

OPERATIONS SUPPORT CENTER

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OPERATIONS SUPPORT CENTER (OSC)

1.0 PURPOSE

To describe the activation and operation of the Operations Support Center (OSC)

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

4.1 The following type of equipment and materials are kept in the emergency lockers located in the stairwell at 53" elevation:

4.1.1 Protective Clothing

4.1.2 Respirators

4.1.3 KI Tablets

4.2 Portable radios and some radiation monitoring equipment is located in the TSC Lockers.

4.3 Keys for TSC Cabinets are contained in the TSC key locker. The key to the key locker is kept in the FSS Office. A backup key is located in a break glass container in the TSC.

5.0 INSTRUCTIONS

- 5.1 The OSC Manager shall follow the instructions outlined in Attachment 1, OSC Manager Checklist.
- 5.2 The Radiation Protection Coordinator shall follow the instructions outlined in Attachment 2, RP Coordinator Checklist.
- 5.3 The Maintenance Coordinator shall follow the instructions outlined in Attachment 3, Maintenance Coordinator Checklist.
- 5.4 The I&C Coordinator shall follow the instructions outlined in Attachment 4, I&C Coordinator Checklist.
- 5.5 The Team Coordinator shall follow the instructions outlined in Attachment 5, Team Coordinator Checklist.
- 5.6 The Operations Coordinator shall follow the instructions outlined in Attachment 6, Operations Coordinator Checklist.
- 5.7 The Accountability Clerk shall follow the instructions outlined in Attachment 7, Accountability Clerk Checklist.

6.0 REFERENCES

- 6.1 IP-1027, "Site Personnel Accountability and Evacuation"
- 6.2 IP-1035, "Technical Support Center"
- 6.3 IP-1041, "Use of the Triton to Monitor Radiogas"
- 6.4 IP-1020, "Airborne Iodine-131 Determination"
- 6.5 System Operating Procedure 11.1, Ventilation System Operation

7.0 ATTACHMENTS

- 7.1 Attachment 1, OSC Manager Checklist.
- 7.2 Attachment 2, Rad Protection Coordinator Checklist.
- 7.3 Attachment 3, Maintenance Coordinator Checklist.
- 7.4 Attachment 4, I&C Coordinator Checklist.
- 7.5 Attachment 5, Team Coordinator Checklist.
- 7.6 Attachment 6, Operations Coordinator Checklist
- 7.7 Attachment 7, Accountability Clerk Checklist

8.0 ADDENDUM

- 8.1 Addendum 1, OSC / TSC Complex Layout
- 8.2 Addendum 2, OSC / TSC Radiological Set Up
- 8.3 Addendum 3, Task Assignment Log (Form IP-1023-1)
- 8.4 Addendum 4, Emergency Team Briefing Form (Form IP-1023-2)
- 8.5 Addendum 5, Individual Exposure Tracking Log (Form IP-1023-3)
- 8.6 Addendum 6, ERO Log Sheet (Form IP-1023-4)
- 8.7 Addendum 7, Emergency Radiation Work Permit (Form IP-1023-5)
- 8.8 Addendum 8, Emergency Exposure Authorization (Form IP-1023-6)
- 8.9 Addendum 9, Normal OSC Staffing (Form IP-1023-7)
- 8.10 Addendum 10, Non-Exposure Tracking Form (Form IP-1023-8)
- 8.11 Addendum 11, ERO Shift Rosters (Form IP-1023-9)
- 8.12 Addendum 12, OSC Guidelines (Form IP-1023-10)
- 8.13 Addendum 13, Sample Patient Package Insert for THRO-BLOCK Tablets

Attachment 1
OSC Manager Checklist
 Sheet 1 of 8

Initial Responsibility/Activity	Notes
<p>1.0 Initial Accountability</p> <p>IF The event has been classified as a Site Area or General Emergency AND Initial Accountability has not been performed THEN direct accountability be performed in accordance with IP-1027, Personnel Accountability and Evacuation.</p>	
<p>2.0 Assume the duties of the OSC Manager.</p> <p>2.1 Sign in on the facility organization chart.</p> <p>2.2 Review TSC/OSC status boards if available</p> <p>2.3 IF the OSC has not yet been activated THEN activate the OSC as follows:</p> <p>A. Receive a briefing from the EPM or the Shift Manager in the CCR on plant conditions and any Repair/Operations personnel currently in the field.</p> <p>B. Verify that the following minimum staffing is available before activating:</p> <ol style="list-style-type: none"> 1. OSC Manager 2. Team Coordinator 3. Rad Protection Coordinator 4. 1 HP Technician (may be in field at time of activation) <p>C. IF the Team Coordinator is not present THEN assume the duties of the Team Coordinator per Attachment 5.</p> <p>D. IF additional personnel are required THEN:</p> <ol style="list-style-type: none"> 1. IF it is during normal working hours THEN call or assign someone to call the Assembly Areas for additional personnel 2. IF it is NOT during normal working hours THEN assign someone to call the EOF or AEOF for needed personnel. 	

Attachment 1
OSC Manager Checklist
 Sheet 2 of 8

Initial Responsibility/Activity (cont.)	Notes
<p>3. IF needed individuals are not available onsite THEN assign someone to call individuals at home using the Emergency Telephone Directory (Appendix A of Emergency Plan Implementing Procedures, Emergency Roster.)</p> <p>E. Determine when the OSC staff is prepared to assume primary functions of OSC (dispatching and accounting of operations, HP, maintenance Teams into the plant).</p> <p>F. When ready to activate the OSC, formally relieve the CCR of the responsibilities to track inplant teams as follows:</p> <ol style="list-style-type: none"> 1. Call the Shift Manager and request a complete listing of personnel currently performing tasks outside the CCR. 2. Inform the Shift Manager that you are now activating the OSC and assuming responsibility for accountability of all personnel inside the Protected Area and outside the CCR. 3. Inform the EPM that the OSC has been activated. 4. Make an announcement to the OSC, TSC, and inform the EOF that the OSC has been activated. <p>G. Augment the OSC staff as necessary:</p> <ol style="list-style-type: none"> 1. IF OSC staffing is less the that shown on Form IP-1023-7, Normal OSC Staffing THEN call for additional personnel per above steps. 2. Call in as many additional resources (in addition to that called for normal staffing) as needed for the event in progress. <p>H. Direct Accountability Clerk to contact warehouse personnel to be available by:</p> <ol style="list-style-type: none"> 1. IF during normal working hours THEN call the Material Control Storekeeper at Indian Point Stores and notify him/her of the emergency and direct him/her to arrange for continuous staffing of the warehouse until the emergency is terminated. 	

Attachment 1
OSC Manager Checklist
 Sheet 3 of 8

Initial Responsibility/Activity (cont.)	Notes
<p>2. IE during off-hours THEN call in a Material Control Storekeeper and/or contact the Astoria Warehouse.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Note: OSC Guidelines (Form IP-1023-10) information should be provided to each OSC Technician.</p> </div> <p>I. Conduct, or have the Team Coordinator conduct, a briefing for the OSC technicians:</p> <ol style="list-style-type: none"> 1. Provide a brief explanation of the event that caused the emergency. 2. Inform personnel not to leave the TSC/OSC Complex without checking out with the OSC Team Coordinator. 3. Inform personnel that they will be briefed by one of the OSC Coordinators prior to being sent into the field to perform a task. 4. When briefed and dispatched by a Coordinator they MUST check out with the OSC Team Coordinator before they leave the TSC/OSC Complex. 5. When returning from a mission they MUST check in with the OSC Team Coordinator and report any radiation exposure received while dispatched. <p>2.4 IE relieving another OSC Manager THEN perform a formal turnover with the current OSC Manager.</p> <ol style="list-style-type: none"> A. Review the OSC Manager's activity log B. Obtain a briefing on the emergency and any actions that have been completed or are in progress. C. Make a formal announcement to OSC/TSC when the turnover takes place. <p>2.5 IE relieving another OSC Manager AND there has been a shift change of OSC Technicians THEN brief the OSC Technicians per step 2.3.I above.</p>	

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OSC Manager Checklist
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<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 Inform EPM and OSC Coordinators when temporarily leaving the work area.</p> <p>3.1 Direct the TSC Communicator or Clerk to answer your phone while you are away.</p> <p>3.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p style="padding-left: 20px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 20px;">B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from the EPM on any events which have occurred while away.</p>	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log</p> <p>4.1 Log when OSC is activated or when there is a manager change.</p> <p>4.2 Log major decisions and any important details of actions taken</p>	
<p>5.0 Supervise the activities of the OSC Coordinators and team personnel.</p> <p>5.1 The EPM is responsible for overall control of the onsite emergency response. Obtain EPM concurrence prior to directing any actions which may affect the operability of a plant system.</p> <p>5.2 Coordinate activities of operations personnel in the OSC with the Operations Coordinator and the Central Control Room.</p> <p>5.3 Inform the EPM immediately of any operations teams requested to be dispatched from the OSC by the CCR.</p> <p>5.4 Maintain adequate personnel and material resources for the onsite response.</p> <p>5.5 IF any necessary materials or supplies are not available on site THEN request assistance in obtaining items from the Material Control Storekeeper and/or the Administrative and Logistics Director at the corporate offices.</p>	

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OSC Manager Checklist
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<u>Continuous Responsibility/Activity (cont.)</u>	Notes
<p>5.6 Ensure that priorities are consistent with the priorities established by the EPM</p> <p>A. Task fall into the following three general categories:</p> <ol style="list-style-type: none"> 1. High (H): The task is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent. 2. Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission (for example, there is a leak, or there is a secondary plant problem, and so forth). 3. Low (L): Any task which can be worked on when resources permit (for example, getting meals). <p>B. Within each of the general categories (H, M or L), rank the priority of the tasks with numbers (1, 2 ,3 etc.) when assigning tasks to the OSC Coordinators.</p> <p>5.7 Assign task to OSC Coordinators. The OSC Manager's Task Assignment Log (Form IP-1023-1) may be used to track task assignments.</p> <p>5.8 Keep the Coordinators, Team Leaders, and Team Members informed of the overall focus of the emergency, task priorities and existing radiological conditions.</p> <p>5.9 Remind the Coordinators to maintain an awareness of the activities and concerns of OSC team members and team leaders.</p> <p>5.10 Verify that the Mission Status Board is updated as new tasks are assigned, old tasks are completed, and as priorities are changed.</p> <p>5.11 Obtain approval from the EPM prior to deviating from any existing plant procedure or prior to performing an action for which no procedure exists, but would normally require a procedure.</p>	

Attachment 1
OSC Manager Checklist
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<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>6.0 Establish and Maintain ongoing accountability</p> <p>6.1 IF the emergency classification is changed to a Site Area or General Emergency OR if directed by the Emergency Plant Manager THEN establish or re-establish initial accountability in accordance with IP-1027, Personnel Accountability and Evacuation.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>Ongoing Accountability is required at the Site Area Emergency level, but may be relaxed by Emergency Plant Manager at the Alert level.</p> </div> <p>6.2 Direct OSC Staff to maintain accountability of all OSC personnel through the use of status boards, team assignments, Form IP-1023-3, Individual Exposure Tracking Log and Form IP-1023-8, Non-Exposure Tracking Log.</p> <p>6.3 Inform the EPM immediately of any missing personnel.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>Security and Operations personnel trained in first aid should be used on search and rescue teams if possible.</p> </div> <p>6.4 IF anyone is unaccounted for THEN</p> <p style="margin-left: 20px;">A. Commence search and rescue operations using OSC task and team assignment procedures.</p> <p style="margin-left: 20px;">B. Instruct search and rescue teams not to move an incapacitated victim without a Medical Representative or qualified first responder UNLESS the potential harm from radiation or other hazards out weights the potential harm of moving the victim.</p>	
<p>7.0 Inform the EPM of changing situations in the plant based on information received from teams out in the field.</p>	
<p>8.0 Participate in periodic briefings of TSC/OSC staff.</p> <p>8.1 Update the Material Control Storekeeper on briefing items</p> <p>8.2 Ensure personnel in the field are updated.</p>	
<p>9.0 Assist EPM and TSC Staff in developing ad hoc procedures and defining tasks to mitigate the emergency.</p>	

Attachment 1
OSC Manager Checklist
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<p align="center"><u>Continuous Responsibility/Activity (cont.)</u></p>	<p align="center"><u>Notes</u></p>
<p>10.0 Evaluate the need to evacuate the TSC/OSC and evacuate as necessary.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p align="center">NOTE: An organized evacuation of the TSC/OSC Complex should be started when the following radiological conditions occur:</p> <ul style="list-style-type: none"> • Exposure rates > 80 mRem/Hr TEDE OR 500mRem/Hr TODE • Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE OR Thyroid Dose >5 Rem TODE • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1. <p>Evacuation may be performed at rates below those listed based on plant conditions and response needs.</p> </div> <p>10.1 Determine a suitable alternate location should the recommendation to relocate the OSC be made by the RP Coordinator.</p> <p>10.2 Determine the speed at which the relocation of personnel should occur giving consideration to the following items:</p> <ul style="list-style-type: none"> A. The impact of immediate relocation vs. projects in progress. B. Current radiological conditions within the TSC/OSC C. Radiological conditions at the proposed relocated TSC/OSC. D. Radiological conditions en route. E. The adequacy of response from the alternate location. <p>10.3 Coordinate evacuation of the TSC/OSC with the EPM and TSC Manager.</p> <p>10.4 Request that the EPM announce the decision to evacuate, times and new location over the Station PA system.</p> <p>10.5 Inform the CCR and Material Control Storekeeper of the change in location of the OSC.</p>	

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OSC Manager Checklist
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<u>Continuous Responsibility/Activity (cont.)</u>		
10.6	Notify Security to instruct incoming personnel to report to the alternate TSC/OSC.	
10.7	Direct that all equipment and materials needed for the alternate OSC be packaged and delivered to the new location.	
11.0	Set up second shift of Emergency Response Organization	
11.1	Direct the Accountability Clerk to complete an ERO Shift Roster (Form IP-1023-9).	
11.2	Review the completed form with the TSC Manager to ensure all required individuals are identified.	
11.3	Request the EPM to establish a shift turnover time with the ED	
11.4	Direct Accountability Clerk to use the Emergency Telephone Directory to call a 2 nd shift and notify them when to report to their assigned facility.	
<u>Closeout Responsibility/Activity</u>		Notes
12.0	Direct OSC personnel to return all equipment to proper storage locations.	
13.0	Review all documentation:	
13.1	Verify that logs, forms and other documentation are complete	
13.2	Verify that all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or plant recovery operations.	
14.0	Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 2
Rad Protection Coordinator Checklist
 Sheet 1 of 7

Initial Responsibility/Activity	Notes
<p>1.0 Assume the position of Rad Protection Coordinator.</p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 IF the OSC has not yet been activated THEN perform the following:</p> <ul style="list-style-type: none"> A. Contact the Watch HP and receive a briefing of radiological conditions and status of any ongoing jobs. B. Determine if any personnel are currently in the field. C. Request the CCR to align the TSC/OSC ventilation system for incident operation per procedure SOP 11.1, Ventilation System Operation. D. Direct a TSC/OSC habitability survey and that radiological controls be set up as shown in Addendum 2 if necessary. E. Establish contamination controls for the CCR if necessary. F. Assign an HP Technician to obtain TLDs and dosimeters from the Control Point for all OSC/TSC personnel. G. IF individuals have not been previously issued TLDs THEN have TLDs issued to them. <p>1.3 Report readiness status to the OSC Manager when prepared to assume the Rad Protection Coordinator position.</p> <p>1.4 IF relieving another Rad Protection Coordinator THEN, perform a formal turnover:</p> <ul style="list-style-type: none"> A. Review the RP Coordinator's activity log. B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress. C. Relieve current Rad Protection Coordinator <p>1.5 Inform OSC staff that you are now the Rad Protection Coordinator.</p>	

Attachment 2
Rad Protection Coordinator Checklist
 Sheet 2 of 7

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Establish and Maintain radiological habitability.</p> <p>2.1 Direct periodic monitoring of Emergency Response Facilities within the Protected Area and other occupied areas as necessary, particularly when a release of radioactive material into plant environments is in progress or suspected.</p> <p>A. At a minimum, verify habitability in the Main Control Room, TSC, OSC, and Security Building.</p> <p>B. IF the following conditions exist in the TSC/OSC or CCR THEN inform the EPM to implement restrictions on eating and drinking in the effected areas.</p> <ul style="list-style-type: none"> • Contamination Levels above background • Airborne contamination levels above background <p>C. Insure TSC/OSC personnel are aware of any restrictions in place.</p> <p>D. IF any of the following conditions exist THEN Inform the OSC Manager immediately to consider a planned evacuation of the TSC/OSC Complex:</p> <ul style="list-style-type: none"> • TSC/OSC (or other occupied area) Dose rates > 80 mRem/Hr TEDE or 500 mRem/hr TODD. • Projected doses > 1 Rem TEDE or 5 Rem TODD over a 12 hour period • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1. <p>2.2 IF any of the above limits are reached THEN Coordinate with the OSC/TSC Managers to survey alternate locations for habitability prior to relocation if possible.</p> <p>2.3 IF a chemical release is detected THEN direct Chemistry Technician or individual qualified in hazardous material response to assist in establishing chemical habitability prior to sending individuals into affected area.</p>	

Attachment 2
Rad Protection Coordinator Checklist
 Sheet 3 of 7

Continuous Responsibility/Activity (cont.)	Notes
<p>3.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>3.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>3.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>3.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log</p> <p>4.1 Record the time you assume position of Rad Protection Coordinator.</p> <p>4.2 Record any significant and unusual indications from the Plant RMS.</p> <p>4.3 Record any significant changes in radiological conditions reported from field teams.</p> <p>4.4 Record any communications outside the Protected Area Fence or significant communications to facilities outside the OSC</p>	
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">NOTES:</p> <p>Documentation on ERWPs and Team Briefing Forms may be deferred when immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety. Documentation shall be finished as soon as possible after team dispatch.</p> <p>The HP Technician accompanying the team becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.</p> </div> <p>5.0 Suspend normal RWP requirements for performing work in radiological controlled areas if necessary. Emergency Radiation Work Permits (ERWP) will then be used for team dispatch.</p>	

Attachment 2
Rad Protection Coordinator Checklist
 Sheet 4 of 7

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>6.0 Suspend radiological posting requirements, if necessary, for areas outside the RCA that are affected by the accident until the Recover Phase is entered.</p>	
<p>7.0 Document radiological readings taken by HP Technicians or other meter qualified individuals in the field on survey maps.</p>	
<p>8.0 Establish and maintain dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel.</p> <p>8.1 Use ERWPs (Form IP-1023-5) to control radiological requirements for personnel sent into the plant.</p> <p>8.2 Start ERWPs for anticipated activities in various plant areas.</p> <p>8.3 If possible, based on your judgement, use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment.</p> <p>8.4 Verify the Team Coordinator is tracking individual exposure data on Individual Exposure Tracking Log (Form IP-1023-3)</p> <p>8.5 Direct radiological control personnel to read TLDs for personnel whose exposure limits are approached.</p>	
<p>9.0 Direct Health Physics Personnel in the following activities:</p> <p>9.1 Assign Radiation Control personnel to assist in emergency response support activities.</p> <p>9.2 Use Form IP-1023-2, Emergency Team Briefing Form to prepare and document team assignments.</p> <p>9.3 Assign personnel to conduct in-plant radiological surveys as required to support ERO activities.</p> <p>9.4 Assign HP Technicians to accompany Damage Control Teams requiring radiological support.</p>	

Attachment 2
Rad Protection Coordinator Checklist
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<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>10.0 IE there are contaminated injured personnel THEN perform the following:</p> <p>10.1 Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.</p> <p>10.2 Monitor patients for contamination and decontaminate as appropriate.</p> <p>10.3 Make arrangements to pick up RP personnel at the hospital.</p> <p>10.4 Follow proper procedures to retrieve radioactive waste from offsite treatment locations.</p> <p>10.5 Obtain concurrence from the EPM prior to releasing the hospital's Radiological Emergency Room or the ambulance for uncontrolled use.</p>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> <p>NOTE</p> <p>Team Briefing Forms may be completed after team dispatch if time does not allow. Briefings shall still take place.</p> </div> <p>11.0 Ensure emergency team receive proper briefs on radiological conditions and requirements.</p> <p>11.1 Depending on conditions the ERWP should state who will give radiological brief to emergency teams</p> <p>11.2 Request that the Team Coordinator attend briefings to ensure continuous accountability of dispatched Team personnel.</p> <p>11.3 Use the ERWP to discuss dose limits, expected and maximum dose rates, and stay times. Advise team members to immediately contact or return to the OSC when dose rates or stay times approach the established limits.</p> <p>11.4 Discuss dosimetry requirements.</p> <p>11.5 Discuss protective clothing and respiratory protection requirements.</p> <p>11.6 Discuss travel route requirements and if there are any releases in progress.</p> <p>11.7 Advise team members on monitoring and decontamination procedures following mission completion.</p>	

Attachment 2
Rad Protection Coordinator Checklist
 Sheet 6 of 7

Continuous Responsibility/Activity (cont.)	Notes
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">NOTE:</p> <p>For events that do involve an increase in plant radiation levels above those found during normal plant operations, normal exposure controls may be used vs. implementation of emergency exposure controls.</p> </div> <p>12.0 Maintain onsite emergency exposure controls as follows:</p> <p>12.1 IF emergency exposure controls are implemented THEN Maintain individual emergency exposures as follows:</p> <ul style="list-style-type: none"> A. Request the EPM to authorize emergency exposures up to 1 Rem TEDE for all OSC and Operations Personnel. B. Track individuals doses to ensure no one receives more than 1 Rem TEDE during the emergency unless further exposure is authorized. C. Request the EPM to authorize additional exposure 1 Rem at a time, up to 5 Rem. D. Notify and ensure the EPM authorizes any emergency radiation exposures expected to exceed 5 Rem TEDE or when entry into areas where exposure rates > 25 Rem/Hr may be encountered. E. With EPM authorization volunteers may receive up to 10 REM TEDE to protect valuable property OR 25 REM TEDE to save a life or protect large populations. <p>12.2 An HP Technician escort or qualified self-monitor is required for any team to be sent into an area where any of the following conditions present:</p> <ul style="list-style-type: none"> A. Radiological conditions are unknown. Surveys or ARMs may be used to predict radiological conditions. B. Radiation field in excess of 1 R/hr are expected. <p>12.3 Clearly state exposure limits on ERWPs</p>	

