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PROCEDURE NUMBER: EI-4.2

TITLE: OPERATIONAL SUPPORT CENTER ACTIVATION

TRANSMITTAL: LISTED BELOW ARE NEW/REVISED PROCEDURES WHICH MUST BE
IMMEDIATELY INSERTED INTO OR DISCARDED FROM YOUR PROCEDURE
MANUAL.

Action Required

Section or Description

REMOVE AND DESTROY

EI-4.2, R/15, ENTIRE PROCEDURE

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EI-4.2, R/15, ENTIRE PROCEDURE

EDITORIAL

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PLANT DOCUMENT CONTROL.*

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DATE

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_____/_____
User Reviewer Date

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ATTACHMENTS

Attachment 1, "Operational Support Center Activation List"
Attachment 2, "Operational Support Center Floor Plan"
Attachment 3, "Operational Support Center Organizational Chart"
Attachment 4, "Operational Support Center Dosimetry Log Sheet"
Attachment 5, "Operational Support Center Instrument Control Log Sheet"
Attachment 6, "Operational Support Center Request Form"
Attachment 7, "Operational Support Center Response Team Form"
Attachment 8, "Operational Support Center Response Team Checklist"
Attachment 9, "Sequence of Events Form"
Attachment 10, "Operational Support Center Priority Form"

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USER ALERT

INFORMATION USE PROCEDURE

The activities covered by this procedure may be performed from memory.

1.0 PERSONNEL RESPONSIBILITY

1.1 OPERATIONAL SUPPORT CENTER (OSC) DIRECTOR

The OSC Director is responsible for overall activation and direction of the OSC in support of the Technical Support Center (TSC), Engineering and Maintenance Support Group, Health Physics (HP) Support Group, and Operational Support Group Chemistry Team.

2.0 PURPOSE

To provide guidance for efficient activation and operation of the OSC to adequately support the TSC in an emergency.

3.0 REFERENCES

3.1 SOURCE DOCUMENTS

3.1.1 NUREG 0654, Section H, "Emergency Facilities and Equipment"

3.1.2 Site Emergency Plan, Section 7, "Emergency Facilities and Equipment"

3.2 REFERENCE DOCUMENTS

3.2.1 Palisades Administrative Procedure 5.01, "Processing Work Requests/Work Orders"

3.2.2 Emergency Implementing Procedure EI-12.1, "Personnel Accountability"

3.2.3 Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring"

3.2.4 Emergency Implementing Procedure EI-9, "Offsite Radiological Monitoring"

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- 3.2.5 Emergency Implementing Procedure EI-14, "Medical Care/Treatment of Contaminated, Injured Personnel"
- 3.2.6 Emergency Implementing Procedure EI-12.3, "Search and Rescue Team Responsibilities"
- 3.2.7 Emergency Implementing Procedure EI-16.1, "Maintenance of Emergency Equipment"
- 3.2.8 Emergency Implementing Procedure EI-2.1, "Site Emergency Director"
- 3.2.9 Emergency Implementing Procedure EI-3, "Communications and Notifications"
- 3.2.10 Work Instruction WI-RSD-S-008, "Electronic Dosimetry Operations with MIS Down"

4.0 **INITIAL CONDITIONS AND/OR REQUIREMENTS**

The OSC shall be activated at the Alert or higher emergency classification. The OSC may be activated before this time at the option of the Site Emergency Director (SED).

5.0 **PROCEDURE**

USER ALERT
INFORMATION USE PROCEDURE

The activities covered by this procedure may be performed from memory.

5.1 **FACILITY DESCRIPTION**

5.1.1 **Facility Intent**

The OSC provides a control point for onsite and initial offsite (prior to EOF activation) support involving Chemistry, HP, Maintenance and Operations. Reference Emergency Implementing Procedure EI-3, "Communications and Notifications," Attachment 5, "Emergency Response Facilities Phone List," for the complete phone list.

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5.1.2 Physical Location

The OSC encompasses Assembly Area V (located in the Service Building Lunchroom) and Assembly Area VI (located in the Main Locker Room across from lunchroom). Attachment 2 provides a floor plan of the OSC.

