

Melvin N. Browne

Manger, Nuclear Licensing & Operating Experience  
345-4141



July 24, 2001  
RC-01-0138

U. S. Nuclear Regulatory Commission  
Document Control Desk  
Washington, DC 20555

Gentlemen:

Subject: VIRGIL C. SUMMER NUCLEAR STATION (VCSNS)  
DOCKET NO. 50/395  
OPERATING LICENSE NO. NPF-12  
TRANSMITTAL OF EMERGENCY PLAN PROCEDURE REVISIONS

In compliance with 10CFR50 Appendix E(V), South Carolina Electric & Gas Company, acting for itself and as agent for South Carolina Public Service Authority, transmits one controlled copy each of the following Emergency Plan Procedure Revisions.

PROCEDURE	REV.	TITLE
EPP-023	12	Emergency Response Facilities
EPP-051	6	Emergency Operations Facility

The effectiveness of the Virgil C. Summer Nuclear Station Radiation Emergency Plan is not decreased by these procedure revisions.

Should you have any questions, please contact Mrs. Donna Railey at (803) 345-4107.

Very truly yours,

Melvin N. Browne

DWR/MNB/dr  
Attachments

c: (Without Attachment unless noted)  
L. A. Reyes (With 2 Attachments)  
NRC Resident Inspector  
W. R. Higgins  
RTS (RR 6000, 0-L-99-0354)  
File (810.10-2)  
DMS (RC-01-0138)

A 045

SOUTH CAROLINA ELECTRIC & GAS COMPANY

VIRGIL C. SUMMER NUCLEAR STATION

NUCLEAR OPERATIONS

NUCLEAR OPERATIONS

COPY NO. 157

EMERGENCY PLAN PROCEDURE

EPP-023

EMERGENCY RESPONSE FACILITIES

REVISION 12

SAFETY RELATED

LC Higg  
DISCIPLINE SUPERVISOR

7/9/01  
DATE

Gregory Allen  
APPROVAL AUTHORITY

7/11/01  
DATE

RECORD OF CHANGES

CHANGE LETTER	TYPE CHANGE	APPROVAL DATE	CANCELLATION DATE	CHANGE LETTER	TYPE CHANGE	APPROVAL DATE	CANCELLATION DATE

INFORMATION USE

Procedure May Be Performed From Memory.  
User Retains Accountability For Proper Performance.

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 <u>PURPOSE</u>	1
2.0 <u>SCOPE</u>	1
3.0 <u>REFERENCES</u>	1
4.0 <u>DEFINITIONS</u>	2
5.0 <u>CONDITIONS AND PREREQUISITES</u>	2
6.0 <u>PROCEDURE</u>	2
7.0 <u>RECORDS</u>	8
8.0 <u>REVISION SUMMARY</u>	8

ATTACHMENTS

- Attachment I - Onsite Emergency Response Facility Information Flowpath
- Attachment II - Onsite Emergency Response Organization
- Attachment III - Technical Support Center
- Attachment IV - Operations Support Center
- Attachment V - Technical Support Center Manning Chart
- Attachment VI - Emergency Team Briefing Log
- Attachment VII - TSC Staff Expectations
- Attachment VII-A - Emergency Director
- Attachment VII-B - Technical Support Supervisor
- Attachment VII-C - Operations Supervisor
- Attachment VII-D - Maintenance Supervisor

ATTACHMENTS (Continued)

- Attachment VII-E - Radiological Assessment Supervisor
- Attachment VII-F - Administrative Supervisor
- Attachment VII-G - Emergency Preparedness Representative
- Attachment VII-H - Chemistry Supervisor
- Attachment VII-I - NRC Communicator
- Attachment VII-J - TSC Shift Engineer
- Attachment VII-K - TSC Lead Communicator
- Attachment VII-L - Core Expertise
- Attachment VII-M - Emergency Director Logger
- Attachment VII-N - TSC Plant Status Communicator
- Attachment VII-O - Control Room Communicator
- Attachment VII-P - TSC Mechanical/Electrical Engineer
- Attachment VIII - OSC Staff Expectations
- Attachment VIII-A - OSC Supervisor
- Attachment VIII-B - Mechanical Supervisor
- Attachment VIII-C - Electrical Supervisor
- Attachment VIII-D - I&C Supervisor
- Attachment VIII-E - Lead Operator
- Attachment VIII-F - Plant Radiological Monitoring Director
- Attachment VIII-G - OSC HP Coordinator

ATTACHMENTS (Continued)

- Attachment VIII-H - Security Supervisor
- Attachment VIII-I - OSC Status Board Logger
- Attachment VIII-J - Offsite Holding Area Supervisor
- Attachment VIII-K - OSC EIS Support
- Attachment IX - Building an OSC Team in EIS

## 1.0 PURPOSE

- 1.1 The purpose of this procedure is to provide guidance for the conduct of operations for the onsite Emergency Response Facilities (ERFs).
- 1.2 The purpose of this procedure is to delineate the actions necessary to activate, and conditions for evacuation of, the Technical Support Center, Operations Support Center, and the Health Physics Lab.

## 2.0 SCOPE

- 2.1 Changes and revisions to this procedure must ensure compliance with the requirements of 10CFR50.54.q. A 10CFR50.59 review is not required.

## 3.0 REFERENCES

- 3.1 AOP-600.1, Control Room Evacuation.
- 3.2 EP-100, Virgil C. Summer Nuclear Station Radiation Emergency Plan.
- 3.3 EPP-001, Activation and Implementation of Emergency Plan.
- 3.4 EPP-002, Communication and Notification.
- 3.5 EPP-003, Plant Radiological Surveying. -
- 3.6 EPP-009, Onsite Medical.
- 3.7 EPP-013, Fire Emergency.
- 3.8 EPP-014, Toxic Release.
- 3.9 EPP-015, Natural Emergency (Earthquake, Tornado, Hurricane).
- 3.10 EPP-020, Emergency Personnel Exposure Control.
- 3.11 EPP-021, Activation of the Early Warning Siren System (EWSS).
- 3.12 SPP-114, Security Force Responsibilities During Emergencies.
- 3.13 SAP-1131, Electronic Processing of Condition Evaluation Reports.

#### 4.0 DEFINITIONS

##### 4.1 Definitions

- 4.1.1 Facility Activation - Minimum regulatory staffing requirements have been met, and the facility is prepared to provide its support function, as determined by its facility manager.
- 4.1.2 Essential Staff - Personnel required by the Emergency Plan Procedures to fill all the positions, for one shift, of the Emergency Response Organization.

#### 5.0 CONDITIONS AND PREREQUISITES

- 5.1 Plant conditions exist requiring implementation of the Radiation Emergency Plan and the conditions have been classified as an Alert, Site Area Emergency, General Emergency, or as otherwise directed by the IED/ED.
- 5.2 Guidance in this procedure is intended as typical conduct of operations of the Onsite ERFs which can be altered at the discretion of the IED/ED, dependent upon the specific conditions of the emergency and the availability of resources.
- 5.3 At the discretion of the IED, turnover of various responsibilities to the appropriate designated personnel can be accomplished as those persons respond to the emergency prior to the activation of the TSC/OSC.

#### 6.0 PROCEDURE

- 6.1 There are three major Onsite ERFs - the TSC, OSC, and Control Room (CR).
  - 6.1.1 The flowpath of information is shown in Attachment I.
  - 6.1.2 The onsite Emergency Response Organization (ERO) is shown in Attachment II.
  - 6.1.3 The locations of emergency response personnel for the TSC are shown in Attachment III.
  - 6.1.4 The locations of emergency response personnel for the OSC are shown on Attachment IV.
- 6.2 Personnel listed in Steps 6.3.2 and 6.3.3 marked with an \* should maintain a log of their activities to include projects, decisions/basis, etc.

6.3 Technical Support Center (TSC)

6.3.1 Attachment VII provides general guidance and expectations for all TSC personnel.

6.3.2 The following personnel are located in the TSC Command Center. Specific position expectations are provided in the indicated attachments.

- A. \*Emergency Director - Attachment VII-A.
- B. \*Technical Support Supervisor - Attachment VII-B.
- C. \*Operations Supervisor - Attachment VII-C.
- D. \*Maintenance Supervisor - Attachment VII-D.
- E. \*Radiological Assessment Supervisor - Attachment VII-E.
- F. \*Emergency Preparedness Representative - Attachment VII-G
- G. NRC Communicator - Attachment VII-I.
- H. \*TSC Shift Engineer - Attachment VII-J.
- I. ED Logger - Attachment VII-M.
- J. TSC Plant Status Communicator - Attachment VII-N.
- K. Control Room Communicator - Attachment VII-O.

6.3.3 The following positions are located in the TSC areas adjacent to the Command Center. Specific position expectations are provided in the indicated attachments.

- A. \*Administrative Supervisor - Attachment VII-F.
- B. \*Chemistry Supervisor - Attachment VII-H.
- C. TSC Lead Communicator - Attachment VII-K.
- D. \*Core Expertise - Attachment VII-L.
- E. \*Mechanical Engineer - Attachment VII-P.
- F. \*Electrical Engineer - Attachment VII-P.

- 6.3.4 NRC Representatives are provided space within the Command Center, and are provided office space within the TSC, as designated on Attachment III.
- 6.3.5 The Security Supervisor is normally located in the OSC. If the emergency is a security related event, or as directed by the ED, the Security Supervisor may be positioned within the TSC Command Center.
- 6.3.6 TSC Communicators' Area
  - A. This is an area within the TSC.
  - B. The Communicator's area contains:
    - 1. 2 ESSX telephones
    - 2. 2 Facsimile machines
    - 3. 1 Site telephone

NOTE 6.3.6.C.

The TSC Communicators will retain responsibility for notifications requesting off-site emergency services (ambulance and fire departments), and responsibility to receive authorization from the State to activate the Early Warning Siren System (EWSS).

- C. The TSC Communicators will supplement the Shift Communicators and perform all notifications to offsite organizations in accordance with EPP-002, and as directed by the ED, until relieved by the EOF Communicators. TSC Communicators are also responsible to monitor the State and County "Decision Line" phone and receive authorization to activate the EWSS.
- 6.3.7 The Technical Support Engineers' Area
    - A. This is an area within the TSC, adjacent to the Command Center.
    - B. The Technical Support Engineers' Area contains:
      - 1. 1 aperture card reader/printer, 1 aperture card reader, and set of aperture cards containing drawings of the facility to the component level.
      - 2. 1 Set of the Final Safety Analysis Report.

3. 1 Set of V. C. Summer Technical Specifications.
  4. 1 Mitigating Core Damage Manual.
  5. 1 Precautions, Limitations and Setpoints Document.
  6. 1 Title 10, Code of Federal Regulations.
- C. Technical Support Engineers will provide expertise in engineering and design activities, as deemed necessary by the Technical Support Supervisor.
  - D. Telephones are available for communications with Westinghouse and the Architect/Engineer.
- 6.3.8 If the TSC must be evacuated, proceed to Step 6.5.
- 6.4 Operations Support Center (OSC)
- 6.4.1 Attachment VIII provides general guidance and expectations for all OSC Personnel.
  - 6.4.2 The following personnel, located within the OSC, can find specific position expectations in the indicated attachments:
    - A. OSC Supervisor - Attachment VIII-A.
    - B. Mechanical Supervisor - Attachment VIII-B.
    - C. Electrical Supervisor - Attachment VIII-C.
    - D. I & C Supervisor - Attachment VIII-D.
    - E. Lead Operator - Attachment VIII-E.
    - F. Plant Radiological Monitoring Director - Attachment VIII-F.
    - G. OSC HP Coordinator - Attachment VIII-G.
    - H. Security Supervisor - Attachment VIII-H.
    - I. OSC Status Board Logger - Attachment VIII-I.
    - J. OSC EIS Support - Attachment VIII-K.
  - 6.4.3 When the need for a Plant Entry Team develops, the Maintenance Supervisor in the TSC shall inform the OSC Supervisor of the following:
    - A. Objectives of the team.

- B. The priority of the objective.
  - C. Other amplifying information.
- 6.4.4 The OSC Supervisor will designate an OSC Discipline Supervisor to develop and brief a team using the Emergency Team Briefing Log (Attachment VI). The teams are tracked on the Team Tracking and Priorities Board. The appropriate screens in the Emergency Information System (EIS) are normally updated by the EIS Support person from the Emergency Team Briefing Log (Attachment VI) and the Team Tracking and Priorities Board.
- 6.4.5 The Plant Radiological Monitoring Director, or his designee, shall also brief the team when a team's activities may involve radiological concerns.
- 6.4.6 Once dispatched from the OSC, the team shall:
- A. Obtain necessary tools, equipment, procedures, etc.
  - B. Report to the designated work area.
  - C. Keep the OSC apprised of the team's location and the status of the team's objectives.
- 6.4.7 Any deviation of the mission of a team in the plant must be coordinated with the OSC Supervisor and Plant Radiological Monitoring Director.
- 6.4.8 Upon completion of a team's mission, the team will return to the OSC and will be thoroughly debriefed of the team's actions and plant conditions. This information will be recorded on the Emergency Team Briefing Log (Attachment VI) and entered in the appropriate screens in EIS. The team listing will be removed from the Team Tracking and Priorities Board and the team will be designated as "Completed" on EIS. If necessary, teams may be redirected in the field without returning to the OSC. The debriefing of the completed task, and briefing of the new task, including new radiological conditions, must occur by telephone, radio, or plant page.

- 6.4.9 Operators may be dispatched by Control Room personnel by notifying the Lead Operator directly. The Lead Operator must keep the OSC Supervisor informed of Operator missions. Operator actions must be coordinated with the Plant Radiological Monitoring Director. The OSC Supervisor must ensure the TSC is kept informed of Operator missions.
- 6.4.10 The Offsite Holding Area Supervisor directs activities at the Offsite Holding Area, if used. The Offsite Holding Area Supervisor keeps the OSC informed by radio. See Attachment VIII-J for responsibilities.
- 6.4.11 If the OSC must be evacuated, proceed to Step 6.5.
- 6.5 Evacuation of Onsite Emergency Response Facilities.
  - 6.5.1 The IED/ED may determine that an Onsite Emergency Response Facility (TSC, OSC, CR or HP Lab) must be evacuated due to:
    - A. Bomb Threat.
    - B. Toxic Gas.
    - C. Fire.
    - D. Excessive airborne radioactivity or radiation levels, as determined by the Radiological Assessment Supervisor.
    - E. Excessive contamination levels, as determined by the Radiological Assessment Supervisor.
    - F. IED/ED decision.
  - 6.5.2 If the determination is made to evacuate all or some Onsite Emergency Response Facilities, the IED/ED shall:
    - A. Designate an alternate location for each of the affected onsite Emergency Response Facilities. (The alternate location for the TSC shall be the EOF/Backup EOF.)
    - B. Transfer responsibilities to an interim facility while the evacuation is being performed, when possible.
    - C. Ensure all other manned facilities are aware of the relocation.
    - D. Evaluate minimum requirements to activate the alternate Emergency Response Facility.
  - 6.5.3 The Radiological Assessment Supervisor shall:

- A. Recommend to the IED/ED an alternate location for the affected onsite Emergency Response Facility, based on a radiological assessment.
- B. Evaluate respiratory protection requirements for protection of essential personnel.
- C. Recommend to the IED/ED the safest route to the facility's new location.

6.5.4 The affected emergency facility's supervisor shall:

- A. Organize a controlled relocation of the affected emergency facility.
- B. Ensure all of the affected facility's essential personnel are aware of the relocation.
- C. Ensure an interim transfer of the affected emergency facility's responsibilities has occurred, when possible, as designated by the ED.
- D. Activate the alternate emergency facility once the minimum manning requirements, set by the ED, are met.

## 7.0 RECORDS

- 7.1 Forward written material or copies of written material generated because of an emergency to the Emergency Services Unit (ESU). The ESU will insure appropriate written material is included in the applicable Condition Evaluation Report.

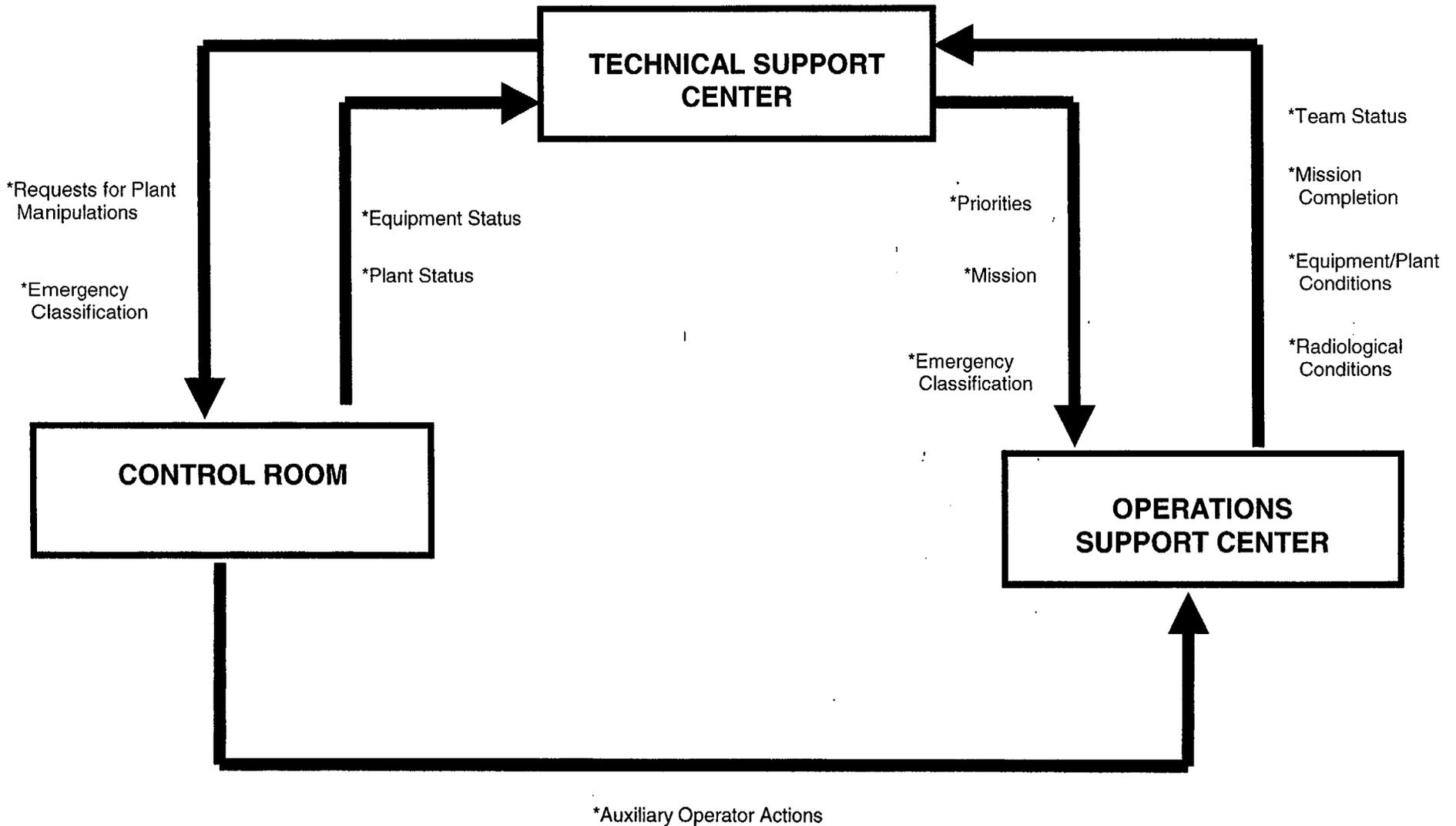
## 8.0 REVISION SUMMARY

- 8.1 Incorporated Changes A and B.
- 8.2 Added new section 2.0 Scope, and renumbered text.
- 8.3 Attachment I, Onsite Emergency Response Facility Information Flowpath: Changed format to Improve readability
- 8.4 Attachment II, Onsite Emergency Response Organization: Reorganized ED Logger, Plant Status Communicator, and NRC Communicator to accurately show the organization.
- 8.5 Attachment V, Technical Support Center Manning Chart: Reformatted for clarification.
- 8.6 Attachment V, Technical Support Center Manning Chart: Added On Shift Operations positions. Drill action item PIP C-01-608, CA #3.