Attachment 2
Rad Protection Coordinator Checklist
 Sheet 7 of 7

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>13.0 IE individuals receive or are expected to receive large Radioiodine Uptakes (~25REM) THEN:</p> <p>13.1 Control the specified issuance of KI to onsite emergency workers as follows:</p> <ul style="list-style-type: none"> A. Get approval of the EPM for issuance of KI B. Direct team members to read Patient Package Insert prior to taking KI (see Addendum 13 for sample). C. Administer KI D. Record KI issuance information on Individual Exposure Tracking Log <p>13.2 Evaluate iodine uptakes for persons issued KI.</p>	
<p>14.0 Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate.</p>	
<p>15.0 Ensure adequate materials and supplies are available for assigned missions.</p> <p>15.1 Obtain needed materials from normal station supply locations.</p> <p>15.2 IE additional supplies are needed THEN request any materials, supplies, or personnel needs from the OSC Manager.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>16.0 IE radiological conditions allow THEN Direct HP Technicians:</p> <p>16.1 To return emergency equipment to proper storage areas and restock supplies as needed.</p> <p>16.2 Review radiological conditions in the plant and update postings as required.</p> <p>16.3 Review any open RWPs to ensure conditions have not changed which may effect their use.</p>	
<p>17.0 Provide all logs and records to the OSC Manager upon termination of the emergency.</p>	

Attachment 3
Maintenance Coordinator Checklist
 Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p>1.0 Assume the position of Maintenance Coordinator.</p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Report readiness status to the OSC Manager when prepared to assume the Maintenance Coordinator position.</p> <p>1.3 IE relieving another Maintenance Coordinator THEN, perform a formal turnover:</p> <ul style="list-style-type: none"> A. Review the activity log. B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress. C. Relieve current Maintenance Coordinator <p>1.4 Inform OSC staff that you are now the Maintenance Coordinator.</p>	

Attachment 3
Maintenance Coordinator Checklist
Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p>A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p>B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities:</p> <p>3.1 Record the time you assume position of Maintenance Coordinator</p> <p>3.2 Record Maintenance Team activities undertaken with information on repairs performed and pending actions to ensure repairs are completed. (need not repeat items on team briefing forms)</p> <p>3.3 Record all communications outside the Protected Area Fence.</p>	
<p>4.0 Assist OSC Manager is planning and preparing for any mechanical and/ or electrical maintenance activities needed to return the plant to a safe condition.</p>	

Attachment 3
Maintenance Coordinator Checklist
Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>5.0 Participate in Team dispatch and field operations:</p> <p>5.1 Choose maintenance personnel who are best qualified to conduct assigned tasks(s).</p> <p>5.2 Use Form IP-1023-2, Emergency Team Briefing Form to prepare and document team assignments.</p> <p>5.3 Ensure Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.</p> <p>5.4 Participate in Team briefings to ensure team members properly understand assigned task.</p> <p>5.5 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.6 Debrief mechanical and electrical maintenance team members when they return and ensure actions are properly documented.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>6.0 Assist OSC personnel to return all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation the Maintenance Coordinators maintained during the emergency:</p> <p>7.1 Ensure logs, forms and other documentation are complete</p> <p>7.2 Ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations and/or plant recovery operations.</p>	
<p>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 4
I&C Coordinator Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p>1.0 Assume the position of I&C Coordinator.</p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Report readiness status to the OSC Manager when prepared to assume the I&C Coordinator position.</p> <p>1.3 IE relieving another I&C Coordinator THEN perform a formal turnover:</p> <ul style="list-style-type: none"> A. Review the activity log. B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress. C. Relieve current I&C Coordinator <p>1.4 Inform OSC staff that you are now the I&C Coordinator.</p>	

Attachment 4
I&C Coordinator Checklist
Sheet 2 of 3

Continuous Responsibility/Activity	Notes
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p>A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p>B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities.</p> <p>3.1 Record the time you assume position of I&C Coordinator</p> <p>3.2 Record I&C Team activities undertaken with information on repairs performed and pending actions to ensure repairs are completed. (you need not repeat information on team briefing forms.)</p> <p>3.3 Record all communications outside the Protected Area Fence.</p>	
<p>4.0 Assist OSC Manager in planning and preparing for any I&C maintenance activities needed to return the plant to a safe condition.</p>	

Attachment 4
I&C Coordinator Checklist
Sheet 3 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>5.0 Participate in Team dispatch and field operations:</p> <p>5.1 Choose I&C personnel who are best qualified to conduct assigned task(s)</p> <p>5.2 Use Form IP-1023-2, Emergency Team Briefing Form to prepare and document team assignments.</p> <p>5.3 Ensure Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.</p> <p>5.4 Participate in Team briefings to ensure team members properly understand assigned task</p> <p>5.5 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.6 Debrief I&C maintenance team members when they return and ensure actions are properly documented.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>6.0 Assist OSC personnel to return all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation the I&C Coordinators maintained during the emergency:</p> <p>7.1 Ensure logs, forms and other documentation are complete</p> <p>7.2 Ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.</p>	
<p>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 5
Team Coordinator Checklist
Sheet 1 of 4

Initial Responsibility/Activity	Notes
<div data-bbox="183 457 1203 604" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>NOTE If there is no OSC Manager present perform the steps in Attachment 1, OSC Manager Checklist in conjunction with this checklist.</p> </div> <p>1.0 Assume the position of Team Coordinator.</p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Review TSC/OSC status boards if available</p> <p>1.3 Inform the OSC Manager that you are ready to activate and assist in OSC activation as needed.</p> <p>1.4 Obtain a briefing from the OSC Manager on the status of any personnel or teams currently in the field.</p> <p>1.5 Coordinate taking control of personnel and/or teams by establishing communications with field personnel and informing them that they are now under the control of the OSC.</p> <p>1.6 IF relieving another Team Coordinator THEN perform a formal turnover with current Team Coordinator.</p> <ul style="list-style-type: none"> A. Review the Team Coordinator activity log. B. Obtain a briefing on the emergency and any actions that have been completed or are in progress. C. Review field operations and take control of accountability for personnel in the field. D. Inform the TSC Manager you are now the Team Coordinator. E. Make a formal announcement to OSC Staff when relief takes place. 	

Attachment 5
Team Coordinator Checklist
Sheet 2 of 4

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to assume the Team Coordinator duties while you are away.</p> <p>2.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p>A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p>B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from acting Team Coordinator on any events which have occurred while away.</p>	
<p>3.0 Ensure ongoing accountability (unless directed otherwise) for TSC and OSC personnel.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>A computer spreadsheet may be used in place of the ERO Tracking Log and Individual Exposure Tracking Log to keep records of teams sent into the field from the OSC</p> <p>IF the spreadsheet is used THEN printout copies often to maintain hard copy records of team activities.</p> </div> <p>3.1 Track all individuals leaving TSC/OSC Complex on the ERO Tracking Log (Form IP-1023-8)</p> <p>3.2 IF individuals are going to be receiving emergency radiation exposure THEN track radiation exposures on Individual Exposure Tracking Log (Form IP-1023-3).</p> <p>3.3 Inform the OSC Manager immediately of any missing personnel.</p> <p>3.4 IF anyone is unaccounted for THEN assist in search and rescue operations utilizing teams</p>	

Attachment 5
Team Coordinator Checklist
Sheet 3 of 4

Continuous Responsibility/Activity (cont.)	Notes
<p>4.0 Monitor the activities of the team personnel in the field.</p> <p>4.1 Keep informed on team mission priorities</p> <p>A. The OSC Manager will inform you which task is the number 1 priority and which are numbers 2 & 3.</p> <p>B. Place (or direct the Accountability Clerk to place) the priority number on the Mission Status board.</p> <p>C. Continually remind OSC personnel dispatched to perform task of current priorities and any changes to priorities.</p> <p>4.2 IE team tracking task allows the time THEN participate in team briefings to ensure you are aware of the teams assigned task and expected hazards.</p> <p>4.3 Maintain the Mission Status Board. Update as tasks are assigned, old tasks are completed, and as priorities are changed.</p> <p>4.4 Maintain communications with teams once they are dispatched from the OSC.</p> <p>4.5 Keep track of team radiation exposure while they are in the field using spreadsheet or manual forms (transfer information to Individual Exposure Tracking Log (Form IP-1023-3) when teams return.</p> <p>4.6 IE team tracking task allows the time THEN participate in Team Debriefings when they return to the OSC to keep informed on field conditions.</p> <p>4.7 Immediately update teams of any change in emergency classifications or changing conditions which may affect their safety, such as the start of a release.</p> <p>4.8 Immediately update RP Coordinator of any changing or unexpected conditions reported by teams in the field.</p>	
<p>5.0 Direct the Accountability Clerk to assist you in maintaining records as necessary.</p>	

Attachment 5
Team Coordinator Checklist
Sheet 4 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>6.0 Inform the OSC Manager and other OSC Coordinators of changing situations in the plant based on information received from dispatched teams.</p> <p>6.1 Unexpected radiation levels.</p> <p>6.2 Unreported hazardous conditions.</p> <p>6.3 Important equipment status.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>7.0 Assist OSC personnel to return all equipment to proper storage locations.</p>	
<p>8.0 Review all documentation the OSC Team Coordinators maintained during the emergency:</p> <p>A. Ensure logs, forms and other documentation are complete</p> <p>B. Work with other OSC Coordinators to ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.</p>	
<p>9.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 6
Operations Coordinator Checklist
 Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of Operations Coordinator.</p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Report readiness status to the Shift Manager and the OSC Manager when prepared to assume the Operations Coordinator position.</p> <p>1.3 IE relieving another Operations Coordinator THEN perform a formal turnover:</p> <ul style="list-style-type: none"> A. Review the Operations Coordinator activity log. B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress. C. Relieve the current Operations Coordinator <p>1.4 Inform Shift Manager and OSC staff that you are now the Operations Coordinator.</p>	

Attachment 6
Operations Coordinator Checklist
Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p>A Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p>B Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities.</p> <p>3.1 Record the time you assume position of Operations Coordinator.</p> <p>3.2 Record Operations Team activities undertaken with information on plant operations performed and repairs performed.</p> <p>3.3 Communications outside the OSC.</p>	
<p>4.0 Assist Control Room and OSC Manager in planning and preparing for any operations maintenance activities needed to return the plant to a safe condition.</p> <p>4.1 Establish communications with the CCR. Keep the CCR informed of field team activities currently underway or that are planned.</p> <p>4.2 Coordinate operations and repair activities with the CCR.</p> <p>4.3 Provide operational guidance to other OSC Staff and inplant teams.</p>	

Attachment 6
Operations Coordinator Checklist
Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>5.0 Participate in Team dispatch and field operations:</p> <p>5.1 Choose Operations personnel who are best qualified to conduct assigned task(s).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: For urgent operations requirements – the Emergency Team Briefing Form may be completed after team dispatch.</p> </div> <p>5.2 IF you are the Lead Coordinator for a team THEN complete an Emergency Team Briefing Form (Form IP-1023-2) for the team dispatched from the OSC.</p> <ul style="list-style-type: none"> A Ensure Team is properly equipped to conduct assigned task, including procedures, drawings and tools. B Participate in Team briefings to ensure team members properly understand assigned task. <p>5.3 Keep the control room staff aware of all teams progress.</p> <p>5.4 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task(s).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.5 Debrief operations team members when they return and ensure actions are properly documented.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>6.0 Assist OSC personnel in returning all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation the Operations Coordinators maintained during the emergency:</p> <ul style="list-style-type: none"> A. Ensure logs, forms and other documentation are complete B. Ensure all activities performed by OSC Teams that deviated from normal station procedures are properly documented 	
<p>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

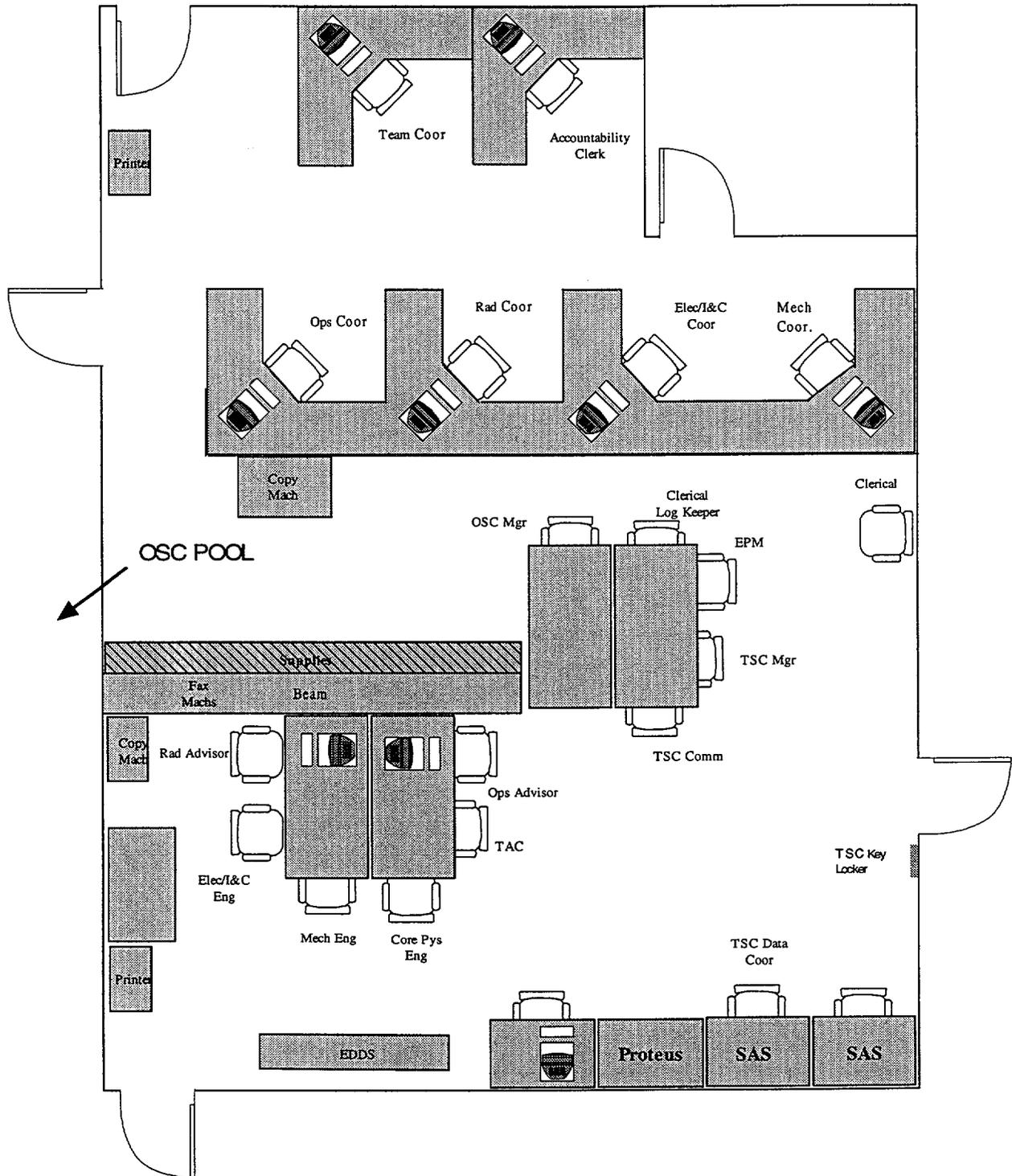
Attachment 7
Accountability Clerk Checklist
Sheet 1 of 2

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Initial Accountability</p> <p>1.1 IF the event has been classified as a Site Area or General Emergency AND Initial Accountability has not been performed THEN perform accountability in accordance with IP-1027, Personnel Accountability and Evacuation.</p> <p>2.0 Assume the position of Accountability Clerk.</p> <p>2.1 Sign in on the facility organization chart.</p> <p>2.2 Report readiness to assume position to the OSC Manager.</p> <p>2.3 IF relieving another Accountability Clerk THEN perform a formal turnover:</p> <p>A. Review the Team Coordinator's activity log.</p> <p>B. Obtain a briefing on the emergency, radiological conditions and current status of personnel accountability.</p> <p>C. Relieve the current Accountability Clerk.</p> <p>2.4 Inform OSC Manager that you are now the Accountability Clerk.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 Inform an OSC Coordinator when temporarily leaving the work area.</p> <p>3.1 Request another OSC Staff Member to answer your phone while you are away.</p> <p>3.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p>A Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes).</p> <p>B Inform the OSC Team Coordinator when you return.</p> <p>3.3 Upon return, obtain a briefing from an coordinator on any events which have occurred while away.</p>	

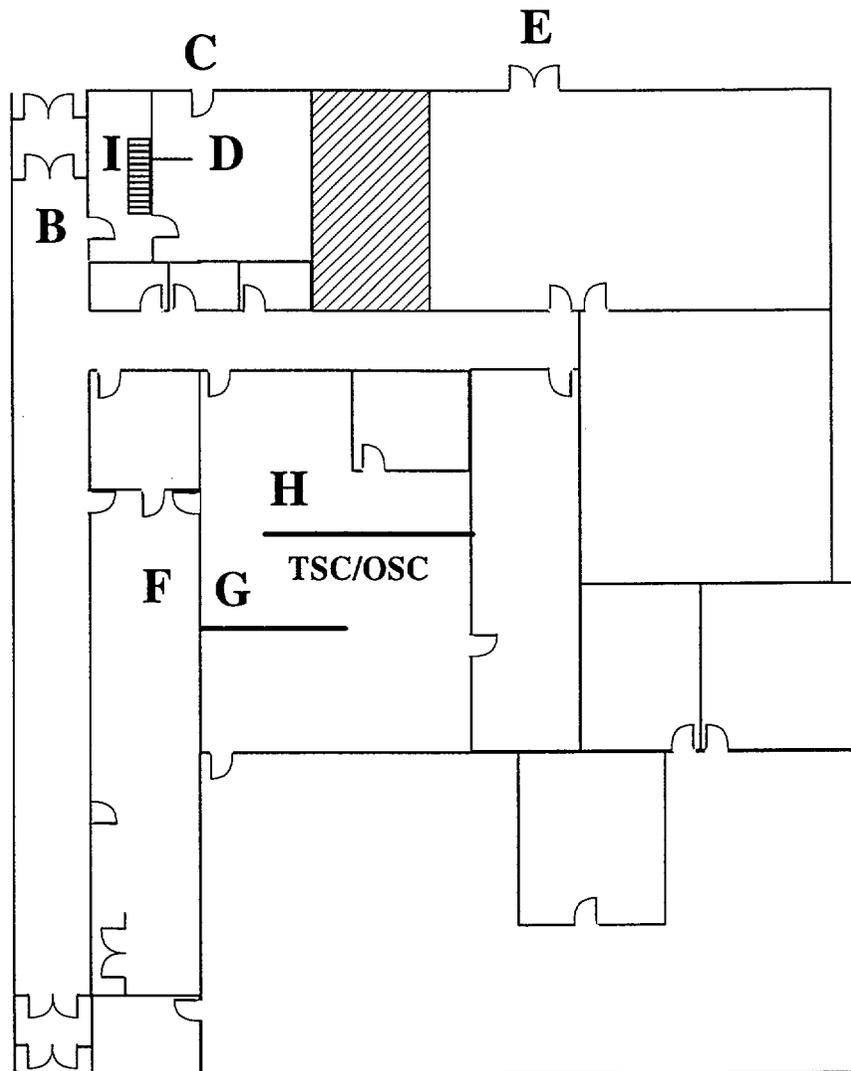
Addendum 4
Emergency Team Briefing (Form IP-1023-2)
Sheet 2 of 2

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>4.0 Establish or Re-Establish Accountability</p> <p>IF the event is re-classified as a Site Area or General Emergency OR when directed by the OSC Manager THEN:</p> <p>4.1 Follow steps in procedure IP-1027, Site Personnel Accountability and Evacuation.</p> <p>4.2 Report completion of accountability and any missing persons to the OSC Manager.</p>	
<p>5.0 Work with the OSC Coordinators to maintain Continuing Accountability</p> <p>5.1 Assist Team Coordinator in maintaining Individual Exposure Tracking Logs (Form IP-1023-3) and Non-Exposure Tracking Log (Form IP-1023-8).</p> <p>5.2 Assist Team Coordinators in maintaining OSC Status boards.</p>	
<p>6.0 Develop Second Shift Rosters for ERO and contact second shift</p> <p>6.1 Use ERO Shift Rosters (Form 1023-9) to list individuals currently on the first shift in the TSC and OSC.</p> <p>6.2 Request EOF Clerical Staff to identify the current EOF personnel.</p> <p>6.3 Work with TSC and OSC Managers to identify personnel to fill second shift and ensure all needed positions are identified and establish time second shift is to be called in.</p> <p>6.4 Use Emergency Telephone Directory to identify and contact individuals to fill positions on second shift. TSC and EOF Clerical Staff may be used to assist in notifications.</p> <p>6.5 Inform the OSC Manager when notifications are completed and if there are any problems filling required positions.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>7.0 Assist OSC personnel to return all equipment to proper storage locations.</p>	

Addendum 1
TSC & OSC Layout
Sheet 1 of 1



Addendum 2
TSC / OSC Complex Radiological Setup
Sheet 1 of 1



A

If there is no indication of contamination outside the normal RCA the TSC/OSC Complex set up may be only the restricting of access and egress through point A and E.

If hallway contamination < 1000 dpm/100cm²

- A - No Entry / No Exit
- B - Exit Only
- C - Entry to TSC/OSC, No Exit, White Step Off Pad & Frisk shoes before stepping here sign
- D - Nothing is installed here
- E - No Entry / No Exit
- F - HPT Station
- G - Equipment Cabinet
- H - OSC Coordinators
- I - Place sign at top of the stairway no entry / no exit without permission from RPC

If hallway contamination > 1000 dpm/100cm²

- A - No Entry / No Exit
- B - Exit Only
- C - Entry to TSC/OSC, No Exit, White Step Off Pad & Frisk shoes before stepping here sign
- D - White Step Off Pad & Frisk shoes before stepping here sign
- E - No Entry / No Exit
- F - HPT Station
- G - Equipment Cabinet
- H - OSC Coordinators
- I - Place sign at top of the stairway no entry / no exit without permission from RPC

Addendum 3

Task Assignment Log (Form IP-1023-1)

Sheet 1 of 1

OSC Manager's Task Assignment Log

Task Description / Lead Coordinator		Date/ Time Assigned	Date/ Time Completed
<hr/> <hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/> <hr/>			
Priority	Lead Coordinator		

Priorities:

High (H): The mission is necessary to protect the immediate health and safety of the public.

Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission.

Low (L): Any mission which can be worked on when resources permit.