5.1.3 Organization

The OSC consists of personnel outlined in Section 5.3 of this procedure. Attachment 3 provides a block diagram of OSC organization. Auxiliary Operators are not included on Attachment 3; see Section 5.3.13 for specifics.

5.1.4 Equipment

OSC emergency equipment shall be as described in Emergency Implementing Procedure EI-16.1, "Maintenance of Emergency Equipment." Additional equipment may be obtained as habitability of an area is ascertained.

5.2 ACTIVATION

5.2.1 Assembly and Accountability

- a. Upon sounding of the emergency siren, or at the direction of the SED, personnel assigned to Assembly Areas V and VI shall proceed to their assembly area and report to their Assembly Area Leader.
- b. Initial habitability of the OSC should be verified upon assembly. If the area dose rate exceeds 100 mrem/hr or air concentration is 40 DACs, immediately notify the OSC Director.
- c. Personnel accountability shall be performed per Emergency Implementing Procedure EI-12.1, "Personnel Accountability."

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5.2.2 Physical Arrangement

- a. Establish personnel zones per the layout on Attachment 2 of this procedure, or as directed by the OSC Director.
- b. Obtain OSC emergency equipment from the Fan Room located north of the OSC. Distribute equipment and post status boards per the layout in Attachment 2 of this procedure.
- c. Establish a frisking station for equipment and personnel monitoring in a low background area, < 300 cpm, as close to the entrance of the OSC as possible.
- d. Establish a dosimetry control point near the entrance to the OSC. An equipment staging area should be set up in the OSC facility.
- e. Establish a station for sample analysis in accordance with Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring," Step 5.2.4a, "OSC Activation."

5.3 OSC PERSONNEL

5.3.1 OSC Director

The OSC Director shall:

- a. Ensure accountability is completed within 30 minutes.
- b. Ensure adequate personnel are available for performance of OSC functions.
- c. Direct physical activation and layout of the OSC using Attachments 1 and 2 of this procedure as guidance.
- d. Apprise OSC personnel of Plant conditions and emergency classification throughout the emergency.
- e. Coordinate efficient and orderly function of the OSC.
- f. Coordinate priorities for HP coverage of maintenance activities with the Health Physics Supervisor(s).

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- g. Ensure all mandatory actions and Plant priorities are communicated to the OSC staff.
- h. Assume responsibility for Auxiliary Operators (AOs) after the OSC is declared operational and the Shift Supervisor has released them to the OSC.
- i. Shall ensure prejob briefings are conducted using Attachment 8, "Operational Support Center Response Team Checklist," for all teams leaving the OSC except HP teams that use Emergency Implementing Procedures EI-8, "Onsite Radiological Monitoring," and EI-9, "Offsite Radiological Monitoring."

5.3.2 Maintenance Supervisor

The Maintenance staff may include an I&C Supervisor, Electrical Maintenance Supervisor, and a Mechanical Maintenance Supervisor. Maintenance Supervisors should:

- a. Assist the OSC Director in accountability and activation of the OSC.
- b. Organize and direct the appropriate emergency maintenance teams as per the TSC and OSC Director.
- c. Ensure that all emergency maintenance teams report to the HP Supervisor for a prejob briefing.
- d. If needed, direct I&C Technicians to adjust master PA volume potentiometer in the telephone room (3rd floor Administration Building) with SED approval.

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5.3.3 Health Physics Supervisor

The HP Supervisor shall:

- a. Assist the OSC Director in accountability, activation, and subsequent functions of the OSC, as needed.
- b. Ensure HP prejob briefings and debriefing of returning work teams are conducted.

NOTE: Quick dispatch of Search and Rescue Teams is vital in case missing persons need medical assistance.

