
Document Update Notification

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DOCUMENT NO: OP-1903.023

TITLE: PERSONNEL EMERGENCY

REVISION NO: 033-00-0

CHANGE NO: AP-33

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

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**ATTN: DOCUMENT CONTROL
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A045

**ENERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE**

TITLE: PERSONNEL EMERGENCY

DOCUMENT NO.
1903.023

CHANGE NO.
033-00-0

WORK PLAN EXP. DATE
N/A

TC EXP. DATE
N/A

SAFETY-RELATED
 YES NO

IPTE
 YES NO

TEMP ALT
 YES NO

SET # 103

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
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FORM TITLE:

VERIFICATION COVER SHEET

FORM NO.
1000.006A

CHANGE NO.
050-00-0

ENTERGY OPERATIONS INCORPORATED ARKANSAS NUCLEAR ONE

TITLE: PERSONNEL EMERGENCY

DOCUMENT NO.
1903.023

CHANGE NO.
033-00-0

PROCEDURE

WORK PLAN, EXP. DATE N/A

PAGE 1 OF 2

ELECTRONIC DOCUMENT

TYPE OF CHANGE:

NEW

PC

TC

DELETION

REVISION

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.)

Throughout procedure

Changed "Shift Superintendent" to "Shift Manager"

3.2.4

Changed procedure 1000.104 title to match current title

3.2.5

Added reference to procedure LI-102

3.3.2

Deleted reference to Station Policy "S" which no longer exists, replaced with procedure 1000.128, "Industrial Safety & Occupational Health" which contains the requirements of Station Policy "S"

3.3.3

Deleted reference to Station Policy "U" which no longer exists, requirements of Station Policy "U" are included in procedure 1000.128

8.1.1 (NOTE)

Added wording to ensure that injured personnel are only moved by personnel properly trained to do so

9.1

Deleted reference to Station Policies "S" and "U" which no longer exist, included reference to 1000.128 which includes the requirements of "S" and "U"

9.2

Deleted reference to "three part carbonless" form

9.2.1, 9.2.2

Changed wording concerning distribution of the Patient Information Form

10.2.2

Added " – Shift Manager" to form 1903.023B to indicate that it is for his use

10.2.4

Added reference to form 1903.023D, "Personnel Emergency Checklist – OSC Director", which is a new form intended for use by the OSC Director

Attachment 1

Changed distribution instructions on the Patient Information Form to indicate that the original is forwarded to Emergency Planning and a copy is forwarded to the ANO Medical Department

1903.023B

Re-formatted for clarity and ease of use, removed lines for initials and added place-keeping check boxes

Added new step 6.0 to allow skipping certain steps if an ambulance has not been requested

Added new step 8.5 to prompt the Shift Manager to obtain from the Emergency Medical Team the location to which the ambulance is to report

FORM TITLE:

DESCRIPTION OF CHANGE

FORM NO.
1000.006C

CHANGE NO.
050-00-0

ENTERGY OPERATIONS INCORPORATED ARKANSAS NUCLEAR ONE

TITLE: PERSONNEL EMERGENCY	DOCUMENT NO. 1903.023	CHANGE NO. 033-00-0
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<input checked="" type="checkbox"/> PROCEDURE <input type="checkbox"/> WORK PLAN, EXP. DATE <u> N/A </u> <input type="checkbox"/> ELECTRONIC DOCUMENT	PAGE <u> 2 </u> OF <u> 2 </u>
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TYPE OF CHANGE: <input type="checkbox"/> NEW	<input type="checkbox"/> PC	<input type="checkbox"/> TC	<input type="checkbox"/> DELETION
<input checked="" type="checkbox"/> REVISION	<input type="checkbox"/> EZ	EXP. DATE: <u> N/A </u>	

