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June 11, 2001

Re: Indian Point Units No. 1 and No. 2
Docket No. 50-003 and No. 50-247
NL-01-073

Document Control Desk
US Nuclear Regulatory Commission
Mail Station O-P1-17
Washington, DC 20555

SUBJECT: Revision to Emergency Plan Procedures

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

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

There are no commitments contained in this letter.

Sincerely,



cc: Next page
Enclosure

A045

NL-01- 073

Page 2 of 2

cc:

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

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Buchanan, NY 10511

TO: Emergency Planning Document Controlled Copy # 14

Holder/Location *NRC Document Control Desk (Washington)*
Document Holder Organization

FROM: Emergency Planning Document Custodian

SUBJECT: Emergency Planning Document Update

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

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

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

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	5/24/01	5/18/01	Replace entire document
IP-1001	Overview of Mobilization of Emergency Response Organization	12	11	Replace entire document
IP-1010	Central Control Room	1	0	Replace entire document

Update completed as specified:

Signature of Controlled Copy Holder

Date

Emergency Plan Implementing Procedures

Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	12	5/24/01
IP-1002	Emergency Notification and Communication	23	4/16/01
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1005	Cancelled	--	01/12/01
IP-1006	Cancelled	--	01/12/01
IP-1007	Dose Assessment	11	3/26/01
IP-1008	Personnel Radiological Check and Decontamination	6	9/1/99
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	1	5/24/01
IP-1011	Joint News Center	1	3/26/01
IP-1012	Onsite Medical Emergency	9	4/30/98
IP-1013	Protective Action Recommendations	8	11/1/99
IP-1014	Radiological Check of Equipment Before It Leaves the Site	6	9/1/99
IP-1015	Radiological Surveys Outside the Protected Area (Title Change)	9	03/26/01
IP-1016	Obtaining Meteorological Data	12	9/1/99
IP-1017	Canceled (Steps moved to IP-1050)	--	4/16/01
IP-1018	Cancelled (Steps moved to IP-1011)	--	3/26/01
IP-1019	Coordination of Corporate Response (Title Change)	9	01/12/01
IP-1020	Airborne Activity Determination	8	01/12/01
IP-1021	Manual Update, Readout and Printout of Proteus Plant Parameter Data	5	9/1/99
IP-1022	Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS	5	9/1/99
IP-1023	Operations Support Center (OSC)	14	1/12/01
IP-1024	Emergency Classification	8	01/12/01
IP-1025	Handling Fire Department Personnel Fighting Fires in the Controlled Area	7	9/1/99

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Emergency Plan Implementing Procedures Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	12	01/12/01
IP-1028	Cancelled	--	01/12/01
IP-1030	Emergency Operations Facility (EOF)	3	01/12/01
IP-1031	Canceled	--	4/16/01
IP-1032	Cancelled	-	
IP-1033	Modular Emergency Assessment & Notification System (MEANS)	0	3/26/01
IP-1035	Technical Support Center (TSC)	16	2/20/01
IP-1036	Estimation of Population dose Within the 10 Mile Emergency Planning Zone	6	9/1/99
IP-1037	Obtaining Offsite Reuter-Stokes Monitor Data	8	9/1/99
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1040	Cancelled	--	01/12/01
IP-1041	Cancelled	--	01/12/01
IP-1042	Cancelled	--	01/12/01
IP-1044	Cancelled	--	5/27/00
IP-1045	Activation of Alternate Emergency Operations Facility	9	5/18/01
IP-1046	Cancelled		
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	8	5/27/00
IP-1049	Cancelled	--	5/27/00
IP-1050	Security	0	4/16/01
IAP-10	Cancelled	--	
IAP-12	Cancelled	--	
IAP-14	Cancelled	--	5/27/00

Overview of Mobilization of Emergency Response Organization

Prepared by:	<u>Allen Lee</u> Print Name	<u><i>C. Kelly</i> FOR AL. LEE</u> Signature	<u>4-19-01</u> Date
Technical Reviewer:	<u>Kelly Walker</u> Print Name	<u><i>C. Kelly</i></u> Signature	<u>4-19-01</u> Date
Reviewer:	<u>RICHARD BURNS</u> Print Name	<u><i>Burns</i></u> Signature	<u>4/23/01</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>2832</u> Meeting Number	<u><i>Marsha Hill</i></u> Signature Secretary	<u>4/26/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>Frank Inzirillo</i></u> Signature	<u>5/24/01</u> Date

Reference Use

Effective Date: 5/24/01

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Mobilization of Emergency Response Organization

1.0 PURPOSE

Note:

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

- 1.1 To implement Emergency Plan requirements for Emergency Response Organization (ERO) staffing.
- 1.2 To describe the methods used to mobilize the additional staff required for Alert, Site Area and General Emergencies.