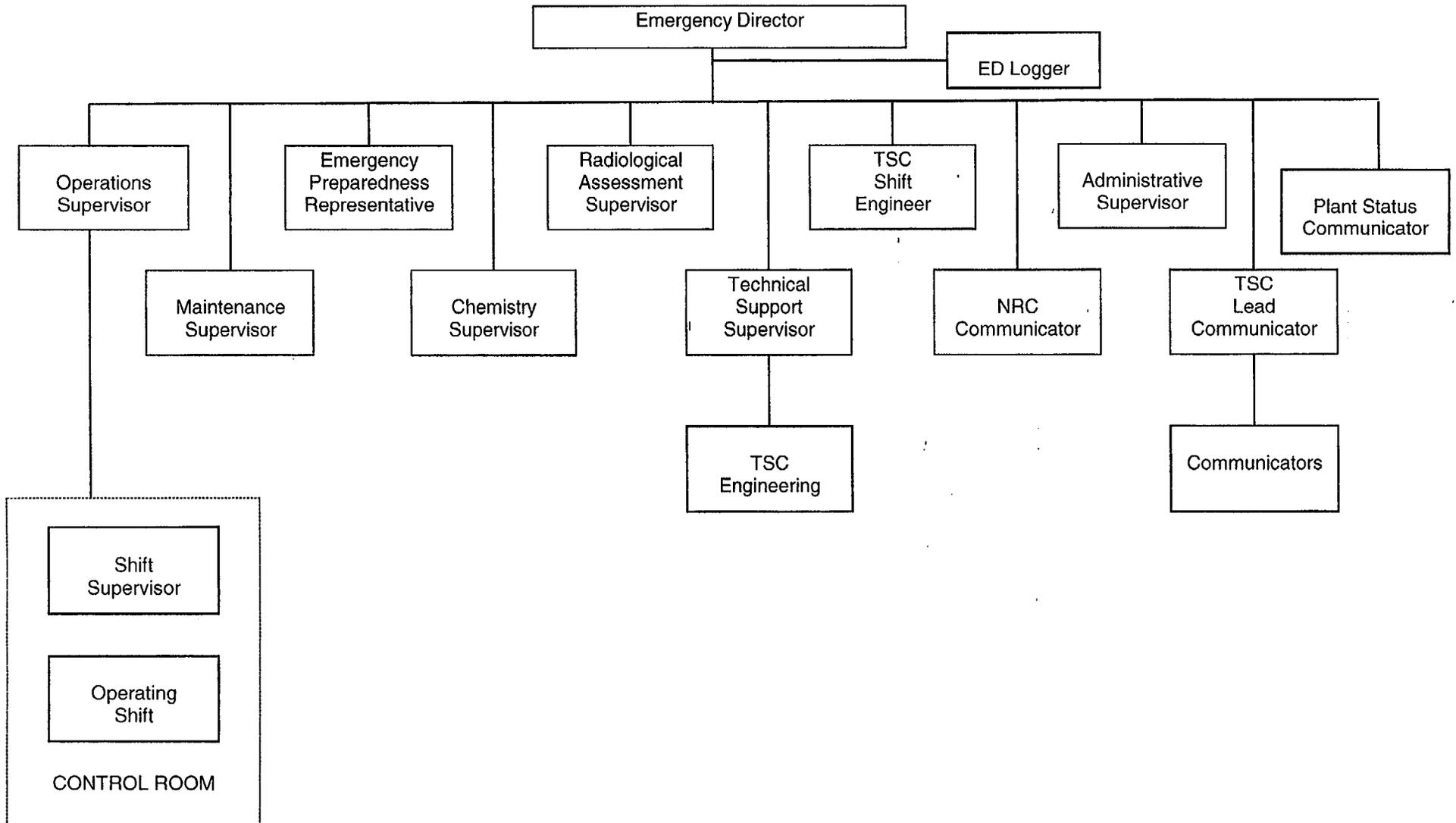
- 8.7 Attachment VI, Emergency Team Briefing Log: Added a section to document a Safety Briefing. Drill action item PIP C-00-0430, CA #5.
- 8.8 Attachment VII, TSC Staff Expectations: Added step to item 1, EIS login procedure, to describe action if EIS terminal is a PC. Some EIS terminals have been replaced with PCs.
- 8.9 Attachment VII, TSC Staff Expectations: Added guidance for receiving emergency messages during briefings, identified during training.
- 8.10 Attachment VII, TSC Staff Expectations : Added action to item 6 to place name on Signout Board if leaving the TSC to help ensure accountability is maintained.
- 8.11 Attachment VII-A, Emergency Director: Added EPP-014 and EPP-015 to Section 1 to remind EDs during turnover to check if these procedures are in use.
- 8.12 Attachment VII-A, Emergency Director : Expanded item 2.e to correct a format error.
- 8.13 Attachment VII-A, Emergency Director: Revised the forth bullet in item 2.f. to ensure Status Board is maintained if Plant Computer is inoperable, instead of if EIS is operation. The EIS Plant Status Board is no longer used and is dependent on the Plant Computer being operating.
- 8.14 Attachment VII-A, Emergency Director: Reformatted item 5.a.1 to Improve readability.
- 8.15 Attachment VII-A, Emergency Director: Added EOP and Step to item 4.b. Drill action item PIP C-00-0430, CA #5.
- 8.16 Attachment VII-A, Emergency Director: Reworded item 6.b and added consideration for retaining needed personnel in the OSC at a site evacuation. Drill action item PIP C-00-0430, CA #5.
- 8.17 Attachment VII-A, Emergency Director: Added step to item 7 to describe the protocol for validating offsite dose assessments. Drill action item.
- 8.18 Attachment VII-C, Operations Supervisor: Reworded and revised item 1 to include all Operations and Control Room personnel to improve the accountability process by accounting for these personnel early.
- 8.19 Attachment VII-D, Maintenance Supervisor: Revised item 2.b to delete references to EIS when maintaining priorities. EIS is no longer used to track priorities.
- 8.20 Attachment VII-E, Radiological Assessment Supervisor: Added step to item 1 to call the Chemistry Supervisor to come to the TSC Command Center to participate in discussions. Drill action item PIP C-00-0815, CA #3.

- 8.21 Attachment VII-E, Radiological Assessment Supervisor: Added step to item 4 to describe the protocol for validating offsite dose assessments. Drill action item.
- 8.22 Attachment VII-E, Radiological Assessment Supervisor: Revised item 2.a to describe the process to access RMS and Met data on a PC. HP EIS workstations have been replaced with PCs.
- 8.23 Attachment VII-F, Administrative Supervisor: Revised and reformatted to provide a more detailed procedure to incorporate drill comments.
- 8.24 Attachment VII-H, Chemistry Supervisor: Added step to item 2 to remind Chemistry Supervisors to look in CP-308 for the sample line dose rate core damage correlation to enhance procedure.
- 8.25 Attachment VII-K, TSC Lead Communicator: Revised item 2.c to clarify the requirements for initial notification.
- 8.26 Attachment VII-K, TSC Lead Communicator: Revised item 2.m to instruct Communicators to omit actions that have been completed from plant announcements to avoid confusing emergency responders.
- 8.27 Attachment VIII, OSC Staff Expectations: Added step to EIS login procedure to describe action if EIS terminal is a PC. Some EIS terminals have been replaced with PCs.
- 8.28 Attachment VIII, OSC Staff Expectations: Added guidance for receiving emergency messages during briefings. Training feedback.
- 8.29 Attachment VIII-F, Plant Radiological Monitoring Director: Added step to item 1 for the Plant Monitoring Director to communicate with the Offsite Holding Area Supervisor by radio to improve communications between the Offsite Holding Areas and the plant.
- 8.30 Attachment VIII-F, Plant Radiological Monitoring Director: Revised item 4.a to describe the process to access RMS and Met data on a PC. HP EIS workstations have been replaced with PCs.
- 8.31 Attachment VIII-J, Offsite Holding Area Supervisor: Revised item 1.b for the Offsite Holding Area Supervisor to communicate with the Plant Monitoring Director to improve communications between the Offsite Holding Areas and the plant.

### ONSITE EMERGENCY RESPONSE FACILITY INFORMATION FLOWPATH

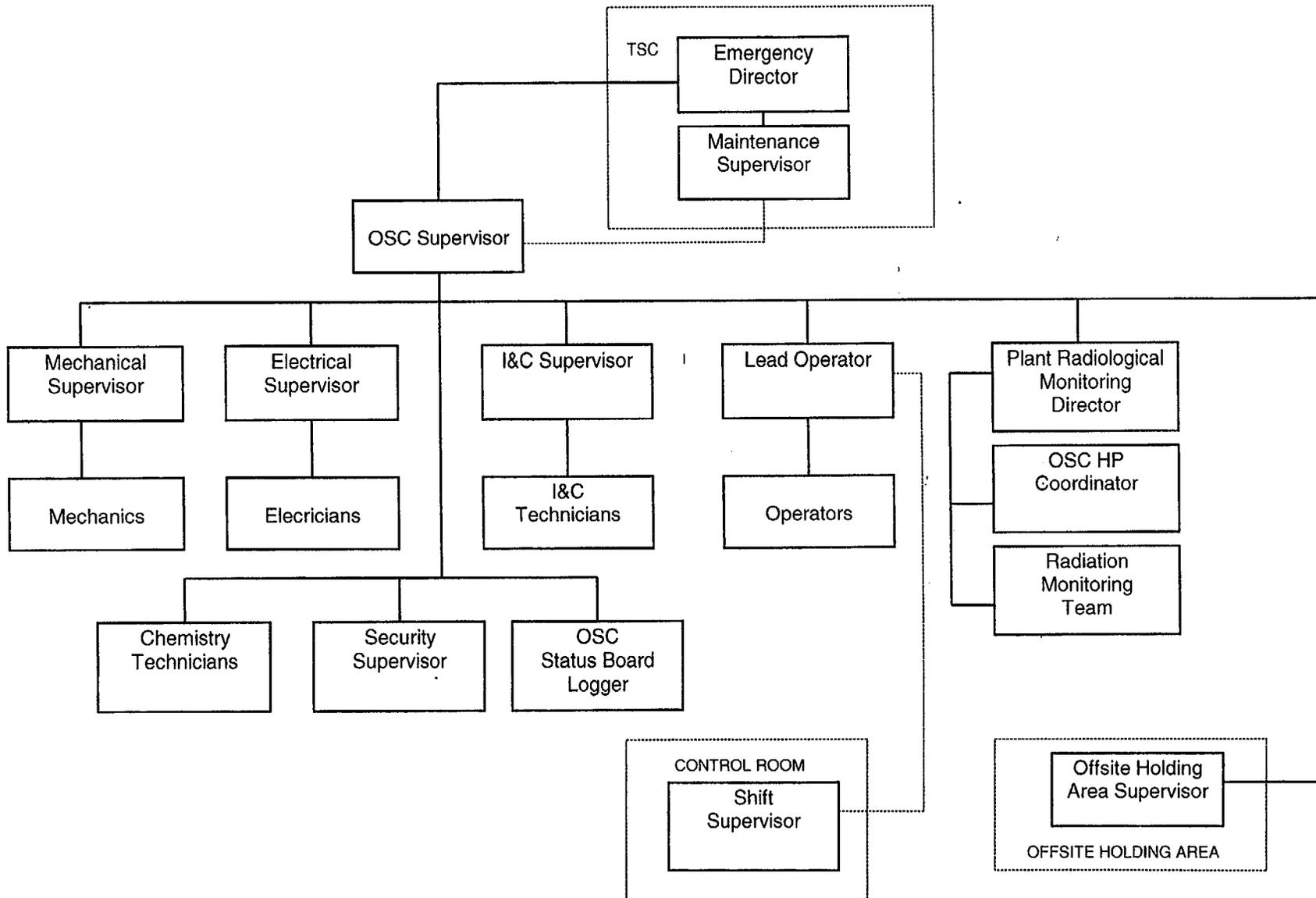


### ONSITE EMERGENCY RESPONSE ORGANIZATION TECHNICAL SUPPORT CENTER

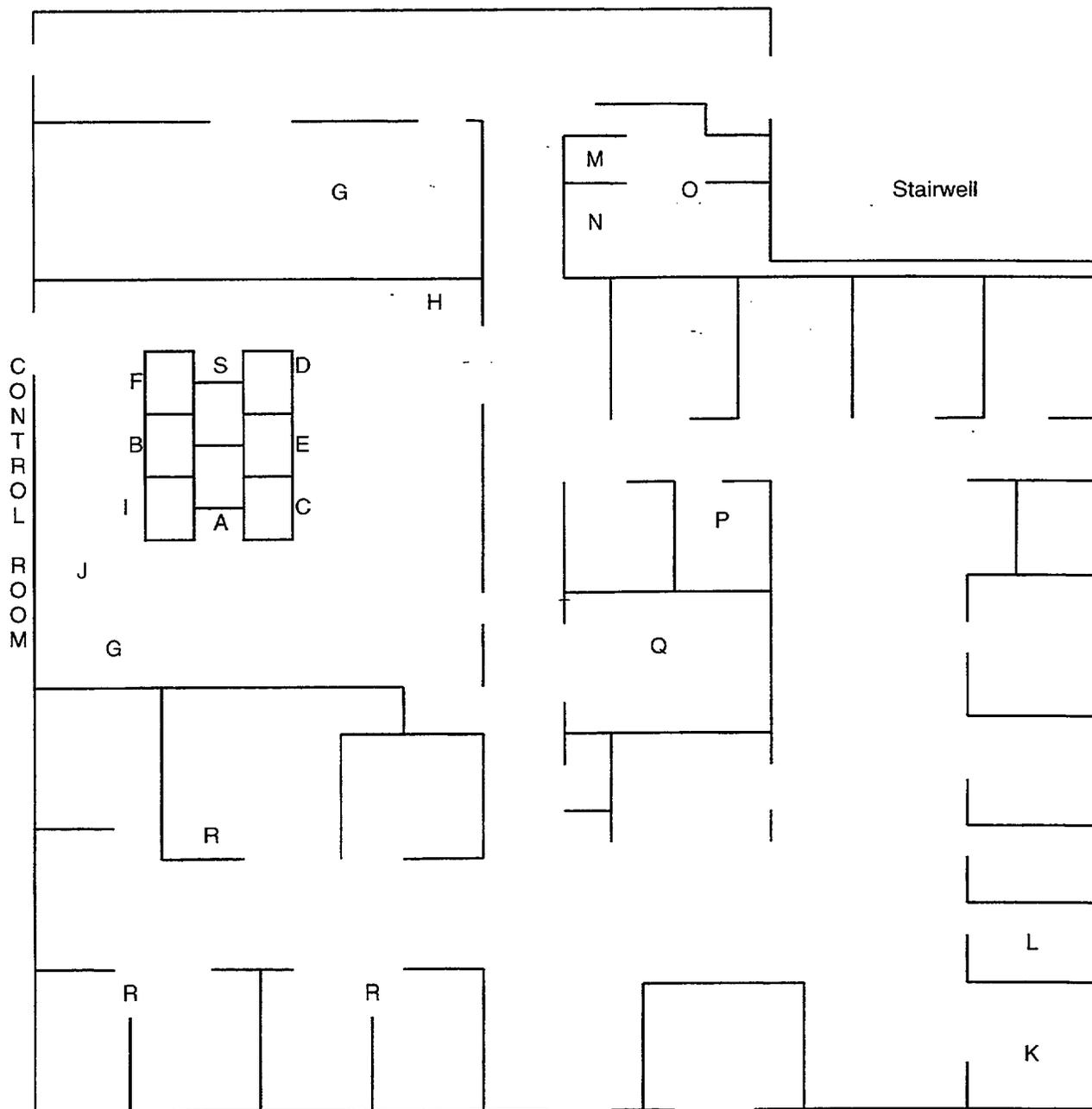


### ONSITE EMERGENCY RESPONSE ORGANIZATION

#### OPERATIONS SUPPORT CENTER

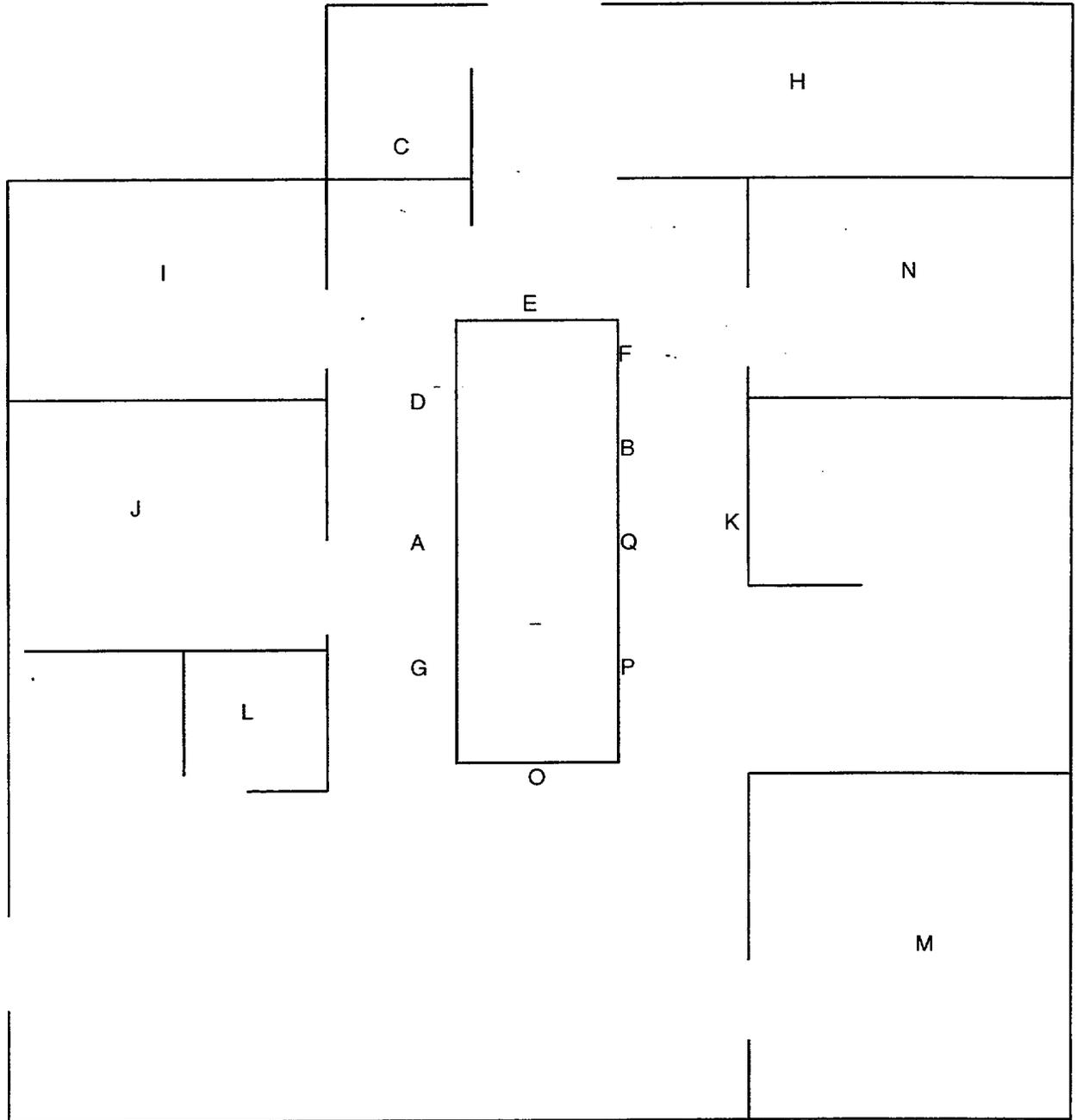


**TECHNICAL SUPPORT CENTER**



- |                                       |                                      |  |
|---------------------------------------|--------------------------------------|--|
| A. Emergency Director                 | H. Plant Status Communicator         | N. TSC Communicator                      |
| B. Emergency Director Logger          | I. TSC Shift Engineer                | O. TSC Lead Communicator                 |
| C. Operations Supervisor              | J. NRC Communicator                  | P. Chemistry Supervisor                  |
| D. Technical Support Supervisor       | K. Architect/Engineer Representative | Q. Administrative Supervisor             |
| E. Maintenance Supervisor             | L. Westinghouse Representative       | R. TSC Engineering Personnel             |
| F. Radiological Assessment Supervisor | M. TSC Communicator                  | S. Emergency Preparedness Representative |
| G. NRC Representative(s)              |                                      |  |
- | Chg  
A