AFFECTED SECTION: (Include step # if applicable)	DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)
1903.023B (cont'd)	<p>Added new step 8.6 to prompt the Shift Manager to obtain the names and badge numbers of injured personnel</p> <p>Changed step 11.0 (new number) to have the Shift Manager inform Security of the location to which the ambulance is to report when it reaches the site</p> <p>Added new step 13.5 to prompt the Shift Manager to determine if the personnel emergency is reportable in accordance with 10CFR50.72</p>
1903.023C	Removed lines for initials and replaced them with place-keeping check boxes
1903.023D	Added new form, "Personnel Emergency Checklist – OSC Director"

FORM TITLE: DESCRIPTION OF CHANGE	FORM NO. 1000.006C	CHANGE NO. 050-00-0
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PROC./WORK PLAN NO. 1903.023	PROCEDURE/WORK PLAN TITLE: PERSONNEL EMERGENCY	PAGE: 1 of 20 CHANGE: 033-00-0
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1.0 PURPOSE

The purpose of this procedure is to provide for the proper response to a personnel emergency. Guidance is provided for general ANO personnel, Operations Personnel, ANO Emergency Medical Team Personnel and Health Physics Personnel.

2.0 SCOPE

This procedure outlines the general response to be taken during a personnel emergency. The emergency may be medical or contamination related medical and may require that offsite medical assistance be utilized. This procedure is not intended to give medical guidance for use during the emergency.

3.0 REFERENCES

3.1 REFERENCES USED IN PROCEDURE PREPARATION:

- 3.1.1 Emergency Plan
- 3.1.2 1012.019, "Radiological Work Permits"
- 3.1.3 Red Cross First Aid Instruction Pamphlets
- 3.1.4 NCRP Report No. 39, "Basic Radiation Protection Criteria"
- 3.1.5 NCRP Report No. 65, "Management of Persons Accidentally Contaminated with Radionuclides"
- 3.1.6 10CFR50.72 (b) (2) (v)

3.2 REFERENCES USED IN CONJUNCTION WITH THIS PROCEDURE:

- 3.2.1 1012.023, "Personnel Contamination Events" (PCE)
- 3.2.2 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams"
- 3.2.3 1905.001, "Emergency Radiological Controls"
- 3.2.4 1000.104, "Condition Reporting Operability and Immediate Reportability Determinations"
- 3.2.5 LI-102, "Corrective Action Process"
- 3.2.6 1000.031, "Radiation Protection Manual"
- 3.2.7 Station Directive A6.202, "Public Communications"
- 3.2.8 Emergency Telephone Directory

3.3 RELATED ANO PROCEDURES:

- 3.3.1 1903.042, "Duties of the Emergency Medical Team"
- 3.3.2 1000.128, "Industrial Safety & Occupational Health"

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3.4 REGULATORY CORRESPONDENCE CONTAINING NRC COMMITMENTS WHICH ARE IMPLEMENTED IN THIS PROCEDURE INCLUDE: **[BOLD]** DENOTES COMMITMENTS

- 3.4.1 LIC 12-74 (P-2880)
 - A. Form 1903.023C
- 3.4.2 0CAN058411 (P-9460)
 - A. Form 1903.023B, Section 1.0 and 2.0
- 3.4.3 LIC 94-226 (P-14029)
 - A. 8.3 Note

4.0 DEFINITIONS

- 4.1 EMERGENCY MEDICAL TEAM - Personnel employed at ANO who are trained to respond to personnel emergencies and provide first aid/rescue.
 - 4.1.1 The Emergency Medical Team (EMT) consists of two groups of employees:
 - A. Health Physics Technicians who respond to personnel emergencies in support of the volunteer EMT, and provide 24 hour on-shift first aid/rescue coverage.
 - B. Volunteer Emergency Medical Team Members who respond to personnel emergencies when on-site, and provide emergency medical support during emergency class declarations which require emergency response organization activation.
- 4.2 SERIOUS INJURY - An injury that requires action specified in this procedure is defined as an injury to any person that has resulted in one or more of the following:
 - 4.2.1 More than a momentary loss of consciousness.
 - 4.2.2 An actual or suspected fracture.
 - 4.2.3 A head injury.
 - 4.2.4 An injury that may have damaged internal organs.
 - 4.2.5 A serious burn.
 - 4.2.6 Hemorrhaging.
 - 4.2.7 Receipt of a large dose of radiation (i.e., greater than 50 R).
- 4.3 PROTECTED AREA - An area encompassed by physical barriers (i.e., the security fence) and to which access is controlled.