2.0 DISCUSSION

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

2.1.1 Staffing Level I

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

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

Position / Area_of Expertise	Number on Shift	Watch Individual
Health Physics	2**	Field Supp. Supv. & NYPA HP
Rescue and First Aid	2**	NPOs

** Maybe provided by Shift personnel assigned other function.

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

2.1.2 Staffing Level II

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

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

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

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

2.1.3 Staffing Level III

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

3.0 PRECAUTIONS AND LIMITATIONS

NONE

4.0 EQUIPMENT AND MATERIALS

NONE

5.0 INSTRUCTIONS

5.1 Normal Work Hours Mobilization of Emergency Facilities

Notes:

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

- 5.1.1 The Reactor Operator (RO) or Control Room Communicator sounds the Site Assembly Alarm and makes an announcement for Emergency Response Organization personnel to report to their assigned facilities.
- 5.1.2 The Shift Manager assigns the Support Facility NPO or other qualified individual as the Control Room Communicator.
- 5.1.3 Sounding of the site emergency assembly alarm by the RO or Control Room Communicator results in:
 - A. The following personnel report to the Central Control Room for assembly and/or accountability:
 - (1) Emergency Plant Manager
 - (2) On-shift Nuclear Plant Operators
 - (3) On-shift Watch Health Physics Technicians
 - (4) On-shift Watch Chemistry Technician
 - (5) On-shift Watch Engineer
 - (6) On-shift Watch Clerk

- B. The following Emergency Response Organization Team members report to their assigned emergency response facility for assembly and/or accountability:
- (1) Emergency Director (ED) – EOF
 - (2) Emergency Operations Facility Manager – EOF
 - (3) Offsite Radiological Assessment Director (ORADs) – EOF
 - (4) Dose Assessment Health Physicist – EOF
 - (5) EOF Communicator #1 – EOF
 - (6) EOF Communicator #2 – EOF
 - (7) Information Liaison – EOF
 - (8) Technical Advisor (TA) – EOF
 - (9) Technical Support Center (TSC) Manager – TSC
 - (10) Technical Assessment Coordinator – TSC
 - (11) Operations Advisor – TSC
 - (12) Radiological Advisor
 - (13) Core Physics Engineer – TSC
 - (14) Electrical/I & C Engineer – TSC
 - (15) Mechanical Engineer – TSC
 - (16) Operations Support Center (OSC) Manager – OSC
 - (17) I&C Coordinator – OSC
 - (18) Radiation Protection Coordinator – OSC
 - (19) Maintenance Coordinator – OSC
 - (20) Team Coordinator – OSC
 - (21) Accountability Clerk
 - (22) All Joint News Center Staff
- C. Security personnel shall remain on post and report their location for accountability to the Central Alarm Station. Security shall notify the Central Control Room or the Operations Support Center when the security force accountability is completed.
- D. All other essential personnel with Emergency Response Organization responsibilities report to their assigned facility (TSC/OSC, EOF or JNC).
- E. Personnel assigned as I&C Technicians, Maintenance (Mechanics & Electricians), Chemistry Technicians, Health Physics Technicians AND all off-shift Operations Staff shall report to the OSC and perform their duties under the direction of the OSC Manager.