- c. Organize and direct Search and Rescue teams in accordance with Emergency Implementing Procedure EI-12.3, "Search and Rescue Team Responsibilities," as directed by the TSC.
- d. Organize and direct onsite monitoring teams in accordance with Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring," as directed by the TSC.
- e. Organize and direct first aid teams in accordance with Emergency Implementing Procedure EI-14, "Medical Care/Treatment of Contaminated, Injured Personnel." If offsite medical assistance is needed in an Alert or above, request through the TSC HP Support Group that the TSC Communicator make the appropriate calls.
- f. Organize and direct offsite monitoring teams, prior to EOF activation in accordance with Emergency Implementing Procedure EI-9, "Offsite Radiological Monitoring," as directed by the TSC. Upon EOF activation, establish EOF radio contact with the teams and ensure the following information is relayed to HP Support Group (as applicable):
 - 1. Number of teams.
 - 2. Team members, identified.
 - 3. Team(s) location.
 - 4. Pertinent surveys, results.

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- 5. Pertinent samples taken, results.
- 6. Team(s) dose records.
- 7. Meteorological data.
- g. Supervise dosimetry and equipment control.
- h. Perform Dose Limit Assessments (reference Emergency Implementing Procedure EI-2.1, "Site Emergency Director").
- i. Provide HP support for Chemistry/Maintenance/Operations teams.
- j. Ensure HP status boards are updated.
- k. Direct the Security teams on radiologically acceptable routes onsite.

5.3.4 Chemistry Supervisor

The Chemistry Supervisor shall:

- a. Assist the OSC Director in accountability, activation, and subsequent functions of the OSC, as needed.
- b. Organize and direct emergency sampling and analysis as needed.
- c. Organize and direct onsite analysis of samples, coordinating with the HP Supervisor in prioritizing sample counting.

5.3.5 OSC/TSC Communicators (Maintenance and Health Physics)

The Communicators shall:

- a. Setup and test communications using telephones/sound-powered phone contained in the OSC Emergency Kit.
- b. Establish communication with TSC counterpart.
- c. Document incoming requests on Attachment 6, "Operational Support Center Request Form," as appropriate.

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- d. The OSC/TSC Maintenance Communicator should:
 - 1. Maintain the OSC status board which lists emergency priorities and equipment out of service.
 - 2. Periodically validate that the emergency priorities listed in the TSC and OSC are in agreement.
 - 3. Advise TSC Eng/Maintenance of available maintenance resources from the OSC Resources status board.
- e. The OSC/TSC Health Physics Communicator should:
 - 1. Obtain meteorological data from the TSC.
 - 2. Maintain offsite and onsite team information.
 - 3. Advise TSC HP of changes made in the OSC Response Team status board.
 - 4. Advise TSC HP of available OSC HP resources from the OSC Resources status board.

5.3.6 Technical Information Facilitator (TIF)

- a. Maintain the Sequence of Events board for the Operational Support Center (OSC), and use Attachment 9, "Sequence of Events Form," as needed.
- b. Remain on the dedicated group line until relieved by another qualified individual.
- c. Assist the OSC Director in maintaining communications with the TSC, Control Room, and EOF.
- d. Assist the OSC Director with dispatching AOs from the OSC.
- e. Discuss OSC priorities with the other facility TIFs and notify OSC leadership of impending conflicts.
- f. Notify OSC leadership of important and/or emergency developments.

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5.3.7 Radio Communicator

The Radio Communicator shall:

- a. Setup and test radio communications, using hand-held battery powered radios and mobile radios contained in the OSC Emergency Kit.
- b. Relay messages to and from the onsite and offsite monitoring teams via hand-held/mobile radio, or other available means. Upon EOF activation, assist the EOF Radio Communicator in turnover of the offsite monitoring teams to the EOF HP Support Team.
- c. Ensure efficient and timely information flow and documentation of messages by documenting incoming information from onsite/offsite teams for OSC HP Supervisor review and disposition.
- d. Ensure the 10-mile EPZ map is updated with radiological data from Offsite Monitoring Teams.

5.3.8 Emergency Maintenance Teams

Emergency Maintenance Teams should:

- a. Attend prejob briefing(s) prior to performing emergency maintenance.
- b. Perform permanent or temporary emergency repairs as directed by the OSC Maintenance Supervisors, per Palisades Administrative Procedure 5.01, "Processing Work Request/Work Orders."
- c. Report back to HP Supervisor on return to OSC for debriefing.
- d. Follow guidelines of Attachment 8, "Operational Support Center Response Team Checklist," for implementation and task completion.