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- 4.4 PATIENT INFORMATION FORM - A form used to record information gathered by emergency response personnel in a personnel emergency. This form shall contain as a minimum space for the following information:
- 4.4.1 Name of the injured person.
 - 4.4.2 Company that the injured person works for.
 - 4.4.3 Date and time the incident occurred.
 - 4.4.4 Badge number of the injured person.
 - 4.4.5 General description of the occurrence.
 - 4.4.6 Injuries noted by the Emergency Medical Team.
 - 4.4.7 Treatment or aid given by the Emergency Medical Team.
 - 4.4.8 Names of Emergency Medical Personnel responding to the incident.
 - 4.4.9 Location for recording more than one set of vital signs (pulse, blood pressure, respirations).
 - 4.4.10 Location for recording dosimeter readings.
 - 4.4.11 Action levels based on the amount of contamination the injured person may have sustained.
 - 4.4.12 Signature blank for person completing form with date and time.
 - 4.4.13 Form distribution instructions.
 - 4.4.14 The name of the form.
- 4.5 FIRST AID/RESCUE - First Aid/Rescue is defined as those activities which involve assessment of patient condition, and treatment for those conditions. This includes actions taken to stabilize the patient, determine if additional assistance is needed, and transfer the patient to the next level of care.

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 ANO EMPLOYEES - as described in Section 8.1 of this procedure.
- 5.2 SHIFT MANAGER
 - 5.2.1 Responsible for ensuring that ANO Emergency Medical Team Members are dispatched to the scene of a medical emergency (Also dispatch additional HP Personnel, if needed, for radiological concerns).
 - 5.2.2 Responsible for coordinating offsite medical assistance.

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5.3 OPERATIONAL SUPPORT CENTER DIRECTOR

5.3.1 May relieve the Shift Manager of responsibility for steps 5.2.1 and 5.2.2 above.

5.4 EMERGENCY MEDICAL TEAM - as described in procedure 1903.042, "Duties of the Emergency Medical Team".

5.5 ANO NURSE - as described in procedure 1903.042, "Duties of the Emergency Medical Team".

5.6 HEALTH PHYSICS PERSONNEL

5.6.1 Responsible for determining the level of contamination, if involved.

5.6.2 Responsible for ensuring personnel are surveyed prior to exiting the protected area.

5.6.3 Responsible for monitoring dose rates and time in Radiologically Controlled Areas.

5.6.4 Responsible for providing radiological instructions if time did not permit Emergency Medical Team members to read and sign in on an RWP prior to entering a Radiologically Controlled Area.

6.0 LIMITS AND PRECAUTIONS

6.1 Personnel administering first aid to an injured person in a suspected or undefined radiation field should be joined by a Health Physics representative (in addition to any HP's on the Emergency Medical Team, if needed) with the appropriate radiation monitoring equipment as soon as possible.

6.2 Entry into evacuated or high radiation areas for the purpose of attending to injured individuals shall be in accordance with 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams".

6.3 If it is not clear that the individual can be moved without harm, he or she should not be moved until further help arrives, unless the individual would be in danger of loss of life or limb or is in a life threatening radiation field. If questions arise, contact the Health Physics Supervisor or the Shift Manager.

6.4 Individuals who have suffered any of the conditions described in Section 4.2 should receive a medical examination prior to returning to work.

7.0 FIRST AID SUPPLIES AND EQUIPMENT

7.1 First Aid Supplies are maintained in various locations within the protected area. These supplies are located so that they are readily available in an emergency situation.