- F. All non-essential personnel (contractors, visitors and other personnel not assigned an emergency function) shall egress the Protected Area and proceed to assemble in the Energy Education Center in accordance with IP-1027, Site Personnel Accountability and Evacuation.
 - G. Offsite Environmental Monitoring Team Members assemble at the EOF with their vehicles.
- 5.1.4 **IF** the event has been classified at a Site Area or General Emergency level **OR** Accountability has been called for **THEN** the OSC Manager will immediately proceed to the OSC and direct the conduct of accountability as follows:
- A. Obtain the names of all emergency response personnel in the Technical Support Center (TSC), Operations Support Center (OSC) and Central Control Room (CCR).
 - B. Review security LO-2 access report and determine if search and rescue is required to locate persons identified on the LO-2 access report that are not on the accountability lists.
- 5.1.5 The ORAD shall call the Radiation Protection Coordinator to obtain the following personnel after arriving at the EOF.
- A. On-Site HP Monitors (2)
 - B. One HP shall be utilized as an onsite monitor and one as the Survey Team Health Physics Technician.

Note

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

- 5.1.6 The Communicator calls Security, identifies himself or herself **AND** instructs Security to initiate the call-in of personnel in accordance with IP-1002, Emergency Notification and Communication using appropriate forms.
- 5.1.7 The EOF Manager, TSC Manager and OSC Manager shall proceed to complete the staffing level III complement for their respective facility.
- 5.1.8 The Communicator should request a supplemental offsite team from Unit No. 3 Control Room.
- 5.1.9 The Emergency Plant Manager shall designate two individuals (CRSs or ROs) to act as the Data Logger and TSC Communicator at the CCR.

5.2 Off Hours Mobilization of Emergency Facilities

Note:

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

- 5.2.1 The Reactor Operator (RO) or Control Room Communicator sounds the Site Assembly Alarm and makes an announcement for Emergency Response Organization personnel to report to their assigned facilities.
- 5.2.3 The Shift Manager assigns the Support Facility NPO OR other qualified individual as the Control Room Communicator.
- 5.2.4 Sounding of the site emergency assembly alarm by the RO or Control Room Communicator results in:
- A. The following personnel shall report to the Central Control Room for assembly and/or accountability:
 - (1) On-shift Nuclear Plant Operators
 - (2) On-shift Watch Health Physics Technicians
 - (3) On-shift Watch Chemistry Technician
 - (4) On-shift Watch Engineer
 - (5) On-shift Watch Clerk
 - B. Security personnel shall remain on post and report their location for accountability to the Central Alarm Station or the Secondary Alarm Station. Security shall notify the Central Control Room when the security force accountability is completed.
 - C. All personnel not associated with the emergency response shall egress the protected area and proceed to assemble at the Energy Information Center in accordance with IP-1027, Site Personnel Accountability and Evacuation.
- 5.2.5 All on-call Emergency Response Organization Team members, whether they are on site or offsite shall report directly to their assigned emergency response facility for assembly and/or accountability.
- 5.2.6 Any other essential personnel that are on-site at the time of event classification shall also report to their assigned emergency response facility for assembly and/or accountability.
- 5.2.7 All other essential personnel reporting from off-site report to the Emergency Operations Facility (EOF) for assignment.
- 5.2.8 The Emergency Operations Facility Manager or designee shall, as requested by the TSC and OSC managers, assign emergency responders to ensure minimum staffing requirements at each facility are met, and assign additional responders to augment the facilities as necessary.

5.2.9 **IF** the event has been classified at a Site Area or General Emergency level **OR** Accountability has be called for **THEN** the Operations Support Center Manager shall proceed to the Operations Support Center and perform the following:

- A. Obtain the names of all emergency response personnel in the Technical Support Center (TSC), Operations Support Center (OSC) and Central Control Room (CCR).
- B. Review security LO-2 access report and determine if search and rescue is required to locate persons identified on the LO-2 access report that are not on the accountability lists.

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

Note:

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

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

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

- A. Health Physics
- B. Chemistry

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

6.0 REFERENCES

- 6.1 NUREG-0654
- 6.2 Emergency Plan for Indian Point Unit Nos. 1 & 2
- 6.3 IP-1027, "Site Personnel Accountability and Evacuation"
- 6.4 IP-1002, "Emergency Notification and Communication"

7.0 ATTACHMENTS

NONE

8.0 ADDENDUM

NONE

CENTRAL CONTROL ROOM (CCR)