Form IP-1023-1 Rev 0

Addendum 4
Emergency Team Briefing (Form IP-1023-2)
Sheet 1 of 2

Emergency Team Briefing Form

Team #: _____

Lead Coordinator: <input type="checkbox"/> I&C <input type="checkbox"/> Rad <input type="checkbox"/> Main <input type="checkbox"/> Ops	Date: _____ Time: _____	Location of Work: _____
--	--	-----------------------------------

Task: _____

Attach any additional supporting documentation

Tools, Equipment and Supplies: _____

Team Members: * _____

Technical Brief: <input type="checkbox"/> Complete	Rad. Brief: <input type="checkbox"/> Complete <input type="checkbox"/> N/A ERWP: <input type="checkbox"/> N/A or # _____ Estimated Dose: _____	Team Number: _____ <small>Assigned by Team Coordinator</small>
--	---	--

Method(s) of Communications: Radio Phone Other: _____

Recommended Route to Work:

Status / Debrief Items: Completed _____

Addendum 4
Emergency Team Briefing (Form IP-1023-2)
Sheet 2 of 2

Emergency Team Briefing Form

Team Dispatch Guidelines: (completed by Team Coordinator)

- 1. Have they received **Technical Briefing**
- 2. Have they received **Radiological Briefing**
- 3. Tell them their **Team Number**
- 4. Do they know the **Location of Job and Route**
- 5. Do they know the **Scope of Job & Approximate Duration**
- 6. Do they have their **Tools**
- 7. Do they have **HP Coverage**
- 8. Tell them their **Available Dose**
- 9. Give them Coordinators **Phone Numbers**
- 10. Tell them to **Report Back Every 20 - 30 Minutes**
- 11. Have them perform a **Radio Check**

Team Check-In Guidelines: (completed by Team Coordinator)

- 1. Ensure **All Team Members Returned**
- 2. Record **Dose Received**
- 3. Ask about **Job Status**
- 4. Have them **Return Radio to Charger**
- 5. Tell them to **Report to Lead Coordinator for Debriefing**

Team Debriefing Guidelines: (completed by Lead Coordinator)

- 1. Are there any outstanding safety issues to address? **Yes**
- 2. Were any Non-Quality or Non-Standard Parts used?
- 3. Were any Temporary Facility Changes made?
- 4. Was any excess torque or force applied to components?
- 5. Was any valve position or equipment status changed?
- 6. Was any work performed which would normally require follow-up Testing

Attach further details as needed to ensure outstanding issues can be addressed during Recovery Phase.

Addendum 5
Individual Exposure Tracking Log (Form IP-1023-3)
 Sheet 1 of 1

Individual Exposure Tracking Log

Name: _____		TLD # _____ Employee # _____		
Location / Team / Times	Available Exposure (mrem)	Time of Reading	Dosimeter Reading	Emergency Exposure (mrem)

Team #: _____				
Time Out: _____				
Time In: _____				

Team #: _____				
Time Out: _____				
Time In: _____				

Team #: _____				
Time Out: _____				
Time In: _____				

Team #: _____				
Time Out: _____				
Time In: _____				

- NOTES:**
1. Use this form along with Team Briefing Form to account for ERO members dispatched from OSC/TSC and track individual's exposure
 2. Initial Exposure Limit will be 1000 mrem for duration of emergency. EPM may authorized more exposure.
 3. If Form is filled transfer Name, TLD # and remaining available exposure to new form and staple this completed form to it.

Form IP-1023-3 Rev 0

Addendum 7
Emergency Radiation Work Permit (Form IP-1023-5)
Sheet 1 of 1

Emergency Radiation Work Permit	
ERWP Number: _____ Date: _____	Written By: _____ Approved By: _____ (RP Coordinator)
Work Area: _____ _____	
Radiation Readings: <input type="checkbox"/> Based on recent survey (post emergency) SurveyTime: _____ <input type="checkbox"/> Based on Old Surveys & Plant Conditions (update as soon as possible)	
High General Area Reading: _____ mR/Hr Updates: _____ mR/Hr _____ mR/Hr High Equipment Contact Readings: _____ / _____ mR/Hr On: _____	
Surface Contamination Levels: _____ DPM/100CM ² _____ DPM/100CM ²	
Internal System Contamination Expected: <input type="checkbox"/> Yes <input type="checkbox"/> No Airborne Levels*: <input type="checkbox"/> Yes <input type="checkbox"/> No * Attach Sample Results -- Consider giving KI prior to dispatching teams <u>IF</u> thyroid dose is expected to be > 25 Rem	
Recommended Respirator Protection: _____ To be Worn When: _____	
Dosimetry Required: <input type="checkbox"/> TLD <input type="checkbox"/> SRD Range(s) <input type="checkbox"/> Alarming Set At: _____	
Recommended Protective Clothing: _____ _____	
Hold Radiation Limit: _____ mR/Hr _____ mrem Turn Back Radiation Limit: _____ mR/Hr _____ mrem	
RP Technician Required: <input type="checkbox"/> No <input type="checkbox"/> Until on location (survey) <input type="checkbox"/> Self Monitoring <input type="checkbox"/> Continuously <input type="checkbox"/> To Open System	
Other Instructions: _____ _____	

Form IP-1023-5 Rev 0

Addendum 8
Emergency Exposure Authorization (Form IP-1023-6)
Sheet 1 of 1

Emergency Exposure Authorization

Emergency Exposure Guidelines:

1. All Emergency Exposures shall be authorized by the Emergency Director or Emergency Plant Manager.
2. All individuals may be authorized up to 5 Rem emergency exposure for a given emergency event. Historical occupational exposure is not totaled into this limit.
3. Procedures allow for the Emergency Plant Manager to give a blanket authorization of up to 5 Rem emergency exposure for Alert or higher classifications.
4. Any emergency exposure greater than 5 Rem Whole Body, 50 Rem Extremities or 50 Rem Skin of Whole Body, shall be authorized on an individual basis for a specific task.
5. All emergency exposures are voluntary. - For higher doses individuals over the age of 45 are preferable. - Fertile women shall not be used, - Individuals should be briefed that these exposures may increase their chances of cancer during their lifetime.
6. Volunteers may be authorized up to 10 Rem to protect valuable property.
7. Volunteers may normally be authorized up to 25 Rem for life saving or the protection of large populations.
8. Individuals may volunteer to receive greater than 25 Rem to save a life.
9. For any expected or actual Thyroid Exposure > 25 Rem CDE, the issuance of KI should be considered.

Task: _____ _____	Date: _____ Time: _____
-----------------------------	--

The following personnel have volunteered to perform the above task(s)
 They are authorized to receive up to _____ Rem

Name	SSN	Received Briefing Signature

Approval Signature: _____
 Emergency Director or Emergency Plant Manager

Addendum 9
Normal OSC Staffing (Form 1023-7)
Sheet 1 of 1

Normal OSC Staffing				
At least 2 individuals shall be members of the First Aid Team				
No.	Positions	Number Present	Number Needed	Called
1	OSC Manager			
1	Team Coordinator			
2	Accountability Clerks			
1	Rad Protection Coordinator			
1	Operations Coordinator			
1	Maintenance Coordinator			
1	I&C Coordinator			
1	I&C Planner			
1	I&C Supervisor			
2	I&C Technicians			
1	Chemistry Supervisor			
1	Chemistry Technician			
1	Electrical Planner			
1	Electrical Supervisor			
2	Electrical Technicians			
1	Mechanical Supervisor			
1	Mechanical Planner			
2	Mechanical Technicians			
1	HP Supervisor			
4	HP Technicians			
-	Operations Personnel			
-	Other			
27	Total number of individuals assigned to OSC			

OSC Manager should enter number of each positions needed based on event.

Form IP-1023-7 Rev 1

Addendum 10
ERO Tracking Log (Form IP-1023-8)
 Sheet 1 of 1

ERO Tracking Log

Team Coordinator: _____

Date: _____

Team #	Location/Task	Time Out	Due Back	Time In	Team Member Name(s)	Aval. Exposure	Dose Rec.	New Aval. Exposure	Job Status
		Lead Coordinator							
		Lead Coordinator							
		Lead Coordinator							
		Lead Coordinator							

NOTES:

1. Use this form to track individuals located outside the TSC/OSC Complex, CCR or Security Posts.
2. Individuals emergency exposures should be tracked on Individual Exposure Tracking Logs (IP-1023-3)

Form IP-1023-8 Rev 1

Addendum 11
ERO Shift Rosters (Form IP-1023-9)
Sheet 1 of 3

ERO Shift Rosters

EOF	POSITION	Shift 1 Individual(s)	Shift 2 Individual(s)
	Emergency Director		
	EOF Manager		
	ORAD		
	Dose Assessment HP		
	ED Technical Advisor		
	MIDAS Operator		
	Information Liaison		
	EOF Communicator #1		
	EOF Communicator #2		
	Offsite Monitoring Teams (4)		
	Onsite Monitoring Team (2 HPs)		
	EOF Clerical Staff (3)		
	Others		
TSC	POSITION	Shift 1 Individual(s)	Shift 2 Individual(s)
	Emergency Plan Manager		
	TSC Manager		
	Technical Assessment Coordinator		
	Operations Advisor		
	Radiological Advisor		
	Core Physics Engineer		
	Mechanical Engineer		
	Elec / I&C Engineer		
	TSC Data Coordinator		
	TSC Communicator		
	TSC Communicator CCR		
	Data Processor CCR		
	Document Controller		
	TSC Clerical Staff (2)		
	Others		

Addendum 12
 OSC Guidelines (Form IP-1023-10)
 Sheet 1 of 1

OSC Guidelines	
General Guidelines	BE CAREFUL
1. Always ensure your name appears on an Accountability Roster when you arrive at the Operations Support Center.	
2. Maintain a quiet professional manner throughout the event.	
3. Pay attention to the facility briefings and maintain awareness of conditions and events.	
4. DO NOT leave the TSC/OSC Complex without checking out with the Team Coordinator or the Accountability Clerk NOTE: The restrooms at the top of the stairs are still within the TSC/OSC Complex, but you should inform a coworker when going there.	
• Team Dispatch	WORK SAFE
1. When selected to perform a task in the field, receive job briefing from the Lead Coordinator (Operations, Maintenance, I&C or Radiation Protection) for your assigned task. IF the job involves possible radiological exposures THEN the Radiation Protection Coordinator or an HP Supervisor will provide a you with a radiological briefing. <i>These briefs should be conducted in one of the briefing rooms.</i> The Lead Coordinator will give you the Team Briefing Form when you are being dispatched after completion of briefing.	
2. ALWAYS check out with the Team Coordinator prior to leaving TSC/OSC Complex to perform a task – Always take a radio and test it before going out into the field unless directed otherwise by the Team Coordinator. Give the Team Coordinator the Team Briefing Form when you are checking out.	
3. Maintain communications with the Team Coordinator while in the field. Report any unexpected conditions or events immediately.	
4. ALWAYS check in with the Team Coordinator and report any exposure you received IMMEDIATELY upon your return to the TSC/OSC Complex after performing a task. REPORT any safety concerns which may be important for future work or to teams currently in the field The Team Coordinator will return the Team Briefing Form to you after you have checked in with him/her.	
5. Report to the Lead Coordinator (Operations, Maintenance, I&C or Radiation Protection) for a de-briefing after you have completed checking in with the Team Coordinator. Report: Status of the assigned task Any deviations taken from normal work practices or quality control processes Any follow-up task(s) you feel are needed to ensure assignment goal is completed	
6. After the team de-briefing return to the pool area and await further assignment. Brief other Technicians in the pool on tasks you performed and conditions in the field.	

Form IP-1023-10 Rev 0

Addendum 13

Sample Patient Package Insert for THYRO-BLOCK Tablets

Sheet 1 of 1

Patient Package Insert For

THYRO-BLOCK®
TABLETS
(POTASSIUM IODIDE TABLETS, USP)
(pronounced pee-TASS-ee-um EYE-oh-dyed)
(abbreviated: KI)

TAKE POTASSIUM IODIDE ONLY WHEN PUBLIC HEALTH OFFICIALS TELL YOU. IN A RADIATION EMERGENCY, RADIOACTIVE IODINE COULD BE RELEASED INTO THE AIR. POTASSIUM IODIDE (A FORM OF IODINE) CAN HELP PROTECT YOU.

IF YOU ARE TOLD TO TAKE THIS MEDICINE, TAKE IT ONE TIME EVERY 24 HOURS. DO NOT TAKE IT MORE OFTEN. MORE WILL NOT HELP YOU AND MAY INCREASE THE RISK OF SIDE EFFECTS. DO NOT TAKE THIS DRUG IF YOU KNOW YOU ARE ALLERGIC TO IODIDE. (SEE SIDE EFFECTS BELOW.)

INDICATIONS

THYROID BLOCKING IN A RADIATION EMERGENCY ONLY.

DIRECTIONS FOR USE

Use only as directed by State or local public health authorities in the event of a radiation emergency.

DOSE

Tablets: **ADULTS AND CHILDREN 1 YEAR OF AGE OR OLDER:** One (1) tablet once a day. Crush for small children.
BABIES UNDER 1 YEAR OF AGE: One-half (1/2) tablet once a day. Crush first.

Take for 10 days unless directed otherwise by State or local public health authorities.

Store at controlled room temperature between 15° and 30°C (59° to 86°F). Keep container tightly closed and protect from light.

WARNING

Potassium iodide should not be used by people allergic to iodide. Keep out of the reach of children. In case of overdose or allergic reaction, contact a physician or the public health authority.

DESCRIPTION

Each white, round, scored, monogrammed THYRO-BLOCK® TABLET contains 130 mg of potassium iodide. Other ingredients: magnesium stearate, microcrystalline cellulose, silica gel, and sodium thiosulfate.

HOW POTASSIUM IODIDE WORKS

Certain forms of iodine help your thyroid gland work right. Most people get the iodine they need from foods, like iodized salt or fish. The thyroid can "store" or hold only a certain amount of iodine.

In a radiation emergency, radioactive iodine may be released in the air. This material may be breathed or swallowed. It may enter the thyroid gland and damage it. The damage would probably not show itself for years. Children are most likely to have thyroid damage.

If you take potassium iodide, it will fill up your thyroid gland. This reduces the chance that harmful radioactive iodine will enter the thyroid gland.

WHO SHOULD NOT TAKE POTASSIUM IODIDE

The only people who should not take potassium iodide are people who know they are allergic to iodide. You may take potassium iodide even if you are taking medicines for a thyroid problem (for example, a thyroid hormone or antithyroid drug). Pregnant and nursing women and babies and children may also take this drug.

HOW AND WHEN TO TAKE POTASSIUM IODIDE

Potassium iodide should be taken as soon as possible after public health officials tell you. You should take one dose every 24 hours. More will not help you because the thyroid can "hold" only limited amounts of iodine. Larger doses will increase the risk of side effects. You will probably be told not to take the drug for more than 10 days.

SIDE EFFECTS

Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.

Possible side effects include skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes stomach upset and diarrhea).

A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains, or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.

Taking iodide may rarely cause overactivity of the thyroid gland, underactivity of the thyroid gland, or enlargement of the thyroid gland (goiter).

WHAT TO DO IF SIDE EFFECTS OCCUR

If the side effects are severe or if you have an allergic reaction, stop taking potassium iodide. Then, if possible, call a doctor or public health authority for instructions.

HOW SUPPLIED

THYRO-BLOCK® TABLETS (Potassium Iodide Tablets, USP) are white, round tablets, one side scored, other side debossed 472 WALLACE, each containing 130 mg potassium iodide. Available in bottles of 14 tablets (NDC 0037-0472-20).

WALLACE LABORATORIES
Division of
CARTER-WALLACE, INC.
Cranbury, New Jersey 08512

IN-0472-03

Rev. 5/94

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Site Personnel Accountability and Evacuation

1.0 PURPOSE

- 1.1 To describe the method and procedures used to initially account for individuals within the Protected Area whenever the Site Assembly Alarm is sounded and/or accountability is called for.
- 1.2 To describe the method of handling continuing accountability during the emergency.
- 1.3 To describe method of conducting Site Evacuation.

2.0 DISCUSSION

2.1 Accountability Philosophy

- 2.1.1 Accountability is defined as accounting for (knowing the location of) all personnel within the Protected Area OR knowing they are within the Protected area but missing.
- 2.1.2 For the purpose of this procedure the following groups of personnel are defined:
 - A. Essential Personnel individuals assigned to the Emergency Response Organization (ERO) and NRC. This includes:
 - (1) All members of the onshift watch (SROs, ROs, NPOs, Watch Engineer, Watch HP and Chemist)
 - (2) All members of the Security Force.
 - (3) All TSC/OSC ERO staff members,
 - (4) Non-Shift Operators within the Protected Area
 - (5) All ConEd Mechanics, Electricians, I&C Technicians, Chemistry Technicians and HP Technicians within the Protected Area.
 - B. Non-essential personnel all other personnel who are not assigned responsibilities in the ERO. This also includes all contractors and visitors.
- 2.1.3 Accountability is accomplished by evacuation of all non-essential personnel from the Protected Area and physically accounting for all individuals who remain within the Protected Area.
- 2.1.4 During plant shutdowns, when there may be large numbers of workers onsite and within the radiological control areas, a Health Physics computer printout may be used to assist in locating missing personnel within the radiological control area after accountability is completed.

- 2.1.5 After non-essential personnel have been evacuated from the Protected Area, Security will provide an access report to the OSC Manager (or individual designated to complete accountability), which will be compared with Assembly Area Rosters to confirm all individuals have been accounted for.
 - 2.1.6 Accountability is complete when the Shift Manager (or Emergency Plant Manager if he/she is in place) is informed that all personnel are accounted for or the names of missing people are identified.
 - 2.1.7 Search and Rescue missions shall be undertaken immediately to locate any missing personnel.
 - 2.1.8 Initial Accountability shall be accomplished within 30 minutes for events classified at the Site Area or General Emergency. Accountability may be directed at the Alert classification (or any other time deemed necessary) at the direction of the Shift Manager or Emergency Plant Manager.
 - 2.1.9 Accountability may be suspended or delayed by the Shift Manager, Emergency Plant Manager or Emergency Director if the movement of large numbers of personnel to an Assembly Area potentially places them in more danger than leaving them in place: Examples:
 - Severe weather conditions onsite
 - Toxic gases in Protected Area egress areas
 - Armed intruders within the Protected Area or at the Command Guard House.
- 2.2 Assembly Area Locations
- 2.2.1 Within the Protected Area all personnel will assemble in one of three (3) pre-designated Assembly Areas: TSC/OSC Complex, the Central Control Room (CCR), or the Command Guard House.
 - 2.2.2 Non-essential personnel who evacuate the Protected Area will assemble in the Energy Education Center (auditorium and large area outside auditorium).
 - 2.2.3 All personnel shall remain assembled onsite until released by the Emergency Director.
- 2.3 Release of Non-Essential Personnel from Site
- Once assembly has been completed, providing personnel can be released offsite without concern for radiological contamination or personnel safety, the Emergency Director shall release offsite all unneeded personnel assembled in the Energy Education Center.

2.4 Continuing Accountability

After initial accountability is complete, continuing accountability within the Protected Area shall be maintained for events classified as Site Area Emergencies or General Emergencies. If accountability was performed at an Alert the Emergency Plant Manager (EPM) may suspend accountability requirements based on plant conditions. The EPM may also suspend accountability during the later stages of higher classifications after plant conditions have stabilized and surveys have been completed in all habitable areas within the Protected Area verifying normal radiation levels.

2.5 Site Evacuation

2.5.1 Evacuation of all non-essential personnel from the site shall be at the direction of the Emergency Director at a Site Area Emergency or General Emergency. He/she may call for Site Evacuation prior to these emergency levels if deemed necessary.

2.5.2 Personnel may evacuate using either their own vehicles or by company vehicles obtained for that purpose if personal vehicles are contaminated.

2.5.3 Evacuation and/or relocation of essential personnel will be at the direction of the Emergency Plant Manager for individuals within the Protected Area or the Emergency Director for onsite individuals outside the Protected Area.

3.0 PRECAUTIONS AND LIMITATIONS

DO NOT direct movement of large groups of individuals IF the movement places them in more danger than keeping them in place

4.0 EQUIPMENT AND MATERIALS

None

5.0 INSTRUCTIONS

5.1 Decision to Perform Accountability:

IE either:

An event has been classified as a Site Area or General Emergency

OR

The Shift Manager or Emergency Plant Manager determines a need to perform accountability at a lower classification.

THEN

Continue with accountability in accordance with this procedure

5.2 Suspension of Accountability.

5.2.1 **IE** any of the following conditions are met:

- Severe weather conditions are present onsite
- A large amount of toxic gas has been released within or near the Protected Area
- A radiological release which would place non-essential personnel in danger in route to OR while at the Energy Education Center.
- Armed intruders are present within the Protected Area, near the Command Guard House or in or near the Energy Education Center.
- Any other condition which in the opinion of the Shift Manager, Control Room Supervisor, Emergency Plant Manager or Emergency Director would be a threat to the movement of personnel to the Energy Education Center.

THEN perform the following steps:

- A. Suspend initial accountability **AND** inform the Control Room Communicator **NOT** to sound the Assembly Alarm or make an announcement for non-essential personnel to report to the Energy Education Center.
- B. **IE** there is a condition in addition to the condition identified above that places onsite personnel in danger **THEN** take immediate actions to warn and protect personnel. Such as:
 - (1) Send Security, Operations and/or HP personnel to evacuate areas of most risk
 - (2) Call for outside rescue assistance (Fire, Hazmat Teams etc.)

- (3) Choose an Assembly Area within the Protected Area and have non-essential personnel assemble at chosen location. PA announcement and teams dispatched to alert personnel to assemble can be used to notify personnel.

- C. Exit this procedure until conditions allow full accountability to be performed.

5.2.2 **IF** none of the above conditions exist **THEN** continue on with this procedure.

5.3 Initial Accountability

5.3.1 The Shift Manager or Control Room Supervisor shall:

NOTE:

Steps A and B, emergency notifications are performed in accordance with a checklist provided in IP-1002, Emergency Notification and Communication

- A. Sound the Site Assembly Alarm for at least 30 seconds.
- B. Make a Public Address system announcement indicating:
 - (1) the emergency classification
 - (2) activation of Emergency Response Organization (if not already done at a lower classification)
 - (3) assembly of non-essential personnel outside Protected Area (Energy Education Center).
- C. Account for CCR Personnel (or assigning someone to account for)
 - (1) Use an Accountability Roster (Form IP-1027-1) and develop a list of all watch individuals (CCR Staff, NPOs, Watch Clerk, Watch HP and Chemistry Technicians) and non-watch Operations personnel assembled in the CCR or assigned to tasks in the field.
 - (2) Have the Accountability Roster delivered to the OSC Manager or Accountability Clerk.
- D. Send an individual to or call the TSC/OSC Complex to verify there is an OSC Manager or Accountability Clerk present. **IF** one of these individuals is not present **THEN** direct an on-shift individual to perform step 5.3.3 of this procedure until their arrival.
- E. **IF** the OSC has not been activated **AND** personnel have been determined to be missing **THEN** coordinate search and rescue missions to locate missing persons within the Protected Area, until the OSC is activated and assumes this responsibility.

- F. **IF** the OSC has not been activated **THEN** authorize any required ERO members to enter the Protected Area and report to the TSC/OSC Complex.

NOTE:

Senior Management who are not assigned to the ERO but who are within the Protected Area at the time accountability is called for may report to the CCR or TSC/OSC Complex to be accounted for and then assist in emergency response.