**OPERATIONS SUPPORT CENTER**



S  
T  
A  
I  
R  
W  
E  
L  
L

- |                          |   |                                     |
|--------------------------|---|-------------------------------------|
| A. OSC Supervisor        | G. Electrical Supervisor                  | M. Auxiliary Operators              |
| B. OSC Logger            | H. Health Physics Personnel               | N. Mechanical Maintenance Personnel |
| C. Chemistry Personnel   | I. I & C Personnel                        | O. Security Supervisor              |
| D. I & C Supervisor      | J. Electrical Maintenance Personnel       | P. Lead Operator                    |
| E. OSC HP Coordinator    | K. OSC Status Board Keeper                | Q. EIS Support                      |
| F. Mechanical Supervisor | L. Plant Radiological Monitoring Director |                                     |

**TECHNICAL SUPPORT CENTER MANNING CHART**

ERO Team: \_\_\_\_\_

TSC Minimum Staffing	TSC Essential Staffing	**On Shift Operations Personnel
*Emergency Director V-	Operations Supervisor V-	Shift Supervisor V-
Shift Communicator V-	Technical Support Supervisor V-	Duty Shift Engineer V-
30 Minute TSC Communicator V-	Maintenance Supervisor V-	Control Room Supervisor V-
60 Minute TSC Lead Communicator V-	Rad. Assessment Supervisor V-	NROATC V-
60 Minute NRC Communicator V-	Administrative Supervisor V-	Balance of Plant (BOP) Operator V-
*Core Expertise V-	ED Logger V-	Building Operator V-
Electrical Expertise V-	Emergency Preparedness Rep. V-	Building Operator V-
Mechanical Expertise V-	Plant Status Communicator V-	Building Operator V-
*May be provided by shift personnel assigned other functions.	Chemistry Supervisor V-	Building Operator V-
	TSC Shift Engineer V-	Building Operator V-
	**Control Room Communicator V-	Others: V-
	Others: V-	V-
	V-	V-
V-	V-	V-

\*\* Names furnished by Operations Supervisor.



### TSC STAFF EXPECTATIONS

1. Ensure manning requirements are met within the specified time requirements. Upon arrival, enter your SSN in the TSC Manning screen in EIS as described below. If EIS is not being used, place your name and badge number under your position title on the TSC Staffing Board.
  - A. If your terminal is a PC, on the Logon Information window type EIS for User Name, type EIS for Password, and select the EIS Domain. Select OK. Then using the mouse, double click on the EIS001 icon.
  - B. At the EIS Main Menu, enter the number for the manning screen for the TSC. Press ENTER.
  - C. Press the TAB key.
  - D. Enter your Social Security Number (Leading zeros can be omitted) and press ENTER.
  - E. You will be logged in to the position for which you are qualified.
  - F. If you are qualified for more than one position, a pop-up will appear listing the positions for which you are qualified. Highlight the position you wish to log in to using the TAB key and press ENTER.
  - G. If your name is not in the data base, EIS will ask for your badge number, last name and first name. After this information is entered, the position names will appear. Highlight the position you wish to log into using the TAB key and then press return to log in to that position.
  - H. To log out of a manning screen, repeat steps C. and D.
2. Ensure all necessary equipment for your position is in place.
  - A. Setup and test telephone
  - B. Adequate supplies are available (pens, pencils, paper, etc.)
  - C. Procedures are available
3. Personnel should maintain a log of all major actions, projects, and decisions/basis throughout the emergency.
4. Personnel are to be attentive during Emergency Director Briefings. If your phone rings during a ED Briefing, answer the phone and tell the caller you are in a briefing and ask the caller if he/she has a Critical Emergency Message. Critical Emergency Messages are messages informing you of:
  - Loss of Safety Systems or Components
  - Offsite Radiological Releases
  - Security Intrusion
  - Medical Emergency
  - Fire Emergency

If the message is not a Critical Emergency Message, tell the caller to call back or write down the number and call back when the briefing is completed. Do not leave the phone off the hook because this prevents others from calling if they should have critical information.

If you decide the message is a Critical Emergency Message that warrants interrupting the ED Briefing, standup and raise your hand to get the attention of the Emergency Director and say you have a Critical Emergency Message.

The ED tells the listeners to stand by. The ED evaluates the new information and returns to or reschedules the briefing.

**TSC STAFF EXPECTATIONS**

5. Maintain an awareness of the emergency condition and the plant status. Possible sources for information may include:
  - A. ED Briefings
  - B. Plant Computer
  - C. Dose Assessment Computer
  - D. EOF Counterpart
  - E. Subordinate Personnel
  - F. Other TSC Staff
  - G. EIS
  
6. If you leave the TSC for any reason, ensure someone is briefed and assumes your duties, and place your name on the Sign-out Board, located outside the TSC Command Center. Receive an update upon your return.

**EMERGENCY DIRECTOR**

Major Tasks	Specific Actions
<p>1. Turnover</p>	<p>1. a. * Discuss Emergency Classification</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • Initiating condition</li> <li><input type="checkbox"/> • Detection method</li> </ul> <p>b. * Plant status</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • RCS</li> <li><input type="checkbox"/> • Secondary</li> </ul> <p>c. * Releases</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • TDEFP</li> <li><input type="checkbox"/> • PORVs, Safeties</li> <li><input type="checkbox"/> • Normal plant releases</li> <li><input type="checkbox"/> • Other ...</li> </ul> <p><input type="checkbox"/> d. In-plant response/repair teams</p> <p><input type="checkbox"/> e. Equipment status</p> <p><input type="checkbox"/> f. Injuries (EPP-009)</p> <p><input type="checkbox"/> g. Fire (EPP-013)</p> <p><input type="checkbox"/> h. Toxic Release (EPP-014)</p> <p><input type="checkbox"/> i. Natural Emergency (EPP-015)</p> <p><input type="checkbox"/> j. Notifications status (EPP-002)</p> <p><input type="checkbox"/> k. * Protective Action Recommendations (EPP-001.4)</p> <p><input type="checkbox"/> l. Early Warning Siren System Recommendations (EPP-021)</p> <p><input type="checkbox"/> m. Site evacuation/personnel accountability (EPP-012)</p> <p><input type="checkbox"/> n. Offsite emergency services required</p> <p>* Essential information for ED to IED contact</p>

**EMERGENCY DIRECTOR**

Major Tasks	Specific Actions
2. TSC Activation	<p>2. a. TSC staffed:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> • Minimum Staff<ul style="list-style-type: none"><li>1-TSC Emergency Director</li><li>1-TSC Lead Communicator</li><li>1-NRC Communicator</li><li>2-Shift and/or TSC Communicators</li><li>1-Core Expertise (may initially be provided by Duty Shift Engineer).</li><li>1-Mechanical Expertise</li><li>1-Electrical Expertise</li></ul></li><li><input type="checkbox"/> b. Update turnover from IED (See Task #1)</li><li><input type="checkbox"/> c. Ensure proper EAL and Emergency Classification</li><li>d. Ensure communications:<ul style="list-style-type: none"><li><input type="checkbox"/> • With OSC</li><li><input type="checkbox"/> • With EOF</li><li><input type="checkbox"/> • With Offsite Authorities</li></ul></li><li>e. Declare TSC activated:<ul style="list-style-type: none"><li><input type="checkbox"/> "This is <u>name</u>. I am the Emergency Director. The TSC is activated as of <u>time</u>. An ED Briefing will be given in <u>   </u> minutes and each hour thereafter, as a minimum.</li></ul></li><li>f. Ensure:<ul style="list-style-type: none"><li><input type="checkbox"/> • Communications responsibilities are assumed</li><li><input type="checkbox"/> • ED log maintained</li><li><input type="checkbox"/> • TSC manning completed</li><li><input type="checkbox"/> • Plant Status Board maintained (if Plant Computer is not operable)</li><li><input type="checkbox"/> • Major Events Board maintained (may not be necessary when using EIS)</li></ul></li></ul>

**EMERGENCY DIRECTOR**

Major Tasks	Specific Actions
3. Establish Priorities	3. <ul style="list-style-type: none"> <li>a. Offsite Releases</li> <li>b. Injured personnel</li> <li>c. Fire</li> <li>d. Repair work</li> <li>e. Site evacuation/accountability</li> </ul>
4. ED Briefing	4. <ul style="list-style-type: none"> <li>a. Receive update from TSC Staff               <ul style="list-style-type: none"> <li><input type="checkbox"/> • EAL and Emergency Classification</li> <li><input type="checkbox"/> • Operations (Plant Status)</li> <li><input type="checkbox"/> • Maintenance (OSC/Repair Teams)</li> <li><input type="checkbox"/> • Priorities</li> <li><input type="checkbox"/> • HP (Release, Habitability)</li> <li><input type="checkbox"/> • Early Warning Siren/Protective Action</li> <li><input type="checkbox"/> • Facility Activation</li> <li><input type="checkbox"/> • EOF Update from OEC</li> <li><input type="checkbox"/> → Notification Status</li> </ul> </li> <li><input type="checkbox"/> b. Conduct ED briefing (TSC, OSC, EOF)               <ul style="list-style-type: none"> <li>• EAL</li> <li>• Priorities</li> <li>• Plant Status, including current EOP and Step</li> <li>• Releases</li> <li>• Big Picture - Goals</li> </ul> </li> <li>c. Repeat briefing approximately every 60 minutes or when conditions change.               <ul style="list-style-type: none"> <li><input type="checkbox"/> +60      <input type="checkbox"/> +120      <input type="checkbox"/> +180      <input type="checkbox"/> +240</li> </ul> </li> </ul>

**EMERGENCY DIRECTOR**

Major Task	Specific Actions
5. EOF Interface	5. a. When EOF activated: Turn over to OEC: <input type="checkbox"/> • Communications, except for: • requesting offsite emergency services • receiving approval from SEOC to activate EWSS <input type="checkbox"/> • Security support <input type="checkbox"/> • Offsite rad assessment <input type="checkbox"/> • Protective Action Recommendations <input type="checkbox"/> • Announce when EOF activated
6. Evacuation/Accountability	6. <input type="checkbox"/> a. ED discretion or Site Area Emergency and General Emergency in accordance with EPP-012. See EPP-001 Attachment III for Security Events. <input type="checkbox"/> b. Evacuation location (North/South Holding Area vs home based on potential for personnel/vehicle contamination - need for manpower support). Consider retaining needed personnel in OSC. <input type="checkbox"/> c. Evacuation and accountability completed within 30 minutes <input type="checkbox"/> d. Page personnel who are not accounted for e. Search and rescue required (EPP-011) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> f. Fairfield Pumped Storage Facility evacuation at Site Area Emergency and General Emergency
7. Radiological Assessment	7. <input type="checkbox"/> a. Releases _____ , _____ Curie content                      Mass flow rate <input type="checkbox"/> b. Met conditions <input type="checkbox"/> c. Met forecasts (EOF to obtain information) <input type="checkbox"/> d. Plume exposure <input type="checkbox"/> e. Onsite Rad conditions <input type="checkbox"/> f. Habitability in plant

**EMERGENCY DIRECTOR**

Major Tasks	Specific Actions
	<ul style="list-style-type: none"> <li>□ g. If the TSC is responsible for performing offsite dose assessment, the following protocol should be used:               <ul style="list-style-type: none"> <li>1) Evaluation of dose projections should not delay the Emergency Notification Process. It is acceptable to communicate dose data on follow-up Notifications. Due to time constraints for adequate assessment of dose projections and development of the General Emergency Notification, it is preferred to send out the Initial General Emergency Notification with minimum PAR and send a follow-up message immediately after proper assessment of dose data.  If radiation monitor readings provide sufficient data for assessment, it is not appropriate to wait for field monitoring data to become available to confirm the need to expand PARs.</li> <li>2) You have a maximum of 15 minutes from the time dose data is available to evaluate the data and determine PARs.</li> <li>3) The Rad Assessment Supervisor will post the dose projection results in mRem with no scientific notation for the TSC staff to evaluate.</li> <li>4) The Rad Assessment Supervisor will explain the results, including the inputs/basis.</li> <li>5) The TSC staff will discuss and validate the results. This should include a determination/validation of the potential release pathways based on events in progress and determination/validation of the release rate based on changes to plant parameter data.</li> <li>6) The results are approved or rejected by the ED.</li> <li>7) You have a maximum of 15 minutes to notify the State and locals of PARs.</li> </ul> </li> </ul>
<p>8. ED Log (continuously)</p>	<p>8.</p> <ul style="list-style-type: none"> <li>a. EAL and Emergency Classification changes</li> <li>b. Repair activities</li> <li>c. Plant status changes</li> <li>d. Release data</li> <li>e. Facility activation</li> <li>f. Early Warning Siren System activation</li> <li>g. Initial/followup notifications completed</li> <li>h. Protective Action Recommendations</li> </ul>

**EMERGENCY DIRECTOR**

Major Tasks	Specific Actions
9. Special Procedures	<p>i. Other as deemed necessary by the ED</p> <p>9. a. Designate the required reviews of any procedure which may be developed during an emergency condition.</p> <p>b. Perform the function of Approval Authority for procedures developed during an emergency.</p> <p>c. Authorize dose limit extensions for planned emergency radiation exposure.</p> <p><input type="checkbox"/> d. Conduct initial briefing for the NRC Site Team personnel.</p>

## TECHNICAL SUPPORT SUPERVISOR

Major Tasks	Specific Actions
1. Accountability	1 <input type="checkbox"/> a. Account for subordinate personnel <ul style="list-style-type: none"><li>• (1) Electrical Expertise</li><li>• (1) Mechanical Expertise</li><li>• (1) Core Expertise</li></ul>
2. Casualty Assessment	2 <ul style="list-style-type: none"><li>a. Assess plant status.</li><li>b. Evaluate Technical Support manpower needs and call in additional personnel, as needed.</li><li>c. Develop recommendations and procedures for abnormal plant operations. (The ED is the Approval Authority for these procedures.)</li><li>d. Coordinate emergency repair design information and assistance.</li><li>e. Assist Maintenance Supervisor in tracking priorities.</li><li>f. Ensure Engineering personnel in the TSC and EOF maintain current plant status.</li><li>g. Interface with EOF Engineering.</li><li>h. Interface with Westinghouse Electric Corporation and the Architect/Engineer for emergency support, as necessary.</li></ul>

## OPERATIONS SUPERVISOR

Major Tasks	Specific Actions
1. Manning	1. <input type="checkbox"/> a. Ensure Operators report to OSC when released by the Shift Supervisor.  <input type="checkbox"/> b. Report the names of all on-shift Operations and Control Room personnel to the Administrative Supervisor. <ul style="list-style-type: none"> <li>• Shift Supervisor _____</li> <li>• Duty Shift Engineer _____</li> <li>• Control Room Supervisor _____</li> <li>• NROATC _____</li> <li>• Balance of Plant (BOP) _____</li> <li>• Building Operators _____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>• Control Room Comm. _____</li> <li>• Others, as necessary _____</li> <li>_____</li> </ul>
2. Casualty Assessment	2. <ol style="list-style-type: none"> <li>a. Liaison between Control Room and TSC staff.</li> <li>b. Maintain TSC appraised of plant operational status.</li> <li>c. Provide operational guidance to the Shift Supervisor.</li> <li>d. Assess equipment availability.</li> <li>e. Assist the Shift Supervisor in developing shift priorities.</li> <li>f. Coordinate the development of tagouts.</li> <li>g. Assist the ED in developing plant priorities.</li> <li>h. Recommend to the ED a change in the emergency classification, if required.</li> <li>i. Ensure Shift Supervisor is aware of changing radiological conditions.</li> <li>j. Coordinate Operator actions among Control Room, TSC and OSC.</li> </ol>

**MAINTENANCE SUPERVISOR**

Major Tasks	Specific Actions
1. Manning	1. <input type="checkbox"/> a. Ensure OSC is manned with essential maintenance personnel.
2. Communications	2. a. Serve as liaison between the OSC and the TSC. b. Maintain the TSC Priorities Board and inform OSC of changes. c. Provide information on the status of OSC Emergency Teams to TSC.
3. Casualty Assessment	3. a. Continually assess plant and equipment status. b. Provide direction to maintenance personnel for repair work through the OSC Supervisor.

## RADIOLOGICAL ASSESSMENT SUPERVISOR

Major Tasks	Specific Actions
1. Manning and Activation	1. <input type="checkbox"/> a. Ensure subordinate positions are manned.  b. Throughout the event, call the Chemistry Supervisor at X5665 to come to the TSC Command Center to be included in discussions, when appropriate.
2. Radiological Assessment	2. a. Access RMS and Meteorological data as follows: <ol style="list-style-type: none"> <li>1) Using the mouse, double click on the PID icon.</li> <li>2) Using the mouse, highlight the desired selection on the VCS Plant PID menu and click Execute. Note the selections on the menu are listed alphabetically by TOC Name.               <ul style="list-style-type: none"> <li>• For Met Data, use EARMET</li> <li>• For RMS Data, use RMLEMG</li> </ul> </li> </ol> b. Assess reports of actual conditions both in-plant and out-of-plant.  c. Track "plume" and assess public exposure concerns.  d. Track all plant releases and maintain appropriate radiological data.  e. Evaluate meteorological conditions and evaluate forecasted changes in meteorological conditions.  f. Ensure periodic habitability surveys of manned facilities are performed (including Security locations).  g. Recommend dose limit extensions to the ED, when necessary.  h. Approve the administering of Potassium Iodide and inform the ED.  i. Ensure offsite holding areas have necessary HP support.  j. Ensure HPs are dispatched to hospital when contaminated victims are transported.