Prepared by:	<u>Kelly Walker</u> Print Name	<u><i>[Signature]</i></u> Signature	<u>4/7/01</u> Date
Technical Reviewer:	<u>Allen Lee</u> Print Name	<u><i>[Signature]</i></u> Signature	<u>4/7/01</u> Date
Reviewer:	<u>William Diers</u> Print Name	<u><i>[Signature]</i></u> Signature	<u>4/6</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>2830</u> Meeting Number	<u><i>[Signature]</i></u> Signature Secretary	<u>4/12/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>[Signature]</i></u> Signature	<u>4/2/01</u> Date

Reference Use

Effective Date: 5/25/01

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1.0 PURPOSE 3

2.0 DISCUSSION 3

3.0 PRECAUTIONS AND LIMITATIONS 3

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5.0 INSTRUCTIONS 3

 5.1 Shift Manager (SM) 3

 5.2 CCR Communicator 3

 5.3 CCR-TSC Communicator 3

 5.4 CCR Data Logger 4

 5.5 Watch Health Physics Technician (WHPT) 4

 5.6 Response to Emergencies at Unit 3 4

6.0 REFERENCES 4

7.0 ATTACHMENTS

 7.1 Attachment 1, SM Checklist. 5

 7.2 Attachment 2, CCR Communicator Checklist. 14

 7.3 Attachment 3, CCR-TSC Communicator Checklist. 19

 7.4 Attachment 4, CCR Data Logger Checklist. 21

 7.5 Attachment 5, Watch Health Pysics Technician Checklist. 24

8.0 ADDENDUM

 None

CENTRAL CONTROL ROOM (CCR)

1.0 PURPOSE

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

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

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

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

- 4.1 SAS, Proteus, Emergency Display Data System (EDDS) and Plant Information (PI) System for accessing plant data.
- 4.2 MEANS Computer program for performing dose assessment, protective action recommendations and preparing Part I and II NYS Radiological Data Forms.
- 4.3 Plant Procedures
- 4.4 Plant Drawings
- 4.5 Emergency Communication Systems (in addition to normally available systems)
 - 4.5.1 Emergency Management Hotline (SM-EPM-ED)
 - 4.5.2 CCR/TSC/EOF 3-way Ring-down line (CCR-TSC Communicator)
 - 4.5.3 Radiological Emergency Communications System (RECS)
 - 4.5.4 FTS-2001 Emergency Notification System - (NRC)
 - 4.5.5 Local Government Radio (backup to RECS)
 - 4.5.6 Emergency Plan pre-programmed facsimile machine

5.0 INSTRUCTIONS

- 5.1 The Shift Manager (SM) shall follow the instructions outlined in Attachment 1, SM Checklist.
- 5.2 The CCR Communicator shall follow the instructions outlined in Attachment 2, CCR Communicator Checklist.
- 5.3 The CCR-TSC Communicator shall follow the instructions outlined in Attachment 3,

CCR-TSC Communicator Checklist.

- 5.4 The CCR Data Logger shall follow the instructions outlined in Attachment 4, CCR Data Logger Checklist.
- 5.5 The Watch Health Physics Technician shall follow the instructions outlined in Attachment 5, Watch Health Physics Technician Checklist.
- 5.6 Response to Emergencies at Unit 3
 - 5.6.1 The Unit 2 CCR shall be notified by Unit 3 of any emergency declared at the Alert level or higher.
 - 5.6.2 Based upon the Unit 3 emergency conditions, evaluate the need to:
 - a. Declare an emergency at Unit 2 in accordance with IP-1024.
 - b. Initiate protective actions for onsite personnel.
 - c. Perform site accountability or evacuation in accordance with IP-1027.
 - 5.6.3 Upon request from the Unit 3 Emergency Director, call-out and dispatch Offsite Field Monitoring Teams to support Unit 3 field monitoring activities. Direct offsite monitoring personnel to report to the EOF and inform the Unit 3 Emergency Director of their availability. Refer to the Emergency Telephone Directory for names and telephone numbers of qualified individuals.

6.0 REFERENCES

- 6.1 IP-1001, "Mobilization of Onsite Emergency Organization"
- 6.2 IP-1002, "Emergency Notification and Communication"
- 6.3 IP-1007 "Dose Assessment"
- 6.4 IP-1013 "Protective Action Recommendations"
- 6.5 IP-1024 "Emergency Classification"
- 6.6 IP-1027 "Personnel Accountability and Evacuation"
- 6.7 IP-1048 "Termination and Recovery"

7.0 ATTACHMENTS

- 7.1 Attachment 1, SM Checklist.
- 7.2 Attachment 2, CCR Communicator Checklist.
- 7.3 Attachment 3, CCR-TSC Communicator Checklist
- 7.4 Attachment 4, CCR Data Logger Checklist.
- 7.5 Attachment 5, Watch Health Physics Technician Checklist.