5.3.2 All personnel within the Protected Area

WHEN the Site Assembly Alarm sounds and an announcement is made for activation of the ERO and relocation of the non-essential personnel **THEN** all personnel within the Protected Area shall:

NOTE:

Personnel within the Radiological Control Areas shall follow normal procedures to leave the area as quickly as possible and report to Assembly Area.

- A. **IF** you are a member of the onshift watch (SROs, ROs, NPOs, Watch Engineer, Watch HP, Watch Clerk or Chemist) **THEN** report to the CCR for accountability.
- B. **IF** you are a member of the ERO (TSC, OSC) **THEN** report to the TSC/OSC Complex and sign the accountability rosters.
- C. **IF** you are a member of the EOF ERO **THEN** identify yourself as a member of the EOF Staff and move to the front of the line to expedite egress from the Protected Area and report to the EOF
- D. **IF** you are with the NRC **THEN** report to either the CCR or TSC/OSC Complex and sign the accountability roster.
- E. **IF** you are a ConEd employee but non-essential to the ERO **THEN** exit the Protected Area as quickly as possible and report to the Energy Education Center and stand by for further instructions.

NOTE

Non-ConEd personnel (such as HP Technicians & Security) may be designated to remain onsite

- F. **IF** you are not a ConEd employee **THEN** exit the Protected Area and leave the site.

5.3.3 The OSC Manager (or Accountability Clerk) shall:

NOTE:

Accountability shall be completed within approximately 30 minutes from the time the Site Assembly Alarm is sounded **AND** accountability is called for.

- A. Direct the OSC Coordinators to choose technicians to remain for emergency response and release other individuals to the Energy Education Center.
- B. Direct all ERO members remaining in the TSC/OSC Complex to sign an Accountability Roster (Form IP-1027-1)
- C. Obtain the completed Accountability Rosters from the CCR
- D. **WHEN** security delivers the Protected Area Security Access Report **THEN:**
 - (1) Verify that names of Security personnel have been checked off Access Report **OR** cross off names of individuals listed as working for Wackenhut

NOTE:

If a roll-call method is used to account for personnel, someone must review CCR accountability rosters and any other list of personnel accounted for such as individuals assembled in the Radiological Control Areas or remaining at other sites for safety reasons.

- (2) Perform a roll-call using the Access Report. Check off names of individuals who are present **OR** cross off individuals who's names appear on TSC/OSC and CCR Accountability Rosters.
- E. **WHEN** you have completed comparing the Security Access Report, (all individuals within Protected Area) to the Accountability Rosters (personnel accounted for) **THEN:**
 - (1) Report to the Shift Manager and/or Emergency Plant Manager that accountability is complete and the number of names not checked off Security Access Report as missing.
 - (2) Log initial accountability as completed.
- F. **IF** there are individuals who are **NOT** accounted for **THEN:**
 - (1) Contact the Security Guard House for Accountability Rosters or computer report of individuals who may have left the Protected Area since Security Access Report was printed and printout of individuals within the Protected Area sorted by location.
 - (2) Send an HP to obtain the Health Physics Computer Printout of individuals within the Radiological Control Area.

- (3) Check off names of possible missing individuals who have left Protected Area to narrow the list of actually missing persons and review HP Computer Printout for any missing individuals within the Radiological Control Area.

NOTE:

Search and Rescue missions should attempt to locate anyone thought to be within the Radiological Control Areas first.

- (4) Assemble and dispatch search and rescue teams using guidance provided in IP-1023, Operations Support Center, procedure for team dispatch.
 - G. **IF** there has been a release of radioactive materials **THEN** direct the RP Coordinator to dispatch an HP Technician to the Energy Education Center to verify habitability.
 - H. Inform the Emergency Plant Manager or Shift Manger of any habitability concerns in the Energy Education Center.
 - I. Designate an individual to report to the Energy Education Center and act as Assembly Area Coordinator. Direct them to:
 - (1) Call the OSC Manager or Accountability Clerk and establish a communications path between OSC and Assembly Area. Another individual at the Assembly Area should be selected to act as a communicator.
 - (2) Have personnel stand-bye in the Assembly Area until directed to leave site or return to work.
 - (3) Coordinate movement of personnel to the Buchanan Service Center if required.
- 5.3.4 The Security Shift Supervisor shall direct the Security Force to perform accountability actions in accordance with IP-1050, Security.
- 5.3.5 **WHEN** the on-call Emergency Plant Manager has assumed duties **THEN** he/she shall:
- A. **IF** there is any habitability concerns with the Energy Education Center, **THEN** inform the Emergency Director at once and recommend a site evacuation in accordance with section 5.3.
 - B. Request any additional personnel who have relocated to the Energy Education Center augment the ERO within the Protected Area before personnel are evacuated or released from Assembly Area.
 - C. Recommend to the Emergency Director that non-essential personnel assembled at the Energy Education Center be released from the site.

- D. **IF** the Emergency Plant Manager elects to suspend continuing accountability **THEN** the Emergency Plant Manager shall:
 - (1) Consider if plant conditions could degrade to the point accountability is again required.
 - (2) Make a formal announcement that accountability is no longer required. Log time decision is made in his/her position log.
 - (3) **IF** conditions again require accountability (such as declaration of higher classification) **THEN** direct initial accountability be performed in accordance with step 5.1 of this procedure.

5.4 Continuing Accountability

- 5.4.1 Unless otherwise directed by the Emergency Plant Manager, continuing accountability shall be maintained once initial accountability is completed.
- 5.4.2 Continuing Accountability shall be maintained by facility managers as directed in procedures IP-1023, Operations Support Center, IP-1035, Technical Support Center and IP-1050 Security.

5.5 Site Evacuation

5.5.1 The Emergency Plant Manager shall:

- A. Review the current and second shift staffing requirements for ERO positions stationed within the Protected Area.
- B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.

5.5.2 The Emergency Director shall:

- A. Review the current and second shift staffing requirements for ERO positions stationed outside the Protected Area.
- B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.
- C. **IF** a radiological release of a magnitude requiring declaration of a General Emergency is or may potentially occur **THEN** evacuate the site by calling the Energy Education Center and informing personnel to evacuate. Direct Security to do a sweep of all site areas outside the Protected Area.
- D. **IF** there has been a radiological release of a magnitude that requires declaration of a Site Area Emergency **THEN** after conferring with the Emergency Plant Manager:
 - (1) Direct the ORAD to have a random survey of personal vehicles onsite performed to determine if they are contaminated.

- (2) **IF** vehicles are found to be contaminated **THEN** make arrangements for other vehicles to evacuate personnel from the site.
 - (3) Direct Security to do a sweep of site areas outside the Protected Area and inform personnel to report to the Buchanan Service Center.
 - (4) Relocate personnel from Energy Education Center to the Buchanan Service Center to be checked for contamination prior to release.
- E. **IF** there has been **NO** radiological release of a magnitude that requires declaration of a Site Area Emergency **THEN** after conferring with the Emergency Plant Manager:
- (1) Direct non-essential personnel be dismissed from the Energy Education Center without any contamination checks.
 - (2) Direct Security to do a sweep of site areas outside the Protected Area and inform personnel to leave the site.

5.5.3 Security shall:

- A. As directed by the Emergency Director perform sweeps of site areas outside the Protected Area informing personnel to relocate or leave site.
- B. **IF** Site Evacuation has been called for **THEN** restrict site access, allowing only personnel authorized by the Emergency Director or the Emergency Plant Manager to enter the site.

6.0 **REFERENCES**

- 6.1 IP-1002, "Emergency Notification and Communication"
- 6.2 IP-1023, "Operations Support Center"
- 6.3 IP-1035, "Technical Support Center"
- 6.4 IP-1050, "Security"

7.0 **ATTACHMENTS**

None

8.0 **ADDENDUM**

- 8.1 Addendum 1, Accountability Rosters (Form IP-1027-1)
- 8.2 Addendum 2, Site Map with Assembly Areas (Form IP-1027-2)

Addendum 1

Accountability Roster (Form IP-1027-1)

Sheet 1 of 1

Accountability Roster

Location: TSC/OSC Complex Central Control Room Command Guard House

✓		Clearly Print Last / First Name
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	20	

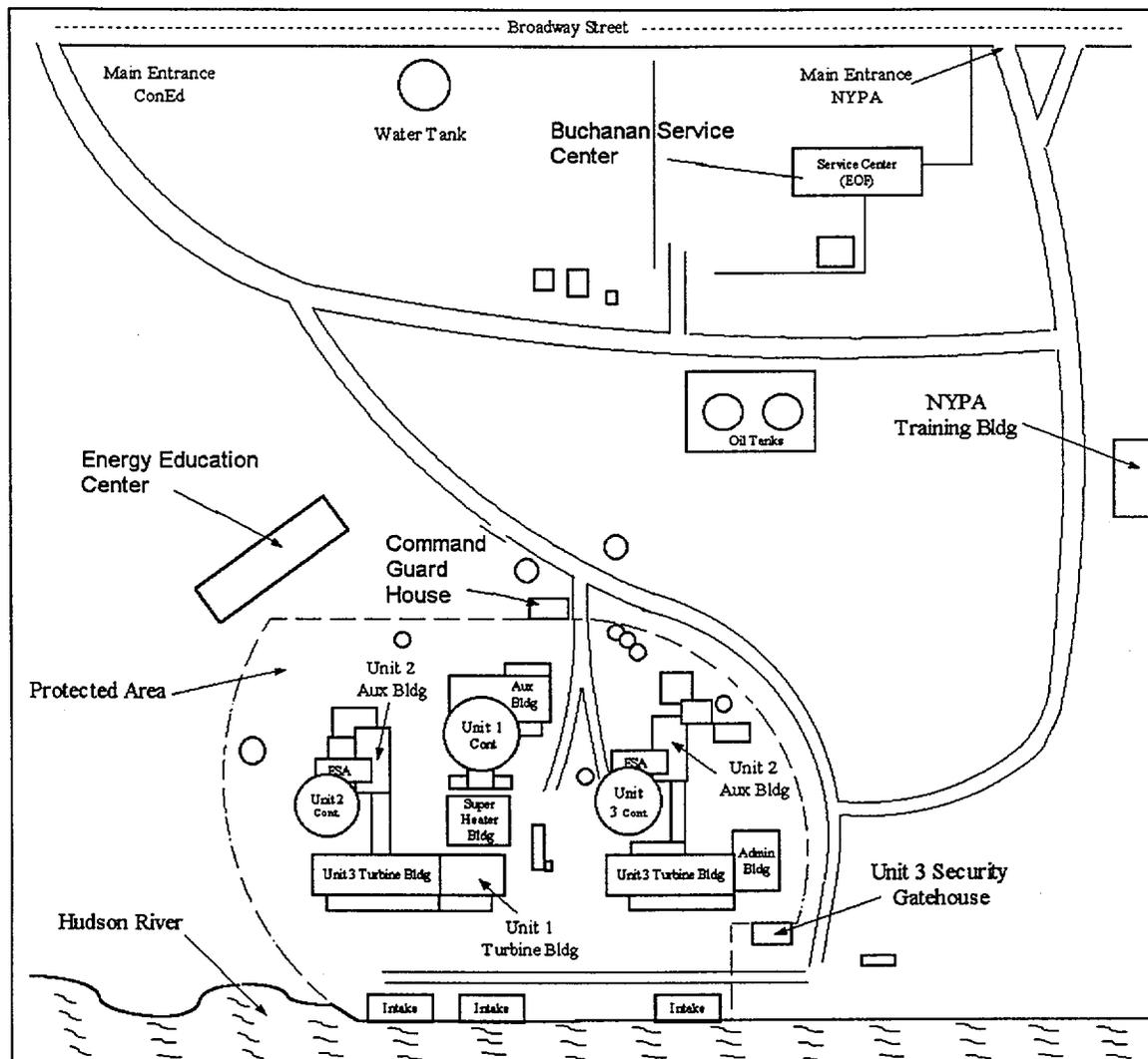
✓		Clearly Print Last / First Name
	21	
	22	
	23	
	24	
	25	
	26	
	27	
	28	
	29	
	30	
	31	
	32	
	33	
	34	
	35	
	36	
	37	
	38	
	39	
	40	

Total Individuals on this Roster: _____

Accountability checked by _____ on _____ at _____
(Signature) (Date) (Time)

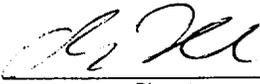
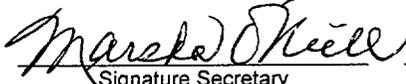
Addendum 2
Site Map with Assembly Areas (Form 1027-2)
Sheet 1 of 1

Site Map with Assembly Areas



Form IP-1027-2 Rev 0

Emergency Operations Facility

Prepared by:	<u>Allen Lee</u> Print Name	<u></u> Signature	<u>5/23/01</u> Date
Technical Reviewer:	<u>Steve Hook</u> Print Name	<u> FOR STATE HOX</u> Signature	<u>5-22-01</u> Date
Reviewer:	<u>Kelly Walker</u> Print Name	<u></u> Signature	<u>5-22-01</u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>2837</u> Meeting Number	<u></u> Signature Secretary	<u>5/24/01</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>5/25/01</u> Date
			Effective Date: <u>3/25/01</u>

_____	Biennial Review	_____
Reviewer/Date		Reviewer/Date
_____		_____
_____		_____

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1.0 PURPOSE

To describe the activation and operation of the Emergency Operations Facility (EOF)

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

EOF habitability checks are necessary to ensure long-term manning of the EOF. Should conditions exist which may result in a loss of long-term habitability of the EOF, evaluate the need for relocation of emergency response functions to the Alternate EOF in accordance with IP-1045 "Activation of Alternate Emergency Operations Facility."

4.0 EQUIPMENT AND MATERIALS

4.1 The following types of equipment and materials are available for use in the EOF

4.1.1 Plant information systems:

- EDDS
- SAS
- Proteus
- Meteorological Displays

4.1.2 Radiological equipment needed to perform offsite monitoring:

- Field Monitoring kits
- Survey equipment for performance of facility habitability checks

4.1.3 Dose Assessment and plume tracking equipment:

- MIDAS
- MEANS
- Map table

4.1.4 Communication systems needed to transfer important data to offsite authorities:

- V-Band communications consoles
- Telephones
- Fax Machines

4.1.5 Procedures and forms:

- IP2 Emergency Plan
- IP2 Emergency Plan Implementing Procedures
- Position Binders
- Forms

4.1.6 Office Supplies

4.2 The key to the EOF is located in a break glass container in the EOF entry way.

5.0 INSTRUCTIONS

- 5.1 The Emergency Director (ED) shall follow the instructions outlined in Attachment 1, Emergency Director Checklist.
- 5.2 The EOF Manager shall follow the instructions outlined in Attachment 2, EOF Manager Checklist.
- 5.3 The Offsite Radiological Assessment Director (ORAD) shall follow the instructions outlined Attachment 3, Offsite Radiological Assessment Director (ORAD) Checklist
- 5.4 The Dose Assessment Health Physicist (DAHP) shall follow the instructions outlined in Attachment 4, Dose Assessment Health Physicist Checklist.
- 5.5 The Midas Operator shall follow the instructions outlined Attachment 5, Midas Operator Checklist.
- 5.6 The Survey Team Health Physicist (STHP) shall follow the instructions outlined in Attachment 6, Survey Team Health Physicist Checklist.
- 5.7 The Technical Advisor to Emergency Director shall follow the instructions outlined in Attachment 7, Technical Advisor (TA) Checklist
- 5.8 The EOF Communicator #1 shall follow the instructions outlined in Attachment 8, EOF Communicator #1. Checklist
- 5.9 The EOF Communicator #2 shall follow the instructions outlined in Attachment 9, EOF Communicator #2. Checklist
- 5.10 The EOF Clerical Staff shall follow the instructions outlined in Attachment 10, EOF Clerks. Checklist
- 5.11 The EOF SAS Proteus Operator shall follow the instructions outlined in Attachment 11, EOF SAS Proteus Operator Checklist
- 5.12 The State and County Technical Advisor shall follow the instructions outlined in Attachment 12, State and County Technical Advisor Checklist

6.0 REFERENCES

- 6.1 IP-1021, "Manual Update and Readout of Proteus Plant Parameter Data"
- 6.2 IP-1024, "Emergency Classification"
- 6.3 IP-1027, "Site Personnel Accountability and Evacuation"
- 6.4 IP-1048, "Termination & Recovery"

7.0 ATTACHMENTS

- 7.1 Attachment 1, Emergency Director Checklist
- 7.2 Attachment 2, EOF Manager Checklist
- 7.3 Attachment 3, Offsite Radiological Assessment Director (ORAD) Checklist
- 7.4 Attachment 4, Dose Assessment Health Physicist (DAHP) Checklist
- 7.5 Attachment 5, MIDAS Operator Checklist
- 7.6 Attachment 6, Survey Team Health Physicist (STHP) Checklist
- 7.7 Attachment 7, ED Technical Advisor Checklist
- 7.8 Attachment 8, EOF Communicator #1 Checklist
- 7.9 Attachment 9, EOF Communicator #2 Checklist
- 7.10 Attachment 10, EOF Clerical Staff Checklist
- 7.11 Attachment 11, EOF SAS / Proteus Operator
- 7.12 Attachment 12, State and County Technical Advisor

8.0 ADDENDUM

- 8.1 Addendum 1, EOF Layout
- 8.2 Addendum 2, NYS Radiological Data Form (Part I & II) (Form IP-1030-1)
- 8.3 Addendum 3, Sample Form - Normal EOF Staffing (Form IP-1030-2)
- 8.4 Addendum 4, Sample Form - EOF Radiological Survey Map (Form IP-1030-3)
- 8.5 Addendum 5, Directions to NYS EOC
- 8.6 Addendum 6., EPA 302.4 Nuclide Table (Form IP-1030-4)
- 8.7 Addendum 7, Sample Form - Offsite Survey Team Data Sheet (Form IP-1030-5)
- 8.8 Addendum 8, Directions to AEOF

Attachment 1
Emergency Director Checklist

Sheet 1 of 8

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of Emergency Director.</p> <p>1.1 Upon arrival at the EOF review facility status boards, EDDS and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain a briefing from the acting ED. (if the EOF has not been activated, either the SM or EPM will be the acting ED in the Central Control Room and they can be contacted via the direct EOF-CCR ring-down on the V-Band console)</p> <p>A. Use an Essential Information Checklist (Form IP-1035-2) to document the briefing.</p> <p>B. Request additional information on current status of emergency classification, response activities and offsite notifications.</p> <p>1.3 <u>IF</u> the EOF has <u>NOT</u> been activated <u>THEN</u>:</p> <p>A. Request the CCR to fax copies of all NYS Radiological Emergency Data Forms used to make offsite notifications to the EOF for your review.</p> <p>B. <u>IF</u> an EOF Manager is <u>NOT</u> yet present <u>THEN</u> assign individuals to the following positions as they become available:</p> <ol style="list-style-type: none"> 1. ED Technical Advisor 2. Offsite Radiological Assessment Director (ORAD) 3. Dose Assessment Health Physicist (DAHP) 4. MIDAS Operator 5. EOF Communicator #1 6. EOF Communicator #2 7. EOF Clerical Staff <p>C. <u>IF</u> additional personnel are needed <u>THEN</u> call or direct someone to call additional individuals using the Emergency Telephone Directory.</p>	

Attachment 1
Emergency Director Checklist

Sheet 2 of 8

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>D. WHEN there is sufficient EOF staff present to assume the following emergency responsibilities:</p> <ul style="list-style-type: none"> • Assess plant conditions and classify emergencies. • Perform dose assessment and make protective action recommendations (PARs) • Make notifications to offsite authorities <p>THEN declare the EOF activated, announce facility activation within the facility and record activation time in the ED ERO Log.</p> <p>E. WHEN ready to assume the role of ED, perform a formal turnover with the acting ED (SM or EPM in the Central Control Room):</p> <ul style="list-style-type: none"> • Review the latest transmitted NYS Radiological Emergency Data Form (Part I & II). Determine the time that the next follow-up notifications will be required. • Coordinate the official time of turnover to ensure it will not interfere with or delay required emergency classification, offsite notifications, briefings or issuance of PARs. • Once the determination has been made to formally turnover ED responsibilities, make an announcement to EOF personnel that you are now the Emergency Director. <p>F Inform, or direct the EOF Manager to inform, the following individuals that you have assumed the duties of Emergency Director and that the EOF is activated.</p> <ol style="list-style-type: none"> 1. Emergency Plant Manager (TSC) 2. Shift Manager (CCR) 3. Company Spokes person or JNC Director (if activated) 4. CIG Duty Officer <p>G Direct EOF Manager or EOF Communicator #2 to notify Offsite Agencies of the time that the EOF was activated:</p> <ol style="list-style-type: none"> 1. NRC via ENS 2. NYS and 4 Counties via RECS 	

Attachment 1
Emergency Director Checklist
 Sheet 3 of 8

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>1.4 IF relieving another Emergency Director in the EOF THEN perform a formal turnover with the current Emergency Director:</p> <p>A. Review the Emergency Director's activity log</p> <p>B. Obtain briefing form current ED on the emergency and any actions the have been competed or are in progress using an Essential Information Checklist (Form IP-1035-2) to document the briefing.</p> <p>C. Once the formal turnover is complete direct the EOF Manager to inform the EOF, TSC, CCR and JNC that you are now the Emergency Director.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Maintain personnel accountability in the EOF</p> <p>2.1 Direct EOF personnel that are required to temporarily leave the EOF area to inform the EOF Manager before leaving the work area.</p> <p>2.2 If you leave the area, upon your return, obtain a briefing from the EOF Manager on any events that have occurred while you were away.</p>	
<p>3.0 Maintain a log:</p> <p>3.1 Maintain or direct the EOF Manager to maintain a log using Form IP-1023-4, ERO Log Sheet</p> <p>3.2 Log when you assume the duties of Emergency Director (and EOF activation if not previously done).</p> <p>3.3 Log significant decisions and important details used to make decisions. (emergency classification changes and protective actions recommendations)</p> <p>3.4 Log all significant communications with other members of the ERO and all communications with individuals offsite.</p> <p>3.5 IF you have assigned someone to maintain the ED log THEN periodically review the log for accuracy.</p>	