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5.3.9 Chemistry Technicians

Chemistry Technicians shall:

- a. Assist in initial physical arrangement of the OSC facility per Section 5.2.2 of this procedure.
- b. Perform emergency sampling and analysis in accordance with applicable procedures.
- c. Perform onsite analysis of samples.

5.3.10 Health Physics Technicians

HP Technicians shall:

- a. Transport available survey instruments, air samplers, and other appropriate equipment to the OSC.
- b. Assist in physical activation and equipment setup of the OSC per Attachment 1.
- c. Perform onsite monitoring in accordance with Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring."
- d. Perform offsite monitoring in accordance with Emergency Implementing Procedure EI-9, "Offsite Radiological Monitoring."
- e. Perform search and rescue, first aid in accordance with Emergency Implementing Procedures EI-12.3, "Search and Rescue Team Responsibilities," and EI-14, "Medical Care/Treatment of Contaminated, Injured Personnel."
- f. Upon return to the OSC, ensure that status boards, OSC-4, "Monitoring Team Data," and OSC-6, "Onsite Monitoring Board (Habitability Areas)," are updated.

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5.3.11 Dosimetry Support

Dosimetry Support personnel shall:

- a. Set up and bring equipment designated in Sections 2c and g, Attachment 1, of this procedure. Controlled procedures and copies of appropriate attachments are located in the OSC Emergency Kit.
- b. Assist in initial physical arrangement of the OSC facility per Section 5.2.2 of this procedure.
- c. Maintain dosimetry and equipment control throughout the emergency, utilizing Attachments 4 and 5 as appropriate.
- d. Dose tracking will normally be completed by logging in and out on MIS during an emergency. Attachment 4 may be used to provide additional documentation, as determined appropriate by the Health Physics Supervisor.
- e. Attachment 4 shall be maintained for each person manually if MIS is down or not available at the assembly area. Electronic Dosimeters (ED) can be used when MIS is down by using Work Instruction WI-RSD-S-008, "Electronic Dosimetry Operations With MIS Down," instructions on how to operate on ED reader without MIS.

5.3.12 Health Physics Support

HP Support shall:

- a. Assist in initial physical arrangement of the OSC facility per Section 5.2.2 of this procedure.
- b. Keep the status boards updated as information becomes available.

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5.3.13 Auxiliary Operator (AO)

- a. Report to the Control Room for accountability when the emergency siren is sounded. If an AO is carrying out an assignment thought to be critical, the AO should contact the Control Room for permission to continue.
- b. AOs will be dispatched from the Control Room until the OSC is declared operational.
- c. AOs dispatched from the Control Room should:
 1. Proceed to Access Control and obtain an electronic dosimeter and log onto the pre-existing emergency RWP which will be a 6 digit "Year#-9999, ie, 2001-9999.
 2. If the Shift Supervisor determines there is not enough time to obtain an electronic dosimeter from Access Control, obtain one of the electronic dosimeters from the Shift Supervisors office (logging on the RWP is not necessary in this case).
 - (a) Proceed to the work area with a Radiation Safety Technician, if available, for assistance in radiation monitoring.
 - (b) Observe the electronic dosimeter readout to monitor dose rates and cumulative dose (pushing the button on the side of the electronic dosimeter changes from one mode to the other).
 3. Perform assignment.
 4. Update the Control Room Supervisor (CRS) frequently.
 5. Notify CRS when assignment is completed.
 6. If the OSC is NOT operational, an AO can be given another assignment or told to report back to the Control Room.

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7. If the OSC has been declared operational, an AO should report to the OSC Director.
 8. If an electronic dosimeter from the Shift Supervisor's office is used as in Step 5.3.13c.2 above, report to Radiation Safety personnel in the OSC for recording dose and receipt of a normal issue electronic dosimeter, as soon as possible.
- d. AOs being dispatched from the OSC should:
1. Ensure their name is placed on the OSC Resources status board.
 2. Sign on the emergency RWP if not already done.
 3. Obtain an electronic dosimeter if not already done.