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7.2 To assist St. Mary's Regional Medical Center in the treatment of radiologically contaminated individuals, ANO maintains an emergency kit at St. Mary's Regional Medical Center for use in these situations.

7.3 Equipment or supplies may be provided to assist ambulance personnel.

8.0 INSTRUCTIONS

8.1 ANO PERSONNEL

8.1.1 In the event of a personnel emergency, personnel in the vicinity of the affected individual should:

- A. Notify either unit's Shift Manager and provide the following information:
- Location in plant and number of injured people.
 - Type of injury.
 - If radiation/contamination is involved.
 - Name(s) of injured individual(s) and employer, if known.

NOTE

The injured individual should only be moved by trained personnel, unless the individual is in danger of loss of life or limb or is in a known high radiation field.

- B. Administer immediate first aid and attention within the limits of their training. This attention should consist of but is not limited to the following:
- Stopping bleeding by applying pressure.
 - Using resuscitation techniques if known.
 - Keeping the individual calm and comfortable until further help arrives.
- C. Remain available at the scene of the accident to provide information to the appropriate medical personnel.

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8.2 OPERATIONS PERSONNEL

- 8.2.1 For minor and/or non-emergency situations, Operations personnel should direct any requests for medical attention to the ANO Nurse in the Nurses's Station or ANO Medical Facility. If the ANO nurse is not available, treatment of minor injuries (nicks, cuts, etc.) should be determined by the individual and his/her supervisor.
- 8.2.2 The Shift Manager shall see that emergency assistance is dispatched to seriously ill/injured individuals by:
- A. Activating the Emergency Medical Team (EMT) pagers using the base radio, and
 - B. Providing EMT members with the location and type of emergency.
- 8.2.3 Alert plant personnel that an emergency has occurred by:
- A. Momentarily pressing the page fire tone push-button, and
 - B. Making the following announcement using the plant paging system.
- "ATTENTION ALL PERSONNEL, ATTENTION ALL PERSONNEL A PERSONNEL EMERGENCY HAS OCCURRED AT (give location). THE EMERGENCY MEDICAL TEAM IS RESPONDING. ALL PERSONNEL SHOULD STAY CLEAR OF THE (give location)"**
- 8.2.4 IF the Emergency Medical Team is summoned, THEN the Shift Manager, or his designee, shall complete Form 1903.023B, "Personnel Emergency Checklist".
- 8.2.5 If onsite, the ANO Nurse will respond in conjunction with the Emergency Medical Team.
- 8.2.6 The Shift Manager shall see that arrangements are made for treatment based upon the assessment of the emergency medical personnel at the scene. This may include:
- A. Notification of Pope County Emergency Medical Services if an ambulance is needed.
 - B. Guidance on Excessive Radiation Dose
- If the injured individual or individual(s) attending to the injured individual are suspected of having received a radiation dose in excess of 50 Rem (TEDE), arrangements should be made between the initial attending physician and ANO Management (Vice President, Operations - ANO or Shift Manager/TSC Director/EOF Director) to transport those individuals to the University of Arkansas Medical Sciences Center in Little Rock for treatment, as necessary, after examination at St. Mary's Regional Medical Center.

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- 8.2.7 If the injured individual will be transported to a medical facility, the Shift Manager or OSC Director shall call the appropriate medical facility and advise them of the number of individuals involved, whether or not contamination is involved and the nature of the injuries.
- St. Mary's Regional Medical Center (include the appropriate action level - refer to Step 8.4.2)
 - University of Arkansas Medical Sciences Hospital
- 8.2.8 If an ambulance has been requested to come onsite, the Security Shift Commander shall be notified so that Security personnel will be ready to receive and escort the ambulance personnel. (Routine ambulance access point - North Gate; routine ambulance receiving area - Maintenance Facility Breezeway unless otherwise directed.)
- 8.2.9 An escort, as indicated below, should accompany the injured individual(s) to an offsite hospital in order to provide any necessary information or assistance to the offsite medical personnel and provide periodic updates to the Shift Manager (or other individual(s), as directed).
- A. If the individual is contaminated, a Health Physics representative shall accompany in the ambulance.
 - B. If the individual is not contaminated, the EMT Scene Leader shall designate an Entergy employee to accompany the individual to an offsite hospital.
- 8.2.10 The injured employee's supervisor should respond in accordance with Procedure 1000.128, "Industrial Safety and Occupational Health".