## RADIOLOGICAL ASSESSMENT SUPERVISOR

- |   |   |
|---|---|
| 3. Rad Waste  | k. Ensure dose information on the status board is kept up-to-date.  |
| 4. Use of the Backup EOF (either initially or upon evacuation of the Primary EOF) | 3. a. Coordinate Rad Waste activities during an emergency condition.<br>4. a. The ORMC reports to the Backup EOF. The EOF Dose Assessor and the Field Team Dispatcher report to the TSC. EOF Count Room and habitability personnel report to the OSC.<br>b. Ensure the Dose Assessor and Field Team Dispatcher set up operations in the TSC cubicles and have the following: <ul style="list-style-type: none"><li>• EPPs and HPPs</li><li>• EPZ map with isopleths stored in TSC piping chase.</li><li>• EP Phone Directory, obtained from the storage locker in the TSC piping chase.</li><li>• Communications with the Field Teams. Radios may be obtained from the SOC or the HP Lab.</li></ul> |

## RADIOLOGICAL ASSESSMENT SUPERVISOR

- c. If the TSC is responsible for performing offsite dose assessment, the following protocol should be used:
  1. Evaluation of dose projections should not delay the Emergency Notification Process. It is acceptable to communicate dose data on follow-up Notifications. Due to time constraints for adequate assessment of dose projections and development of the General Emergency Notification, it is preferred to send out the Initial General Emergency Notification with minimum PAR and send a follow-up message immediately after proper assessment of dose data. If radiation monitor readings provide sufficient data for assessment, it is not appropriate to wait for field monitoring data to become available to confirm the need to expand PARs.
  2. The plant has a maximum of 15 minutes from the time dose data is available to evaluate the data and determine PARs.
  3. The Rad Assessment Supervisor will post the dose projection results in mRem with no scientific notation for the TSC staff to evaluate.
  4. The Rad Assessment Supervisor will explain the results, including the inputs/basis.
  5. The TSC staff will discuss and validate the results. This should include a determination/validation of the potential release pathways based on events in progress and determination/validation of the release rate based on changes to plant parameter data.
  6. The results are approved or rejected by the ED.
  7. The plant has a maximum of 15 minutes to notify the State and locals of PARs.

## ADMINISTRATIVE SUPERVISOR

### I. MANNING AND ACTIVATION

- Obtain the Admin Supervisor's book from the ED Logger Drawer and put on the Admin Supervisor's name tag.
- Synchronize the TSC Command Center digital clock with the IPCS time.

**NOTE: Minimum Staffing shall be met before the TSC can be activated and no later than about one hour after emergency declaration. Essential Staffing should be met no later than about one hour after emergency declaration.**

- Complete EPP-023, Attachment V, TSC Manning Chart, to ensure Minimum and Essential staffing is met.

**Time Minimum Staffing is met:** \_\_\_\_\_

- Report the time Minimum Staffing is met to the ED and ED Logger.

**Time reported:** \_\_\_\_\_

- Report the time Essential Staffing is met to the ED and ED Logger. Provide a copy of the completed EPP-023, Attachment V, TSC Manning Chart, to the ED.

**Time Essential Staffing is met:** \_\_\_\_\_

**Time reported:** \_\_\_\_\_

**NOTE: If EIS login capability is unavailable at any time prior to Site Evacuation and Accountability, see EPP-012 for procedures to perform accountability manually.**

- Assist duty personnel with logging into EIS on the TSC Manning Screen, using EPP-023, Attachment VII, TSC Staff Expectations. Advise non-duty personnel not to log into EIS to allow time for the duty personnel to respond. For problems with EIS contact the EP Representative in the TSC.
- Obtain the names of the on-shift Operations personnel from the TSC Operations Supervisor or the staffing board in the Control Room and enter those names into EIS and on EPP-023, Attachment V.
- Enter NRC personnel into EIS, as necessary.
- Put Sign Out Board, marker, and eraser in hallway.

### II. PREPARATION FOR ACCOUNTABILITY:

- Ensure active EIS windows are set up to print to CB\_P1. Change the report printer as follows:
  1. Access the EIS Main Menu by pressing Logout (PF4, normally the Red Key).
  2. Enter 66 to CHANGE REPORT PRINTER. Press Return.
  3. Enter the numbered choice for the desired printer (normally CB\_P1). Press Return. Verify the selected printer is displayed at the top left of the EIS Main Menu Screen.

### ADMINISTRATIVE SUPERVISOR

- Verify paper is loaded in CB\_P1 and is ready to print.
- Verify paper is loaded in the Security printer, located under the EIS workstation. Perform a manual paper feed to ensure the paper is falling to the front of the printer to prevent paper jams.
- If time allows, call Security at X605 and request a TEST print to ensure the printer is working properly. Mark this printout as TEST. Contact Security Maintenance if problems are experienced.
- Call OSC EIS Support at X5989 to ensure OSC personnel have logged into EIS.

### III. ACCOUNTABILITY (SEE EPP-012)

- Perform Section II, Preparation for Accountability, if not already performed.

**NOTE: Accountability is to be completed less than 30 minutes from declaration of a Site Area Emergency or General Emergency.**

- Record the declaration time of the Site Area Emergency or General Emergency.

**Declaration Time:** \_\_\_\_\_

- Obtain the EIS printout as follows:

1. Access the EIS Main Menu by pressing Logout (PF4).
2. On the Main Menu enter choice 16, SELECT REPORT. Press Return. (If a DECTerm Error Message appears for "Can't Find Font", click OK with the left mouse button. If a window appears to "Enter Remote Password" press Return).
3. Using the arrow keys, select PERSONNEL. Press Return.
4. Tab to the PRINT QUEUE field and enter the printer name that appears in the Default Printer Field.
5. Tab to the File Name field and enter a description, such as ACCOUNTABILITY (no spaces).
6. Press PF1, the FUNCTION MENU key.
7. At the bottom of the screen, PRINT should be highlighted. Press Return.
8. Using the arrow keys, select ACCOUNTABILITY and press Return.
9. The printout should print on the selected printer.

- If the Security printout does not print within about 20 minutes after Site Area Emergency or General Emergency declaration, call Security at X605 and request the Officer run the Security printout. Instruct the Officer to notify the Admin Supervisor at X5988 or X5979 of the names of personnel evacuating the Protected Area after the printout is run.
- Retrieve the Security printout from the Security printer in the TSC. Ensure the total number message is shown at the bottom of the printout to verify the printout is complete. If printer problems occur, call Security at X200 and have a Security Officer deliver a printout to the TSC.

## ADMINISTRATIVE SUPERVISOR

**NOTE:** Accountability is complete when the comparison between the Security printout and the EIS printout is complete.

- Compare the Security printout to the EIS printout. On the Security printout, highlight badge numbers that appear on both printouts. Adjust the comparison as necessary to account for personnel who evacuated after the printout was run. Names on the Security printout that are not highlighted are names that do not appear on the EIS printout and those personnel are considered missing. Record the time Accountability is complete.

**Time Accountability Complete:** \_\_\_\_\_

- Report the time Accountability is complete to the ED and ED Logger, along with the number of personnel who are missing.

**Time reported:** \_\_\_\_\_

- Call the OSC at X5989 to determine if any missing personnel are in the OSC.
- Make an announcement on the plant page for missing personnel, by name and badge number, to call X5585 or X5979.
- After 5 minutes, notify the ED that the individuals are still missing or have been located.
- Repeat the announcement periodically until all missing persons are located.
- Provide periodic updates on the status of the missing persons to the ED.

### IV. OTHER ACTIVITIES

- Using EPP-023, Attachment V, and the ERO 4-Team Rotation found in the EP Phone Directory, assist a non-duty ED to identify personnel for the next shift relief.
- Coordinate with the TSC Command Center and TSC Communicators to contact additional Emergency Response Personnel, as needed.
- Arrange for meals through the General Services Coordinator in the EOF.
- Obtain EIS printouts as requested, such as the ED Log. Follow the steps to obtain an ACCOUNTABILITY report listed in Section III, except specify the desired report.
- Arrange for short-term document storage and retrieval system.
- Ensure Administrative/Clerical support is provided, as necessary.

## EMERGENCY PREPAREDNESS REPRESENTATIVE

Major Tasks	Specific Actions
1. Manning	1. <input type="checkbox"/> a. Activate the ERDS system in accordance with EPP-002 if not already done by the NRC Communicator.  <input type="checkbox"/> b. In cooperation with the Administrative Supervisor, ensure all positions in the TSC have been properly manned and the duties of each are being fulfilled.  <input type="checkbox"/> c. In cooperation with the TSC Lead Communicator, ensure status boards are manned and maintained. (This step is not necessary when using EIS.)
2. Support	2. a. Assist the IED/ED/OEC in support of the Emergency Plan Procedures.  b. Ensure plant announcements are made by the TSC Lead Communicator once the TSC is activated (see page 2 of this attachment).  <input type="checkbox"/> c. Ensure all equipment is operational and personnel have sufficient supplies.  d. Serve as a point-of-contact for the State Emergency Preparedness Division.  e. Maintain State Emergency Preparedness Division's awareness of: <ul style="list-style-type: none"> <li>• Emergency Classification.</li> <li>• Emergency Response Facilities activation.</li> <li>• Changing plant conditions.</li> <li>• EWSS recommendations.</li> <li>• Protective Action Recommendations (PARs).</li> </ul> f. Assist in PARs.  g. Complete Notification Forms at the required frequencies and submit to the ED for review and approval. Transmit the approved forms to the State and local governments. When not using EIS, give approved hardcopy Notification Forms to the TSC Lead Communicator for transmittal to the State and counties.  <input type="checkbox"/> h. Ensure Siren Activation is accomplished by the TSC Lead Communicator, as required.  <input type="checkbox"/> i. In coordination with the Administrative Supervisor, ensure Evacuation and Accountability completed per procedure.  j. Ensure adherence to the Emergency Plan and Emergency Plan Procedures.  <input type="checkbox"/> k. At a Site Area Emergency or General Emergency, ensure an available Nuclear Licensing representative, or other appropriate person, is called in to facilitate NRC Site Team access.  <input type="checkbox"/> l. Upon arrival of the NRC Site Team, introduce them to their counterparts and direct them to their locations.

**EMERGENCY PREPAREDNESS REPRESENTATIVE**

Major Tasks	Specific Actions
<p>3. Plant Page Announcements for Initial Emergency Classification (The plant page announcement should be modified as is appropriate for current conditions.)</p>	<p>3. a. ALERT</p> <p>ATTENTION ALL PERSONNEL. The station is in an ALERT condition. The initiating condition is _____        _____</p> <p>All emergency response personnel report to your duty stations. All personnel in the Radiation Control Area assemble at the RCA Checkpoint.</p> <p>b. SITE AREA EMERGENCY</p> <p>ATTENTION ALL PERSONNEL. The station is in a SITE AREA EMERGENCY condition. The initiating condition is _____        _____</p> <p>All emergency response personnel report to your duty stations. All Non-essential personnel evacuate the Site. Proceed to (Choose one):</p> <ol style="list-style-type: none"> <li>1. Your private residence.</li> <li>2. The Southern Offsite Holding Area.</li> <li>3. The Northern Offsite Holding Area.</li> </ol> <p>All Essential personnel in the Radiation Control Area assemble at the RCA Checkpoint.</p> <p>c. GENERAL EMERGENCY</p> <p>ATTENTION ALL PERSONNEL. The station is in a GENERAL EMERGENCY condition. The initiating condition is _____        _____</p> <p>All emergency response personnel report to your duty stations. All Non-essential personnel evacuate the site. Proceed to (Choose one):</p> <ol style="list-style-type: none"> <li>1. Your private residence.</li> <li>2. The Southern Offsite Holding Area.</li> <li>3. The Northern Offsite Holding Area.</li> </ol> <p>All Essential personnel in the Radiation Control Area assemble at the RCA Checkpoint.</p>
<p>4. Subsequent Plant Page Announcements</p>	<p>4. a. Periodic plant page announcements should be made during all classifications, summarizing plant and emergency conditions.</p>

## CHEMISTRY SUPERVISOR

Major Tasks	Specific Actions
1. Manning	1. <input type="checkbox"/> a. Ensure appropriate Chemistry personnel are present and available on site.  <input type="checkbox"/> Minimum Staff: (2) Chemistry/Radiochemistry <input type="checkbox"/> Essential Staff: Additional personnel, as needed
2. Sampling	2. a. Ensure sampling is performed as required.  b. Prohibit use of plant drinking water supplies suspected to be contaminated until sampled and determined to be safe for unrestricted use.  c. Analyze sampling data and report abnormalities to the Emergency Director, as necessary.  d. Coordinate Chemistry personnel actions as delineated by the Emergency Director.  e. Perform Core Damage Assessment in accordance with CP-308, Core Damage Assessment Methodology. CP-308 contains a quick correlation based on sample line dose rate, as well as a detailed procedure using sample results and other plant parameters.

## NRC COMMUNICATOR

Major Tasks	Specific Actions
1. Maintain information on current plant status	1. <input type="checkbox"/> a. Activate ERDS within 1 hour of declaration of an Alert or higher classification in accordance with EPP-002. <input type="checkbox"/> b. Receive a turnover from the Shift NRC Communicator. <input type="checkbox"/> c. Ensure the NRC worksheet has been completed (EPP-002, Attachment III-A) for the initial notification.
2. ENS Phone Talker	2. a. Provide information to the NRC from the NRC worksheet, or as required by the NRC. b. Ensure NRC is informed as emergency conditions change. <input type="checkbox"/> c. Inform the ED and Rad Monitoring Supervisor when/if NRC requests to activate the HP Network phone.

**TSC SHIFT ENGINEER**

Major Tasks	Specific Actions
1. ED Technical Support	1 a. Ensure requirements as delineated in the EPP's and EOP's are accomplished. b. Compare plant conditions with the EAL's in EPP-001. Recommend changes to the emergency classification to the ED when warranted. c. Act as an Advisor to the ED, as required.

NOTE

Initial coverage for Core Expertise may be provided by the On-Duty Shift Engineer.

## TSC LEAD COMMUNICATOR

Major Tasks	Specific Actions
1. Manning	1. <input type="checkbox"/> a. Ensure the required Communicators are staffed. <ul style="list-style-type: none"><li><input type="checkbox"/> Minimum Staff:<ul style="list-style-type: none"><li>• TSC Lead Communicator,</li><li>• NRC Communicator,</li><li>• (2) Communicators (Shift and/or TSC Communicators).</li></ul></li><li><input type="checkbox"/> Essential Staff: The above 4 plus ED Logger and the Plant Status Communicator.</li></ul> <li><input type="checkbox"/> b. Ensure status boards in the Command Center are manned as personnel become available, and all information on the status boards is maintained current and updated as conditions change. (This step is not necessary when using EIS.)</li> <li><input type="checkbox"/> c. Ensure ED Logger position is manned.</li>

**TSC LEAD COMMUNICATOR**

Major Tasks	Specific Actions
<p>2. Communications</p>	<p>2. <input type="checkbox"/> a. Ensure all Initial Notifications have been completed and faxed to the appropriate offsite authority either via EIS or manually if not using EIS.</p> <p><input type="checkbox"/> b. Ensure followup notifications are completed at least hourly, or as conditions change, and are faxed to the appropriate authorities.</p> <p><input type="checkbox"/> c. Ensure messages are verbally transmitted to offsite agencies/personnel within 15 minutes of the declaration of the emergency. For the purposes of determining if the 15 minute requirement is met, transmission is considered complete when initial verbal contact is made. Verify receipt of legible faxes.</p> <p><input type="checkbox"/> d. Ensure Fairfield Pumped Storage is notified of the emergency in an Alert condition and/or notified to evacuate in a Site Area Emergency or a General Emergency.</p> <p>e. Ensure ED is informed as notifications are completed.</p> <p><input type="checkbox"/> f. Ensure a Communicator is always available to answer the ESSX Decision Line (251-6251) so that EWSS activation authorization may be received in accordance with EPP-021.</p> <p>g. Activate the Early Warning Siren System when authorized in accordance with EPP-021.</p> <p>h. Ensure notifications to request offsite emergency services are made.</p> <p><input type="checkbox"/> i. Ensure INPO is notified.</p> <p>j. Ensure additional plant personnel are notified as directed by the ED.</p> <p><input type="checkbox"/> k. Ensure the ANI Notification is completed, as required in EPP-002.</p> <p><input type="checkbox"/> l. Ensure termination messages are made to all authorities upon termination of an event.</p> <p>m. Make plant announcements per the applicable EPPs. Portions of announcements that describe completed actions should be omitted.</p>

### TSC LEAD COMMUNICATOR

Major Tasks	Specific Actions
3. EOF Turnover	3. <input type="checkbox"/> a. When EOF is manned and activated, turn over notifications per EPP-002 to the EOF. The turnover of notifications to the EOF may be delayed if a message is in process or due at the time of EOF activation. Responsibility to request offsite assistance and receive EWSS activation authorization on the ESSX Decision Line (251-6251) is retained by the TSC. <input type="checkbox"/> b. Ensure a thorough turnover briefing is performed prior to the EOF assuming responsibilities for notifications. <input type="checkbox"/> c. Ensure the TSC Communicator transmits and reviews updated information to and from the EOF, as applicable. <input type="checkbox"/> d. Ensure the transfer of responsibility is documented. <input type="checkbox"/> e. Ensure that all completed pages of the ED Log are faxed to the EOF. (This step is not necessary when using EIS.)

## CORE EXPERTISE

Major Tasks	Specific Actions
1. Manning	1. a. This position may be initially filled by the Duty Shift Engineer.
2. Monitor Core Parameters	2. a. Monitor critical safety functions. (Reactivity, Core Cooling, RCS inventory.) b. Evaluate impact of changes in core geometry on nuclear instrumentation. c. Make recommendations to the TSC Technical Support Supervisor based on core integrity and historical data. d. Assist the Chemistry Supervisor with Core Damage Assessment.

## EMERGENCY DIRECTOR LOGGER

Major Tasks	Specific Actions
1. Support Functions	1. a. If the EIS is in use, make log entries in the ED Log Screen. If the EIS is not in use, use the ED Log Book. b. Maintain a log of the activities of the ED. c. Maintain a log of the activities in the TSC. d. Log any activity that the ED or other TSC Staff designates. e. Assist the ED with ensuring that ED briefings are done at the appropriate times.