5.4 EVACUATION/RELOCATION

If the area dose rate exceeds 100 mrem/hr or air concentration is 40 DACs, the OSC shall relocate to the Mechanical Maintenance Shop or the SED shall designate an alternate location. Evacuation shall be performed with the concurrence of the SED unless the delay caused by waiting for concurrence would endanger OSC personnel. The evacuation should be announced over the public address system. If the Mechanical Maintenance Shop is not habitable, the SED shall designate an alternate OSC location.

Equipment relocated upon evacuation shall be designated by the SED (or alternate) per Attachments 1 through 4 of Emergency Implementing Procedure EI-16.1, "Maintenance of Emergency Equipment" (as appropriate).

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6.0 ATTACHMENTS AND RECORDS

6.1 ATTACHMENTS

- 6.1.1 Attachment 1, "Operational Support Center Activation List"
- 6.1.2 Attachment 2, "Operational Support Center Floor Plan"
- 6.1.3 Attachment 3, "Operational Support Center Organizational Chart"
- 6.1.4 Attachment 4, "Operational Support Center Dosimetry Log Sheet"
- 6.1.5 Attachment 5, "Operational Support Center Instrument Control Log Sheet"
- 6.1.6 Attachment 6, "Operational Support Center Request Form"
- 6.1.7 Attachment 7, "Operational Support Center Response Team Form"
- 6.1.8 Attachment 8, "Operational Support Center Response Team Checklist"
- 6.1.9 Attachment 9, "Sequence of Events Form"
- 6.1.10 Attachment 10, "Operational Support Center Priority Form"

6.2 RECORDS

Records generated by this procedure shall be filed in accordance with Palisades Administrative Procedure 10.46, "Plant Records." Refer to the record matrix attached to AP 10.46 for information needed to complete Record Indexing Form (Form 104).