8.3 EMERGENCY MEDICAL PERSONNEL

[NOTE

During a "Personnel Emergency" the Emergency Medical Team may enter Radiologically Controlled Areas without SRDs or Alarming Dosimeters as long as an HP Technician is providing radiological instructions and is monitoring dose rates and time in the area. Prompt medical attention shall take precedence over HP procedures when an individual is seriously injured.]

- 8.3.1 Emergency Medical Personnel should respond per procedure 1903.042, "Duties of the Emergency Medical Team".

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8.4 HEALTH PHYSICS PERSONNEL (If radiation/contamination is known or suspected)

NOTE

Medical attention and transportation to an offsite medical facility take precedence over decontamination measures for seriously injured individual(s).

8.4.1 IF the injured individual is contaminated and will require transport to the hospital, THEN a Health Physics Technician shall be IMMEDIATELY dispatched to the Emergency Department at St. Mary's Regional Medical Center to assist the hospital staff in preparing to receive a contaminated patient.

8.4.2 The following action levels for St. Mary's Regional Medical Center shall be referenced and provided to the Shift Manager or the OSC Director.

	<u>Action Levels</u>	<u>Level of Response for St. Mary's Regional Medical Center Contamination Control</u>
A.	LEVEL I No contamination involved	None
B.	LEVEL II Any contamination above ANO's release limits and <1000 counts per minute above background as measured by a frisker	Routine sterile procedures for septic situations
C.	LEVEL III ≥1000 counts per minute above background as measured by a frisker	Full-scale response

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8.4.3 The following precautionary measures should be taken at the scene of the accident (as allowed by the nature of the injury):

- A. Take precautions (coverings, use of stretcher, etc.) to prevent the spread of contamination during movement and transport of the individual.
- B. Move the individual to a "clean" area, as allowed by step 6.3.
- C. Remove contaminated clothing.
- D. Survey the individual for surface contamination.
- E. Decontaminate the affected areas removing as much contamination as possible per 1012.023, "Personnel Contamination Events" (PCE).
- F. Cover remaining areas.

8.4.4 If the situation requires an ambulance and Pope County Emergency Medical Service personnel must enter a potentially contaminated area, the following assistance should be provided by Health Physics personnel:

NOTE

Prompt medical attention shall take precedence over HP procedures when an individual is seriously injured.

- A. Assist in donning protective clothing.
- B. Provide dosimetry devices (these may be obtained from the Control Room emergency kit if necessary).
- C. Provide a brief description of radiological conditions they will encounter during the response.
- D. Provide special information to perform the task.
- E. Bag equipment (to reduce chances of contamination).
- F. Provide HP escort.
- G. Assist in exiting the Controlled Access Area (to include any necessary decontamination).

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- 8.4.5 A Health Physics representative, in addition to the one dispatched to St. Mary's Regional Medical Center, shall accompany an injured and contaminated patient both onsite and to offsite medical facilities. This HP should:
- A. Remain with the victim from the scene of the accident to the Emergency Department and provide advice and assistance concerning radiological controls.
 - B. Attempt to answer any questions the attending physician may have concerning the victim.
 - C. After decontamination efforts are complete at the hospital, remove the injured person's TLD for further dose determination and coordinate as necessary with Dosimetry and Radwaste.
- 8.4.6 The HP that assisted the hospital staff in the set-up of the emergency room shall ensure that the ambulance and Pope County Emergency Medical Services personnel are surveyed after the victim(s) has been transported into the emergency room.
- 8.4.7 Both of the HPs at the hospital should provide assistance and offer advice concerning the clean-up and decontamination of the facilities and equipment.

