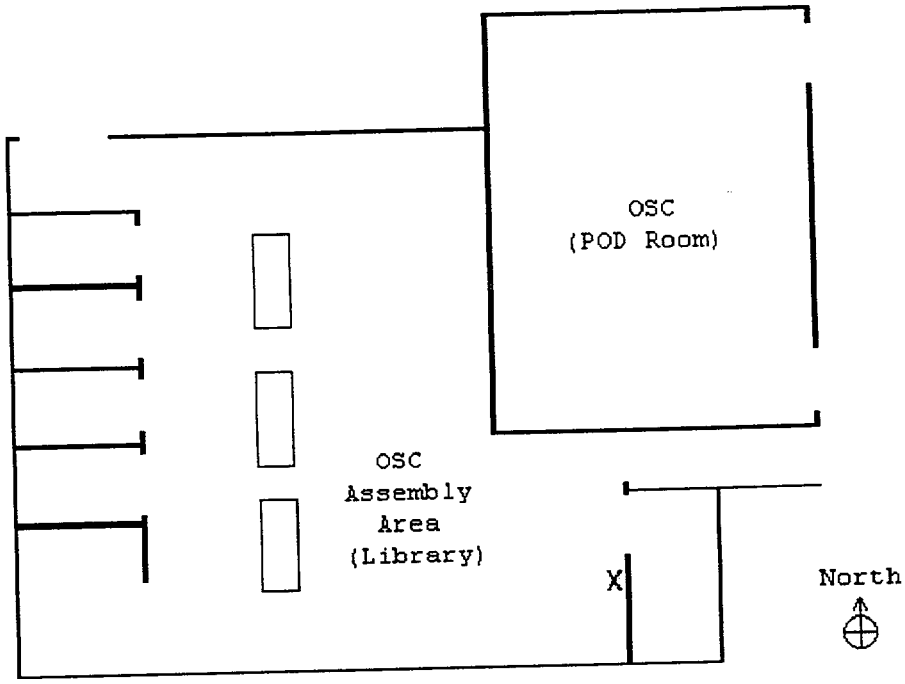
1. Report to the OSC Director in the OSC.
2. Obtain your OSC Part Support Task Book (Task G-3), from the OSC Emergency Kit.
3. Remain on standby in the OSC Assembly Area until needed.
4. Provide parts support for the Repair and Damage Control teams as needed.

ATTACHMENT 2

OSC ASSEMBLY AREA

MAINTENANCE FACILITY

SECOND FLOOR



X - OSC Assembly Area Coordinator's phone

☐ 1. Retrieve the following keys from the red key box located next to the card reader outside the South door of the OSC:

- ☐ a. Emergency Kit A
- ☐ b. Emergency Kit B
- ☐ c. Emergency Kit C
- ☐ d. OSC Wall Boards

☐ 2. Position the Team Tracking Board as desired.

☐ 3. Open the following wall boards in the OSC:

- ☐ a. Unit 1 Plant Area Maps
- ☐ b. Unit 2 Plant Area Maps
- ☐ c. Plant Status Board
- ☐ d. OSC Roster Board

☐ 4. Assign someone to direct arriving personnel to log in on the Roster Board.

☐ 5. Open Emergency Kit A.

☐ 6. Place the position guide holders from Emergency Kit A on the table in accordance with the OSC diagram. (Note: There are three boxes of position and task guides for the HP Supervisor.)

☐ 7. Remove tool bags from the bottom of kit "A" and place on table.

☐ 8. Open Emergency Kit B.

☐ 9. Open Emergency Kit C.

☐ 10. Place form box from Emergency Kit Con the table.

☐ 11. Place survey map boxes for the affected unit from Emergency Kit C on the table.