OPERATIONAL SUPPORT CENTER ACTIVATION LIST

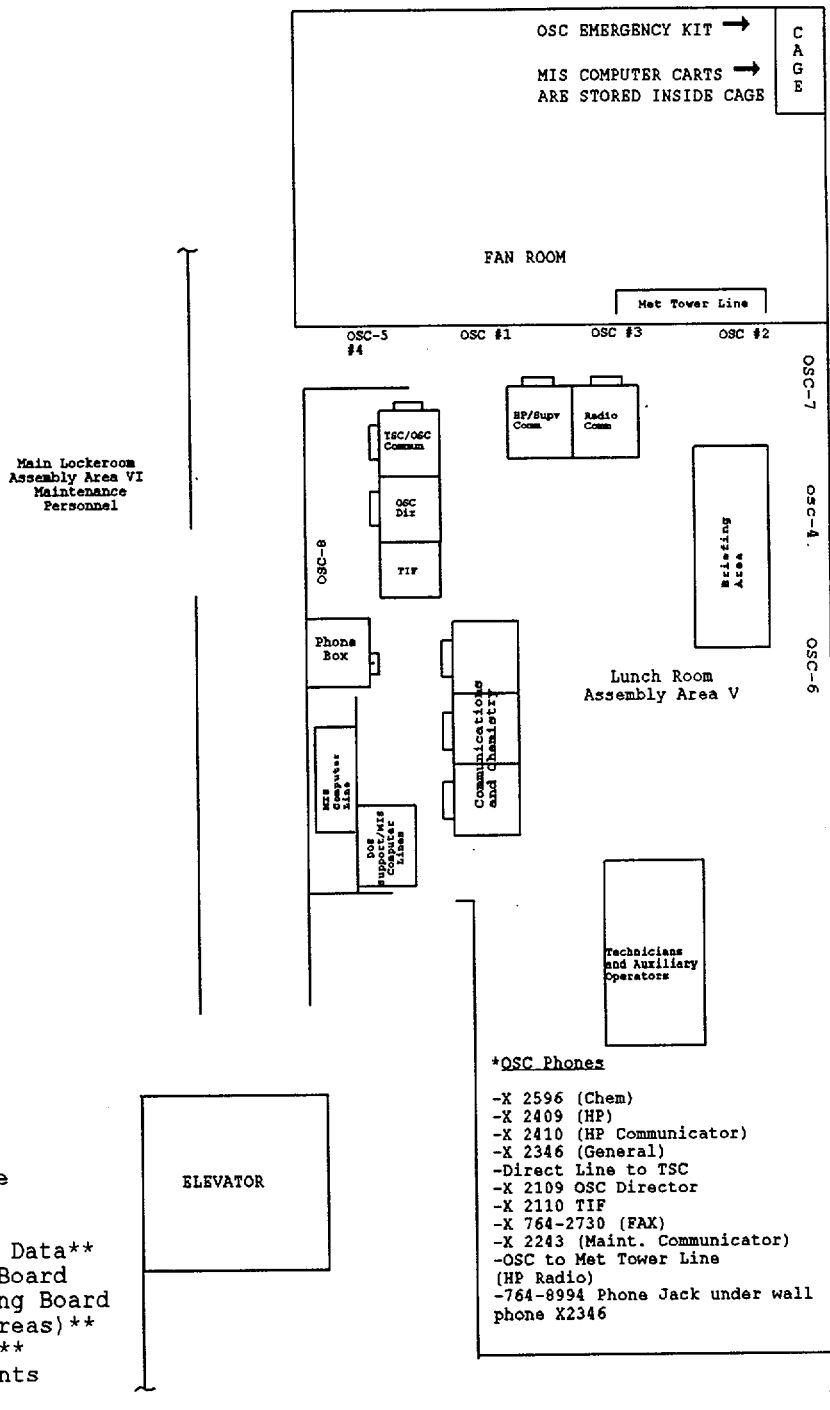
SECTION 1: ASSEMBLY AND ACCOUNTABILITY

- a. OSC habitable? Yes__ No__ Classification Time _____
- b. Accountability completed. Time _____
- c. Announce Key Players/Positions to OSC personnel. Time _____
- d. Emergency Classification sign posted.
- e. Command and Control sign posted.

SECTION 2: PHYSICAL ARRANGEMENT

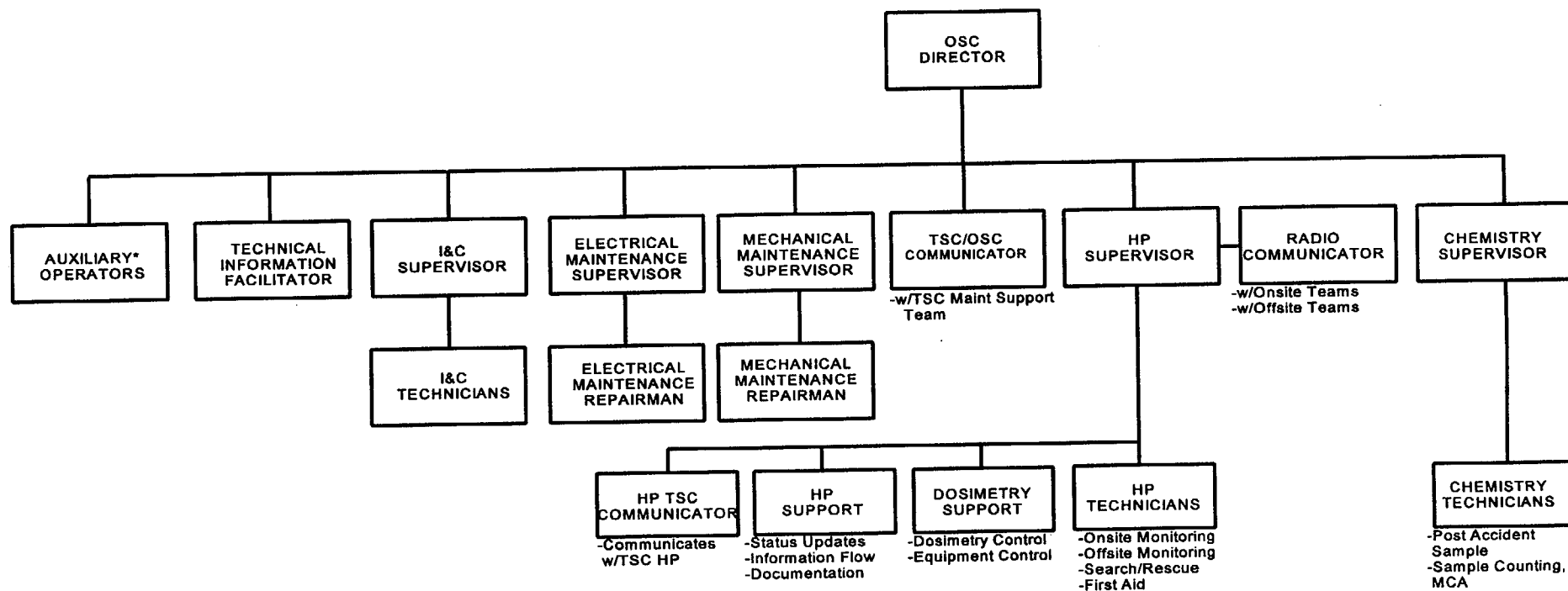
- a. Layout per Attachment 2.
- b. Frisking station established.
- c. Dosimetry/Equipment control point established,
rad controlled area, dosimetry records (Attachments 4, 5, and 6).
- d. Status boards in place.
- e. Sample station established.
- f. Communications with TSC and associated phone lines
completed.
- g. Emergency MIS Computer.