Attachment 1
Emergency Director Checklist
 Sheet 4 of 8

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>4.0 Classify emergency conditions. (non-delegable)</p> <p>4.1 Review plant conditions with the Emergency Plant Manager in the TSC and ED Technical Advisor.</p> <p>4.2 Review offsite radiological data with the ORAD and EOF Manager.</p> <p>4.3 Compare current information and recommendations with the thresholds on the EAL Wall Chart, Procedure IP-1024, Emergency Classification and the EAL Technical Basis Document.</p> <p>4.4 Solicit recommendation for change of classification from the Emergency Plant Manager.</p> <p>4.5 Escalate the emergency classification when appropriate.</p> <p>4.6 Notify the Emergency Plant Manager and the EOF Staff when and at what time the new emergency classification is made.</p>	
<p>5.0 Make protective action recommendations (PARs). (non-delegable)</p> <p style="text-align: center;">NOTE:</p> <p>Protective Action Recommendations (PARs) are to be made only at the General Emergency classification</p> <p>5.1 Determine, with the assistance of the ORAD and EOF Manager, the appropriate PAR per IP-1013, Protective Action Recommendations</p> <p>5.2 Reevaluate the adequacy of PARs when plant conditions, dose projections, meteorological, or environmental conditions change.</p> <p>5.3 Confer with State authorities prior to PAR issuance, if possible.</p> <p>5.4 PARs shall be transmitted to offsite authorities within 15 minutes of the decision to make the PAR using the offsite notification methods as specified in Step 6.0 below.</p>	

Attachment 1
Emergency Director Checklist
 Sheet 5 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>6.0 Direct initial notification of emergency classification and/or PARs to offsite authorities (State, local and NRC). (non-delegable)</p> <p style="text-align: center;">NOTE:</p> <p>Initial offsite notifications to State and local authorities must be completed within 15 minutes of making an emergency declaration or PAR. Notification of the NRC must be completed within 1 hour.</p> <p>6.1 Direct the EOF Manager to complete a NYS Radiological Emergency Data Form Part I</p> <p>6.2 Review and approve (sign) the completed NYS Radiological Emergency Data Form (non-delegable).</p> <p>6.3 Direct the EOF Manager to have EOF Communicator #2 transmit data on the form to the State and Local authorities and the NRC and report to you when task is complete.</p>	
<p>7.0 Direct periodic update notification to offsite authorities</p> <p>7.1 Direct the EOF Manager to complete a NYS Radiological Emergency Data Form (Parts I & II) at the following frequencies:</p> <p style="padding-left: 20px;">A When there has been a significant change in release rates and/or meteorological conditions.</p> <p style="padding-left: 40px;"><u>OR</u></p> <p style="padding-left: 20px;">B When there has been a significant change in plant conditions.</p> <p style="padding-left: 40px;"><u>OR</u></p> <p style="padding-left: 20px;">C Approximately every 30 minutes when conditions are static.</p> <p>7.2 Review and approve the completed NYS Radiological Emergency Data Forms (non-delegable).</p> <p>7.3 Direct the EOF manager to have EOF Communicator #2 transmit data on the form to State and Local authorities and the NRC and report to you when task is complete.</p>	

Attachment 1
Emergency Director Checklist
 Sheet 6 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>8.0 Brief offsite representatives (State, Local, FEMA and NRC)</p> <p>8.1 Upon their arrival at the EOF, brief offsite representatives on:</p> <ul style="list-style-type: none"> A. emergency events B. current plant conditions C. emergency response activities currently underway D. offsite radiological release status E. dose assessment and PARs <p>8.2 Conduct periodic briefing of offsite representatives as deemed appropriate.</p>	
<p>9.0 Review and approve/concur ConEd news releases</p> <p>9.1 Maintain the EOF Information Liaison apprised of current emergency status and any significant events that may be of public interest.</p> <p>9.2 Ensure that the EOF Information Liaison obtains a copy of any news release prior to issue for your review and approval (prior to JNC activation) or technical concurrence (after JNC activation).</p> <p>9.3 Direct copies of news releases be given to offsite representatives in the EOF upon approval.</p> <p>9.4 Confer with the Company Spokesperson at the JNC and the EOF Manager and ORAD if there is any question as to the accuracy of the proposed news release prior to approval.</p>	
<p>10.0 Conduct periodic facility briefings</p> <p>10.1 Coordinate with the EOF Manager to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.</p> <p>10.2 Use an Essential Information Checklist (Form IP1035-2) as a guide for leading the briefings.</p> <p>10.3 Direct the ED Technical Advisor and the ORAD to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.</p> <p>10.4 Emphasize what the major tasks and priorities are during every briefing.</p> <p>10.5 Direct EOF staff to review there procedure to ensure required actions are being performed.</p>	

Attachment 1
Emergency Director Checklist
 Sheet 7 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	
<p>11.0 Approve emergency radiation exposures and KI issuance for ConEd Workers outside the Protected Area (non-delegable)</p> <p>11.1 When requested by the EOF Manager and/or ORAD, approve emergency radiation exposures and/or issuance of KI for ConEd emergency workers outside the Protected Area Fence.</p> <p>11.2 Authorize emergency exposures up to 1 Rem TEDE for all monitoring team personnel dispatched from the EOF and other EOF staff as required. Ensure this authorization is documented in the ED's Log Sheet.</p> <p>11.3 IF emergency measures require additional exposure THEN authorize raising the blanket emergency exposure limit 1 Rem at a time up to a limit of 5 Rem</p> <p>11.4 Review, when requested by ORAD or EOF Manager, emergency exposures beyond 5 Rem on an individual basis. Exposure in excess of 5 Rem shall be authorized using an Emergency Exposure Authorization sheet (Form IP-1023-6).</p>	
<p>12.0 Acquire and allocate ConEd and external resources as needed to support emergency response.</p> <p>12.1 Review personnel, equipment and supply needs with the EPM.</p> <p>12.2 Make all Nuclear Organization resources available to supply needed items.</p> <p>12.3 Direct the EOF Manager to interface and coordinate with the ConEd Corporate organization to acquire needed equipment and resources that are not under the direct control of the Nuclear Organization.</p> <p>12.4 Request support from INPO and Federal authorities when needed.</p>	
<p>13.0 IF the emergency is classified as a General Emergency THEN direct evacuation of onsite non-essential personnel.</p>	
<p>14.0 IF the emergency is classified as a Site Area Emergency THEN review procedure IP-1027, Personnel Accountability and Evacuation for evacuation or dismissal of non-essential personnel.</p>	

Attachment 1
Emergency Director Checklist
Sheet 8 of 8

<u>Continuous Responsibility/Activity (cont.)</u>	
<p>15.0 Terminate the emergency and enter the Recovery Phase.</p> <p>15.1 Refer to IP-1048, Termination and Recovery, for guidance on entry into Recovery Phase.</p> <p>15.2 Identify and assign a Recovery Manager.</p> <p>15.3 Notify the Recovery Manager of the intention to enter recovery and request his/her presence in the EOF.</p> <p>15.4 IF there was a radiological release THEN direct the Emergency Plant Manager to have a survey team survey the Recovery Center (Vice President, Nuclear Power Office complex, 72' elevation).</p> <p>15.5 Terminate the emergency and officially enter the Recovery Phase.</p> <p>15.6 Formally turnover the emergency organization to the Recovery Manager</p> <p>15.7 Direct notification of the following locations that Indian Point has entered the Recovery Phase:</p> <ul style="list-style-type: none"> A. The NRC via Energy Notification System (ENS) B. State and Counties using a NYS Radiological Emergency Data Form – Part I, via the RECS C. Corporate Information Group (CIG) D. All activated emergency response centers (TSC/OSC and JNC) <p>15.8 Ensure that a written summary of the event is provided to State and Counties per IP-1048, Termination and Recovery</p>	
<u>Closeout Responsibility/Activity</u>	
<p>16.0 Direct all Emergency Response Organization Managers to review documentation generated during the emergency</p> <p>16.1 Verify all required documentation has been completed.</p> <p>16.2 Verify accuracy of documentation.</p> <p>16.3 Provide additional documentation such as summary reports or closeout reports that could assist in recovery of station.</p>	
<p>17.0 Have ERO members provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 2
EOF Manager
 Sheet 1 of 10

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of EOF Manager.</p> <p>1.1 Upon arrival at the EOF review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the Emergency Director</p> <p>A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.</p> <p>B. Request any additional information on current status of emergency response.</p> <p>1.3 <u>IF</u> the EOF has <u>NOT</u> been activated <u>THEN</u>:</p> <p>A. <u>IF</u> the NYS Radiological Emergency Data Form (Part I & II) completed by the CCR are not available in the EOF <u>THEN</u>. Request CCR fax copies to EOF</p> <p>B. Review notification forms, noting time next notification is due.</p> <p>C. Assign individuals to the following positions:</p> <ol style="list-style-type: none"> 1. ED Technical Advisor 2. Offsite Radiological Assessment Director (ORAD) 3. Dose Assessment Health Physicist (DAHP) 4. MIDAS Operator 5. EOF Communicator #1 6. EOF Communicator #2 7. EOF Clerical Staff <p>D. <u>WHEN</u> the following minimum staff is available <u>THEN</u> inform the On-Call ED that you are ready to activate the EOF.</p> <ol style="list-style-type: none"> 1. Offsite Radiological Assessment Director (ORAD) 2. EOF Communicator #2 3. Additional personnel as deemed necessary for the EOF to perform it's functions based on the current emergency conditions. <p>E. Review Normal EOF Staffing (Form IP-1030-2) to verify full EOF Staffing.</p>	

Attachment 2

EOF Manager

Sheet 2 of 10

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>F <u>IF</u> additional personnel are required <u>THEN</u>:</p> <ol style="list-style-type: none"> 1. <u>IF</u> it is during normal working hours <u>THEN</u> call or assign someone to call Access Control (ext. 5327) in the Energy Education Center for additional personnel. 2. <u>IF</u> the needed individuals are <u>NOT</u> available onsite <u>THEN</u> call or assign someone to call individuals at home using the Emergency Telephone Directory. <p>G <u>WHEN</u> the On-Call Emergency Director assumes ED responsibilities from the acting ED in the CCR <u>THEN</u>:</p> <ol style="list-style-type: none"> 1. Inform the following locations that _____ (name) _____ is now the Emergency Director and that the EOF is activated. <ol style="list-style-type: none"> (a) TSC – TSC Manager (734-5587) (b) CCR – Shift Manager (734-5299) (c) JNC (if activated) – Utility Work Room (734-5065) (d) CIG (212-580-8689) 2. Direct EOF Communicator #2 to inform the NRC via the ENS phone that the EOF is activated. <p>H Establish EOF Security</p> <ol style="list-style-type: none"> 1. Request temporary guard for EOF entrance from the Site Security Supervisor 2. Direct Security to allow access only to personnel who show a valid ID from the following organizations unless authorized: <ol style="list-style-type: none"> (a) ConEd or NYPA (b) State, Counties (Putnam, Orange, Rockland or Westchester) or PSC (c) NRC or FEMA <p>I. Send (or ensure they have reported) State and County Liaisons to EOCs. Provide them with the following directions:</p> <ol style="list-style-type: none"> (a) Direct that the Liaisons should provide technical assistance to EOC personnel and direct any other request to the EOF (b) Direct the Liaisons NOT to talk to the press and direct any media questions to the JNC 	

Attachment 2
EOF Manager
 Sheet 3 of 10

<u>Initial Responsibility/Activity(cont.)</u>	<u>Notes</u>
<p>J Notify or direct the EOF Communicator #2 to notify Offsite Agencies that the EOF is now activated:</p> <ol style="list-style-type: none"> 1. NRC via ENS 2. NYS and 4 Counties via RECS <p>1.4 IF relieving another EOF Manager THEN perform a formal turnover with the current EOF Manager:</p> <ol style="list-style-type: none"> A Review the Emergency Director's activity log B Obtain briefing form current EOF Manager on the emergency and any actions the have been completed or are in progress. C Announcement to the EOF that you are now the EOF Manager. 	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Maintain personnel accountability in the EOF</p> <p>2.1 Direct EOF personnel to inform you and sign out with Security if they must temporarily leave the EOF.</p> <p>2.2 IF you are temporarily leaving the work area THEN</p> <ol style="list-style-type: none"> A Inform the Emergency Director if you are leaving the work area. B Upon return, obtain a briefing from the Emergency Director on any events that have occurred while you were away. 	
<p>3.0 Assist the ED in maintenance of ED Log</p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when the Emergency Director assumed the duties of ED (and EOF activation if not previously done).</p> <p>3.3 Log when you assumed the duties of EOF Manager.</p> <p>3.4 Log significant decisions and important details used to make decisions. (Emergency classification changes and protective actions recommendations shall be logged)</p> <p>3.5 Log significant communications with other members of the ERO and all communications with individuals offsite.</p>	

Attachment 2
EOF Manager

Sheet 4 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>4.0 Keep the ED informed of changing conditions that may cause an upgrade in the Emergency Classification.</p> <p>4.1 Review plant data with ED Technical Advisor</p> <p>4.2 Review offsite radiological data with ORAD.</p> <p>4.3 Compare current information and recommendations with EAL Wall Chart, Procedure IP-1024, Emergency Classification and the EAL Technical Basis Document.</p> <p>4.4 Inform the ED of any possible changes in the Emergency Classification</p>	
<p>5.0 Assist the ED in determining the appropriate Protective Action Recommendations to Offsite Authorities.</p> <p style="text-align: center;">NOTE:</p> <p>Protective Action Recommendations (PARs) will only be made for the General Emergency Classification</p> <p>5.1 Determine with the assistance of the ORAD the appropriate PAR per IP-1013, Protective Action Recommendations</p> <p>5.2 Reevaluate the adequacy of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.</p> <p>5.3 Confer with State authorities prior to PAR issuance, if possible.</p> <p>5.4 Once the ED makes or changes a PAR it shall be transmitted to offsite authorities using a NYS Radiological Emergency Data Form, Part I, within 15 minutes of the decision to make the PAR.</p>	
<p>6.0 Notify the Nuclear Facility Safety Committee (NFSC) Chairman</p> <p>6.1 <u>IF</u> the classification was due to exceeding Technical Specifications 2.1 or 2.2 limits <u>THEN</u> inform the NFSC Chairman that the T.S. has been exceeded.</p>	

Attachment 2
EOF Manager
Sheet 5 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	
<p>7.0 IF the ED changes the emergency classification THEN ensure notification of State and Local authorities be completed within 15 minutes.</p> <p style="text-align: center;"><u>NOTE:</u> The MEANS Computer program may be used to print NYS Radiological Emergency Data Forms</p> <p>7.1 Complete (or designate the completion of) a NYS Radiological Emergency Data Form (Part I)</p> <p>7.2 Have the ED review and approve the completed NYS Radiological Emergency Data Form (The ED approval is non-delegable).</p> <p>7.3 Direct EOF Communicator #2 to transmit data on form to State and Local authorities and report to you when task is complete.</p> <p>7.4 Direct transmittal of form data to NRC as soon as possible but no later than 1 hour.</p>	
<p>8.0 Direct periodic updates to offsite authorities be prepared</p> <p><u>NOTE:</u> Completion and transmittal of part II of the NYS Radiological Emergency Data Form may not be needed if there has been no significant release of radioactive materials.</p> <p>8.1 Complete (or designate the completion of) a NYS Radiological Emergency Data Form (Parts I & II) at the following times:</p> <ul style="list-style-type: none"> A When there has been a significant change in release rates and/or meteorological data. B When there has been a significant change in plant conditions. C <u>OR</u> approximately every 30 minutes if conditions are static. <p>8.2 Present completed form to the ED for review and approval. (The ED's Approval is non-delegable.)</p> <p>8.3 Direct EOF Communicator #2 to transmit data on form to State and Local authorities and the NRC and report to you when task is complete.</p>	

Attachment 2
EOF Manager
Sheet 6 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	
<p>9.0 Assist the ED in briefing offsite representatives (State, Local, FEMA and NRC)</p> <p>9.1 Upon their arrival at the facility, offsite representatives should be briefed on:</p> <ul style="list-style-type: none"> A. emergency events B. current plant conditions C. emergency response activities currently underway D. offsite radiological release status E. dose assessment and PARs <p>9.2 Coordinate with ED the periodic briefing of offsite representatives as deemed appropriate.</p>	
<p>10.0 Evaluate the need to evacuate all Non-Essential Personnel and recommend evacuation to ED if conditions warrant.</p> <p>10.1 Check with the EPM on conditions within the Protected Area and the ORAD on conditions outside the Protected Area.</p> <p>10.2 Review IP-1027, Personnel Accountability and Evacuation</p> <p>10.3 Evacuation should occur at a Site Area Emergency, if radiological plume direction does not preclude.</p> <p>10.4 <u>IF</u> conditions exist at an Alert that could warrant evacuation <u>THEN</u> consider evacuation of non-essential personnel from site.</p>	
<p>11.0 Assist the ED in periodic facility briefings</p> <p>11.1 Coordinate with the Emergency Director to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.</p> <p>11.2 Use Form IP1035-2, Essential Information Checklist as a guide for leading the briefings.</p> <p>11.3 Direct the ED Technical Advisor and the ORAD to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.</p> <p>11.4 Emphasize what the major tasks and priorities are.</p>	

Attachment 2

EOF Manager

Sheet 7 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	
<p>12.0 Track EOF Staff emergency exposures.</p> <p>12.1 Monitor actual or potential EOF personnel exposures or potential exposures and request ED to authorize emergency exposures and the issuance of KI to ConEd emergency workers outside the Protected Area. (ED authorization of emergency exposures is non-delegable)</p> <p>12.2 IF EOF staff must receive exposure THEN request the ED authorize emergency exposures up to 1 Rem TEDE for all monitoring team personnel dispatched from the EOF and remainder of staff as required. Document this authorization in the ED's ERO Log Sheet.</p> <p>12.3 IF emergency measures require additional exposure THEN request the ED to raise the emergency exposure limit 1 Rem at a time up to a total exposure of 5 Rem.</p> <p>12.4 Evaluate when requested by ORAD, emergency exposures beyond 5 Rem on an individual basis. Request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization general guidelines (more details are listed on the authorization form).</p> <p>A. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities.</p> <p>B. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment.</p> <p>C. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life.</p> <p>D. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.</p> <p>E. Authorize the issuance of KI when requested for any large exposures or expected large exposures to the thyroid.</p>	

Attachment 2
 EOF Manager
 Sheet 8 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	
13.0	IF additional resources are need to support emergency response THEN assist ED in making request to Federal agencies or other non-ConEd organizations.
14.0	Have a member of the Emergency Planning Staff report to the AEOF to prepare the facility for possible activation.
15.0	Relocation of the EOF to AEOF
15.1	<p>IF the following conditions are present THEN perform an organized evacuation of the EOF to the AEOF.</p> <ul style="list-style-type: none"> • Exposure rates > 80 mRem/Hr TEDE OR 500mRem/Hr TODE • Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE OR Thyroid Dose >5 Rem TODE • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1. <p>Evacuation may be performed at rates below those listed based on plant conditions and response needs.</p>
15.2	IF there has been a core melt sequence where large amounts of fission products (other than noble gases) are in the containment atmosphere AND containment failure is judged imminent THEN consider starting relocation to the AEOF.
15.3	IF time permits THEN have a relief shift report to the AEOF and perform turnover prior to evacuation of EOF.
15.4	<p>Determine the speed at which the relocation of personnel should occur giving consideration to the following items:</p> <ul style="list-style-type: none"> A. Consider the impact of immediate relocation vs. projects in progress. B. Current radiological conditions within the EOF and the Plant. C. Radiological conditions en route. D. The adequacy of response from the alternate location.
15.5	Coordinate evacuation of the EOF with the ED and the EPM transferring ED responsibilities back to the EPM if another ED can not assume responsibilities at the AEOF

Attachment 2
EOF Manager
 Sheet 9 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	
<p>15.6 Direct copies of Addendum 8, Directions to AEOF be provided to EOF Staff.</p> <p>15.7 Request that the EPM announce the decision to evacuate and ensure relief shift is made aware of re-location.</p>	
<p>16.0 Termination of the emergency and entering the Recovery Phase. (The ED is responsible for directing entry into the Recovery Phase)</p> <p>16.1 Refer to IP-1048, Termination and Recovery, for guidance on entry into Recovery Phase.</p> <p>16.2 The ED shall assign a Recovery Manager</p> <p>16.3 Notify the Recovery Manager of the intention to enter recovery and request his/her presence in the EOF</p> <p>16.4 IF there was a radiological release THEN direct the Emergency Plant Manager to have a survey team survey the Recovery Center.</p> <p>16.5 De-escalate the Emergency and officially enter the Recovery Phase</p> <p>16.6 Formally turnover the emergency organization to the Recovery Manager</p> <p>16.7 Notify the following locations that Indian Point has entered the Recovery Phase:</p> <ul style="list-style-type: none"> A. The NRC via Energy Notification System (ENS) B. State and Counties using information on a NYS Radiological Emergency Data Form Part I, via the RECS C. Corporate Information Group D. All activated emergency response centers (TSC/OSC and JNC) <p>16.8 Ensure that a written summary of the event is provided to State and Counties per IP-1048, Termination and Recovery</p>	

Attachment 2
EOF Manager
 Sheet 10 of 10

<u>Closeout Responsibility/Activity</u>	
17.0	Direct EOF Staff to return all equipment to proper storage locations.
18.0	Review all documentation the EOF Staff maintained during the emergency:
18.1	Ensure logs, forms and other documentation are complete
18.2	Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations
19.0	Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 3
Offsite Radiological Assessment Director (ORAD)
 Sheet 1 of 8

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of ORAD.</p> <p>1.1 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the EOF Manager or Emergency Director</p> <p style="padding-left: 20px;">A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.</p> <p style="padding-left: 20px;">B. Request any additional information on current status of emergency response.</p> <p>1.3 <u>IF</u> the EOF has <u>NOT</u> been activated <u>THEN</u>:</p> <p style="text-align: center;"><u>NOTE:</u></p> <p style="padding-left: 40px;">Offsite Dose Assessment and Radiological Monitoring responsibilities may be transferred to the ORAD before the EOF is fully activated.</p> <p>A. <u>WHEN</u> the following minimum staff is available <u>THEN</u> inform the EOF Manager or the ED that you are ready to assume responsibilities for offsite dose assessment and offsite monitoring.</p> <p style="padding-left: 40px;">1. On or Offsite Survey Team Members (2)</p> <p style="padding-left: 40px;">2. EOF Communicator #1</p> <p>B. <u>WHEN</u> ready to assume dose assessment and offsite (outside Protected Area) monitoring responsibilities from the CCR <u>THEN</u> contact the CCR and formally assume these responsibilities.</p> <p>C. Review Normal EOF Staffing (Form IP-1030-2) to verify full EOF Staffing for offsite radiological tracking.</p> <p>D. <u>IF</u> additional personnel are required <u>THEN</u> inform the EOF Manager to direct callout of needed personnel.</p> <p>E. Notify the EOF staff that you have assumed these responsibilities.</p>	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