## TSC Plant Status Communicator

Major Tasks	Specific Actions
1. Support Functions	<p>1. a. Establish communications with the Control Room and the EOF Plant Status Communicators.</p> <p>To initiate the call:</p> <ol style="list-style-type: none"><li>1. All phones on hook.</li><li>2. TSC presses talk button on handset.</li><li>3. All lift handset.</li><li>4. If any drop off, call must be reinitiated.</li></ol> <p>b. Keep the TSC staff informed of changing plant conditions.</p> <p>c. Using judgment to convey critical plant information to the TSC staff in a timely manner with the appropriate degree of emphasis and urgency (interrupt the ED, if appropriate).</p>

## CONTROL ROOM COMMUNICATOR

Major Tasks	Specific Actions
1. Support Functions	<ul style="list-style-type: none"><li>a. Drills and exercises - go to simulator Control Room.</li><li>b. Real emergencies - go to the Control Room.</li><li>c. Ensure name and badge number are added to the CR staff and turned over to the Administrative Supervisor.</li><li>d. Establish communications with the TSC and the EOF Plant Status Communicators. To initiate the call:<ul style="list-style-type: none"><li>1. All phones on hook.</li><li>2. TSC Plant Status Communicator presses talk button on handset.</li><li>3. All lift handset.</li><li>4. If any drop off, call must be reinitiated</li></ul></li><li>e. Keep the TSC and EOF informed of changing plant conditions. Use the Plant status board sheets as a guide.</li><li>f. Do not hinder Control Room operation.</li><li>g. Using judgment to convey critical plant information to the TSC and EOF in a timely manner with the appropriate degree of emphasis and urgency. Instruct the TSC and EOF Communicators to interrupt the ED or OEC, if appropriate.</li></ul>

## TSC MECHANICAL/ELECTRICAL ENGINEER

Major Tasks	Specific Actions
1. Support Functions	<ul style="list-style-type: none"><li>a. Provide engineering support depending on the emergency.</li><li>b. Interfacing with the EOF Engineers.</li><li>c. Interfacing with repair teams from the OSC.</li><li>d. Interfacing with necessary contractors for emergency support.</li></ul>

## OSC STAFF EXPECTATIONS

1. Ensure all manning requirements are met within the specified time requirements. When using EIS, supervisory personnel should sign on to the OSC Manning screen using the steps below. When not using EIS and after you have assumed an OSC position, place your name and badge number on the OSC Staffing Board and place a line through your security badge number on the Accountability Roster.
  - A. If your terminal is a PC, type EIS for User Name, type EIS for Password, and select the EIS Domain on the Logon Information window. Select OK. Then using the mouse, double click on the EIS001 icon.
  - B. At the Main Menu, enter the number for the manning screen for the OSC. Press ENTER.
  - C. Press the TAB key.
  - D. Enter your Social Security Number (Leading zeros can be omitted) and press ENTER.
  - E. You will be logged in to the position for which you are qualified.
  - F. If you are qualified for more than one position, a pop-up will appear listing the positions for which you are qualified. Highlight the position you wish to log in to using the TAB key and press ENTER.
  - G. If your name is not in the data base, EIS will ask for your badge number, last name and first name. After this information is entered, the position names will appear. Highlight the position you wish to log into using the TAB key and then press return to log in to that position.
  - H. To log out of a manning screen, repeat steps C. and D.
2. Team personnel should report to the room for their discipline and place their name and badge number on the list for their discipline. EIS Support personnel will enter these lists into the EIS Team Personnel screen. The OSC Status Board Keeper will update the Team Tracking and Priorities Board from these lists. When not using EIS, place a line through your security badge number on the Accountability Roster.
3. Ensure all necessary equipment for your position is in place.
  - Set up and test telephones/radios.
  - Adequate supplies are available (pens, pencils, paper, forms, procedures, etc.).
4. Personnel should maintain a log of all major actions, projects, and decisions/basis throughout the emergency.
5. Personnel are to be attentive during Emergency Director and OSC Briefings. If your phone rings during a Briefing, answer the phone and tell the caller you are in a briefing and ask the caller if he/she has a Critical Emergency Message. Critical Emergency Messages are messages informing you of:
  - Loss of Safety Systems or Components
  - Offsite Radiological Releases
  - Security Intrusion
  - Medical Emergency
  - Fire Emergency

## OSC STAFF EXPECTATIONS

If the message is not a Critical Emergency Message, tell the caller to call back or write down the number and call back when the briefing is completed. Do not leave the phone off the hook because this prevents others from calling if they should have critical information.

If you decide the message is a Critical Emergency Message that warrants interrupting the Briefing, stand up and raise your hand to get the attention of the OSC Supervisor and say you have a Critical Emergency Message.

The OSC Supervisor evaluates the new information and returns to or reschedules the briefing.

6. Maintain an awareness of the emergency condition, radiological conditions, and the plant status. Possible sources of information may include:
- |                          |                          |                          |                                 |
|--------------------------|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | ED Briefings             | <input type="checkbox"/> | Field Emergency Response Teams  |
| <input type="checkbox"/> | OSC Supervisor Briefings | <input type="checkbox"/> | Other OSC Staff                 |
| <input type="checkbox"/> | Plant Computer           | <input type="checkbox"/> | EIS or Status/Priorities Boards |
| <input type="checkbox"/> | TSC/EOF Personnel        | <input type="checkbox"/> | Subordinate Personnel           |
7. If you leave the OSC for any reason, ensure:
- Someone is briefed and assumes your duties.
  - You are listed on the Team Tracking and Priorities Board.
  - Receive an update upon your return, prior to resuming duties.
8. Ensure an Emergency Team Briefing Log is completed for Plant Entry Teams who leave the OSC, except for Operators dispatched at Control Room direction. Each team should have a copy of the Emergency Team Briefing Log in their possession. Brief each repair team on the means and frequency of communications. The Team Tracking and Priorities Board and EIS are updated from the Emergency Team Briefing Logs.
9. Perform a debriefing of all returning teams.
10. Ensure teams are dispatched expeditiously, especially teams for immediate operator actions, fire brigade, and medical emergencies.
11. This attachment is intended for guidance only. The positions delineated are not limited to these expectations. All circumstances which may develop during an emergency cannot be anticipated with written guidance. Refer to specific plant procedures where applicable. The OSC Staff is manned by educated, trained, and experienced personnel working within their own area of expertise.

## OSC SUPERVISOR

Major Tasks	Specific Actions
<p>1.     Activation</p>	<p>1.   <input type="checkbox"/> a.   Ensure adequate personnel are available to man all required OSC positions.</p> <p>      <input type="checkbox"/> 1)   Minimal staff:</p> <p>          a)   Mechanical           2</p> <p>          b)   Electrical            2</p> <p>          c)   I &amp; C                 2</p> <p>          d)   AO's                 2+1 Radwaste Operator</p> <p>          e)   HP                    9</p> <p>          f)   Chemistry/               Radiochemistry       2</p> <p>      <input type="checkbox"/> 2)   Essential Staff</p> <p>          a)   Mechanical         6+1 Supervisor</p> <p>          b)   Electrical         6+1 Supervisor</p> <p>          c)   I&amp;C                 6+1 Supervisor</p> <p>          d)   AO's                 5</p> <p>          e)   HP                   14+2 Supervisors</p> <p>      <input type="checkbox"/> b.   Direct personnel to set up the OSC.</p> <p>      <input type="checkbox"/> c.   Select a Lead Operator from available Operations personnel to coordinate Operations activities.</p> <p>      <input type="checkbox"/> d.   Receive a briefing of the emergency conditions, radiological conditions, equipment status and plant status from available sources.</p> <p>      <input type="checkbox"/> e.   Ensure Discipline Supervisors account for all shift personnel.</p> <p>      <input type="checkbox"/> f.   Declare the OSC activated when minimally staffed:              "I am <u>      (name      )      </u>, the OSC Supervisor. The OSC is activated. I will give an OSC briefing in <u>      </u> minutes."</p> <p>      <input type="checkbox"/> g.   Assume responsibility of all repair/response teams from the Control Room as OSC manpower becomes available.</p> <p>      <input type="checkbox"/> h.   Ensure offsite support personnel (Fire Department, Ambulance, etc.) are tracked and escorted at all times when within the one mile exclusion area.</p>

**OSC SUPERVISOR**

Major Tasks	Specific Actions
2. Briefings	2. <input type="checkbox"/> a. Ensure the OSC is quiet and all telephone communications stop during ED briefings.  <input type="checkbox"/> b. Periodically brief the OSC personnel on emergency/radiological conditions and plant/equipment status. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> c. Ensure status boards are maintained up-to-date. d. Ensure all personnel leaving the OSC are tracked via the Team Tracking and Priorities Board. EIS is updated as resources will allow. e. Ensure all repair teams are debriefed upon their return to the OSC and the information is documented in EIS or on the "Emergency Team Briefing Log".
3. Repair Teams	3. a. Ensure all repair teams are properly briefed and debriefed. b. Ensure all repair teams are properly tracked. c. Ensure all repair teams periodically report in to the OSC and are kept aware of changing conditions. d. Ensure the discipline supervisors know the locations of all OSC personnel at all times. e. Ensure personnel for immediate operator actions, Fire Brigade and Medical Teams are dispatched expeditiously. f. Designate a Discipline Supervisor to coordinate Search and Rescue Team efforts, when necessary.
4. Administration	4. a. Ensure TSC and OSC priorities are coordinated through the TSC Maintenance Supervisor. b. Maintain the TSC aware of OSC actions and receive requests for OSC actions from the TSC through the TSC Maintenance Supervisor. c. Ensure the proper flow of communications is established and maintained. d. Ensure all records are maintained at all times. e. Ensure personnel adhere to procedures and any deviation from established procedure is authorized and documented.

## MECHANICAL SUPERVISOR

Major Tasks	Specific Actions
1. Manning	1. a. Ensure the required Mechanical Maintenance positions are staffed. <input type="checkbox"/> Minimum Staff: 2 <input type="checkbox"/> Essential Staff: 6 / 1 Mechanical Supervisor
2. Repair Teams	2. a. Assign Mechanical Maintenance personnel to Emergency Response Teams, as required. b. Brief Mechanical Repair Teams on: <ul style="list-style-type: none"><li>• Mission Requirements</li><li>• Safety Hazards</li><li>• Radiological Conditions</li><li>• Reporting Requirements</li></ul> c. Complete an "Emergency Team Briefing Log" (Attachment VI) for Mechanical personnel or teams leaving the OSC. d. Ensure each Mechanical person/team receives an HP briefing prior to being dispatched from the OSC, if necessary. e. Periodically communicate with Mechanical Repair Teams to maintain awareness of locations of the teams and status of repairs. f. Perform a debriefing of all Mechanical Teams upon their return to the OSC. Record the debriefing results on "Emergency Team Briefing Log" (Attachment VI). g. Inform the OSC Supervisor of the return of a repair team and the status of repairs.

## ELECTRICAL SUPERVISOR

Major Tasks	Specific Actions				
1. Manning	<ol style="list-style-type: none"> <li>1.           <ol style="list-style-type: none"> <li>a. Ensure the required Electrical Maintenance positions are staffed               <table style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Minimum Staff:</td> <td>2 Electricians</td> </tr> <tr> <td><input type="checkbox"/> Essential Staff:</td> <td>6 Electricians &amp; 1 Electrical Supervisor</td> </tr> </table> </li> </ol> </li> <li>2.           <ol style="list-style-type: none"> <li>a. Assign Electrical Maintenance personnel to the emergency response teams, as required.</li> <li>b. Brief Electrical Repair Teams on:               <ul style="list-style-type: none"> <li>• Mission Requirements</li> <li>• Safety Hazards</li> <li>• Radiological Conditions</li> <li>• Reporting Requirements</li> </ul> </li> <li>c. Complete an "Emergency Team Briefing Log" (Attachment VI) for Electrical personnel or teams leaving the OSC.</li> <li>d. Ensure each electrical person/team receives an HP briefing prior to being dispatched from the OSC, if necessary.</li> <li>e. Periodically communicate with Electrical repair teams to maintain awareness of location of the team and status of repairs.</li> <li>f. Perform a debriefing of all Electrical teams upon their return to the OSC. Record debriefing results on the "Emergency Team Briefing Log" (Attachment VI).</li> <li>g. Inform the OSC Supervisor of the return of a repair team and the status of repairs.</li> </ol> </li> </ol>	<input type="checkbox"/> Minimum Staff:	2 Electricians	<input type="checkbox"/> Essential Staff:	6 Electricians & 1 Electrical Supervisor
<input type="checkbox"/> Minimum Staff:	2 Electricians				
<input type="checkbox"/> Essential Staff:	6 Electricians & 1 Electrical Supervisor				

### I & C SUPERVISOR

Major Tasks	Specific Actions
<p>1. Manning</p>	<p>1. a. Ensure the required I &amp; C Maintenance positions are staffed.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum Staff:           <ul style="list-style-type: none"> <li>I &amp; C Technicians      2</li> </ul> </li> <li><input type="checkbox"/> Essential Staff:           <ul style="list-style-type: none"> <li>I &amp; C Technicians      6</li> <li>I &amp; C Supervisor      1</li> </ul> </li> </ul>
<p>2. Repair Teams</p>	<p>2. - a. Assign I &amp; C personnel to Emergency Response Teams, as required.</p> <p>b. Brief I&amp;C Repair Teams on:</p> <ul style="list-style-type: none"> <li>• Mission Requirements</li> <li>• Safety Hazards</li> <li>• Radiological Conditions</li> <li>• Reporting Requirements</li> </ul> <p>c. Complete an "Emergency Team Briefing Log" (Attachment VI) for I &amp; C personnel or teams leaving the OSC.</p> <p>d. Ensure each I &amp; C person/team receives an HP briefing prior to being dispatched from the OSC, if necessary.</p> <p>e. Periodically communicate with I &amp; C Repair Teams to maintain awareness of locations of the teams and status of repairs.</p> <p>f. Perform a debriefing of all I &amp; C teams upon their return to the OSC. Record the debriefing results on the "Emergency Team Briefing Log" (Attachment VI).</p> <p>g. Inform the OSC Supervisor of the return of a repair team and the status of repairs.</p>



**PLANT RADIOLOGICAL MONITORING DIRECTOR**

Major Tasks	Specific Actions
<p>1. Manning</p>	<p>1. a. Ensure adequate HP personnel are available to man the required OSC positions.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum Staff: HPs 9</li> <li><input type="checkbox"/> Essential Staff: HPs 14 HP Supervisors 2</li> </ul> <p><input type="checkbox"/> b. Get current radiological conditions from Shift Leader, including personnel/jobs in RCA.</p> <p><input type="checkbox"/> c. Direct HPs to assist at RCA Access Control. Direct HPs to assist in the Count Room.</p> <p><input type="checkbox"/> d. Establish communications between the HP Lab, Count Room, OSC and TSC, including ringdown phone, dedicated line and radios.</p> <p><input type="checkbox"/> e. If the Site is evacuated to a Offsite Holding Area, set a handheld radio to the "H Physics 1" channel, normally on Band "B", Channel 1. Receive initial contact and maintain communications with the Offsite Holding Area Supervisor, as necessary. Inform the Offsite Holding Area Supervisor if personnel and vehicle contamination of the evacuees is likely.</p> <p>f. Establish the HP Emergency Logs.</p> <p>g. Break out Emergency Procedures in the OSC, HP Lab and Count Room .</p> <p><input type="checkbox"/> h. Break out Emergency Kits and inspect. Ensure the availability of Self Contained Breathing Apparatus equipment on the 412' Elevation Control Building.</p> <p><input type="checkbox"/> i. Perform instrument source checks on all available instruments which have not been source checked, as necessary.</p> <p><input type="checkbox"/> j. Change out cartridges in RM-A3 and 4 upon declaration of an Alert, in accordance with EPP-003. Change out other affected air monitors, as necessary.</p> <p>k. Make recommendation to the IED or RAS of evacuation of affected or potentially affected areas.</p> <p><input type="checkbox"/> l. Void and remove all active RWP/SRWPs after RCA evacuation in accordance with EPP-003.</p>

**PLANT RADIOLOGICAL MONITORING DIRECTOR**

Major Tasks	Specific Actions
<p>2. Repair Teams</p>	<p>m. Perform accountability when directed. Include Count Room and the HP Lab personnel.</p> <p><input type="checkbox"/> n. Direct HPs to assist at the PA Access Portal during Site Evacuation.</p> <p>o. Direct a HP Supervisor to coordinate the relief of HP personnel and establish appropriate duty schedules.</p> <p>2. a. Assign HP personnel to Emergency Response Teams, as required.</p> <p>b. Ensure HP personnel are tracked on the "Emergency Team Briefing Log" (Attachment VI).</p> <p>c. Ensure teams receive a briefing, if required, prior to leaving the OSC on radiological requirements per "Emergency Team Briefing Log" (Attachment VI).</p> <p>d. Ensure an HP debriefing of teams returning to the OSC is performed, if needed. Enter debriefing information on the "Emergency Team Briefing Log" (Attachment VI).</p> <p>e. Evaluate access routes in the Radiation Controlled Area.</p>
<p>3. Radiological Surveys</p>	<p>3. a. Coordinate radiological surveys of plant and yard areas, as required.</p> <p>b. Determine HP requirements for plant entries.</p> <p>c. Initiate contamination control measures in the OSC, when warranted.</p> <p>d. Coordinate habitability surveys of manned locations, including Security locations (CAS, SAS, and AP).</p> <p>e. Dispatch HP(s) to Offsite Holding Area, when required.</p> <p>f. Dispatch HP(s) to accompany transported contaminated injured victim, when required.</p>

## PLANT RADIOLOGICAL MONITORING DIRECTOR

Major Tasks	Specific Actions
4. Radiological Assessment	4. a. Maintain awareness of radiological conditions within the plant. Access RMS and Met data as follows: <ol style="list-style-type: none"><li>1) Using the mouse, double click on the PID icon.</li><li>2) Using the mouse, highlight the desired selection on the VCS Plant PID menu and click Execute. Note the selections on the menu are listed alphabetically by TOC Name.<ul style="list-style-type: none"><li>• For Met Data, use EARMET</li><li>• For RMS Data, use RMLEMG</li></ul></li></ol> b. Provide effluent analysis results to Dose Assessment personnel and the Radiological Assessment Supervisor. c. Report the results of plant surveys to the Radiological Assessment Supervisor and the OSC Supervisor.

## OSC HP COORDINATOR

Major Tasks	Specific Actions
1. Communications	1. a. Maintain constant communications with the Plant Radiological Monitoring Director. b. Monitor requests for OSC actions from the TSC. Report same to Plant Radiological Monitoring Director.
2. Radiological Assessment	2. a. Assist in the development of ALARA requirements with the Plant Radiological Monitoring Director. b. Maintain an awareness of the in-plant radiological conditions for input to the development of OSC teams. c. Assist the Plant Radiological Monitoring Director, as required.
3. Plant Entry Teams	3. a. Ensure all HP personnel that leave the OSC are on the Team Tracking Status Board

## SECURITY SUPERVISOR

Major Tasks	Specific Actions
1. Manning	1. <input type="checkbox"/> a. Ensure that sufficient Security Force personnel are present at the station and are accounted for. Provide name and badge number of Security personnel to EIS Support Person to be entered in the Team Personnel screen in EIS. If required to report to the TSC before this is accomplished direct the Security Team Leader to perform this task.  <input type="checkbox"/> b. Security personnel on patrols and at outlying posts should report to the OSC as directed by the Security Supervisor. The Patrol Officers in the RCA report to the HP Checkpoint.  <input type="checkbox"/> c. Ensure EOF is adequately manned with Security Force personnel.  <input type="checkbox"/> d. Ensure fitness-for-duty procedure is adhered to.
2. Briefings	2. a. Provide the Security Team Leader with periodic briefings on OSC activities and plant status.  b. Provide the OSC supervisor briefings on Security actions, as necessary.  c. Ensure HP briefings are conducted for security personnel prior to dispatch from OSC, if necessary.
3. Dispatch Security Personnel	3. a. Dispatch all necessary Security personnel from the OSC using an "Emergency Team Briefing Log".  b. Ensure Security personnel have acquired appropriate dosimetry, as deemed necessary by HP, prior to leaving the OSC.
4. Site Evacuation	4. <input type="checkbox"/> a. Dispatch personnel, as required, to search the site for unaccounted personnel to ensure the evacuation is complete.  <input type="checkbox"/> b. Assist in development of a Search and Rescue Team, when required.  <input type="checkbox"/> c. Ensure Offsite Emergency Services personnel are allowed access and dosimetry.
5. Security Coordination	5. Coordinate actions with the Security Coordinator in the EOF and the Security Team Leader.
6. Key Control	6. Coordinate and control the distribution of keys from the OSC key box.