OPERATIONAL SUPPORT CENTER FLOOR PLAN



** These boards are stored in the cage in the Fan Room behind OSC.

OPERATIONAL SUPPORT CENTER ORGANIZATIONAL CHART



*The OSC Director is responsible for maintaining accountability of AOs after the OSC is declared operational and the Shift Supervisor has released them to the OSC.

OPERATIONAL SUPPORT CENTER
DOSIMETRY LOG SHEET

Name _____

SSN _____

Department _____

Available Dose _____

Time Out	ED Reading	Time Returned	ED Reading	Dose Received	Available Dose
Total Dose Received					

Data Entered into MIS _____

OPERATIONAL SUPPORT CENTER INSTRUMENT CONTROL LOG SHEET

Date: _____

[illegible]

OPERATIONAL SUPPORT CENTER REQUEST FORM

FROM: _____

TIME: _____

REQUEST:

FROM: _____

TIME: _____

REQUEST:

OPERATIONAL SUPPORT CENTER RESPONSE TEAM FORM

Team Number: _____

Type: _____-Maint _____-HP _____-Chem _____-Ops
_____ -Other: _____

(Identify the number of each type assigned to team)

Mission: _____

Time Requested: _____ Dispatched: _____ Returned: _____

Team Number: _____

Type: _____-Maint _____-HP _____-Chem _____-Ops
_____ -Other: _____

(Identify the number of each type assigned to team)

Mission: _____

Time Requested: _____ Dispatched: _____ Returned: _____

Team Number: _____

Type: _____-Maint _____-HP _____-Chem _____-Ops
_____ -Other: _____

(Identify the number of each type assigned to team)

Mission: _____

Time Requested: _____ Dispatched: _____ Returned: _____

OPERATIONAL SUPPORT CENTER RESPONSE TEAM CHECKLIST

Task Description: _____

Team No: _____

Person Holding Brief

Date/Time

PREJOB

_____ General Task/Procedure Summary

_____ Expected Results

_____ Detail Task Review

_____ Precautions and Limitations

_____ Industrial Safety

_____ Radiation Safety

_____ Plant Condition

IMPLEMENTATION

_____ Check-out Through Dosimetry

_____ Assess Job (Time Est, Damage, etc)

_____ Report to OSC Director (Ext 2109)

_____ Perform Task (Report Back Every 30 Minutes)

TASK COMPLETION

_____ Report to OSC Director and HP Supervisor for Debriefing When Complete

_____ Summarize Task Performed (On the Back of This Form)

Updated By: _____

[illegible]

OPERATIONAL SUPPORT CENTER PRIORITY FORM

EMERGENCY PRIORITIES		
PRIORITY NO	ITEM DESCRIPTION	REMARKS

VITAL EQUIPMENT OUT OF SERVICE								
PRIORITY NO	COMPONENT ID	COMPONENT FAILURE		REPAIR INITIATED		TO BE COMPLETED		REMARKS
		DATE	TIME	DATE	TIME	DATE	TIME	