Sheet 2 of 8

<u>Initial Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>F Direct the MIDAS Operator to disarm (or disarm IAW steps in MIDAS Operator's Checklist) the Halon Fire Protection System (Real emergencies only)</p> <p>G <u>IF</u> there has been a release of radioactive to the environment <u>THEN:</u></p> <ol style="list-style-type: none"> 1. Direct the MIDAS Operator to place (or place IAW steps in MIDAS Operator's Checklist) the EOF ventilation in the internal recirculation mode. 2. Contact the Unit #3 Control Room and request that NYPA Offsite Monitoring Teams report to EOF <p>H <u>IF</u> the CCR performed offsite dose assessments and made a Protective Action Recommendation <u>THEN:</u></p> <ol style="list-style-type: none"> 1. Obtain and review NYS Radiological Emergency Data Form - Part I and Part II 2. Verify or have the Dose Assessment HP verify dose assessment calculations. 3. Evaluate Protective Action Recommendations. 4. Notify the ED or CCR if there are any discrepancies. <p>1.4 <u>IF</u> relieving another ORAD <u>THEN</u> perform a formal turnover with the current ORAD:</p> <ol style="list-style-type: none"> A Review the current ORAD's activity log B Obtain briefing form current ORAD on the emergency and any actions the have been competed or are in progress. C Make an announcement to the EOF Staff that you are now the ORAD. 	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

Sheet 3 of 8

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Ensure habitability surveys are performed in the EOF</p> <p>2.1 Assign an HP Technician to the position of Survey Team Health Physicist (STHP) providing them the following instructions:</p> <p style="padding-left: 40px;">A Perform steps in Attachment 6, Survey Team Health Physicist (STHP) Checklist</p> <p>2.2 <u>IF</u> there is a potential for surface or airborne contamination with in the EOF <u>THEN</u></p> <p style="padding-left: 40px;">A Suspend eating and drinking until you ensure EOF food and drinking water supplies are consumable.</p> <p style="padding-left: 40px;">B Determine the survey and radiological controls needed for the EOF based on plant conditions and whether there has been a release or not.</p> <p style="padding-left: 40px;">C Provide further guidance to STHP on frequency of surveys and on the level of contamination controls required.</p> <p>2.3 <u>IF</u> the following conditions are present <u>THEN</u> inform the EOF Manager and/or the ED that an organized evacuation of the EOF to the AEOF should be considered.</p> <ul style="list-style-type: none"> • Exposure rates > 80 mRem/Hr TEDE <u>OR</u> 500mRem/Hr TODE • Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE <u>OR</u> Thyroid Dose >5 Rem TODE • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1. <p>2.4 Evacuation may be performed at rates below those listed based on plant conditions and response needs.</p>	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

Sheet 4 of 8

<p>3.0 Maintain personnel accountability in the EOF</p> <p>3.1 Keep apprised of the whereabouts of Field Monitoring Teams and other personnel assigned to you at all times.</p> <p>3.2 <u>IF</u> you are temporarily leaving the work area <u>THEN</u></p> <p style="padding-left: 20px;">A Inform the EOF Manager if you are leaving the work area.</p> <p style="padding-left: 20px;">B Upon return, obtain a briefing from the EOF Manager on any events which have occurred while you were away.</p>	
<p>4.0 Maintain a Log</p> <p>4.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>4.2 Log when you assumed the duties of ORAD.</p> <p>4.3 Log significant decisions and important details used to make decisions.</p>	
<p>5.0 Develop and provide recommendations for EAL and classification level changes based on radiological considerations to the ED.</p> <p>5.1 Compare dose projection and field survey results with EAL criteria to determine the impact on the existing classification level.</p> <p>5.2 Notify the ED of any EALs effected by changes in radiological conditions.</p>	
<p>6.0 Develop and provide recommendations for offsite PARs based on radiological considerations to the ERM.</p> <p>6.1 Notify the ED of any changes in radiological conditions which may effect the PAR</p> <p>6.2 Use procedure IP-1013, Protective Action Recommendations to determine proper PAR.</p> <p>6.3 Document ConEd PARs whenever a General Emergency is declared.</p> <p>6.4 Review PARs whenever radiological conditions change significantly.</p>	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
Sheet 4 of 8

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
<p>7.0 Maintain communications with the TSC Radiological Advisor to discuss radiological conditions and on and off site response actions.</p> <p>7.1 Contact the TSC Radiological Advisor for information on releases or potential releases and plant conditions which may lead to offsite radiological effects.</p> <p>7.2 Periodically contact the TSC Radiological Advisor to provide updates on new dose projections, results of environmental monitoring and to provide technical assistance as needed.</p>	
<p>8.0 Coordinate and direct the dose assessment and environmental monitoring efforts.</p> <p>8.1 Supervise the activities of the Dose Assessment HP, MIDAS Operator, EOF Communicator #1 and the Field Monitoring Teams</p> <p>8.2 Ensure the Health Physics Network (HPN) is manned when requested by the NRC</p> <p>8.3 Determine the periodicity of dose projection calculations.</p> <p>A Direct the Dose Assessment HP to perform offsite dose projections using IP-1007, Dose Assessment.</p> <p>B Direct MIDAS Operator to obtain dose projections, plume plot and Reuter-Stokes Senti System readings, using IP-1047, Obtaining Offsite Exposure Rates from MIDAS using Data Terminal and IP-1037, Obtaining Offsite Reuter-Stokes Monitoring Data.</p> <p>8.4 Analyze dose assessment and environmental information to determine any actual or potential offsite consequences of the event.</p> <p>8.5 Determine anticipated plume based on meteorological data.</p> <p>8.6 Mark plume front and times on map table map.</p> <p>8.7 Based on projected plume travel path select offsite sample points and indicate them on Form IP-1030-5.</p>	

Attachment 3
Offsite Radiological Assessment Director (ORAD)
 Sheet 6 of 8

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>8.8 Determine special instructions to be provided to monitoring teams:</p> <p style="padding-left: 40px;">A IF the expected thyroid dose is greater than 25 Rem THEN consider issuing KI</p> <p style="padding-left: 40px;">B Team tracking efforts should be directed to limit their exposure to less than 5 Rem for the entire emergency.</p> <p>8.9 Teams should not go into radiation fields greater than 1 Rem/hr without specific directions from you. Direct On and Offsite Monitoring to survey anticipated plume path:</p> <p style="padding-left: 40px;">A Direct EOF Communicator #1 to:</p> <ol style="list-style-type: none"> 1. Brief teams on expected doses, plume path and any special instructions or safety precautions (such as use of KI, respirators, or protective clothing). 2. Have teams pick up samples from designated sample points. 3. Direct environmental monitoring be performed to confirm dose projections and track any offsite radioactive plume. <p>8.10 Compare projected doses with actual readings taken by field monitoring teams.</p> <p>8.11 Determine which ERPAs are affected by any release and verify proper PARs have been issued.</p> <p>8.12 Conduct periodic briefings with the ED and the EOF Manager to discuss the status of offsite radiological information and assessments.</p> <p>8.13 Compare dose assessment and environmental monitoring efforts with state personnel in the State EOC and/or in the EOF.</p> <p>8.14 Compare dose assessment and environmental monitoring efforts with the NRC Environmental Dose Assessment Coordinator once the NRC Site Team is in the EOF.</p>	

Attachment 3

Offsite Radiological Assessment Director (ORAD)

Sheet 7 of 8

<p>9.0 Evaluate and direct the requirements for offsite emergency exposure.</p> <p>9.1 Track EOF Staff emergency exposures.</p> <p>A Monitor EOF personnel exposures or potential exposures and request ED to Authorize Emergency Exposures and the issuance of KI to ConEd emergency workers outside the Protected Area. (ED authorization of exposures is non-delegable)</p> <p>B IF EOF staff must receive exposure THEN request the ED authorize emergency exposures up to 1 Rem TEDE for all monitoring team personnel dispatched from the EOF and remainder of staff as required. This authorization shall be documented in the ED's ERO Log Sheet.</p> <p>C IF emergency measures require additional exposure THEN request the ED to the raise the emergency exposure limit 1 Rem at a time up to 5 Rem.</p> <p>D Emergency exposures beyond 5 Rem shall be authorized on an individual basis. Request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization. General guidelines (more details are listed on authorization form)</p> <ol style="list-style-type: none"> 1. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities. 2. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment. 3. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life. 4. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life. <p>9.2 Request authorization for the issuance of KI for any large exposures or expected large exposures to the thyroid.</p> <p>9.3 Direct the use of protective clothing and respirators as necessary for ConEd workers outside the Protected Area.</p> <p>9.4 IF emergency workers are exposed to contamination or airborne activities THEN direct radiological evaluations and monitoring as needed. IP-1008, Personnel Radiological Check and Decontamination should be used for these checks.</p>	
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Attachment 3
Offsite Radiological Assessment Director (ORAD)
 Sheet 8 of 8

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>10.0 Report releases to the Environmental Protection Agency (EPA)</p> <p>10.1 IF any radionuclide release exceeds the value listed in Appendix B to 302.4, (Form IP-1030-4) Title 40CFR302 THEN</p> <p style="padding-left: 20px;">A Notify the EPA National Response Center (phone number in Emergency Telephone Directory).</p> <p style="padding-left: 20px;">B Direct Communicator to identify report is pursuant to 40CFR302.</p> <p>10.2 Document details of any communications with EPA.</p>	
<p>11.0 Initial Post Accident Environmental Sampling</p> <p style="text-align: center;">NOTE:</p> <p style="padding-left: 20px;">After a radiological release preliminary sampling may be performed to aid in development of more extensive plan for environmental sampling.</p> <p>11.1 Confer with Emergency Director and offsite radiological officials on need for sampling.</p> <p>11.2 Refer to IP-1004, Post Accident Offsite Environmental Surveys, Sampling and Counting for sampling guidelines</p>	
<u>Closeout Responsibility/Activity</u>	
<p>12.0 Direct Staff to return all equipment to proper storage locations.</p>	
<p>13.0 Review all documentation the EOF Radiological Staff maintained during the emergency:</p> <p>13.1 Ensure logs, forms and other documentation are complete</p> <p>13.2 Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations</p>	
<p>14.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 4
Dose Assessment Health Physicist (DAHP)
Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of DAHP.</p> <p>1.1 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the ORAD or EOF Manager</p> <p>A. Use an Essential Information Checklist (Form IP-1035-2) to document briefing items.</p> <p>B. Review NYS Radiological Emergency Data Form, Part II if copy is available.</p> <p>C. Request any additional information on current status of emergency response.</p> <p>1.5 <u>IF</u> relieving another DAHP <u>THEN</u> perform a formal turnover with the current DAHP:</p> <p>D Review the current DAHP activity log</p> <p>E Obtain briefing form current DAHP on the emergency and any actions the have been competed or are in progress.</p> <p>1.3 Inform the ORAD that you are now the DAHP.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 <u>IF</u> you are temporarily leaving the work area <u>THEN</u></p> <p>2.1 Inform the ORAD you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the ORAD on any events which have occurred while you were away.</p>	
<p>3.0 Maintain a Log</p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of DAHP.</p> <p>3.3 Log significant decisions and important details used to make decisions.</p>	

Attachment 4
Dose Assessment Health Physicist (DAHP)
 Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>4.0 Evaluate Plant Radiological Data</p> <p>4.1 Obtain Form 42c data from EDDS display, SAS printouts or fax copies received from the TSC.</p> <p>4.2 Review radiation monitor readings and evaluate for actual or potential radiological releases.</p> <p>4.3 Contact the TSC Radiological Advisor for additional information on plant radiological conditions and assistance in interpreting data.</p> <p>4.4 IF there are any indications of a radiological release THEN perform step 5.0 of this checklist.</p>	
<p>5.0 <u>IF there has been a release or potential release of radioactive materials from the plant THEN:</u></p> <p>5.1 Give meteorological data, iodine to noble gas ratio and release rates to the MIDAS operator and direct him/her to perform dose projections</p> <p><u>OR</u></p> <p>5.2 Perform dose projections utilizing procedure IP-1007, Dose Assessment.</p>	
<p>6.0 Assist the ORAD in directing Onsite and Offsite Monitoring Teams to survey locations.</p> <p>6.1 Use overlays to obtain an approximation of the plume location</p> <p>6.2 Determine which emergency sampling sites would be appropriate to send the offsite monitoring teams to.</p> <p>6.3 Use Xu/Q values to approximate relative values between locations.</p>	

Attachment 4
 Dose Assessment Health Physicist (DAHP)

Sheet 3 of 4

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
<p>7.0 Evaluate the offsite survey data.</p> <p>7.1 Calculate the charcoal / silver zeolite iodine and particulate activities using procedure IP-1020, Airborne Radioiodine Determination.</p> <p>7.2 Determine the equivalent thyroid and whole body exposure rates utilizing Procedure IP-1007, "Dose Assessment"</p> <p>7.3 Complete Form IP-1030-5, Offsite Survey Data and review data with the ORAD</p>	
<p>8.0 Establish communications with the NRC via the HPN phone line.</p> <p>8.1 Dial the number listed on the V-Band console or listed in the Emergency Telephone Directory.</p> <p>8.2 Inform the NRC that the EOF is activated and performing offsite dose assessment activities. Brief them on any potential releases and answer any questions.</p> <p>8.3 <u>IF</u> requested by the NRC to stay on <u>THEN</u> stay on the line and request the ORAD to locate another individual to assist in HPN line communications.</p> <p>8.4 <u>IF</u> continuous communications are not requested <u>THEN</u> receive calls from the NRC on the HPN when phone rings.</p>	

Attachment 4
Dose Assessment Health Physicist (DAHP)
Sheet 4 of 4

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>9.0 Review Reuter-Stokes Sentri readings.</p> <p>9.1 Obtain the readings from the MIDAS Operator</p> <p>9.2 Compare the projected values and the measured offsite exposure rates with the Reuter-Stokes readings</p> <p>9.3 IF there are large discrepancies THEN Inform the ORAD and continue to gather and analyze data to resolve values.</p> <p>9.4 Present Reuter-Stokes data to ORAD for review</p>	
<p><u>Closeout Responsibility/Activity</u></p>	
<p>10.0 Return all equipment to proper storage locations.</p>	
<p>11.0 Review all documentation the DAHPs maintained during the emergency:</p> <p>A. Ensure logs, forms and other documentation are complete</p> <p>B. Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase</p>	
<p>12.0 Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 5
MIDAS Operator
Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of MIDAS Operator.</p> <p>1.1 Sign in on the Facility Sign-in Board</p> <p>1.2 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.3 Obtain briefing from the DAHP or the ORAD</p> <p style="padding-left: 20px;">A. Review NYS Radiological Emergency Data Form, Part II if copy is available.</p> <p style="padding-left: 20px;">B. Request any additional information on current status of emergency response.</p> <p>1.4 <u>IF</u> relieving another MIDAS Operator <u>THEN</u> perform a formal turnover with the current MIDAS Operator:</p> <p style="padding-left: 20px;">A. Review the current MIDAS Operator activity log</p> <p style="padding-left: 20px;">B. Obtain briefing form current MIDAS Operator on the emergency and any actions the have been competed or are in progress.</p> <p>1.5 Inform the DAHP that you are now the MIDAS Operator.</p> <p>1.6 <u>IF</u> the facility has <u>NOT</u> been activated <u>THEN</u></p> <p style="padding-left: 20px;">A. Check operability and availability of MIDAS equipment, Reuter-Stokes Systems and Meteorological data.</p> <p style="padding-left: 20px;">B. Report any equipment problems to the DAHP or ORAD.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 <u>IF</u> you are temporarily leaving the work area <u>THEN</u></p> <p>2.1 Inform the DAHP or ORAD you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the DAHP or ORAD on any events which have occurred while you were away.</p>	

Attachment 5
MIDAS Operator
Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>3.0 Maintain a Log</p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of MIDAS Operator.</p> <p>3.3 Log significant decisions, important details used to make decisions and any equipment operability issues.</p>	
<p>4.0 <u>WHEN</u> directed by the ORAD <u>THEN</u> disarm the EOF Halon System</p> <p>4.1 Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.</p> <p>4.2 Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.</p> <p>4.3 Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "Armed" position to the "S1" position.</p> <p>4.4 <u>IF</u> the ORAD does <u>NOT</u> direct this action <u>THEN</u> ask the ORAD if the action is required.</p>	
<p>5.0 <u>WHEN</u> directed by the ORAD <u>THEN</u> place the EOF ventilation on internal recirculation.</p> <p>5.1 Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.</p> <p>5.2 Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.</p> <p>5.3 Rotate all three (3) damper control knobs CLOCKWISE to close the dampers.</p> <p>5.4 Place the three (3) AC Unit control switches to the "OVERRIDE" (up) position</p> <p>5.5 Inform the ORAD and log when you have placed ventilation system in recircualtion and return key to key locker.</p> <p>5.6 <u>IF</u> the ORAD does <u>NOT</u> direct this action <u>THEN</u> ask the ORAD if the action is required.</p>	

Attachment 5
MIDAS Operator

Sheet 3 of 4

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>6.0 Maintain the MET Data Status Board</p> <p>6.1 Use procedure IP-1016, Obtaining Meteorological Data to retrieve weather predictions.</p> <p>6.2 Obtain the latest measured MET data from MIDAS every 15 minutes.</p> <p style="padding-left: 20px;">A Update the MET Data Status Board to display the correct data.</p> <p style="padding-left: 20px;">B Notify the ORAD of any changes in the meteorological data.</p> <p>6.3 Obtain weather predictions from MIDAS and/or Weather Bureau</p> <p style="padding-left: 20px;">A Update the MET Data Status Board to display the correct data.</p> <p style="padding-left: 20px;">B Notify the ORAD of any significant changes in the weather forecast data</p>	
<p>7.0 Obtain Reuter-Stokes data.</p> <p>7.1 Use procedure IP-1037, Obtaining Reuter-Stokes Monitor Data to obtain radiological data.</p> <p>7.2 IF any readings indicate above background levels THEN inform the DAHP and ORAD immediately of the readings.</p>	
<p>8.0 Obtain radiological release data and perform dose projections as directed.</p> <p>8.1 Use procedure IP-1022, Obtaining Meteorological and Dose Assessment Data from MIDAS</p> <p>8.2 Review MIDAS dose assessment data with the DAHP and ORAD</p>	

Attachment 5
MIDAS Operator

Sheet 4 of 4

<u>Closeout Responsibility/Activity</u>		
<p>9.0 Rearm the EOF Halon System</p> <p>9.1 Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.</p> <p>9.2 Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.</p> <p>9.3 Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "S1" (up) position to the "Armed" (down) position.</p>		
<p>10.0 Return the EOF ventilation to normal.</p> <p>10.1 Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.</p> <p>10.2 Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.</p> <p>10.3 Rotate all three (3) damper control knobs COUNTER - CLOCKWISE half way to open the dampers.</p> <p>10.4 Place the three (3) AC control switches to the "NORMAL" (down) position</p>		
<p>11.0 Return all equipment used by MIDAS Operators to it's proper storage locations.</p>		
<p>12.0 Review all documentation the MIDAS Operator maintained during the emergency:</p> <p>12.1 Ensure logs, forms and other documentation are complete</p> <p>12.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase</p>		
<p>13.0 Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.</p>		

Attachment 6
Survey Team Health Physicist (STHP)
 Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 When directed by the ORAD assume the position of STHP.</p> <p>1.1 Sign in on the Facility Sign In Board.</p> <p>1.2 Periodically review this checklist throughout the emergency to determine which actions are appropriate for current conditions.</p> <p>1.3 IF relieving another STHP THEN perform a formal turnover with the current STHP:</p> <p style="margin-left: 20px;">A. Review the current EOF survey data</p> <p style="margin-left: 20px;">B. Obtain briefing form current STHP on the emergency and any actions the have been competed or are in progress.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Confer with the ORAD or DAHP on the need to set up EOF Radiological Controls. When directed set up EOF entrance as follows:</p> <p>2.1 Set up stanchions, rope barricade, and frisker in the main hall entrance to EOF work area.</p> <p>2.2 Set frisker alarm to two (2) times background.</p> <p>2.3 Set up Step Off Pads (SOPs) at entrance.</p> <p style="margin-left: 20px;">A IF hallway contamination levels are LESS THAN 1000 dpm/100 cm² THEN use SOP labeled "CHECK SHOES BEFORE STEPPING HERE"</p> <p style="margin-left: 20px;">B IF hallway contamination levels are GREATER THAN 1000 dpm/100 cm² THEN use SOP labeled "REMOVE PROTECTIVE CLOTHING BEFORE STEPPING HERE"</p> <p style="margin-left: 40px;">AND</p> <p style="margin-left: 20px;">C Place a waste receptacle and clean shoe covers near the SOP location.</p> <p>2.4 Post the door in the upper level EOF near the Clerks as "Emergency Exit Only"</p> <p>2.5 Check to ensure door to West stairwell (to upper EOF) is locked.</p>	

Attachment 6
Survey Team Health Physicist (STHP)
Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>3.0 Monitor Habitability of the EOF</p> <p>3.1 Survey building using an Ion Chamber instrument approximately every 30 minutes. Survey times can be changed at the discretion of the ORAD.</p> <p>3.2 Take Beta and Gamma readings throughout occupied areas of the EOF and hallways record readings on EOF Radiological Survey (Form IP-1030-3).</p> <p>3.3 Take smears at building entrance, EOF entrance and in hallways. Record results on EOF Radiological Survey (Form IP-1030-3)</p> <p>3.4 IF any readings are found to be above background THEN inform the ORAD or DAHP immediately.</p> <p>3.5 Use procedure IP-1041, Use of Triton to Monitor for Radiogas” to set up the Triton monitor.</p> <p>3.6 IF Triton monitor alarms or surveys indicate contamination THEN monitor air in the EOF</p> <p>A Set up air sampler near HP Work Area</p> <p>B IF beta survey results are greater than 50 mr/hr OR the iodine-131 activity on a charcoal filter cartridge is greater than 10 –8 uCi/cc THEN use silver zeolite filter cartridge.</p> <p>C Set up MS-2/SPA-3 Counter in the lower level of the EOF by the HP area.</p> <p>D Determine airborne air activity using procedure IP-1020, Airborne Activity Determination. Record results EOF Radiological Survey (Form IP-1030-3).</p>	
<p>4.0 IF the Security Guards do NOT bring two (2) radios THEN obtain Emergency Planning Radios</p> <p>4.1 Call the Command Guard House and request they send the two (2) Emergency Planning Radios to the EOF</p> <p>4.2 Provide radios to Security Guards</p>	

Attachment 6
Survey Team Health Physicist (STHP)
 Sheet 3 of 4

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
<p>5.0 Assign Dosimetry</p> <p>5.1 IF the EOF Security Guards do NOT have a TLD or dosimeter THEN assign a TLD badge and dosimeter to the EOF Security Guards.</p> <p>5.2 Place one (1) each TLD badge and dosimeter in the upper and lower areas of the EOF work areas to monitor EOF personnel exposures.</p> <p>5.3 Ensure Onsite and Offsite Monitoring Team members are issued TLD badges and dosimeter.</p>	
<p>6.0 Personnel Exposure Control - ALARA</p> <p>6.1 IF ConED Emergency Personnel outside the Protected Area must receive emergency exposures THEN confer with the ORAD and EOF Manager to establish controls and limits.</p> <p style="padding-left: 20px;">A Emergency Exposures may be authorized by the Emergency Director up to 5 Rem for the event regardless of prior year-to-date exposures.</p> <p style="padding-left: 20px;">B Limits will normally be set at 1 Rem and raised 1 Rem at a time up to 5 Rem.</p> <p style="text-align: center;"><u>NOTE</u></p> <p>EOF Communicator #1 shall track exposures of on and offsite monitoring team members.</p> <p>6.2 IF any ConEd emergency workers outside the Protected Area are receiving radiological exposures THEN record exposures on Individual Exposure Tracking Log (Form IP-1023-3)</p> <p>6.3 Maintain Total Effective Dose Equivalent (TEDE) less than established emergency exposure limits.</p> <p>6.4 IF any worker must receive greater than 5 Rem THEN Have the ORAD request the ED authorize these exposures using Form IP-1023-6, Emergency Exposure Authorization.</p>	
<p>7.0 IF directed to determine thyroid burdens THEN arrange for emergency workers to receive Whole Body counts at a onsite or offsite counting station.</p>	

Attachment 6
 Survey Team Health Physicist (STHP)

Sheet 4 of 4

<u>Continuous Responsibility/Activity</u> (con't)	<u>Notes</u>
8.0 IF directed to perform onsite surveys THEN use procedure IP-1028, Onsite (Out of Plant) Field Surveys.	
9.0 IF directed to perform site perimeter surveys THEN use procedure IP-1015, Radiological Surveys Outside the Protected Area..	
10.0 IF directed to perform personnel contamination checks and decontamination THEN use procedure IP-1008, Personnel Radiological Check and Decontamination.	
11.0 IF directed to perform vehicle contamination checks and decontamination THEN use procedure IP-1009, Radiological Check and Decontamination of Vehicles.	
12.0 IF directed to check equipment leaving the site THEN use procedure IP-1014, Radiological Check of Equipment Before it leaves the Site.	
<u>Closeout Responsibility/Activity</u>	
13.0 Review all documentation the STHPs maintained during the emergency: 13.1 Ensure logs, forms and other documentation are complete 13.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
14.0 Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.	