### OSC STATUS BOARD LOGGER

Major Tasks	Specific Actions
1. Set up OSC Status Boards	1. <input type="checkbox"/> a. Open the OSC Status Board Logger Drawer. b. Place name labels for each team person that comes to the OSC on the available manpower section of the Team Tracking and Priorities Board. Make up labels for those not found in the box. Ensure badge number is listed. <input type="checkbox"/> c. Place label for the current emergency classification at the appropriate place on the board. d. Place blank magnets on the "Priorities" section of the board.
2. Maintaining OSC Status Boards	2. a. Write in the priorities as directed by the OSC Supervisor. b. Enter a task name for the identified team. Place name tags of the team members in the appropriate spaces. Enter the time the team leaves the OSC in the "Time Out" section. c. When the team is disbanded, replace name tags in the "Available Manpower" section and erase "Task" and "Time Out" listings.
<b><u>WHEN NOT USING EIS:</u></b>	<b><u>WHEN NOT USING EIS:</u></b>
3. Accountability	3. <input type="checkbox"/> a. As soon as all personnel have reported to the OSC, and not later than when a Site Area Emergency is declared, the accountability process must be performed. <input type="checkbox"/> b. Obtain an Accountability Badge Listing Sheet from the drawing rack. <input type="checkbox"/> c. Draw a diagonal line through the badge numbers on this sheet for all personnel assigned to the OSC. Obtain badge numbers from status boards. <input type="checkbox"/> d. Provide completed sheet to the Administrative Supervisor upon request. e. Ensure that all personnel leaving the OSC are listed on one of the status boards as being dispatched and their locations in the field.

**OSC STATUS BOARD LOGGER**

Major Tasks	Specific Actions
<p><b><u>WHEN USING EIS:</u></b></p> <ol style="list-style-type: none"><li>1. Accountability</li></ol>	<p><b><u>WHEN USING EIS:</u></b></p> <ol style="list-style-type: none"><li>1. Ensure all personnel who could be sent out of the OSC on teams enter their Badge/Social Security Number on the list for their discipline.</li><li>2. Ensure all personnel leaving the OSC are tracked manually.</li><li>3. Ensure all personnel leaving the OSC at the end of their shift sign out of EIS by entering their Badge/Social Security Number in the Team Personnel or OSC Manning screens.</li></ol>

## OFFSITE HOLDING AREA SUPERVISOR

Major Tasks	Specific Actions
1. Dispatch of Offsite Holding Area Supervisor	1. <input type="checkbox"/> a. Obtain radio, bull horn, and position book and proceed immediately to the applicable Offsite Holding Area.  <input type="checkbox"/> b. While en route, radio the Plant Radiological Monitoring Director in the OSC on Channel "H Physics 1", normally found on Band "B", channel 1 of the radio. Report your name and that you are en route to the Holding Area. Obtain information on plant status, including the potential for vehicle and personnel contamination.  <input type="checkbox"/> c. Maintain communications, as necessary, with the OSC.
2. Command and Control Activities	2. <input type="checkbox"/> a. Notify all personnel at the holding area that you are the Offsite Holding Area Supervisor.  <input type="checkbox"/> b. Establish a command post at the area.  <input type="checkbox"/> c. Report status to the OSC.  <input type="checkbox"/> d. If personnel/vehicle contamination is possible, ensure HP personnel are on station. Holding Area personnel and all vehicles should be monitored for contamination.  <input type="checkbox"/> e. Maintain awareness of the plant status, environmental conditions (wind direction) and radiological conditions.
3. Organize Holding Area	3. <input type="checkbox"/> a. Designate support from available personnel at the Offsite Holding Area.  <input type="checkbox"/> b. Develop a list of all personnel at the Holding Area.  <input type="checkbox"/> c. Determine personnel job expertise.  <input type="checkbox"/> d. Report status of organization to OSC.
4. Liaison with Offsite Support, if needed, at the Offsite Holding Area.	4. <input type="checkbox"/> a. Fire departments, if required (may be used for decon activities).  <input type="checkbox"/> b. Local Law Enforcement, if required.  <input type="checkbox"/> c. Local Emergency Medical Services, if required.  <input type="checkbox"/> d. General Public, if required.

## OSC EIS SUPPORT

Major Tasks	Specific Actions
1. Support Functions	<ul style="list-style-type: none"><li>a. Enter your SSN in the OSC Manning screen in EIS. Assist other supervisory personnel in entering their SSNs as necessary.</li><li>b. A list of OSC Team Personnel will be provided to you by OSC supervision. Enter OSC team personnel badge numbers in the OSC Team Personnel screen in EIS. Ensure ALL OSC personnel are entered into EIS.</li><li>c. OSC supervision will complete Emergency Team Briefing Logs for each team that is dispatched from the OSC. When a log is given to you, enter the appropriate information in EIS using Attachment IX of EPP-023.</li><li>d. Assist any OSC Discipline Supervisor that enters his own data.</li><li>e. When relieved by the next shift, enter your SSN in the OSC Manning screen to remove your name from your position.</li></ul>

**BUILDING AN OSC TEAM IN EIS  
 ACKNOWLEDGING A PRIORITY AND CREATING A TEAM (OSC PRIORITIES SCREEN)**

New priority received from the TSC	Acknowledge the alarm	ENTER
Acknowledge receipt of priority.	Select the new priority	TAB, Arrow, ENTER
	Move to Change Status	Arrow, ENTER
	Make priority active	Arrow, ENTER
Create a team under a priority	Select priority	TAB, Arrow, ENTER
	Create Mission	Arrow, ENTER
	Enter mission of team(lower case)	PF1, ENTER
	Name the team/mission	ENTER
	Provide Estimated Time of Completion	Arrow, type, ENTER
	Provide Declaration Time	ENTER

**ASSIGN MEMBERS, CREATE BRIEFING, DISPATCH (OSC TEAM TRACKING SCREEN)**

Select team/mission		TAB, Arrow, ENTER
Select personnel to man team	Move to Select Member function	Arrow, ENTER
	Select members	TAB,ENTER, Arrow, ENTER, ENTER, Arrow, Escape, PF4

**BUILDING AN OSC TEAM IN EIS**

*Team Tracking screen*

Create a team briefing	Move to the Brief function	PF1, Arrow, ENTER
	Type in briefing info	PF1, ENTER
Enter Safety Precaution, Tools, Eqpm	Move to Safety Precautions, etc.	PF1, Arrow, ENTER
	Type in Safety Precautions, etc.	PF1, ENTER, PF3
Print team information	Move to Reports function	PF1, Arrow, ENTER
	Select Team Information	Arrow,ENTER

*A hardcopy of the report may be obtained and provided to the team before dispatching.*

Dispatching the team	Move to Change Status function.	PF1,Arrow,ENTER
	Select Dispatched	Arrow,ENTER

**TEAM TRACKING, DEBRIEF AND MISSION CLOSEOUT (OSC TEAM TRACKING SCREEN)**

Create a Debriefing	Move to Debrief function	PF1,Arrow,ENTER
	Enter debriefing info	ENTER
Completing the mission	Move to Change Status function	ENTER
	Select Complete	Arrow,ENTER
	Release Components of Team	Choose Release for All Components

SOUTH CAROLINA ELECTRIC & GAS COMPANY  
VIRGIL C. SUMMER NUCLEAR STATION  
NUCLEAR OPERATIONS

NUCLEAR OPERATIONS  
COPY NO. 157

EMERGENCY PLAN PROCEDURE  
EPP-051  
EMERGENCY OPERATIONS FACILITY  
REVISION 6

LC Hino  
DISCIPLINE SUPERVISOR

7/9/01  
DATE

James H. Hinson  
APPROVAL AUTHORITY

7/11/01  
DATE

RECORD OF CHANGES

CHANGE LETTER	TYPE CHANGE	APPROVAL DATE	CANCELLATION DATE	CHANGE LETTER	TYPE CHANGE	APPROVAL DATE	CANCELLATION DATE

INFORMATION USE

Procedure May Be Performed From Memory.  
User Retains Accountability For Proper Performance.

TABLE OF CONTENTS

	<u>SECTION</u>	<u>PAGE</u>
1.0	<u>PURPOSE</u>	1
2.0	<u>SCOPE</u>	1
3.0	<u>REFERENCES</u>	1
4.0	<u>DEFINITIONS</u>	2
5.0	<u>CONDITIONS AND PREREQUISITES</u>	2
6.0	<u>PROCEDURE</u>	3
7.0	<u>RECORDS</u>	8
8.0	<u>REVISION SUMMARY</u>	8
	<u>ATTACHMENTS</u>	
	ATTACHMENT I - EOF Staff General Guidance and Expectations	
	ATTACHMENT I-A - Offsite Emergency Coordinator	
	ATTACHMENT I-B - EOF Plant Status Advisor	
	ATTACHMENT I-C - Emergency Planning Representative	
	ATTACHMENT I-D - Technical Support Coordinator	
	ATTACHMENT I-E - General Services Coordinator	
	ATTACHMENT I-F - Media Coordinator	
	ATTACHMENT I-G - Emergency Control Officer	
	ATTACHMENT I-H - Offsite Radiological Monitoring Coordinator	
	ATTACHMENT I-I - Security Coordinator (with Medical, Fire, and Security Emergency Information)	
	ATTACHMENT I-J - EOF Communicator	
	ATTACHMENT I-K - Field Team Driver	
	ATTACHMENT I-L - EOF Plant Status Communicator	
	ATTACHMENT I-M - EOF Major Events Logger	
	ATTACHMENT I-N - Lead Technical Briefer	
	ATTACHMENT II - Emergency Operations Facility Manning Chart	

## 1.0 PURPOSE

- 1.1 This procedure describes the functional capabilities of the V. C. Summer Nuclear Station Emergency Operations Facility (EOF).
- 1.2 This procedure describes the action necessary to activate the EOF and the Backup EOF.

## 2.0 SCOPE

- 2.1 Changes and revisions to this procedure must ensure compliance with the requirements of 10CFR50.54.q. A 10CFR50.59 review is not required.

## 3.0 REFERENCES

- 3.1 NUREG-0696, Functional Criteria for Emergency Response Facilities.
- 3.2 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.
- 3.3 EP-100, Virgil C. Summer Nuclear Station Radiation Emergency Plan .
- 3.4 EPP-001, Activation and Implementation of Emergency Plan.
- 3.5 EPP-001.1, Notification of Unusual Event.
- 3.6 EPP-001.2, Alert.
- 3.7 EPP-001.3, Site Area Emergency.
- 3.8 EPP-001.4, General Emergency.
- 3.9 EPP-002, Communication and Notification.
- 3.10 EPP-005, Offsite Dose Calculations.
- 3.11 EPP-007, Environmental Monitoring.
- 3.12 EPP-009, On-site Medical.
- 3.13 EPP-013, Fire Emergency.
- 3.14 EPP-014, Toxic Release.
- 3.15 EPP-015, Natural Emergency (Earthquake, Tornado, Hurricane).
- 3.16 EPP-021, Activation of the Early Warning Siren System (EWSS).

- 3.17 EPP-052, Emergency Information Plan.
- 3.18 HPP-1003, Radiological Emergency Operations of Health Physics Personnel at the NTC.
- 3.19 SPP-114, Security Force Responsibilities During Emergencies.
- 3.20 SAP-1131, Electronic Processing of Condition Evaluation Reports.

#### 4.0 DEFINITIONS

##### 4.1 Definitions

- 4.1.1 Backup EOF - An alternate Emergency Response Facility (ERF) to locate the Offsite Emergency Response Organization (ERO), located on the 11th Floor of the Corporate Offices in Columbia, S. C.
- 4.1.2 EOF - The primary ERF to locate the Offsite ERO, located in the basement of the Nuclear Training Center.
- 4.1.3 ESSX Telephone -Telephone lines which are used to notify the State and Counties simultaneously and are programmed in the Bell South Telephone system.
- 4.1.4 Facility Activation - Minimum regulatory staffing requirements have been met and the facility is prepared to provide its support function as determined by its facility manager.
- 4.1.5 Key Personnel - Positions located in the EOF Command Center, listed in Section 6.1.2.
- 4.1.6 Minimum Staff - Personnel who must be available in an ERF for facility activation.

#### 5.0 CONDITIONS AND PREREQUISITES

- 5.1 The EOF is required to be activated within about one hour of the declaration of a Site Area Emergency or General Emergency, but it may be activated at lower classifications.
- 5.2 The Backup EOF will be activated when the EOF must be evacuated or is not available to support offsite emergency operations.
- 5.3 The IED, using available information, will determine which offsite facility will be activated - either EOF or Backup EOF.

- 5.4 The Offsite ERO, located in the EOF will provide:
- A. Technical expertise in engineering.
  - B. Environmental monitoring.
  - C. Radiological assessment.
  - D. Logistical support such as transportation, food, communications, materials, supplies, and other needed services.
  - E. Focal point for the news media, NRC, and other federal, State, and local officials that are dispatched to the near site area.
- 5.5 The EOF will evaluate and coordinate all V. C. Summer Nuclear Station emergency related activities and will provide information and recommendations to federal, State, and local authorities responding to radiological emergencies.
- 5.6 All communications to the State, except for those made by EOF Communicators, should be done using 748-8010.

## 6.0 PROCEDURE

- 6.1 EOF Emergency Response Personnel
- 6.1.1 Attachment I provides guidance and expectations for EOF staff.
  - 6.1.2 The following Key Personnel are located in the EOF. A checklist of specific position responsibilities is provided in the indicated attachments. Blocks are provided beside responsibilities that are normally performed once. The blocks can be checked when the item is performed.
    - A. Offsite Emergency Coordinator (OEC) - Attachment I-A
    - B. EOF Plant Status Advisor - Attachment I-B
    - C. EP Representative - Attachment I-C
    - D. Technical Support Coordinator - Attachment I-D
    - E. General Services Coordinator - Attachment I-E
    - F. Media Coordinator - Attachment I-F
    - G. Emergency Control Officer (ECO) - Attachment I-G
    - H. Offsite Radiological Monitoring Coordinator (ORMC) - Attachment I-H

I. Security Coordinator - Attachment I-I

J. EOF Communicators - Attachment I-J

6.1.3 Key Personnel in the EOF shall maintain a log of their activities to include projects, decisions and their basis, etc.

6.1.4 When a member of the Offsite ERO in the Command Center must leave the facility, he/she shall designate and brief an interim substitute before leaving and receive a briefing upon returning.

6.1.5 The OEC communicates with the ED by a dedicated phone line to the TSC.

6.1.6 When the OEC is fully apprised of the emergency situation, minimum staff is available and facilities are ready, the OEC shall declare that the EOF is activated and inform the TSC.

6.1.7 The OEC shall routinely brief the EOF organization on the status of emergency support operations.

6.1.8 Requests for manpower, equipment, or material are made by the ED or his designee to the OEC at the EOF. The OEC confers with the appropriate members of the Offsite ERO in order to fulfill the request.

6.1.9 The NRC Site Team will be located in the EOF at a Site Area Emergency or General Emergency classification to provide assistance and enhance information exchange between SCE&G and federal agencies.

## 6.2 Communications Center

6.2.1 The Communications Center, used by the EOF Communicators, is located in close proximity to the Command Center.

6.2.2 The Communications Center contains an SCE&G telephone extension, ESSX telephone, radio communications, and facsimile machine.

- 6.2.3 After activation of the EOF, the EOF Communicator, with the approval and direction of the OEC, provides plant status updates, as required, to offsite authorities. The EOF Communicator will obtain the Emergency Notification Form from the EP Representative. If using the Emergency Information System (EIS), the Emergency Preparedness Representative will fax the approved Emergency Notification Form to the State and local governments. The EOF Communicators will verify receipt via a telephone call to each location in accordance with EPP-002. If not using EIS, the EOF Communicators will read the Emergency Notification Form to the State and counties and then Fax the form to them.
- 6.2.4 The EOF Communicator logs all communications to offsite agencies involving the EOF. Further descriptions of EOF communications are included in EPP-002, Communication and Notification, and Attachment I-J of this procedure.

### 6.3 Technical Support

#### 6.3.1 The Technical Support Coordinator shall:

- A. Provide input to the General Services Coordinator in regard to facilities needed in the EOF to support technical support activities.
- B. Direct, coordinate, and approve engineering and design activities.
- C. Ensure Engineering Design and Design Review activities are controlled in support of short term mitigation requests. Communicate on going actions to the ERO.
- D. Define, initiate, and coordinate plans to support long term recovery efforts.

#### 6.3.2 The Technical Support Staff shall:

- A. Analyze plant problems, determine alternatives, and design and coordinate the installation of short-term modifications as requested by the TSC Technical Support Supervisor and the Technical Support Coordinator.
- B. Analyze system operations problems, determine alternatives, and develop emergency procedures.
- C. Assist the TSC in analyzing conditions and provide guidance to station personnel on protection of the reactor core.

6.4 General Services

- 6.4.1 The General Services Area provides space for personnel activated and supervised by the General Services Coordinator.
- 6.4.2 General Services personnel arrange for, or provide, the administrative, logistic, communications, and personnel support for emergency operations.
- 6.4.3 Telephones and a telecopier are available to the General Services personnel for use during an emergency.

6.5 Security Area

- 6.5.1 The Security Coordinator is normally located in EOF Room 142. When local government representatives respond to the EOF, the Security Coordinator will relocate to the Command Center.
- 6.5.2 Security personnel activated and supervised by the Security Coordinator will provide access control and other security related services at the EOF.

6.6 Media Area

- 6.6.1 Personnel supervised by the Media Coordinator are provided with working space in the EOF.
- 6.6.2 Telephones and a telecopier are available for use in the preparation of coordinated and accurate information for the News Media.
- 6.6.3 Operations in the EOF and News Media Area are described in EPP-052, Emergency Information Plan.

6.7 Offsite Radiological Monitoring Area

- 6.7.1 The Offsite Radiological Monitoring Coordinator's staff operates from both the EOF and Environmental Laboratory at the NTC.
- 6.7.2 Offsite Radiological Monitoring personnel acquire data reflecting radiological conditions outside the Protected Area.
- 6.7.3 Communications will be established with onsite radiological assessment personnel to obtain offsite radioactive release information.
- 6.7.4 Telephones and radio equipment are available for communicating with both onsite and offsite radiological monitoring activities.