8.0 ADDENDUM

NONE

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 1 of 9

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

Attachment 1
Shift Manager (Emergency Director) Checklist
Sheet 2 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>3.0 Notification & Mobilization - Alert, Site Area or General Emergency</p> <p>Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher.</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>3.1 Assign a qualified operator to act as CCR Communicator. IE no qualified operator is available THEN direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>3.2 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions.</p> </div> <p>3.3 IE personnel assembly is suspended, THEN inform the CCR Communicator prior to directing personnel mobilization and instruct him NOT to sound the site assembly alarm.</p> <p>3.4 Direct the CCR Communicator to initiate Emergency Response Organization mobilization and to perform notifications using Form IP-1002-2 "CCR Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 3 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>4.0 Establish Personnel Accountability</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTES</p> <p>Accountability rosters are located in the Shift Manager Position Binder.</p> <p>The Shift Manager may call for accountability to be completed any time conditions (hazards in the plant such as fire, toxic gas high radiation levels, earthquake etc.) are present where personnel safety may be in question.</p> </div> <p>4.1 IF a Site Area Emergency or General Emergency has been declared, and personnel accountability has not already been established, THEN initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation.</p> <p>4.2 IF any individuals are missing, THEN direct available personnel and Security to conduct search and rescue operations to locate the missing individuals.</p>	
<p>5.0 Assess Any Radiological Release</p> <p>The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations.</p> <p>5.1 IF any indications exist of abnormal radiological release as a result of the emergency, THEN assess offsite consequences in accordance with IP-1007, Dose Assessment.</p> <p>5.2 IF dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines THEN declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Addendum 8.1 of IP-1013. Protective Action Recommendations.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 4 of 9

Continuous Responsibility/Activity (Emergency Director)	Notes
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">NOTE:</p> <p>IF while performing the Continuous Responsibility/Activity steps as Emergency Director, you are relieved of Emergency Director duties by the EPM or On-Call ED, THEN exit this section and enter the Continuous Responsibility/Activity (Shift Manager) section at step 11.0.</p> </div> <p>6.0 Re-Classify the Emergency if Necessary</p> <p>6.1 IF plant conditions change or other events occur which may warrant upgrade of the emergency classification, THEN re-classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>6.2 IF a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p>6.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>6.4 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>6.5 Direct the CCR Communicator to perform notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	
<p>7.0 Establish Radiological Controls and Maintain Onsite Personnel Safety</p> <p>7.1 Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel.</p> <p>7.2 Once established, maintain personnel accountability.</p> <p>7.3 IF the potential for abnormal radiological conditions in-plant or onsite exists, THEN:</p> <p style="padding-left: 20px;">A. Direct the Watch Health Physics Technician to establish radiological controls for the Central Control Room and initiate habitability monitoring for the Central Control Room.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 5 of 9

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

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 6 of 9

Continuous Responsibility/Activity (Emergency Director)	Notes
<p>9.0 Turnover Emergency Director Responsibilities</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>For Unusual Events, the Shift Manager will normally maintain the Emergency Director responsibilities until the classification is terminated per IP-1048, Termination & Recovery. For Alert and higher classifications, the Emergency Plant Manager will relieve the Shift Manager of Emergency Director duties in the Control Room. However, the On-Call Emergency Director in the EOF may, at his discretion, assume Emergency Director duties directly from the Shift Manager via telephone turnover.</p> </div> <p>9.1 Provide a status briefing to the Emergency Plant Manager upon his arrival in the Central Control Room. The Emergency Plant Manager will request status on all of the information specified on Form IP-1035-2, Essential Information Checklist.</p> <p>9.2 Provide copies of all completed nys radiological Emergency Data forms to the Emergency Plant Manager.</p> <p>9.3 Resume duties as Shift Manager and proceed to step 11.0 in the Continuous Responsibility/Activity (Shift Manager) section.</p>	
<p>10.0 Terminate the Emergency (Unusual Event Only)</p> <p>10.1 When conditions warrant termination of the Unusual Event, enter IP-1048 Termination & Recovery and terminate the emergency per section 5.1 "Transition and Recovery Following an Unusual Event."</p> <p>10.2 Exit this section after termination of the emergency and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 7 of 9