8.5 Health Physics Personnel (If radiation/contamination is not suspected)

- 8.5.1 If a personnel injury occurs within the protected area and contamination is not suspected, Health Physics personnel shall ensure that the individual is surveyed prior to exiting the site.
- 8.5.2 Personnel leaving the protected area will normally exit through a portal monitor. If a portal monitor and/or frisker is not available at an exit point from the protected area, Health Physics shall provide a portal monitor or frisker for the period of time that the exit is open.

9.0 REPORTING AND RECORDS MANAGEMENT

- 9.1 A written report of the personnel injury or accident should be completed in accordance with procedure 1000.128, "Industrial Safety & Occupational Health".
- 9.2 The "Patient Information Form" should be distributed in the following manner:
- 9.2.1 Forward the original to the Manager, Emergency Planning.
 - 9.2.2 Forward a copy to the ANO Medical Department.
- 9.3 Form 1903.023B should be forwarded to the Manager, Emergency Planning.
- 9.4 Form 1903.023C should be forwarded to the Manager, Emergency Planning.

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10.0 ATTACHMENTS AND FORMS

10.1 ATTACHMENTS

10.1.1 Attachment 1 - "Patient Information Form" (Example)

10.2 FORMS

10.2.1 Form 1903.023A - Deleted

10.2.2 Form 1903.023B - "Personnel Emergency Checklist - Shift Manager"

10.2.3 Form 1903.023C - "Emergency Medical Team Scene Leader Check List"

10.2.4 Form 1903.023D - "Personnel Emergency Checklist - OSC Director"

ATTACHMENT 1

PATIENT INFORMATION FORM
(EXAMPLE)

PATIENT INFORMATION FORM																										
*PATIENT'S NAME _____	*BADGE # _____																									
*PATIENT'S SUPERVISOR _____	*COMPANY _____																									
*DATE/TIME OF INJURY _____ / _____	*LOCATION _____																									
*DESCRIPTION OF OCCURRENCE: _____ _____ _____																										
*INJURIES NOTED: _____ _____ _____																										
MEDICAL TEAM TREATMENT: _____ _____ _____																										
MEDICAL PERSONNEL RESPONDING _____ _____ _____ _____	VITAL SIGNS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Time</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B/P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pulse</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Resp.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dosimeter Reading</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Time					B/P					Pulse					Resp.					Dosimeter Reading				
Time																										
B/P																										
Pulse																										
Resp.																										
Dosimeter Reading																										
<p>*Action Level: Check appropriate box</p> <p>Level I No contamination involved</p> <p>Level II Contamination above ANO's release limits and <1000 counts per minute above background as measured by a frisker.</p> <p>Level III ≥1000 counts per minute above background as measured by a frisker</p>	<p>Notify Shift Manager/OSC Director of action level. If transported to hospital, the HP escort is responsible for reporting contamination levels. For contamination levels and decontamination records, refer to HP Procedure 1012.023, Personnel Contamination Events.</p>																									
FORM COMPLETED BY _____ DATE/TIME _____																										
*Information to be provided to the Control Room.																										
DISTRIBUTION: Original - Emergency Planning	Copy - ANO Medical Department																									

NOTE

Emergency telephone numbers are contained in the Emergency Telephone Directory.

- 1.0 Notify the Emergency Medical Team by activating the radio-voice pagers using the base radio.
- 2.0 Alert plant personnel that an emergency has occurred by:
- 2.1 Momentarily press the page fire tone push-button, and
- 2.2 Make the following announcement using the plant paging system:]

"ATTENTION ALL PERSONNEL. ATTENTION ALL PERSONNEL. A PERSONNEL EMERGENCY HAS OCCURRED AT (give location). THE EMERGENCY MEDICAL TEAM IS RESPONDING. ALL PERSONNEL SHOULD STAY CLEAR OF THE (give location)."