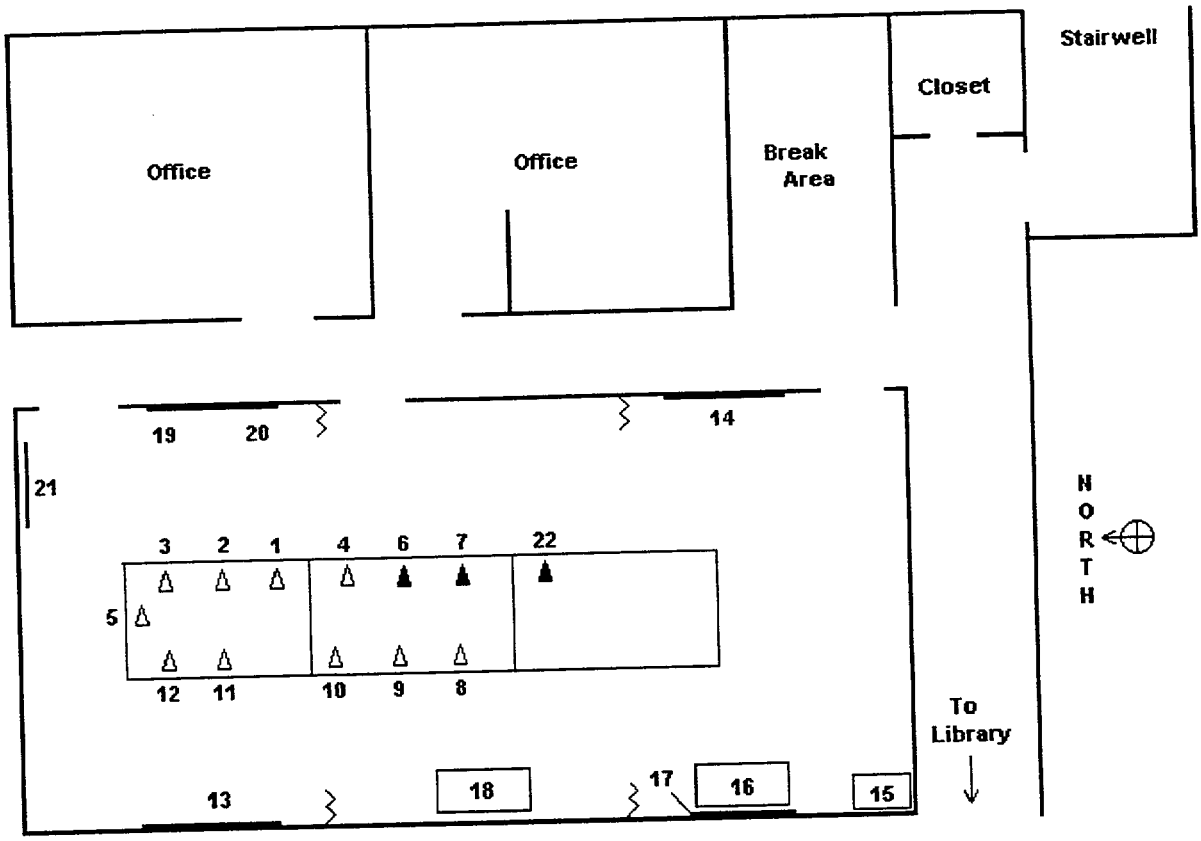
☐ 12. Set up the OSC sound system as follows:

- ☐ a. Place microphone from Emergency Kit A near the OSC Director's position. Ensure that the 9-volt battery is installed in the microphone and the switch is in the off position.
- ☐ b. Turn power switch on the ATW-R12 receiver located behind the television monitor on the North end of the West wall to "ON".
- ☐ c. Turn power switch on the front of the Galaxy Audio Speaker located beside Emergency Kit B to "ON".

☐ 13. Complete Form 1903.066F, "OSC Position Staffing", and fax to the TSC Support Superintendent (6622) and to the EOF Support Manager (6957).

☐ 14. Give completed OSC Activation Checklist to the OSC Director.

OSC



1. OSC Director
2. OSC Director's Administrative Assistant
3. Operations Support
4. Nuclear Chemistry Manager
5. Emergency Planner
6. NRC
7. NRC
8. Electrical Maintenance Supervisor
9. Mechanical Maintenance Supervisor
10. I&C Maintenance Supervisor
11. Maintenance Superintendent
12. HP Supervisor
13. Plant Status Board
14. Plant Area Maps
15. Emergency Kit 'A'
16. Emergency Kit 'B'
17. Plant Area Maps
18. Emergency Kit 'C'
19. OSC Staffing Board
20. Assembly Area Roster Board
21. Team Tracking Board
22. Health Physics Network (HPN)

△ Phone Station (ANO)
▲ Phone Station (NRC)

NOTE

The floor diagram of the Secondary OSC is provided for reference, as necessary.

INITIALS

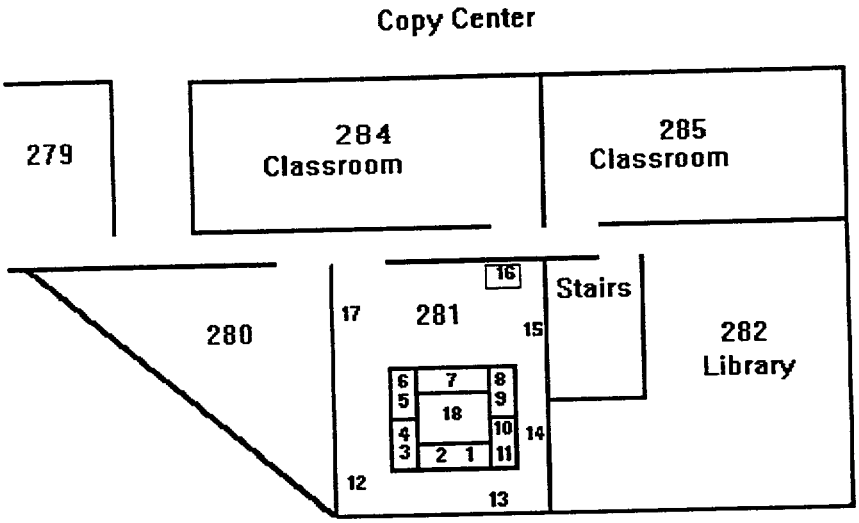
_____ 1. Notify the OSC staff of the relocation to the secondary OSC.