Attachment 7
Emergency Director Technical Advisor (TA)
 Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of TA.</p> <p>1.1 Sign in on the Facility Sign-in Board</p> <p>1.2 Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.</p> <p>1.3 Confer with the Emergency Director and EOF Manager on emergency status</p> <p>1.4 IF relieving another TA THEN perform a formal turnover with the current TA:</p> <p style="padding-left: 20px;">A. Review the current TA activity log</p> <p style="padding-left: 20px;">B. Obtain briefing from current TA on the emergency and any actions the have been competed or are in progress.</p> <p>1.5 Inform the Emergency Director that you are now the TA.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 IF you are temporarily leaving the work area THEN</p> <p>2.1 Inform the DAHP or ORAD you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the DAHP or ORAD on any events which have occurred while you were away.</p>	
<p>3.0 Maintain a Log</p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of Emergency Director Technical Advisor.</p> <p>3.3 Log significant decisions, important details used to make decisions and any equipment operability issues.</p>	

Attachment 7

Emergency Director Technical Advisor (TA)

Sheet 2 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>4.0 Obtain and monitor plant data:</p> <p>4.1 Monitor plant data and operations information on the EOF-TSC-CCR dedicated phone line.</p> <p>4.2 Monitor plant data on the Emergency Data Display System (EDDS), SAS Computer Terminal and Proteus Computer.</p> <p>4.3 Advise ED on the following items:</p> <ul style="list-style-type: none"> A Any significant change in the condition of the plant B Any observable trends in plant data C Major Operator actions being undertaken D Any condition which may effect the emergency classification. <p>4.4 Advise the ORAD of any observed changes in plant radiological data.</p> <p>4.5 <u>IF</u> any of the EOF plant data computer systems are not functioning <u>THEN</u> inform a SAS/Proteus operator of malfunctions.</p>	
<p>5.0 Maintain Plant Status Chronology on easel pad.</p> <p>5.1 Enter major information on plant status or changes to plant status obtained from CCR or TSC</p> <p>5.2 WHEN easel sheet gets full THEN:</p> <ul style="list-style-type: none"> A Have Clerical Staff transcribe information onto log sheet, place sheet with TA logs. B Have Clerical Staff hang completed easel sheet on the wall between upper and lower levels of EOF. 	
<p>6.0 Assist ED in interpreting plant data</p> <p>6.1 Provide technical advice on plant operating procedures</p> <p>6.2 Provide technical advice on Severe Accident Management Guidelines.</p>	

Attachment 7
Emergency Director Technical Advisor (TA)
Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>7.0 Assist Emergency Director in conduct of briefings</p> <p>7.1 Assist the ED in preparations for facility briefings.</p> <p>7.2 When directed by the ED provide summary briefings of plant conditions to EOF Staff and/or offsite authorities present in the EOF.</p>	
<p>8.0 Return all equipment to it's proper storage locations.</p>	
<p>9.0 Review all documentation the ED Technical Advisors maintained during the emergency:</p> <p>9.1 Ensure logs, forms and other documentation are complete</p> <p>9.2 Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase</p>	
<p>10.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 8
EOF Communicator No. 1
 Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of EOF Communicator No. 1.</p> <p>1.1 Review facility status boards, Emergency Data Display System (EDDS) information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the Dose Assessment HP (DAHP) or the Offsite Radiological Assessment Director (ORAD).</p> <p style="padding-left: 20px;">A. Review onsite and offsite monitoring team data.</p> <p style="padding-left: 20px;">B. Request any additional information on current status of emergency response.</p> <p>1.3 <u>IF</u> relieving another communicator <u>THEN</u> perform a formal turnover with the current EOF Communicator No. 1:</p> <p style="padding-left: 20px;">A. Review the current EOF Communicator No. 1 activity log.</p> <p style="padding-left: 20px;">B. Obtain briefing from current EOF Communicator No. 1 on the emergency and any actions the have been completed or are in progress.</p> <p>1.4 Inform the ORAD and DAHP that you are now EOF Communicator No. 1.</p>	

Attachment 8
EOF Communicator No. 1
 Sheet 2 of 4

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Transmit directions to the Offsite Teams</p> <p style="text-align: center;">Note:</p> <p style="text-align: center;">Offsite Teams are designated as Unit # 2 or Unit # 3</p> <p>2.1 Use the Radio or Cell Phones to communicate with teams.</p> <p>2.2 Confer with the ORAD and DAHP to determine the sample points and the expected whole body exposure rates based on dose projections.</p> <p>2.3 Enter selected sample point(s) and assigned team number on Form IP-1030-5, Offsite Survey Team Data Sheet.</p> <p>2.4 Contact the each team and direct them to the designated sample point providing following information:</p> <p style="margin-left: 20px;">A The expected whole body dose rates</p> <p style="margin-left: 20px;">B Methods of traversing the plume to keep their exposure as low as possible, such as going around plume or traveling through low field areas.</p> <p>2.5 Have teams verify instructions by repeating them back.</p>	
<p>3.0 Receive and Record Offsite Monitoring Team Data</p> <p>3.1 Have teams state sample point for which data is being transmitted.</p> <p>3.2 Record survey data on Form IP-1030-5, Offsite Survey Team Data Sheet.</p> <p>3.3 Verify numbers by repeating values back to Team</p> <p>3.4 Inform the ORAD or DAHP immediately of survey and sample results</p>	

Attachment 8
EOF Communicator No. 1
Sheet 3 of 4

<u>Continuous Responsibility/Activity (con't)</u>	<u>Notes</u>
<p>4.0 <u>Receive and Record Onsite Monitoring Team Data</u></p> <p>4.1 Have teams state sample locations for which data is being transmitted.</p> <p>4.2 Record survey data on Form 10, Monitoring Team Field Survey.</p> <p>4.3 Verify numbers by repeating values back to each team.</p> <p>4.4 Inform the ORAD or DAHP immediately of survey and sample results.</p>	
<p>5.0 <u>Maintain Onsite and Offsite Monitoring Team Exposure Records.</u></p> <p>5.1 <u>IF</u> any exposure rates are above background <u>THEN</u> obtain team member whole body exposure (dosimetry readings) each time they radio or call in.</p> <p>5.2 <u>IF</u> any team members are receiving radiological exposures <u>THEN</u> record exposures on Individual Exposure Tracking Log (Form IP-1023-3)</p>	
<p>6.0 <u>Keep Onsite and Offsite Teams informed of major changes in emergency status:</u></p> <p>6.1 Changes in emergency classification.</p> <p>6.2 Start or stop of any offsite releases of radioactive materials.</p>	
<p>7.0 <u>Obtain new sample locations and points from ORAD</u></p> <p>Repeat above steps to continue plume tracking until ORAD determined surveys and sampling are no longer necessary.</p>	

Attachment 8
 EOF Communicator No. 1

Sheet 4 of 4

<u>Closeout Responsibility/Activity</u>		
8.0	Return all equipment to proper storage locations.	
9.0	Review all documentation EOF Communicator No. 1s maintained during the emergency:	
9.1	Ensure logs, forms and other documentation are complete	
9.2	Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase	
10.0	Provide all logs and records to the ORAD upon termination of the emergency and entry into the Recovery Phase.	

Attachment 9
EOF Communicator No. 2

Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of EOF Communicator No. 2.</p> <p>1.1 Review facility status boards, Emergency Data Display System (EDDS) information and any other available sources to become familiar with current plant status.</p> <p>1.2 Obtain briefing from the EOF Manager or the Emergency Director</p> <p>A. Review NYS Radiological Emergency Data Form Part I data which has been transmitted</p> <p>B. Request any additional information on current status of emergency response.</p> <p>1.3 IF relieving another communicator THEN perform a formal turnover with the current EOF Communicator No. 2:</p> <p>A. Review the current EOF Communicator No. 2 activity log.</p> <p>B. Obtain briefing from current EOF Communicator No. 2 on the emergency and any actions the have been completed or are in progress.</p> <p>C. Determine the time the next notification update is due to be transmitted.</p> <p>1.4 Inform the EOF Manager and ED that you are now EOF Communicator No. 2.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 IF you are temporarily leaving the work area THEN</p> <p>2.1 Inform the EOF Manager you are leaving the work area.</p> <p>2.2 Upon return, obtain a briefing from the EOF Manager on any events which have occurred while you were away.</p>	
<p>3.0 Maintain a Log</p> <p>3.1 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.2 Log when you assumed the duties of EOF Communicator No.2.</p> <p>3.3 Log all communications that are not already documented on Forms.</p>	

Attachment 9
 EOF Communicator No. 2
 Sheet 2 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>4.0 Perform required notifications to Offsite Authorities.</p> <p style="text-align: center;"><u>NOTES:</u></p> <p>Start notification of any change in classification within 15 minutes of the classification change.</p> <p>The MEANS Computer program may be used to print NYS Radiological Emergency Data Forms</p> <p>4.1 <u>IF</u> the emergency classification changes(upgrade, downgrade, terminates) <u>THEN</u> perform the following:</p> <p style="margin-left: 40px;">A Complete or obtain from ED a NYS Radiological Emergency Data Form Part 1 (Form IP-1030-1)</p> <p style="margin-left: 40px;">B Ensure the ED has signed the NYS Radiological Emergency Data Form to indicate approval for transmittal.</p> <p style="margin-left: 40px;">C Communicate the information on the completed form(s) to the offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)</p> <p>4.2 <u>IF</u> the emergency classification <u>DOES NOT</u> change <u>THEN</u> perform subsequent notifications as follows:</p> <p style="margin-left: 40px;">A Complete or obtain from ED a NYS Radiological Emergency Data Form (Part I) when any of the following conditions are met:</p> <ul style="list-style-type: none"> • It has been approximately 30 minutes since the last form was transmitted. • The plant status has changed (Stable, improving, degrading or entry into the recovery phase) • There has been a change in the status of an actual or potential radiological release. <p style="margin-left: 40px;">B <u>IF</u> there is a change in radiological release data <u>THEN</u> include transmittal of data on NYS Radiological Emergency Data Form Part II</p>	

Attachment 9
EOF Communicator No. 2
 Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>C Ensure the ED has signed the NYS Radiological Emergency Data Form(s) to indicate approval for transmittal.</p> <p>D Communicate the information on the completed form(s) to the offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form IP-1002-3)</p>	
<p>5.0 WHEN directed by the Emergency Director (ED) THEN obtain accountability status from the OSC Manager and/ or Unit 3 Watch Supervisor.</p>	
<u>Closeout Responsibility/Activity</u>	
<p>6.0 Return all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation EOF Communicator No. 2 maintained during the emergency:</p> <p>7.2 Ensure logs, forms and other documentation are complete</p>	
<p>8.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 10
EOF Clerical Staff
 Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of EOF Clerical.</p> <p>1.1 Sign in on the Facility Sign-in Board</p> <p>1.2 Obtain briefing from the EOF Manager</p> <p>1.3 IF relieving another clerk THEN perform a formal turnover with the current clerk:</p> <p style="padding-left: 40px;">A. Review current emergency status</p> <p style="padding-left: 40px;">B. Obtain briefing from current Clerical Staff on the emergency and any actions the have been completed or are in progress.</p> <p>1.4 Inform the EOF Manager that you are now part of the EOF Clerical Staff.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Process Plant Status Data</p> <p>2.1 IF the Emergency Data Display System (EDDS) is operating THEN perform the following:</p> <p style="padding-left: 40px;">A. Obtain computer printout of Forms 42a, 42b and 42c trend data screens every 15 minutes.</p> <p style="padding-left: 40px;">B. Make and distribute copies of updated Forms 42a, 42b and 42c to representative located in the EOF.</p> <p>Telecopy forms (a, b & c) to the following locations and record times sent in the Telecopy Log, Form 19:</p> <ul style="list-style-type: none"> • State • County EOCs • NRC • JNC 	

Attachment 10
EOF Clerical Staff
Sheet 2 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>2.2 <u>IF</u> the Emergency Data Display System (EDDS) is <u>NOT</u> operating <u>THEN</u> perform the following:</p> <ul style="list-style-type: none"> A. Inform the EOF Manager B. Receive Forms 42a, 42b and 42c via telecopier from the TSC. C. Prepare transparencies of forms and place on projector. D. Make and distribute copies of forms to NRC, FEMA, State and County Representatives at the EOF E. Telecopy forms (a, b & c) to the State and County EOCs, JNC and NRC and record times sent in the Telecopy Log (Form 19). 	
<p>2.3 <u>IF</u> the Emergency Data Display System (EDDS) is <u>NOT</u> operating <u>AND</u> Forms 42a, 42b and 42c are <u>NOT</u> available via telecopier from the TSC <u>THEN</u> perform the following:</p> <ul style="list-style-type: none"> A. Inform the EOF Manager B. Receive data on Forms 42a, 42b and 42c from the EOF SAS Proteus Operator and the TSC C. Prepare transparencies of forms and place on projector. D. Make and distribute copies of updated Forms 42a, 42b and 42c to NRC, FEMA, State and County Representatives at the EOF. E. Telecopy forms (a, b & c) to the State and County EOCs, JNC and NRC and record times sent in the Telecopy Log (Form 19). 	
<p>2.4 <u>IF</u> all of the following systems are <u>NOT</u> operating: EDDS, Telecopiers and EOF SAS Proteus Computer Terminals:</p> <p><u>THEN</u></p> <ul style="list-style-type: none"> A. Inform the EOF manager that equipment necessary to obtain plant data in the EOF is not operating B. Request the SAS / Proteus Operator obtain Form 42a, 42b and 42c data via phone from the TSC C. Distribute forms as specified in step 2.3 above.. 	

Attachment 10
EOF Clerical Staff

Sheet 3 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>3.0 Process the NYS Radiological Emergency Data Form Parts I & II as follows:</p> <p>3.1 Receive form(s) from the EOF Communicator #2, verifying that the form(s) are signed by the Emergency Director.</p> <p>3.2 Telecopy form(s) to NYS, Counties, JNC and NRC</p> <p>3.3 Record time of telecopy on Telecopy Log, Form 18</p> <p>3.4 Make and distribute copies of form to NRC, FEMA, State and County representatives in the EOF.</p> <p>3.5 Return original form to EOF Communicator #2</p>	
<p>4.0 Process the Offsite Survey Team Data (Form IP-1030-5) as follows:</p> <p>4.1 Receive form from the ORAD</p> <p>4.2 Make copies of form and distribute to NRC, FEMA, State and County representatives in the EOF.</p> <p>4.3 Telecopy form to NYS and County EOCs. (Ask the ORAD for the order in which to transmit forms to the counties.)</p>	
<p>5.0 Receive and distribute telecopies from outside sources as follows:</p> <p>5.1 Make copies of all documents received.</p> <p>5.2 Distribute to addressee if known</p> <p>5.3 For any document containing radiological data distribute copies to ORAD and NRC, FEMA, State and County representatives in the EOF.</p> <p>5.4 Maintain copies of all telecopies.</p>	

Attachment 10
EOF Clerical Staff

Sheet 4 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>6.0 Copy Chronology Easel Pad as follows:</p> <p>6.1 Receive completed easel pad from ED Technical Advisor</p> <p>6.2 Transcribe the information from the easel pad and give transcript to the ED Technical Advisor</p> <p>6.3 Tape the easel pad to the wall between the upper and lower levels of the EOF.</p>	
<p>7.0 Perform accountability duty for the Upper Level of the EOF as follows:</p> <p>7.1 Record the names and arrival times of personnel stationed in the upper level EOF.</p>	
<u>Closeout Responsibility/Activity</u>	
<p>8.0 Return all equipment to proper storage locations.</p>	
<p>9.0 Review all documentation maintained during the emergency by the clerical staff to ensure it is complete and organized.</p>	
<p>10.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 11
EOF SAS / Proteus Operator
 Sheet 1 of 2

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of EOF SAS / Proteus Operator.</p> <p>1.1 Sign in on the Facility Sign-in Board</p> <p>1.2 IF the EOF has not been previously activated THEN perform the following steps:</p> <p style="margin-left: 20px;">A. Start the EDDS computers to display plant data.</p> <p style="margin-left: 40px;">1. Start computer</p> <p style="margin-left: 40px;">2. Log on to the network</p> <p style="margin-left: 40px;">3. Launch "Internet Explorer" from the windows desktop</p> <p style="margin-left: 40px;">4. From the "Favorites" menu select EDDS (Address http://epccrr/edsd/main.htm)</p> <p style="margin-left: 40px;">5. Select "Go To Trend Pages"</p> <p style="margin-left: 40px;">6. Select "Form 42A" for monitor labeled Form 42A</p> <p style="margin-left: 40px;">7. Adjust display to display entire form.</p> <p style="margin-left: 40px;">8. Return to step 1 and repeat for Forms 42B and 42C</p> <p style="margin-left: 40px;">9. Repeat steps 1-5 above for the EDDS terminal(s) located upstairs in the State and County work area.</p> <p style="margin-left: 20px;">B. Verify SAS Terminals are operational to display plant data (adjust brightness)</p> <p style="margin-left: 20px;">C. Verify Proteus Computer is operational to display plant data.</p> <p style="margin-left: 20px;">D. IF the proteus computer is not properly displaying data THEN refer to IP-1021, "Manual Update and Readout of Proteus Plant Parameter Data"</p>	

Attachment 11
EOF SAS / Proteus Operator
Sheet 2 of 2

<u>Initial Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>1.3 IF relieving another EOF SAS / Proteus Operator THEN perform a formal turnover with the current SAS / Proteus Operator:</p> <ul style="list-style-type: none"> A. Review current emergency status B. Obtain briefing from current SAS / Proteus Operator on the emergency and any actions the have been competed or are in progress. <p>1.4 Inform the EOF Manager that you are now the EOF SAS / Proteus Operator</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 IF the Emergency Data Display System (EDDS) is NOT operating THEN perform the following:</p> <ul style="list-style-type: none"> A. Inform the EOF Manager B. Contact the TSC Data Coordinator to verify the server is operating properly. C. Attempt to call up data. Procedure IP-1026, Emergency Data Acquisition, provides further guidance on system troubleshooting. 	
<p>3.0 Continue to monitor EOF information systems and assist EOF Staff in obtaining information as needed.</p>	
<u>Closeout Responsibility/Activity</u>	
<p>4.0 Return all equipment to proper storage locations.</p>	
<p>5.0 Review all documentation maintained during the emergency by the EOF SAS / Proteus Operator to ensure it is complete and organized.</p>	
<p>6.0 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 12
State and County Technical Advisors
 Sheet 1 of 2

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the position of State or County Technical Advisor.</p> <p>1.1 Report to your assigned offsite Emergency Operations Center (EOC)</p> <p style="padding-left: 40px;">A. Show your Identification to EOC security and inform them of your purpose for being at the EOC</p> <p style="padding-left: 40px;">B. Inform the Emergency Operations Center Manager (title may vary for different EOCs) you have arrived.</p> <p style="padding-left: 40px;">C. Contact EOF Manager and inform them of your arrival at the Emergency Operations Center and you are now the <location> Technical Advisor.</p> <p>1.2 <u>IF</u> relieving another State and County Technical Advisor <u>THEN</u> perform a formal turnover with the current Technical Advisor:</p> <p style="padding-left: 40px;">A. Review current emergency status</p> <p style="padding-left: 40px;">B. Obtain briefing from current State and County Technical Advisor on the emergency and any actions they have been completed or are in progress.</p> <p style="padding-left: 40px;">C. Inform the EOF Manager that you are now the State and County Technical Advisor</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Provide technical assistance to the Emergency Operations Center staff.</p> <p>2.1 Request copies of notification and data forms received from the plant and clarify the data received.</p> <p>2.2 Answer questions regarding plant systems and operations, and how they relate to the current conditions.</p> <p>2.3 Be prepared to brief EOC Staff on basis for decisions made by the Emergency Director.</p>	