- 6.7.5 Dose assessment equipment and supplies are available to determine and predict offsite dose projections to the general public.
  - 6.7.6 Offsite Radiological Monitoring personnel communicate and coordinate with S. C. Department of Health and Environmental Control (DHEC) throughout the emergency on monitoring activities.
  - 6.7.7 Implement the guidelines specified in HPP-1003 to set up and operate the Dose Assessment Area of the EOF.
- 6.8 Activation of the EOF:
- 6.8.1 The OEC is notified of an emergency by the Shift Communicator in accordance with EPP-002, Communication and Notification.

NOTE

The EOF is not normally activated during an NUE.

- 6.8.2 Upon declaration of a Notification of Unusual Event (NUE):
  - A. The OEC shall notify the ECO.
  - B. If deemed necessary by the OEC or ECO, or requested by the IED or ED, all portions of the Offsite ERO may be activated.
  - C. When notified, the Media Coordinator may implement the applicable sections of EPP-052, Emergency Information Plan.
- 6.8.3 Upon declaration of an Alert, Site Area Emergency, or General Emergency:
  - A. When activated, the Offsite ERO shall respond to the appropriate facility.
  - B. The OEC shall notify the ECO of the emergency condition.
  - C. The Media Coordinator will implement EPP-052, Emergency Information Plan.
  - D. The ORMC, Security Coordinator, General Services Coordinator, and Technical Support Coordinator will ensure notification of other support personnel to staff the EOF.
  - E. Attachment II, Emergency Operations Facility Manning Chart, is used to record Minimum and Essential manning in the EOF.

## 6.9 Evacuation of the EOF:

### NOTE

If the airborne radiation levels exceed 10CFR20, Appendix B, Table 1 limits, or the general area radiation levels exceed 100 mr/hr in the EOF, the EOF will be evacuated to the Backup EOF or a location designated by the OEC.

- 6.9.1 If the EOF must be evacuated and the Backup EOF activated, the OEC shall:
- A. Dispatch Communicator(s) to set up the Backup EOF immediately.
  - B. Notify the ED and determine time of turnover of operations for emergency during the transition to the Backup EOF.
  - C. Notify the Media Coordinator to inform him of the activation of the Backup EOF.
  - D. Notify Palmetto Center Security of intent to activate the Backup EOF.
  - E. Notify the State and Local Governments and inform them of the interim transfer of responsibility for emergency operations to the TSC.
  - F. Announce to the EOF the evacuation and the route to be taken to the Backup EOF.
  - G. Ensure the Communicators turn communications over to the TSC during the transition to the Backup EOF.
  - H. Ensure Offsite Radiological Monitoring and Dose Assessment activities are transferred to the TSC. Dispatch personnel from the EOF to the TSC to perform this function.

## 7.0 RECORDS

- 7.1 Forward all written material or copies of written material generated because of an emergency to the Emergency Services Unit (ESU). The ESU will insure appropriate written material is included in the applicable Condition Evaluation Report.

## 8.0 REVISION SUMMARY

- 8.1 Incorporated Changes A and B.

- 8.2 Added section 2.0 Scope and renumbered the remainder of the text.
- 8.3 Section 5.3, Technical Support function, and Attachment I-D, Technical Support Coordinator item 4: Reworded to better reflect responsibilities of this function.
- 8.4 Added Section 5.8.3.E and Attachment II, Emergency Operations Facility Manning Chart to provide an improved method to ensure Minimum and Essential manning is met in the EOF.
- 8.5 Attachment I, EOF Staff General Guidance and Expectations: Changed Item 1 from EIS login procedure to completing the EOF Manning Chart to provide an improved method to ensure Minimum and Essential manning is met in the EOF.
- 8.6 Attachment I, EOF Staff General Guidance and Expectations: Added step to item 3, EIS login procedure, to describe action if EIS terminal is a PC. Some EIS terminals have been replaced with PCs.
- 8.7 Attachment I, EOF Staff General Guidance and Expectations Added guidance in step 5 for receiving emergency messages during briefings. Reason for Change is due to Training feedback.
- 8.8 Attachment I-A, Offsite Emergency Coordinator: Added a note to remind the OEC to include personnel outside the EOF Command Center in OEC Briefings, as necessary. Reason for the change is PIP C-01-0458 CA #11.
- 8.9 Attachment I-A, Offsite Emergency Coordinator: Deleted previous step 1.b to Notify the Emergency Control Officer. The Reason for Change is the Step is unnecessary.
- 8.10 Attachment I-A, Offsite Emergency Coordinator: Revised item 2.a to include EPP-009, 013, 014, 015 to remind OECs to check if these procedures are in use prior to EOF Activation.
- 8.11 Attachment I-A, Offsite Emergency Coordinator: Revised item 4.a to delete the last sentence concerning not maintaining Status Boards if EIS is operating because EOF Status Boards are more effective than EIS in keeping the EOF staff and the NRC up to date.
- 8.12 Attachment I-A, Offsite Emergency Coordinator: Added the protocol for validating offsite dose assessments to item 4.f. See Drill action item PIP C-00-0430, CA #5.
- 8.13 Attachment I-C, Emergency Preparedness Representative: Changed item 1.b to Emergency Operations Facility Manning Chart to provide an improved method to ensure Minimum and Essential manning is met in the EOF.

- 8.14 Attachment I-C, Emergency Preparedness Representative: Revised item 1.d to delete the last sentence concerning not maintaining Status Boards if EIS is operating because EOF Status Boards are more effective than EIS in keeping the EOF staff and the NRC up to date.
- 8.15 Attachment I-C, Emergency Preparedness Representative: Revised item 2.b to delete the last sentence concerning not giving approved Emergency Notification Forms (ENF) to the EOF Lead Communicator if EIS is operating. This action must take place whether the ENF is developed on EIS or developed manually.
- 8.16 Attachment I-H, Offsite Rad. Monitoring Coordinator: Added the protocol for validating offsite dose assessments to item 2.e. This is due to a Drill action item.
- 8.17 Attachment I-H, Offsite Rad. Monitoring Coordinator: Revised item 2.f to describe the process to access RMS and Met data on a PC. HP EIS workstations have been replaced with PCs.
- 8.18 Attachment I-I, Security Coordinator: Added step 1.d to monitor the completion of the EOF Manning Chart. This change is due to a Drill action item.
- 8.19 Attachment I-K, Field Team Driver, Attachment I-L, EOF Plant Status Communicator, Attachment I-M, EOF Major Events Logger, Attachment I-N, Lead Technical Briefer: Deleted Item 1.c on each attachment, step to log into EIS since EIS is no longer used to log people into the EOF.
- 8.20 Attachment I-M, EOF Major Events Logger: Added new step 1.c to synchronize clocks with the plant computer. This change is due to a Drill action item.
- 8.21 Added Attachment II, Emergency Operations Facility Manning Chart to provide an improved method to ensure Minimum and Essential manning is met in the EOF.

## **EOF STAFF GENERAL GUIDANCE AND EXPECTATIONS**

1. Print your name on the EOF Manning Chart next to your position.
2. Ensure all necessary equipment for your position is in place.
  - Test telephone.
  - Adequate supplies are available (pens, pencils, paper, etc.).
  - Procedures are available.
  - Position Checklist is available.
  - Adequate staffing in your functional area.
3. Upon arrival, get update on the plant status. Possible sources of information:
  - ED Briefing
  - OEC Briefing
  - Plant Computer
  - Dose Assessment Computer
  - Status Boards
  - Counterpart in TSC
  - EIS
    - To log into EIS if your terminal is a PC, perform the following:  
At the Logon Information Window, type EIS for User Name, type EIS for Password, and select the EIS Domain. Select OK. Then using the mouse, double click on the EIS001 icon.
4. Maintain a log of all major actions, projects, decisions and their bases, etc. throughout the emergency.
5. Personnel are to be attentive during Emergency Director and Offsite Emergency Coordinator Briefings. If your phone rings during a Briefing, answer the phone and tell the caller you are in a briefing and ask the caller if he/she has a Critical Emergency Message. Critical Emergency Messages are messages informing you of:
  - Loss of Safety Systems or Components
  - Offsite Radiological Releases
  - Security Intrusion
  - Medical Emergency
  - Fire Emergency

If the message is not critical, tell the caller to call back or write down the number and call back when the briefing is completed. Do not leave the phone off the hook because this prevents others from calling if they should have critical information.

If you decide the message is a Critical Emergency Message that warrants interrupting the Briefing, stand up and raise your hand to get the attention of the Offsite Emergency Coordinator and say you have a Critical Emergency Message.

The Offsite Emergency Coordinator tells the listeners to standby. The Offsite Emergency Coordinator evaluates the new information and returns to or reschedules the briefing.
6. If you leave the Command Center for any reason, ensure someone is briefed as a designated alternate. Receive an update upon your return.

## OFFSITE EMERGENCY COORDINATOR

Major Tasks	Specific Actions																						
<p>1. Initial Notification from Plant</p>	<p>a. Discuss:</p> <ol style="list-style-type: none"> <li>1. Emergency Classification and Facility Activation.</li> <li>2. Release in Progress.</li> <li>3. Notification Status.</li> <li>4. Protective Action Recommendations (PARs).</li> </ol>																						
<p>2. Prior to Activation of EOF (EOF should be activated about 1 hour after Site Area Emergency or General Emergency is declared)</p>	<p><input type="checkbox"/> a. Contact ED and discuss:</p> <ol style="list-style-type: none"> <li>1. Emergency classification:           <ul style="list-style-type: none"> <li>Initiating Conditions.</li> <li>Detection Method.</li> </ul> </li> <li><input type="checkbox"/> 2. Plant Status.</li> <li><input type="checkbox"/> 3. Releases:           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">TDEFB Running:</td> <td style="text-align: right;">Yes/No</td> </tr> <tr> <td>PORVs, Safeties:</td> <td style="text-align: right;">Yes/No</td> </tr> <tr> <td>Normal Plant releases:</td> <td style="text-align: right;">Yes/No</td> </tr> <tr> <td>Other:</td> <td style="text-align: right;">Yes/No</td> </tr> </table> </li> <li><input type="checkbox"/> 4. Priorities:           <ul style="list-style-type: none"> <li>• TSC</li> <li>• EOF</li> </ul> </li> <li><input type="checkbox"/> 5. Equipment status.</li> <li><input type="checkbox"/> 6. Injuries (EPP-009):           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Victim(s)</td> <td style="text-align: right;">Yes/No</td> </tr> </table> </li> <li><input type="checkbox"/> 7. Fire (EPP-013)           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">Yes/No</td> </tr> </table> </li> <li><input type="checkbox"/> 8. Toxic Release (EPP-014)           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">Yes/No</td> </tr> </table> </li> <li><input type="checkbox"/> 9. Natural Emergency (EPP-015)           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">Yes/No</td> </tr> </table> </li> <li><input type="checkbox"/> 10. Notification status.</li> <li><input type="checkbox"/> 11. Protective Action Recommendations.</li> <li><input type="checkbox"/> 12. Early Warning Siren System Recommendation.           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">(SAE/GE)</td> </tr> </table> </li> <li><input type="checkbox"/> 13. Site Evacuation/Accountability.           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">(SAE/GE)</td> </tr> </table> </li> <li><input type="checkbox"/> 14. Offsite Emergency Services requested           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">(ambulance, fire department, law enforcement).</td> <td style="text-align: right;">Yes/No</td> </tr> </table> </li> </ol> <p>b. Ensure minimum staffing as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Offsite Emergency Coordinator (1)</li> <li><input type="checkbox"/> Offsite Dose Assessment Person (1)</li> <li><input type="checkbox"/> Offsite Rad Monitoring Personnel (4)</li> </ul> <p><input type="checkbox"/> c. Verify habitability of EOF and News Media Area.</p> <p><input type="checkbox"/> d. Coordinate time of EOF activation.</p> <p><input type="checkbox"/> e. Ensure EOF Communicators coordinate assumption of communications.</p> <p><input type="checkbox"/> f. Ensure the Media Coordinator has initiated the activation of the News Media Area.</p> <p><input type="checkbox"/> g. Inform the ECO of EOF activation time.</p>	TDEFB Running:	Yes/No	PORVs, Safeties:	Yes/No	Normal Plant releases:	Yes/No	Other:	Yes/No	Victim(s)	Yes/No		Yes/No		Yes/No		Yes/No		(SAE/GE)		(SAE/GE)	(ambulance, fire department, law enforcement).	Yes/No
TDEFB Running:	Yes/No																						
PORVs, Safeties:	Yes/No																						
Normal Plant releases:	Yes/No																						
Other:	Yes/No																						
Victim(s)	Yes/No																						
	Yes/No																						
	Yes/No																						
	Yes/No																						
	(SAE/GE)																						
	(SAE/GE)																						
(ambulance, fire department, law enforcement).	Yes/No																						

## OFFSITE EMERGENCY COORDINATOR

Major Task	Specific Actions
	<p><u>Note</u>            Ensure personnel outside the EOF Command Center are included in OEC Briefings, as necessary, or are otherwise informed of the content of the briefings.</p>
<p>3. EOF Activation</p> <p style="text-align: right;">CO1→</p>	<p><input type="checkbox"/> a. Brief the EOF on the following:</p> <ol style="list-style-type: none"> <li>1. The EOF is activated as of ____ hrs. My name is ____.              I am the OEC. The ECO is _____. The ED in the TSC is _____.</li> <li>2. Remind staff:               <ul style="list-style-type: none"> <li>• To maintain log of activities.</li> <li>• If they leave Command Center, someone is to be briefed and assume their duties. Receive an update upon their return.</li> </ul> </li> <li>3. Plant priorities.</li> <li>4. EOF priorities.</li> </ol> <p><input type="checkbox"/> b. Direct the EOF Communicators to notify the offsite agencies of the EOF activation.</p>
<p>4. Once EOF is activated</p> <p style="text-align: right;">CO1→</p>	<p><input type="checkbox"/> a. Initiate status boards. Ensure status boards are maintained current.</p> <p><input type="checkbox"/> b. Provide periodic briefings of the EOF, to include the following information: (unless already covered in the ED briefing).</p> <ul style="list-style-type: none"> <li>• EAL</li> <li>• Priorities</li> <li>• Plant Status</li> <li>• Releases</li> <li>• PARs</li> <li>• Offsite Interface</li> </ul> <p><input type="checkbox"/> c. Ensure periodic habitability check. If Zone C-1 must be evacuated or sheltered, ensure the News Media Area is considered.</p> <p>d. Continually review priorities.</p> <p>e. Ensure the Plant Status Advisor reviews EPP-001 for EAL changes in support of the TSC.</p> <p>f. Review/Approve Emergency Notification Forms.</p>

## OFFSITE EMERGENCY COORDINATOR

Major Task	Specific Actions
	<ul style="list-style-type: none"><li data-bbox="787 409 1567 493">g. The following protocol should be used to ensure dose assessment results are adequately reviewed prior to approving Forms and informing the State and local government officials:<ul style="list-style-type: none"><li data-bbox="836 535 1567 892">1. Evaluation of dose projections should not delay the Emergency Notification Process. It is acceptable to communicate dose data on follow-up Notifications. Due to time constraints for adequate assessment of dose projections and development of the General Emergency Notification, it is preferred to send out the Initial General Emergency Notification with minimum PAR and send a follow-up message immediately after proper assessment of dose data. If radiation monitor readings provide sufficient data for assessment, it is not appropriate to wait for field monitoring data to become available to confirm the need to expand PARs.</li><li data-bbox="836 913 1567 997">2. The EOF has a maximum of 15 minutes from the time dose data is available to evaluate the dose data and determine PARs.</li><li data-bbox="836 1018 1567 1102">3. The ORMC will post the dose projection results in mRem with no scientific notation for the EOF staff to evaluate.</li><li data-bbox="836 1123 1567 1186">4. The ORMC will explain the results, including the inputs and basis.</li><li data-bbox="836 1207 1567 1354">5. The EOF staff will discuss and validate the results. This should include a determination and validation of the potential release pathways based on events in progress and a determination and validation of the release rate based on changes to plant parameter data.</li><li data-bbox="836 1375 1567 1417">6. The results are approved or rejected by the OEC.</li><li data-bbox="836 1438 1567 1501">7. The EOF has a maximum of 15 minutes to notify the State and locals of PARs.</li></ul></li><li data-bbox="787 1543 1567 1585">h. Approve press releases in ECO's absence.</li><li data-bbox="747 1606 1567 1669"><input type="checkbox"/> i. Dispatch County Liaison personnel to the County EOCs, as necessary.</li><li data-bbox="747 1690 1567 1753"><input type="checkbox"/> j. EOF log is maintained by the Tech Support Coordinator on EIS or manually.</li><li data-bbox="747 1774 1567 1816"><input type="checkbox"/> k. EOF manning completed.</li><li data-bbox="787 1837 1567 1879">l. Fairfield Pumped Storage Facility evacuation (SAE/GE).</li><li data-bbox="787 1900 1567 1942">m. Authorize Radiation Dose limit extensions, as necessary.</li></ul>

## OFFSITE EMERGENCY COORDINATOR

5. Backup EOF activation, if the EOF must be evacuated

- n. Approval of revisions of plant procedures affecting offsite activities only.
- a. Dispatch Communicator(s) to set up the Backup EOF immediately.
- b. Notify the ED of evacuation.
- c. Notify the Media Coordinator of Backup EOF activation.
- d. Announce to the EOF the evacuation and the route to be taken to the Backup EOF.
- e. Notify the State and local governments.
- f. Ensure the Communicators turn communications over to the TSC (interim).
- g. Ensure Radiological Monitoring and Dose Assessment activities are transferred to the TSC. Dispatch personnel from the EOF to the TSC to perform this function.

## EOF PLANT STATUS ADVISOR

Major Tasks	Specific Actions
1. EAL Changes	<ul style="list-style-type: none"><li>a. Continually monitor plant conditions and compare with EAL table in EPP-001 for change in EAL in support of TSC.</li><li>b. Advise OEC of any possible EAL changes not already recognized by the TSC.</li></ul>
2. Technical Input	<ul style="list-style-type: none"><li>a. Provide technical input to the OEC and/or EOF personnel on plant status .</li></ul>

## EMERGENCY PLANNING REPRESENTATIVE

Major Tasks	Specific Actions
1. EOF Activation	<input type="checkbox"/> a. Ensure EOF is set up. <input type="checkbox"/> b. Ensure the Emergency Operations Facility Manning Chart, Attachment II is completed. <input type="checkbox"/> c. Ensure equipment and supplies are available. <input type="checkbox"/> d. Ensure status boards are being initiated and maintained. e. Ensure ED Log is being received from the TSC and distributed in the EOF. If using EIS, this step is not necessary. f. Set the EIS Report and ENF Printers to the EOF and reset EIS Print queues.
CO2→ 2. Notification Forms	a. Complete Emergency Notification Forms at the required frequencies and submit to the OEC for review and approval. b. Give approved Emergency Notification Forms to the Lead Communicator for transmittal to State and counties.
3. Emergency Plan and Procedures	a. Provide guidance on implementation of EPPs. b. Coordinate with TSC EP Representative on issues.
4. EAL changes. EPP-001 EPP-001.1 - EPP-001.4	a. Ensure Plant Status Advisor and OEC are reviewing plant conditions for EAL change. b. Ensure notifications are made if EAL changes.
5. PARs	a. Ensure PARs are considered, when required. b. Provide input on PARs. c. Communicate with the State and local governments on PARs, as necessary.