_____ 2. Notify the EOF Maintenance Coordinator that the OSC is being relocated and that Room 281 should be set up.

_____ 3. Ensure that Telecommunications is dispatched to the Secondary OSC to aid the EOF Maintenance Coordinator in preparing Room 281.

_____ 4. Refer to Procedure 1903.030, "Evacuation", for additional details concerning an OSC evacuation.

_____ 5. Submit this completed form to the OSC Director.



1. OSC Director
2. OSC Director's Asst.
3. Operations Support
4. NRC
5. NRC
6. Nuc. Chemistry Mgr. (ovhd)
7. Electrical Maint. Supv.
8. Mechanical Maint. Supv.
9. I & C Supervisor
10. Maintenance Superintendent
11. H. P. Supervisor
12. Plant Status Board
13. Team Tracking Board
14. OSC Staffing Board
15. Plant Maps
16. Radio Operator
17. Available Personnel
18. Telephone Jacks

NOTE

This form may be, but is not required to be, used as a tool when conducting facility staff briefings.

1. Date and Time of Status Update: Date:_____ Time:_____

2. Nuclear Chemistry Manager Update Items (check as reviewed):

   A._____ Primary coolant sample collection and analysis.
   B._____ Chemistry samples being provided to off-site agencies for analysis.
   C._____ Liquid waste tank volumes and any plans to reduce volume (if necessary).
   D._____ Waste gas storage tank volumes and any plans to reduce volume (if necessary).
   E._____ Solid wastes system volumes and any plans to reduce volumes (if necessary).
   F._____ Assistance being provided by consultants.
   G._____ Problem areas needing resolution.

Notes:_____

3. Health Physics Supervisor Update Items (check as reviewed):

   A._____ Personnel exposure status, over exposure, contaminations, etc.
   B._____ Status of on-site protective action implementation.
   C._____ Radiological control points established.
   D._____ Control Room/OSC/TSC habitability.
   E._____ Radiological survey results.
   F._____ Status of on-site survey teams.
   G._____ Problem areas needing resolution.

Notes:_____

4. Maintenance Superintendent Update Items (check as reviewed):

   A._____ Plant equipment status.
   B._____ OSC teams dispatched and their missions.
   C._____ Problems or delays experienced by OSC teams.
   D._____ In plant maintenance activities in progress.
   E._____ Offsite agencies assisting in the repair of plant equipment.
   F._____ Problem areas needing resolution.

Notes:_____

5. OSC Director Update Items (check as reviewed):

A._____ Review priorities of repair/recovery efforts.
B._____ Review repair/recovery efforts in progress.
C._____ Summarize any significant discussion/direction from the TSC Director (or Shift Manager if the TSC Director is not available).
D._____ Review manpower availability for extended operation.
E._____ Review on-site radiological conditions and any protective actions implemented.
F._____ Problem areas needing resolution.

Notes:_____

6. Other Organization (NRC, etc.) Update Items (list as reviewed):

A._____

B._____

C._____

D._____

E._____

7. Direct key OSC personnel to update their subordinates with applicable information obtained in the status update.

8. Select the time of the next OSC Status Update and announce it in the Operational Support Center.

9. Conduct periodic updates with the TSC Director on:

1. Status of in-plant response

   a. Teams dispatched and mission
   b. Mission status and prognosis
   c. Actual in-plant radiological conditions
   d. Nuclear Chemistry status as appropriate

2. OSC manpower status

NOTE

Items on these lists are suggested topics for routine updates. Items actually selected for update should be based on existing or projected conditions.

Page ___ of ___

Team Designation: _____

Time (Dispatched from OSC): _____ Date: _____

Destination: _____

Mission: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

Update Time: _____ Location: _____

Remarks: _____

FORM TITLE:	FORM NO.	CHANGE
RADIO CONTACTS WITH OSC TEAMS	1903.066D	012-00-0

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

NAME	DEPARTMENT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

FORM TITLE:	FORM NO.	CHANGE
ASSEMBLY AREA PERSONNEL ROSTER	1903.066E	012-00-0

OSC Position Staffing Form

Position	Name
OSC Director	
Maintenance Superintendent	
H.P. Supervisor	
Nuclear Chemistry Manager	
Electrical Maint. Supervisor	
I & C Supervisor	
Mechanical Maint. Supervisor	

Complete the above by listing the names of the ERO personnel staffing the above positions (use the OSC Staffing Board). FAX this form immediately to the TSC Support Superintendent at FAX Number 6622 and to the EOF Support Manager at FAX Number 6957.

Completed by _____ Date _____ Time _____

Return completed form to the OSC Director.