- 2.3 Note the time: _____
- 3.0 Dispatch a Health Physics Technician to the scene.
- 4.0 Dispatch an Operator to the scene with a hand held radio.
- 4.1 Instruct the Operator to switch to radio Channel 1.
- 4.2 Instruct the Operator to assist the Emergency Medical Team as needed.
- 4.3 Instruct the Operator to take actions to ensure plant conditions and/or job site activities remain in a safe condition.
- 5.0 Notify the ANO Medical Department:
- 3.1 ANO Duty Nurse (pager 964-3936)
- 3.2 ANO Physician (pager 964-1800)
- 6.0 IF communications with the Emergency Medical Team has not been established within 5 minutes,
OR if requested by the Emergency Medical Team Scene Leader,
THEN repeat step 1.0.

NOTE

Radio communication between the Control Room and the emergency scene should be done on Channel 1.

Telephone or Gai-tronics may be also used as a back-up method of communications if needed.

- 7.0 Has the Emergency Medical Team requested an ambulance?
- Yes (GO TO step 8.0)
- No (GO TO step 13.0)

FORM TITLE:

PERSONNEL EMERGENCY CHECKLIST (SHIFT MANAGER)

FORM NO.

1903.023B

REV.

033-00-0

8.0 IF an ambulance is needed,
THEN gather the following information:

8.1 Number of injured personnel: _____

8.2 Nature of injuries: _____

8.3 Contamination level (check appropriate box):

Level 1 No contamination involved

Level 2 Any contamination above ANO's release limits and < 1000 counts per minute above background as measured by a frisker.

Level 3 ≥ 1000 counts per minute above background as measured by a frisker.

8.4 Is an Automated External Defibrillator (AED) in use?

Yes No

8.5 Direct the ambulance to: _____

8.6 Name(s) and badge number(s) of injured personnel:

Name(s)	Badge(s)
_____	_____
_____	_____
_____	_____
_____	_____

9.0 Notify Pope County Emergency Medical Services (use a direct commercial telephone line and dial 9-1-1). Provide the dispatcher with the information in Step 8.1 - 8.4.

10.0 Notify St. Mary's Regional Medical Center Emergency Department (968-6211), and provide them with the information in 8.1 - 8.4.

11.0 Notify Security (3383) that an ambulance is responding to the site and the location to where the ambulance is to report (see 8.5).

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- 12.0 **IF** contamination is known or suspected (level 2 or 3), **AND** injured personnel are to be transported offsite, **THEN** perform the following:
- 12.1 Dispatch at least one Health Physics Technician to the hospital immediately.
 - 12.2 Ensure that one Health Physics Technician accompanies the patient onsite and to the hospital.
 - 12.3 Notify the Health Physics Supervisor to ensure that onsite HP staffing needs are met.
 - 12.4 Notify the plant physician (964-3936).
IF unable to contact the plant physician,
THEN have St. Mary's Emergency Department staff (968-6211) notify a physician from Occupational Medical Consultants.

13.0 FOLLOW-UP ACTIONS

- 13.1 Notify the supervisor of the injured personnel.
- 13.2 Notify the Duty Emergency Planner (pager 964-3945).
- 13.3 **IF** injured personnel are transported to the hospital,
THEN Notify the General Manager, Plant Operations (if not available, notify the Duty EOF Director).
- 13.4 **IF** circumstances surrounding the injury warrant,
THEN initiate a condition report in accordance with Procedure LI-102, " Corrective Action Process."
- 13.5 Determine if the event is reportable in accordance with 10CFR50.72.

Signed: _____
Shift Manager

Date: _____

When complete, forward this form to the Manager, Emergency Planning.