Attachment 12

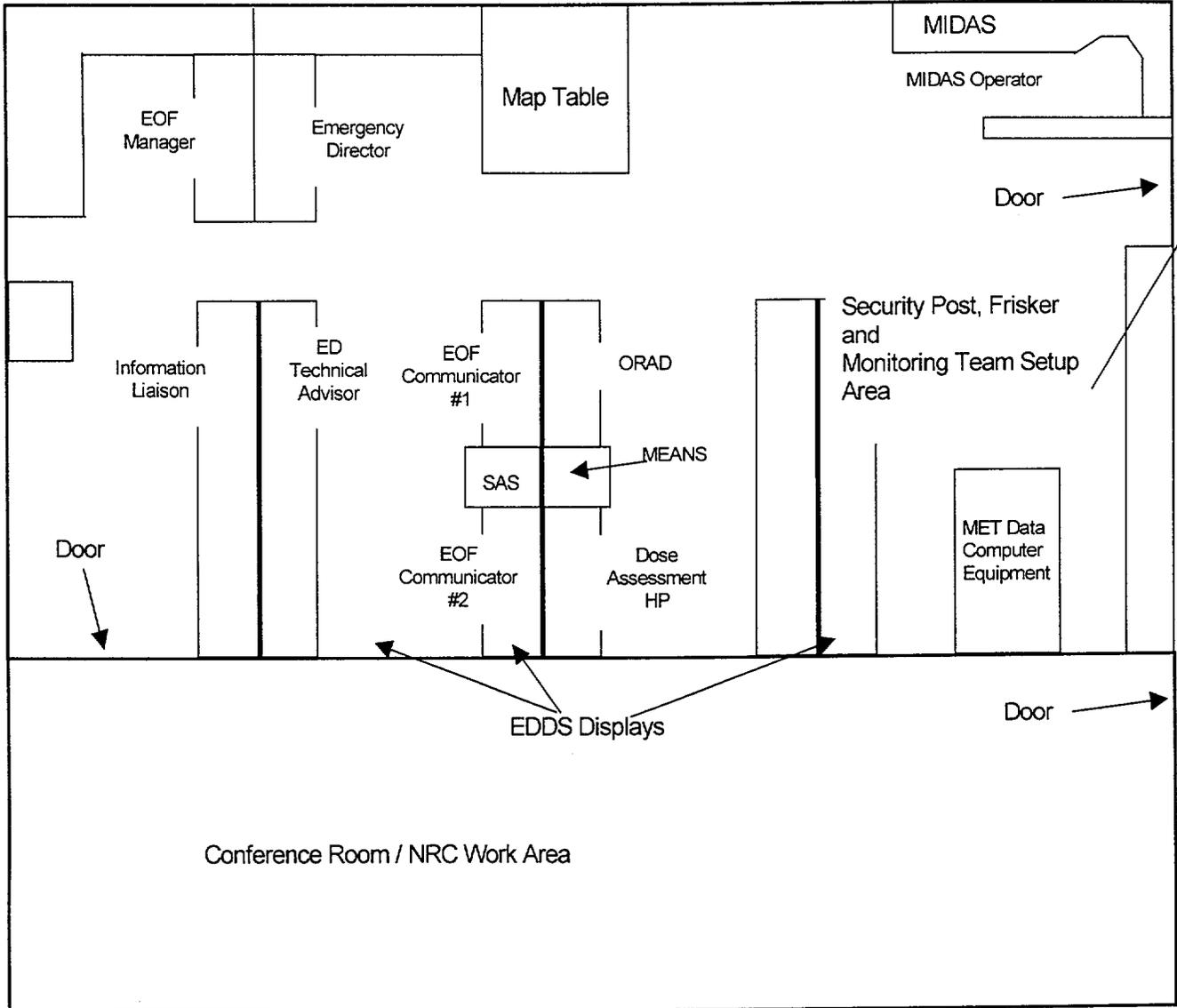
State and County Technical Advisors

Sheet 2 of 2

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>2.4 Be prepared to provide technical briefings to EOC staff regarding the sequence of events and the current plant status.</p> <p>2.5 Contact the Technical Advisor to the Emergency Director or EOF Manager for clarification of any questionable or confusing data, or if any question of a "sensitive" nature has been posed.</p> <p style="text-align: center;">NOTE:</p> <p>DO NOT: 1) Express any opinions regarding the events 2) Question or "double guess" ED decisions 3) Provide any prognosis or guesses of where the event may go</p>	
<p>3.0 Maintain a Log</p> <p>3.0 Use Form IP-1023-4, ERO Log Sheet to log information.</p> <p>3.1 Log when you assumed the duties of Technical Advisor</p> <p>3.2 Log significant communications, important details on information coming into the Emergency Operations Center.</p>	
<p>4.0 Keep the Emergency Operations Facility informed of actions being taken at your assigned Emergency Operations Center.</p> <p>4.1 Inform the EOF Manager of Protective Actions the State or Counties are implementing.</p>	
<u>Closeout Responsibility/Activity</u>	
<p>5.0 Collect all materials you provided to the EOC.</p>	
<p>6.0 Review all documentation maintained during the emergency by the State and County Technical Advisors to ensure it is complete and organized.</p>	
<p>7.0 Provide all logs and records to the Emergency Planning Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

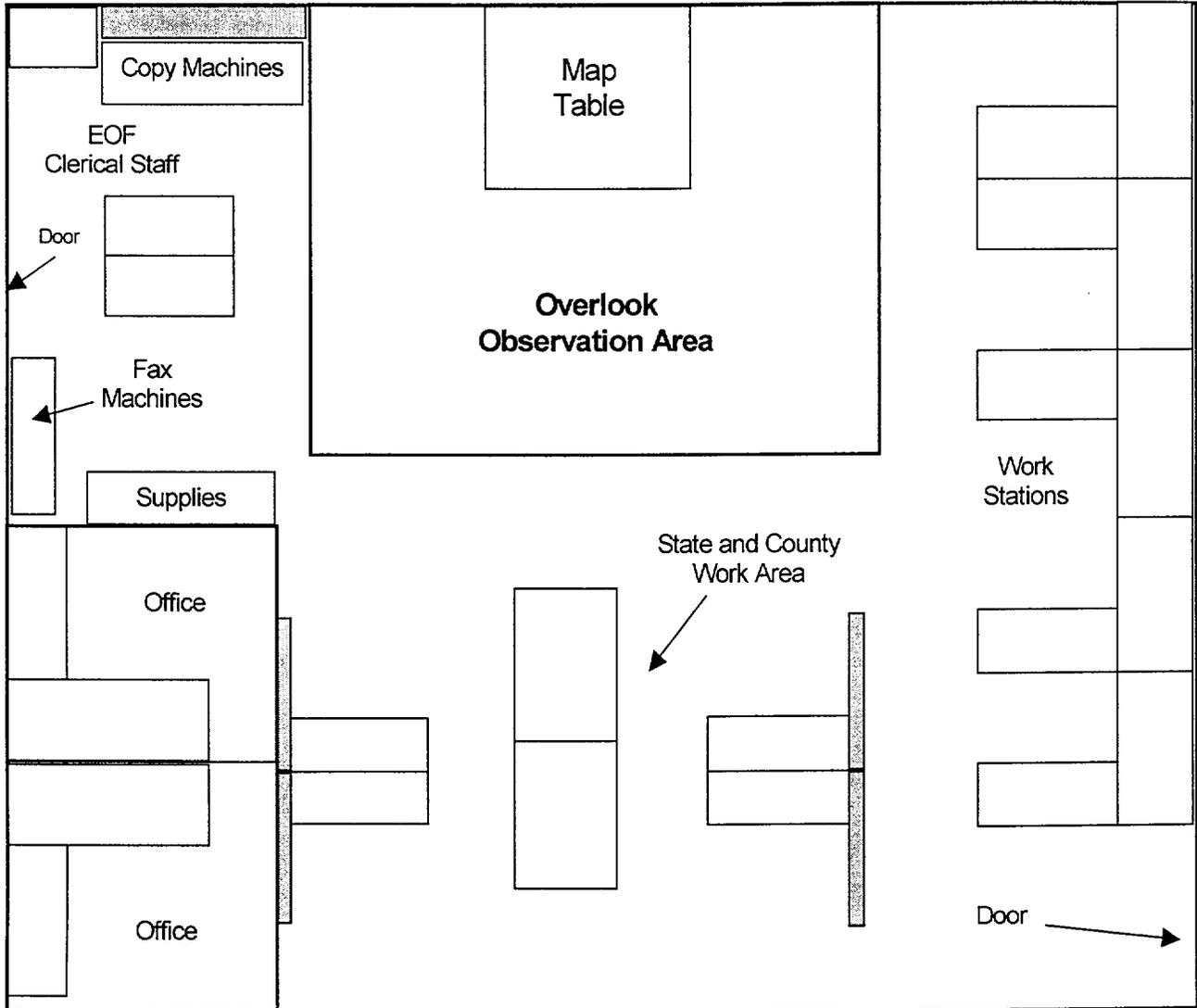
Addendum 1
EOF Layout
Sheet 1 of 2

Lower Level Work Area



Addendum 1
EOF Layout
Sheet 2 of 2

Upper Level Work Area



Addendum 2
 NYS Radiological Data Form (Part I) (Form IP-1030-1)
 Sheet 1 of 2

CON EDISON

New York State

Radiological Emergency Data Form

Part I - General Information Instructions:

Circle or Fill-in Information as appropriate

1. This message being transmitted on: _____ at: _____ AM PM VIA: A. RECS
(Date) (Time) B. Other _____

2. This is.... A. **NOT** an Exercise B. An Exercise

3. The Facility Providing this Information is: A. INDIAN POINT NUMBER 2
 B. INDIAN POINT NUMBER 3

4. The Emergency A. Unusual Event C. Site Area Emergency E. Emergency Terminated F. Recovery
 B. Alert D. General Emergency G. Transportation Incident

5. This Emergency Classification Declared on: _____ at: _____ AM PM
(Date) (Time)

6. Release of Radioactive Materials due to the Classified Event:
 A. No Release
 B. Release **BELOW** federally approved operating limits (Technical Specifications)
 To Atmosphere To Water
 C. Release **ABOVE** federally approved operating limits (Technical Specifications)
 To Atmosphere To Water
 D. Unmonitored Release - requiring evaluation

7. Protective Action Recommendations:
 A. No need for Protective Actions outside the site boundary.
 B. EVACUATE the following ERPAs:
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50 51
 C. SHELTER all remaining ERPAs.

8. EAL Number:
 Brief _____
 Event _____
 Description _____

9. The Plant status is: A. Stable C. Degrading E. Cold Shutdown
 B. Improving D. Hot Shutdown

10. Reactor Shutdown: A. Not Applicable B. _____ at: _____ AM PM
(Date) (Time)

11. Wind Speed: _____ Meters/Second at elevation 10 meters.

12. Wind Direction: (From) _____ Degrees at elevation 10 meters.

13. Stability Class: A B C D E F G

14. Report By: _____ at Telephone Number (914) 737-8929
(Communicator's Name)

Message Received by: _____ Message Ended at: _____

Emergency Director Review and Approval: _____

Addendum 2
NYS Radiological Data Form (Part II) (Form IP-1030-1)
Sheet 2 of 2

CON EDISON

New York State

Radiological Emergency Data Form

Part II - EP Form Part II:

Circle or Fill-in Information as appropriate

14. Message transmitted at: DATE: _____ TIME: _____ FROM: _____
16. General release information:
- A. RELEASE > TECH. SPEC STARTED AT: _____ DATE: _____ TIME: _____ E. WIND SPEED: _____ M/SEC. AT ELEVATION: _____ (METERS)
- B. PROJECTED DURATION OF RELEASE: _____ (hrs.) F. WIND DIRECTION: (FROM) _____ DEGREES
- C. RELEASE > TECH. SPEC. ENDED DATE: _____ TIME: _____ AT ELEVATION: _____ (METERS)
- D. REACTOR SHUTDOWN: N/A OR DATE: _____ TIME: _____ G. STABILITY CLASS: (PASQUILL A-G)
17. Atmospheric release information:
- A. RELEASE FROM: GROUND LEVEL FT. D. NOBLE GAS RELEASE RATE: _____ Ci/SEC.
- B. IODINE/NOBLE GAS RATIO _____ E. IODINE RELEASE RATE: _____ Ci/SEC.
(Assumed or Actual)
- F. PARTICULATE RELEASE RATE: _____ Ci/SEC.
- C. TOTAL RELEASE RATE: _____ Ci/SEC.
18. Waterborne release information: C. RADIONUCLIDES IN RELEASE:
- A. VOLUME OF RELEASE: _____ GALLONS
- B. TOTAL CONCENTRATION (gross): _____ μ Ci/ml D. TOTAL ACTIVITY RELEASED: _____
19. Dose calculations (based on release duration of _____ Hrs.):
- CALCULATION IS BASED ON: (circle one) TABLE BELOW APPLIES TO: (circle one)
- A. INPLANT MEASUREMENTS A. ATMOSPHERE RELEASE
- B. FIELD MEASUREMENTS B. WATERBORNE RELEASE
- C. ASSUMED SOURCE TERM

DISTANCE	$X_{\mu/Q}$	DOSE	
		TEDE (REM)	TODE (REM)
SITE BOUNDARY			
2 MILES			
5 MILES			
10 MILES			
MILES			

20. Field measurement of dose rates or surface contamination/deposition:

MILE/SECTOR OR MILES/DEGREES	LOCATION OR SAMPLING POINT	TIME OF READING	DOSE RATE (mR/HR.) OR CONTAMINATION (μ Ci/m ²)

Emergency Director Review and Approval: _____

Addendum 3

Normal EOF Staffing (Form IP-1030-2)

Sheet 1 of 1

Normal EOF Staffing

No.	Positions	Number Present	Number Needed	Called
1	Emergency Director			
1	EOF Manager			
1	Information Liaison			
1	Offsite Radiological Assessment Director			
1	ED Technical Advisor			
1	Dose Assessment Health Physicist			
1	Survey Team Health Physicist			
1	MIDAS Operator			
1	EOF Communicator #1			
1	EOF Communicator #2			
3	EOF Clerical Staff			
2	Onsite Monitoring Team Members			
4	Offsite Monitoring Team Members			
1	Technical Advisor to State EOC			
1	SAS/Proteus Operator			
21	Total number of individuals assigned to EOF			

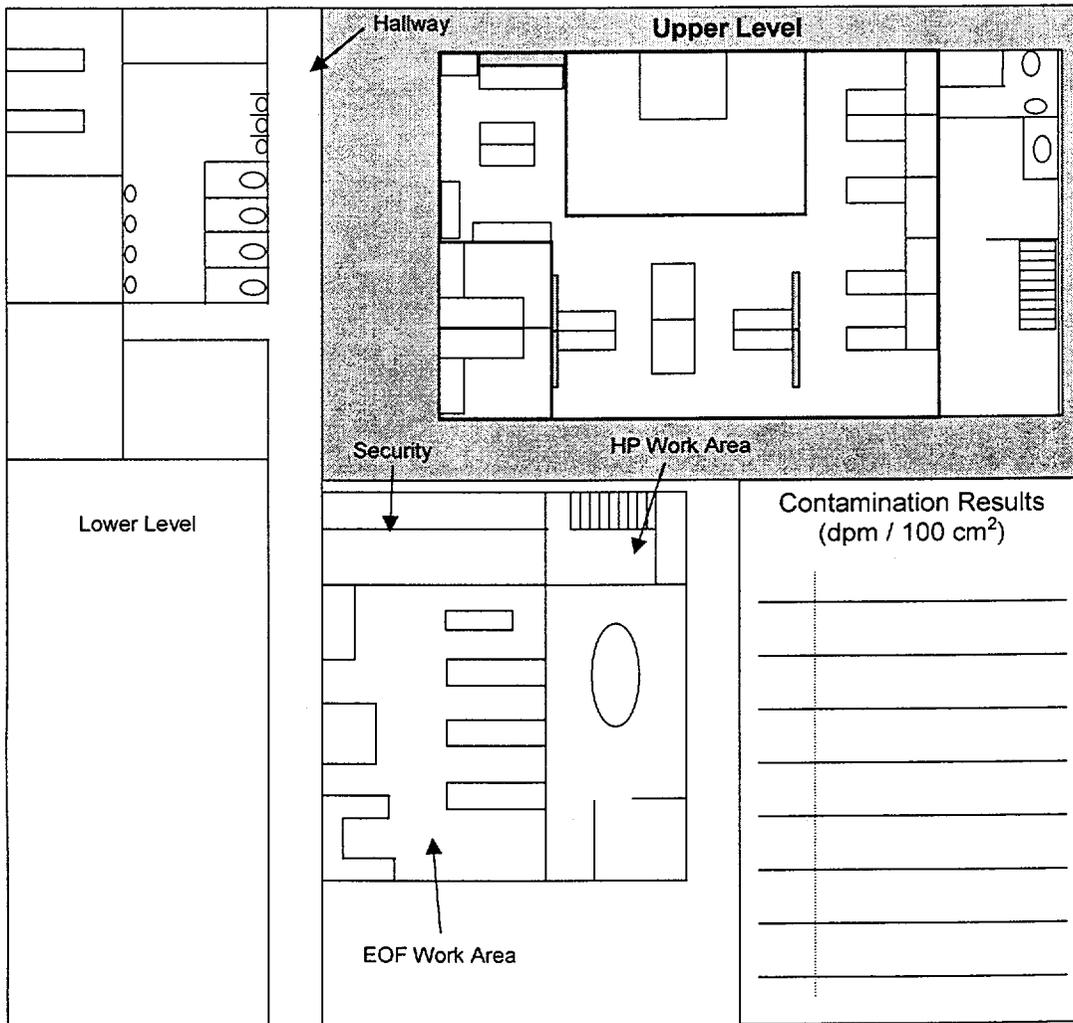
EOF Manager should enter number of each position needed based on event.

Form IP-1030-2 Rev 2

Addendum 4
EOF Radiological Survey Map (Form IP-1030-3)
 Sheet 1 of 1

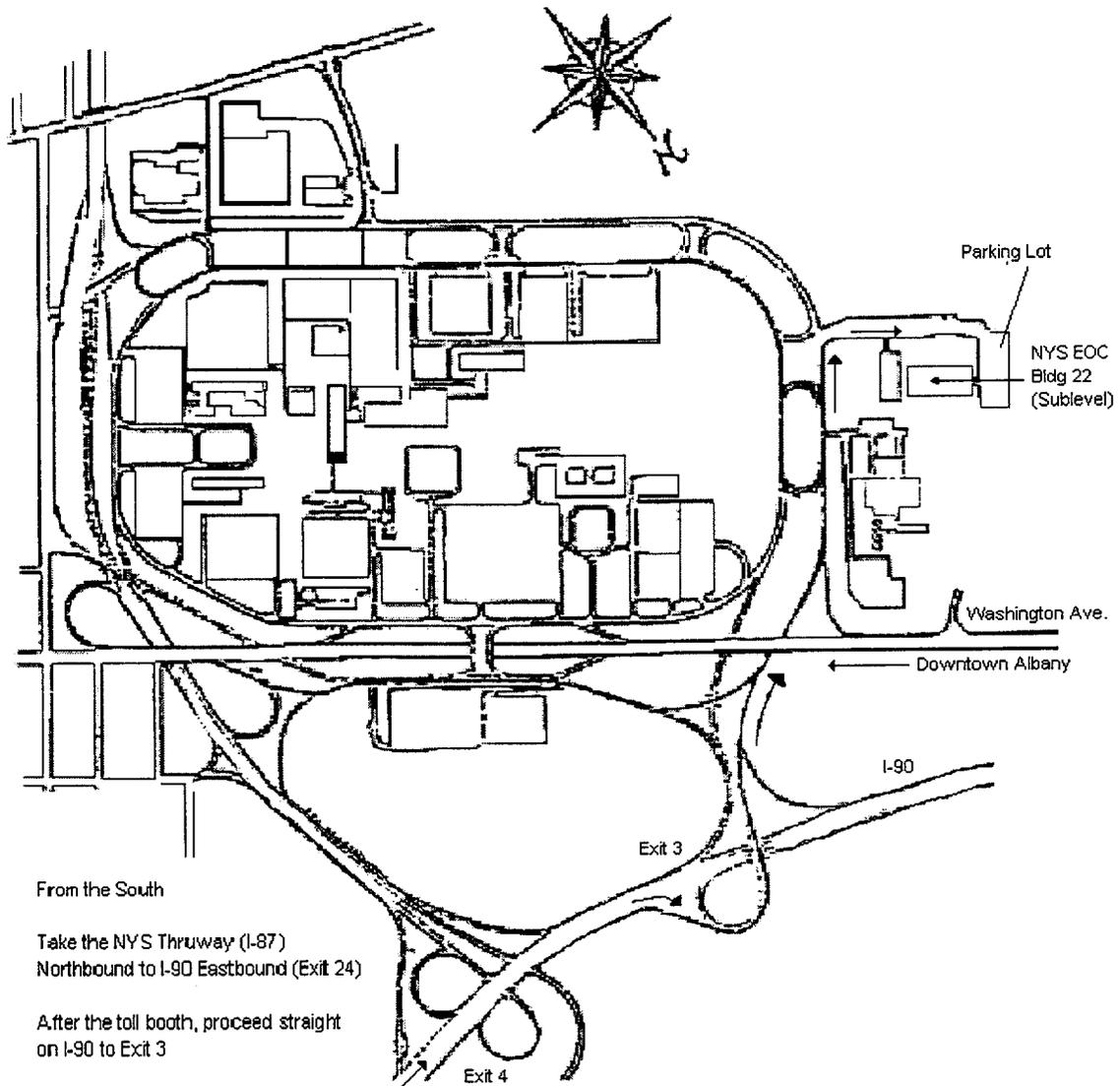
EOF Radiological Survey Map

By:		Area / Item: Occupied Areas EOF / Service Center	
Date:	Time:	Type of Survey: <input type="checkbox"/> Rad <input type="checkbox"/> Cont <input type="checkbox"/> Air	
Meter / Serial #		Smear Counter/ Serial #	
Map Key: __ =Dose Rate, * =Contact, β =Beta, O =Smear, H =Head, C =Chest, K =Knee, FL = Floor			
Air Sample Results:	RadioGas:	Particulate:	Charcoal:
Air Sample Counter / Serial #		Highest mr/hour Reading:	
Comments:			



Form IP-1030-3 Rev 0

Addendum 5
State Campus Office Building Map
Sheet 1 of 1



From the South

Take the NYS Thruway (I-87)
Northbound to I-90 Eastbound (Exit 24)

After the toll booth, proceed straight
on I-90 to Exit 3

Addendum 6
Appendix B to ☎ 302.4

The table of reportable amounts of radionuclides from CFR 40 PART 302—
DESIGNATION, REPORT-ABLE QUANTITIES, AND NOTIFICATION

Maintained current by Emergency Planning Department and distributed to ERO position
binders where required.

The table is designated as Form IP-1030-4, titled "APPENDIX B TO ☎ 302.4 –
RADIONUCLIDES"

Current Revision is 0
7 pages

Addendum 8
Directions to AEOF
Sheet 1 of 1

The Alternate Emergency Operations Facility (AEOF) is located in the Eastview Service Center. Eastview is located between Hawthorne and North Tarrytown off of the Saw Mill River Parkway

Directions:

1. From the Indian Point Site proceed to Route 9 and head SOUTH.
2. As you pass the "Harmon Railroad Yards" (approximately 8 miles) keep to the LEFT, and bear LEFT onto Route 9A (This will take you LEFT under the Route 9 overpass).
3. Follow Route 9A to the Saw Mill River Parkway (approximately 8 miles). At the entrance to the Saw Mill River Parkway you will see the County Police Headquarters.
4. Take the Saw Mill River Parkway SOUTH to the next exit, Route 100C.
5. At the end of the exit ramp make a LEFT and proceed to the Eastview Service Center entrance on the LEFT. Enter building through the southwest double doors.