<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p>11.0 Evaluate Emergency Action Levels</p> <p>11.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification.</p> <p>11.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.</p>	
<p>12.0 Maintain Communications with the Emergency Plant Manager and Emergency Director</p> <p>12.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations.</p> <p>12.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis.</p> <p>12.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.</p>	
<p>13.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability.</p> </div> <p>13.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.</p>	<p>Operations Coordinator telephone # in OSC: 734-5556</p>

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 8 of 9

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

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 9 of 9

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

Attachment 2
CCR Communicator Checklist
 Sheet 1 of 5

Initial Responsibility/Activity	Notes
<p>1.0 Assume the Duties of CCR Communicator</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>1.1 Upon being notified to fulfill the CCR Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager (Emergency Director) and the Control Room staff that you have assumed the duties of CCR Communicator.</p> <p>1.4 IF the emergency classification is an Unusual Event, THEN, proceed to step 2.0.</p> <p>1.5 IF the emergency classification is an Alert or higher, THEN, proceed to step 3.0.</p> <p style="padding-left: 20px;">A. Unusual Event – Form IP-1002-1, CCR NUE Notification Checklist</p> <p style="padding-left: 20px;">B. Alert or higher – Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist</p>	
<p>2.0 Perform Initial Unusual Event Notifications</p> <p>2.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 20px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p style="padding-left: 20px;">B. Determine if the Shift Manager wants full Emergency Response Organization activation at the Unusual Event level (not normally required).</p> <p>2.2 Using Form IP-1002-1, CCR NUE Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Unusual Event.</p>	

Attachment 2
CCR Communicator Checklist
Sheet 2 of 5

Initial Responsibility/Activity	Notes
<p>2.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>2.4 Complete the remaining notifications as specified on the Form IP-1002-1 checklist. IF the Shift Manager wanted full Emergency Response Organization activation, THEN ensure Security is informed so that they can initiate the call in.</p> <p>2.5 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p>3.0 Perform Initial Alert/SAE/GE Notifications</p> <p>3.1 Determine if personnel accountability is being suspended from the Shift Manager.</p> <div data-bbox="198 982 1209 1241" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist is used only once. After notifications are complete using this form, all subsequent upgrade and update notifications shall be made using Form IP-1002-3, Upgrade/Update Notification Alert/SAE/GE Checklist.</p> </div> <p>3.2 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>3.3 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>3.4 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Alert, SAE or GE.</p> <p>3.5 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p>	

Attachment 2
CCR Communicator Checklist
 Sheet 3 of 5

Initial Responsibility/Activity	Notes
3.6 Complete the remaining notifications as specified on the checklist. 3.7 Fax copies of the NYS Radiological Data Form to State/counties/EOF.	Fax numbers can be found in the Emergency Telephone Directory
Continuous Responsibility/Activity	Notes
4.0 Perform Periodic Update Notifications – Unusual Event <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> 4.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature. 4.2 Using Form IP-1002-1, CCR NUE Notification Checklist, perform ONLY the circled items , to make the periodic update notifications. 4.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other). 4.4 Fax copies of the NYS Radiological Data Form to State/counties/EOF.	Fax numbers can be found in the Emergency Telephone Directory
5.0 Perform Periodic Update Notifications – Alert/SAE/GE <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> 5.1 Obtain the completed NYS Radiological Emergency Data Form Part I (Part II if a radiological release has occurred or is in progress) from the Shift Manager.	