## EMERGENCY PLANNING REPRESENTATIVE

Major Tasks	Specific Actions
6. EWSS Activation EPP-021	<ul style="list-style-type: none"><li>a. Ensure authorization for siren activation is requested at Site Area Emergency and General Emergency.</li><li>b. Communicate with State and local governments on siren activation, as necessary.</li><li>c. Coordinate with the TSC on the siren activation, as necessary.</li></ul>
7. State and Local Communications	<ul style="list-style-type: none"><li>a. Communicate with State and local government EOCs as necessary.</li></ul>
8. NRC Site Team Interface	<ul style="list-style-type: none"><li><input type="checkbox"/> a. Upon arrival and after initial briefing by the ECO, introduce NRC Site Team members to their counterparts and direct them to their work locations.</li></ul>

## TECHNICAL SUPPORT COORDINATOR

Major Tasks	Specific Actions
1. Staff	a. Essential staffing for Technical Support personnel: <input type="checkbox"/> Assistant Technical Support Coordinator (1) <input type="checkbox"/> Systems Engineer (1) <input type="checkbox"/> Plant Status Communicator (1) <input type="checkbox"/> Major Events Data Logger (1)
2. NSSS Supplier & Architect/Engineer	<input type="checkbox"/> a. Establish communications with Westinghouse and Architect/Engineer as necessary.
3. EOF Staff Support Activity	a. Maintain the EOF Log as follows: <ol style="list-style-type: none"> <li>1. Access the EOF Log from the Master Menu or the Main Menu.</li> <li>2. Press PF1 to activate the Function Menu.</li> <li>3. Using the arrow keys select the NEW EVENT option. Press RETURN.</li> <li>4. Enter the text of the new event in the displayed window. Note that there is no "Word Wrap" function.</li> <li>5. Press PF1 to activate the Function Menu of the New Event window and select SAVE. Press RETURN.</li> <li>6. Verify the Declaration Date and Time is correct or overstrike to input the correct date and time. Press RETURN.</li> </ol>
4. Technical Support Activities	a. Direct, coordinate and approve engineering and design activities. b. Ensure Engineering Design and Design Review activities are controlled in support of short term mitigation requests. Communicate ongoing actions to the ERO. c. Analyze plant problems, determine alternatives, and design and coordinate the installation of short-term modifications as requested by the TSC Technical Support Supervisor. d. Define, initiate, and coordinate plans to support long term recovery efforts. e. Assist the TSC in analyzing conditions and provide guidance to station personnel on protection of the reactor core. f. Call in additional Technical Support personnel, as needed.

## GENERAL SERVICES COORDINATOR

Major Tasks	Specific Actions
1. General Services Staff	<input type="checkbox"/> a. Ensure adequate General Services personnel are located in work area.
2. Support Services and Supplies	a. Provide for general office support to include word processing, reproduction, etc., when required. b. Provide additional telephones, when required. c. Function as purchasing agent with responsibility for contract negotiation/administration and material control. d. Administer the petty cash fund and expense account. e. Handle payroll matters, if required. f. Provide for food deliveries, for operation of additional meal support, and for trash disposal. g. Arrange for motel, airline, and office space, if required. h. Coordinate the manpower request needs of the recovery operation. i. Provide vehicles and transportation for recovery operations.

## MEDIA COORDINATOR

Major Tasks	Specific Actions
1. Initial notification from Plant	<input type="checkbox"/> a. Discuss plant conditions for initial media statement. b. Implement EPP-052, Emergency Information Plan, for Alert, Site Area, and General Emergency.
2. Press releases and conferences	a. Prepare and issue official press releases as approved by the ECO or his designated alternate. b. Assist the ECO in preparing for Press Briefings.

## EMERGENCY CONTROL OFFICER

Major Tasks	Specific Actions
1. Manage SCE&G's overall response to emergencies	a. Verify through the OEC: <ol style="list-style-type: none"> <li>1. Emergency Response Facilities are activated and staffed.</li> <li>2. Notifications are being made to offsite authorities.</li> <li>3. PARs given to State and local governments.</li> <li>4. Status of the Plant and Releases.</li> </ol>
2. Ensure effective liaison with Westinghouse, Architect/Engineer, other services and equipment contractors	a. Verify Technical Support Coordinator has established communication with Westinghouse, Architect/Engineer, and other contractors.
3. Activate additional Corporate resources, as required	a. Approve purchase requisitions, as required. b. Authorize any additional Corporate resources, as required.
4. Approve press releases	a. Approve press releases to be released by the Media Coordinator.
5. Company Spokesperson	a. Speak for SCE&G while the emergency exists. b. Ensure factual information is given to the public in consistent, accurate, understandable manner. c. Explain plant conditions and Company actions in non-technical language during news conferences. d. Put dose estimates from radioactive releases into perspective by equating to exposure from common material. e. Reveal names of injured personnel only after next of kin has been notified.
6. Communications with State Officials	a. Communicate with State Officials on issues when required. b. Discuss the Protective Action Recommendations with State Officials when required.
7. Recovery Organization	a. Determine if a Recovery Organization is required. b. Determine the scope and functions of the Recovery Organization.
8. NRC Incidence Response Team	a. Brief NRC Site Team upon arrival.

## OFFSITE RADIOLOGICAL MONITORING COORDINATOR

Major Tasks	Specific Actions
1. EOF Activation	<p>a. Ensure minimum staffing as follows</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 - Dose Assessment Person</li> <li><input type="checkbox"/> 4 - Offsite Rad Monitoring Persons (may include 2 Field Team Drivers)</li> </ul> <p><input type="checkbox"/> b. Ensure EOF and News Media Area habitability and advise OEC as necessary.</p>
2. Radiological Monitoring Task	<p>a. Conduct radiation surveys and sampling of the environment in areas outside of the Protected Area.</p> <p>b. Coordinate offsite surveys with local, State, and Federal survey teams.</p> <p>c. Retrieve the TLDs located offsite and determine cumulative population doses.</p> <p>d. Report data to the Radiological Assessment Supervisor in TSC and to the OEC.</p> <p>e. Provide technical assistance in the evaluation of offsite and onsite radiological conditions including dose projections.</p> <p>The following protocol should be used to ensure dose assessment results are adequately reviewed prior to informing the State and local government officials:</p> <ol style="list-style-type: none"> <li>1. The Offsite Rad. Monitoring Coordinator will post the dose projection results in mRem with no scientific notation.</li> <li>2. The Offsite Rad. Monitoring Coordinator will explain the results to the EOF Staff, including the inputs and basis.</li> <li>3. The EOF staff will discuss and validate the results. This should include a determination and validation of the potential release pathways based on events in progress and determination and validation of the release rate based on changes to plant parameter data.</li> <li>4. The results are approved or rejected by the OEC.</li> </ol> <p>f. Access plant RMS and Meteorological data as follows:</p> <ol style="list-style-type: none"> <li>1) Using the mouse, double click on the PID icon.</li> <li>2) Using the mouse, highlight the desired selection on the VCS Plant PID menu and click Execute. Note the selections on the menu are listed alphabetically by TOC Name.</li> </ol> <ul style="list-style-type: none"> <li>• For Met Data, use EARMET.</li> <li>• For RMS Data, use RMLEMG.</li> </ul>

### OFFSITE RADIOLOGICAL MONITORING COORDINATOR

Major Tasks	Specific Actions
3. Input on Protective Action Recommendations	a. Provide input to the OEC on Protective Action Recommendations, when required.
4. Ongoing EOF Functions	a. Periodically conduct radiological surveillances to assure habitability of the EOF and News Media Areas and advise the OEC, as necessary. b. Coordinate radiological assistance with State and Federal agencies as well as with private contractors. c. Arrange support for 24 hours per day offsite radiation monitoring support, when required. d. Authorize KI administration to emergency response personnel, as necessary.
5. Use of the Backup EOF (either initially or following evacuation of the Primary EOF)	a. The ORMC reports to the Backup EOF. The EOF Dose Assessor and the Field Team Dispatcher report to the Rad Assessment Supervisor in the TSC. EOF Count Room and habitability personnel report to the OSC.

## SECURITY COORDINATOR

Major Tasks	Specific Actions
1. EOF Activation	<ul style="list-style-type: none"><li><input type="checkbox"/> a. Ensure adequate staffing by security personnel at the EOF.</li><li><input type="checkbox"/> b. Establish security and access control at the EOF.</li><li>c. Ensure EOF emergency response personnel meet Fitness For Duty requirements.</li><li><input type="checkbox"/> d. Monitor the completion of Attachment II, Emergency Operations Facility Manning Chart, as follows:<ul style="list-style-type: none"><li>1. Periodically monitor as personnel fill in their names.</li><li>2. Obtain the names of State and Local Government Liaison personnel from the EP Representative.</li><li>3. Inform the OEC when Minimum Staffing is met.</li><li>4. Inform the OEC when Essential Staffing is met.</li><li>5. Provide a copy of the completed Attachment II to the OEC and post the original.</li></ul></li></ul>
2. EOF Operations	<ul style="list-style-type: none"><li>a. Interface with Local Law Enforcement, when required.</li><li>b. Approve or deny access to the EOF for personnel requesting entry into the EOF.</li><li>c. Provide information to EOF staff relating to screening access requirements. Coordinate with offsite organizations, Station Security and Training, as required, to expedite prompt Station access for contractors, vendors, etc.</li><li>d. Obtain information on medical, fire, and security emergencies from Security Supervisor and provide to EOF staff (see pages 2 through 4 of this attachment).</li></ul>

### MEDICAL EMERGENCY INFORMATION

1. Name of Victim: \_\_\_\_\_  
(Not to be divulged until next of kin have been POSITIVELY notified.)
2. Position/Job Title: \_\_\_\_\_  
\_\_\_\_\_
3. Age, Sex: \_\_\_\_\_  
\_\_\_\_\_
4. What was injured person doing at the time of the accident?  
\_\_\_\_\_  
\_\_\_\_\_
5. Medical Condition? Where taken and by whom?  
\_\_\_\_\_  
\_\_\_\_\_
6. If a fatality, what was the cause of death? (fall, heat, explosion, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
7. Was radiation/contamination involved?  
\_\_\_\_\_  
\_\_\_\_\_
- \*8. Have accidents such as this previously occurred?  
\_\_\_\_\_  
\_\_\_\_\_
- \*9. Why/How did the accident take place?  
\_\_\_\_\_  
\_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* The Security Coordinator is not responsible for obtaining this information. The ECO should obtain this information from any available source.

None of the above information is mandatory.

### FIRE EMERGENCY INFORMATION

1. What type of fire? How was it started?

---

---

2. What was the extent of the damage?

---

---

3. Were there any injuries? (Refer to Medical) YES or NO

4. What time did the fire start? Has it been extinguished?

---

---

5. Was offsite assistance required? Who?

---

---

\*6. Will the fire complicate recovery from the emergency?

---

---

NOTES:

---

---

---

---

---

---

\*The Security Coordinator is not responsible for obtaining this information. The ECO should obtain this information from any available source.

None of the above information is mandatory.

### SECURITY EMERGENCY INFORMATION

1. How many perpetrators were there?

---

---

2. What was the age/sex of perpetrators?

---

---

3. Have perpetrators been captured?

---

\*4. How did the perpetrators breach security? (How did they get in?)

---

---

\*5. Was damage sustained? Where? How?

---

---

6. Were explosives involved?

---

7. Were injuries sustained by perpetrators/plant personnel? (See Medical for response.)

YES or NO

8. Were shots fired? By whom? How many? What was hit?

---

---

---

9. Refuse to answer questions specific to our Security Plan such as:

What type of Security Force do we have? (i.e., How armed? How many?)

How did Security fail? What will be done to ensure it doesn't fail again?

NOTES:

---

---

---

---

\*Do not divulge this information if Safeguards information is involved.

None of the above information is mandatory.

## EOF COMMUNICATORS

Major Tasks	Specific Actions
1. EOF	<ul style="list-style-type: none"><li><input type="checkbox"/> a. When notified to report, proceed to the EOF or Back Up EOF.</li><li><input type="checkbox"/> b. Obtain a key from Security personnel at the NTC and unlock rooms and cabinets.  If reporting to the Backup EOF, retrieve the supply carts from the Communicator and Storage Room adjacent to Room 1109 and follow the instructions on the carts to setup the Backup EOF.</li><li><input type="checkbox"/> c. Set up the EOF or Back Up EOF.</li><li><input type="checkbox"/> d. Notify the OEC when the EOF is set-up.</li></ul>
2. Communications	<ul style="list-style-type: none"><li><input type="checkbox"/> a. Coordinate with TSC Communicators on assuming responsibility for offsite notification and inform the OEC when the responsibility has been assumed.</li><li>b. Ensure all Initial Notifications have been completed and faxed to the appropriate offsite authority in accordance with EPP-002.</li><li>c. If the Emergency Classification is upgraded, ensure initial notifications are made to the State and Counties within 15 minutes of declaration.</li><li>d. Ensure follow-up notifications are completed at least hourly and as conditions change and are faxed to the appropriate authorities.</li><li><input type="checkbox"/> e. Ensure Fairfield Pumped Storage is notified of the emergency in an Alert condition and/or notified to evacuate in a Site Area Emergency or a General Emergency.</li><li>f. Ensure OEC is informed as notifications are completed.</li><li><input type="checkbox"/> g. Ensure Early Warning Siren Authorization is requested per EPP-021. Notify TSC Communicators that EWSS Activation Authorization has been requested and fax EPP-021, Attachment I, to the TSC.</li></ul>

## EOF COMMUNICATORS

Major Tasks	Specific Actions
3. EOF turnover	<ul style="list-style-type: none"><li><input type="checkbox"/> i. Ensure INPO is notified within one working day.</li><li><input type="checkbox"/> j. Ensure the American Nuclear Insurer's Notification is completed in accordance with EPP-002.</li><li><input type="checkbox"/> k. Ensure termination messages are made to all authorities upon termination of an event.</li><li><input type="checkbox"/> a. When the EOF is manned and activated, assume all notifications per EPP-002 (excluding requests for emergency services, NRC communication, and receiving authorization to activate EWSS).</li><li><input type="checkbox"/> b. Ensure a thorough turnover briefing is performed prior to the EOF assuming responsibilities for notifications.</li><li>c. Ensure the TSC Communicator transmits and reviews updated information to and from the EOF as applicable.</li><li><input type="checkbox"/> d. Ensure the transfer of responsibility is documented.</li><li>e. Ensure that all completed pages of the ED Log Book are faxed to the EOF. If using EIS, this step is not necessary.</li></ul>

## FIELD TEAM DRIVER

Major Tasks	Specific Actions
1. Manning	<ul style="list-style-type: none"><li>a. When notified to report, proceed to the EOF. Field team drivers also report to the EOF if the BEOF is used.</li><li>b. Notify the Offsite Rad Monitoring Coordinator or Field Team Dispatcher that you have arrived.</li><li>c. Obtain dosimetry.</li></ul>
2. Duties	<ul style="list-style-type: none"><li>a. Follow directions of the environmental monitoring personnel for emergency kit and vehicle checkout and monitoring activities.</li><li>b. Remind the environmental monitoring person on your team of the radio check required every 15 minutes.</li><li>c. Periodically check dose and report results to rider. Team dispatcher will inform you when/if you reach your dose limits and must be pulled from field operations.</li><li>d. Put vehicle ventilation on recirculation when traversing plume to reduce dose.</li><li>e. Extra Field Team Drivers may be called upon to be Sample Runners between the EOF and the Field Teams.</li></ul>

## EOF PLANT STATUS COMMUNICATOR

Major Tasks	Specific Actions
1. Manning	<ul style="list-style-type: none"><li>a. When notified to report, proceed to the EOF or Backup EOF as required.</li><li>b. Notify the Technical Support Coordinator that you have arrived.</li></ul>
2. Duties	<ul style="list-style-type: none"><li>a. Establish communications with the Control Room and the TSC Plant Status Communicators as follows:<ul style="list-style-type: none"><li>1. All phones on hook.</li><li>2. TSC presses talk button on handset.</li><li>3. All lift handset.</li><li>4. If any parties drop off, call must be reinitiated.</li></ul></li><li>b. Keep the EOF staff informed of changing plant conditions.</li><li>c. Use judgment to convey critical plant information to the EOF staff in a timely manner with the appropriate degree of emphasis and urgency. Interrupt the OEC, if appropriate.</li></ul>

## EOF MAJOR EVENTS LOGGER

Major Tasks	Specific Actions
1. Manning	<ol style="list-style-type: none"><li>a. When notified to report, proceed to the EOF or Backup EOF as required.</li><li>b. Notify the Technical Support Coordinator that you have arrived.</li><li>c. Synchronize the EOF digital clock with the Plant Computer.</li></ol>
2. Duties	<ol style="list-style-type: none"><li>a. Sequentially log major events on the Status Board.</li><li>b. Sources of information:<ul style="list-style-type: none"><li>• ED and OEC Briefings.</li><li>• Listening to EOF staff.</li><li>• EIS.</li><li>• Directions from EOF staff to log specific items.</li></ul></li></ol>

## LEAD TECHNICAL BRIEFER

Major Tasks	Specific Actions
1. Manning	<ul style="list-style-type: none"><li>a. When notified to report, proceed to the EOF or Backup EOF as required.</li><li>b. Notify the Media Coordinator that you have arrived.</li></ul>
2. Duties	<ul style="list-style-type: none"><li>a. Assist the ECO, Media Coordinator, and JIC personnel in preparing Press Releases and Press Briefings by providing an understanding of plant systems and operations. Strive to put technical information in terms the public can understand.</li><li>b. Do not talk to representatives of the Media unless directed to by the JIC Coordinator or the Media Coordinator.</li><li>c. If approached by the Media directly, politely but firmly decline to answer questions and state that all information is being released through the JIC. Suggest they contact the JIC Coordinator.</li><li>d. When talking to the Media do not speculate.</li></ul>

**EMERGENCY OPERATIONS FACILITY MANNING CHART**

Team: \_\_\_\_\_

Date: \_\_\_\_\_

<b><u>Minimum Staffing</u></b> (Time Met: _____)	
Offsite Emergency Coordinator:	_____
Offsite Dose Assessor:	_____
Offsite Radiological Monitor:	_____
Offsite Radiological Monitor:	_____
Field Team Driver:	_____
Field Team Driver:	_____

**Essential Staffing** (Time Met: \_\_\_\_\_)

Emergency Control Officer:	_____
Security Coordinator:	_____
Lead Communicator:	_____
EOF Communicator:	_____
Emergency Preparedness Rep.:	_____
Offsite Rad. Monitoring Coordinator:	_____
Field Team Dispatcher:	_____
Technical Support Coordinator:	_____
TS Engineer, Assistant:	_____
TS Engineer, Systems:	_____
Plant Status Communicator:	_____
Major Events Logger:	_____
Plant Status Advisor:	_____
General Services Coordinator:	_____
Media Coordinator:	_____
Lead Technical Briefer:	_____

**State/Local Government Liaisons**

SC Emergency Operations Center:	_____
Fairfield County:	_____
Newberry County:	_____
Lexington County:	_____
Richland County:	_____

**Others**

\_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_