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[EMERGENCY MEDICAL TEAM SCENE LEADER CHECKLIST]

CALL OUT RESPONSE

- Verify scene safe.
- Assign patient care responsibilities.
- Appoint communicator. Name _____
- Appoint an H.P. to perform radiological controls. Name _____
- Assign one team member to complete Patient Information Form. Name _____
- Determine if ambulance is needed. YES NO
- If yes, instruct Control Room/OSC to call 9-1-1 to dispatch Pope County Emergency Medical Services. Time _____
- Direct the Control Room/OSC to have the ambulance respond to: _____
- Have Communicator provide Control Room with information from the Patient Information Form.
- Request H.P. to the scene if none have arrived. Name _____
- Assign a security officer to clear the area if necessary. Name _____
- If the patient is contaminated and stable, perform the following:
 - a. If the scene is safe, decon patient at scene.
 - b. Move patient to CA-1 for decontamination.
 - c. Decon as time permits while waiting on the ambulance.
- If transporting a contaminated injured patient, assign an EMT/HP to drape ambulance with herculite. Name _____

Name _____

Name _____

Name _____

Time _____

Name _____

Name _____

Check which steps were performed (☑)

Name _____

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- 1.0 Dispatch the Emergency Medical Team from the OSC Assembly Area.
- 2.0 Dispatch a Health Physics Technician to the scene.
- 3.0 Dispatch an Operator to the scene with a hand held radio.
- 3.1 IF there is no operator available in the OSC,
THEN have the Control Room dispatch an operator.
- 3.2 Instruct the Operator to switch to radio Channel 1.
- 3.3 Instruct the Operator to assist the Emergency Medical Team as needed.
- 3.4 Instruct the Operator to take actions to ensure plant conditions and/or job site activities remain in a safe condition.
- 4.0 Notify the ANO Medical Department.
- 4.1 ANO Duty Nurse (pager 964-3936)
- 4.2 ANO Physician (pager 964-1800)
- 5.0 Has the Emergency Medical Team requested an ambulance?
- Yes (GO TO step 6.0)
- No (GO TO step 11.0)
- 6.0 IF an ambulance is needed,
THEN gather the following information:
- 6.1 Number of injured personnel: _____
- 6.2 Nature of injuries: _____
- 6.3 Contamination level (check appropriate box):
- Level 1: No contamination involved
- Level 2: Any contamination above ANO's release limits and <1000 counts per minute above background as measured by a frisker.
- Level 3: ≥ 1000 counts per minute above background as measured by a frisker.
- 6.4 Is an Automated External Defibrillator (AED) in use?
- Yes No
- 6.5 Direct the ambulance to: _____

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6.6 Name(s) and badge number(s) of injured personnel:

Name(s)	Badge(s)
_____	_____
_____	_____
_____	_____
_____	_____

7.0 Notify Pope County Emergency Medical Services (dial 9,911 on the OSC Director's phone). Provide the dispatcher with the information in Steps 6.1 through 6.4.

8.0 Notify St. Mary's Regional Medical Center Emergency Department (968-6211), and provide them with the information in 6.1 through 6.4.

9.0 Notify Security (3383) that an ambulance is responding to the site and the location to where the ambulance is to report (see 6.5).

10.0 IF contamination is known or suspected (level 2 or 3), AND injured personnel are to be transported offsite, THEN perform the following:

10.1 Dispatch at least one Health Physics Technician to the hospital immediately.

10.2 Ensure that one Health Physics Technician accompanies the patient onsite and to the hospital.

10.3 Notify the plant physician (pager 964-3936). IF unable to contact the plant physician, THEN have St. Mary's Emergency Department staff (968-6211) notify a physician from Occupational Medical Consultants.

11.0 FOLLOW-UP ACTIONS

11.1 Notify the supervisor of the injured personnel.

11.2 Notify the Duty Emergency Planner (pager 964-3945).

11.3 IF injured personnel are transported to the hospital, THEN Notify the General Manager, Plant Operations (if not available, notify the Duty EOF Director).

Signed: _____
(Shift Manager/OSC Director)

Date: _____

*When complete, forward this form to the Manager, Emergency Planning.

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