Attachment 2

CCR Communicator Checklist

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

Attachment 2

CCR Communicator Checklist

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

Attachment 3
CCR-TSC Communicator Checklist
Sheet 1 of 2

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the Duties of CCR-TSC Communicator</p> <p>1.1 Upon being notified to fulfill the CCR-TSC Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR-TSC Communicator.</p> <p>1.4 If not already established, establish an open line of communications with the TSC Communicator and EOF (EOF may not always be on line) over the 3-way ring down phone:</p> <ul style="list-style-type: none"> A. Remove handset from cradle (may use headset if available). B. Press button labeled "TSC-CCR-EOF" C. Press SIGNAL button to ring other locations. D. Listen to ensure other parties pick up (it may take additional time for the TSC Communicator to arrive in TSC) E. Inform other parties that you are establishing an open line from the CCR. F. Stay on line or inform other parties any time you will be offline. <p>1.5 Inform the Shift Manager that you have established communications with the TSC and EOF.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Maintain Communications with the TSC and EOF</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The primary responsibility of the CCR-TSC Communicator is to provide an open line of communication between the CCR and TSC, however, the Technical Advisor to the Emergency Director in the EOF will periodically monitor the communications line or will request information from the CCR and TSC.</p> </div> <p>2.1 Transmit information as requested by the TSC and EOF.</p>	

Attachment 3
CCR-TSC Communicator Checklist

Sheet 2 of 2

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

Attachment 4
CCR Data Logger Checklist

Sheet 1 of 3

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

Attachment 4
CCR Data Logger Checklist
 Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 Maintain Up-to-Date Plant Data Transmissions</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The primary responsibility of the CCR-Data Logger is to provide constant updates of manually acquired plant data for input into EDDS. If EDDS is not functional the CCR-Data Logger is responsible for manual acquisition and transmission of plant data as needed. However, additional requests for plant information may be made by the TSC or EOF.</p> </div> <p>3.1 Maintain EDDS manual input data up-to-date:</p> <ul style="list-style-type: none"> A. Update manual data points at least every 15 minutes and any time there is a significant change in value or status. B. If there is any important qualifying information that may be important or useful for the TSC or EOF to be aware of regarding data being manually entered into EDDS, pass that information on via the CCR-TSC Communicator. <p>3.2 IF EDDS is not functional, THEN continue manual data entry into Proteus and manual completion of Form IP-1026-2 as specified in Step 2.2.</p> <p>3.3 IF BOTH EDDS AND Proteus are not functional, THEN continue manual collection of data for the following forms for manual transmission to the TSC:</p> <ul style="list-style-type: none"> A. Form IP-1026-1, Plant Parameters – 42A B. Form IP-1026-2, Equipment Status – 42B C. Form IP-1026-3, Radiological Data – 42C <p>Completed forms should be faxed or physically delivered to the TSC.</p>	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <ul style="list-style-type: none"> A. Log the time when you assumed the duties of CCR-TSC Communicator B. Log significant communications pertaining to plant operations and emergency events. 	

Attachment 4
CCR Data Logger Checklist
 Sheet 3 of 3

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

Attachment 5

Watch Health Physics Technician Checklist

Sheet 1 of 3

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

Attachment 5

Watch Health Physics Technician Checklist

Sheet 2 of 3

Continuous Responsibility/Activity	Notes
<p>3.0 Provide Radiological Protection</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The actions and responsibilities listed in this procedure are intended to assist the Watch Health Physics Technician in the performance of his/her duties. While some items are performed once, others are repeated over the duration of the event.</p> </div> <p>3.1 Provide radiological support, such as issuance of dosimetry, determination of respiratory and protective clothing requirements, and performance of radiological surveys for the following activities, as directed by the Shift Manager:</p> <ul style="list-style-type: none"> A. Search and rescue B. Repair and corrective actions C. Response to fires by Fire Brigade (includes survey /decontamination of Fire Department personnel and equipment) D. Personnel and equipment decontamination E. As requested by the Shift Manager <p>3.2 Conduct outside surveys per IP-1015, Radiological Surveys Outside the Protected Area as requested by the Shift Manager</p> <p>3.3 Provide Radiological Support for Personnel Medical Emergencies</p> <ul style="list-style-type: none"> A. Upon notification that a personnel medical emergency has occurred onsite, report to the scene with the HP Plant Medical Emergency Kit (stored in the HPT Office/Counting Room Area). B. Implement Step 5.4 of IP-1012, On-Site Medical Emergency. 	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <ul style="list-style-type: none"> A. Log the time when you assumed the duties of Watch Health Physics Technician. B. Log significant communications pertaining to personnel radiological conditions and actions. 	

Attachment 5
Watch Health Physics Technician Checklist
 Sheet 3 of 3

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