



444 South 16th Street Mall
Omaha NE 68102-2247

September 5, 2001
LIC-01-0080

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

Reference: Docket No. 50-285

SUBJECT: Transmittal of Changes to Emergency Plan Implementing Procedures (EPIP)

In accordance with 10 CFR 50.54(q), 10 CFR 50, Appendix E, Section V, and 10 CFR 50.4(b)(5), please find EPIP change packages enclosed for the Document Control Desk (holder of Copy 165) and the NRC Emergency Response Coordinator (holder of Copies 154 and 155).

The document update instructions and summary of changes are included on the Confirmation of Transmittal (Form EP-1) form attached to each controlled copy change package. Please return the Confirmation of Transmittal forms by October 23, 2001.

The revised documents included in the enclosed package are:

EPIP Index Pages 1 of 2 issued 08/24/01
EPIP-OSC-21 R10 issued 08/24/01

If you have any questions regarding the enclosed changes, please contact Carl Simmons at (402) 533-6430.

Sincerely,

S. K. Gambhir
Division Manager
Nuclear Operations

SKG/ash

Enclosures

A045

- c: T. H. Andrews, Emergency Response Coordinator (2 sets)
Alan Wang, NRC Project Manager (w/o enclosures)
W. C. Walker, NRC Senior Resident Inspector (w/o enclosures)
Winston & Strawn (w/o enclosures)

OMAHA PUBLIC POWER DISTRICT

Confirmation of Transmittal for
Emergency Planning Documents/Information

- Radiological Emergency Response Plan (RERP) Emergency Plan Implementing Procedures (EPIP) Emergency Planning Forms (EPF)
- Emergency Planning Department Manual (EPDM) Other Emergency Planning Document(s)/ Information

Transmitted to:

Name: Document Control Desk Copy No: 165
Tom Andrews Copy No: 154
Tom Andrews Copy No: 155

Date: _____

The following document(s) / information is forwarded for your manual:

REMOVE SECTION

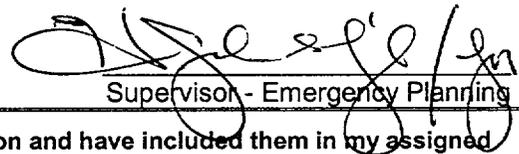
EPIP Index page 1 of 2 issued 07/23/01
EPIP-OSC-21 R9 issued 08/24/00

INSERT SECTION

EPIP Index page 1 of 2 issued 08/24/01
EPIP-OSC-21 R10 issued 08/24/01

Summary of Changes:

EPIP-OSC-21 Attachment 6.5 was revised to provide clearer guidance and Attachment 6.6 was revised to correct a typographical error.



Supervisor - Emergency Planning

I hereby acknowledge receipt of the above documents/information and have included them in my assigned manuals.

Signature: _____

Date: _____

Please sign above and return by 10/23/01 to:

Karma Boone
Fort Calhoun Station, FC-2-1
Omaha Public Power District
444 South 16th Street Mall
Omaha, NE 68102-2247

NOTE: If the document(s)/information contained in this transmittal is no longer requested or needed by the recipient, or has been transferred to another individuals, please fill out the information below.

Document(s)/Information No Longer Requested/Needed

Document(s)/Information Transferred to:

Name: _____

Mailing Address: _____

EMERGENCY PLAN IMPLEMENTING PROCEDURE INDEX

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EPIP-EOF-7	Protective Action Guidelines	R13 10-31-00
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EPIP-EOF-19	Recovery Actions	R7 09-30-98
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EPIP-EOF-24	EOF Backup Alert Notification System Activation	R3 09-09-99
EPIP-RR-11	Technical Support Center Director Actions	R14 02-29-00
EPIP-RR-13	Reactor Safety Coordinator Actions	R14 12-09-99

Fort Calhoun Station
Unit No. 1

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EPIP-OSC-21

EMERGENCY PLAN IMPLEMENTING PROCEDURE

Title: ACTIVATION OF THE OPERATIONS SUPPORT CENTER

FC-68 Number: EC 26709

Reason for Change: Revise Attachment 6.5 to provide clearer guidance, fix typo on Attachment 6.6.

Requestor: M. Reller

Preparer: R. Hankins

ACTIVATION OF THE OPERATIONS SUPPORT CENTER

NON-SAFETY RELATED

1. PURPOSE

- 1.1 This procedure provides instruction for the Operations Support Center (OSC) Director and other OSC personnel for activation and deactivation of the OSC. It also provides guidance for relocating the OSC to its alternate location should the need arise.

2. REFERENCES/COMMITMENT DOCUMENTS

- 2.1 EPIP-RR-21, Operations Support Center Director Actions
- 2.2 EPIP-EOF-11, Dosimetry Records, Exposure Extensions, and Habitability

3. DEFINITIONS

- 3.1 Activated - minimum staffing and basic setup requirements have been attained to allow the OSC to provide support to the Control Room.
- 3.2 Augmented - A facility is augmented when all augmenting and minimum staffing positions are filled.

4. PREREQUISITES

None

5. PROCEDURE

- 5.1 Upon reporting to the OSC, activate the OSC using Attachment 6.1.
- 5.2 Should the need arise to relocate the OSC, use Attachments 6.5 and 6.6.
- 5.3 Upon event termination, restore the equipment in the OSC per Attachment 6.4.

6. ATTACHMENTS

- 6.1 Checklist for Activation of the OSC
- 6.2 Typical Floor Plan for the Operations Support Center
- 6.3 Typical Accountability Boundaries for the Operations Support Center
- 6.4 Checklist for Deactivation of the OSC

- 6.5 Guidelines for Setup of the Operations Support Center in an Alternate Location
- 6.6 Typical Location of Alternate Operations Support Center

Attachment 6.1 - Checklist for Activation of the OSC

NOTE: It is the goal of Omaha Public Power District (OPPD) to activate the OSC within one hour following declaration of an Alert or higher classification. In the event of adverse weather and/or other conditions that may limit or slow response, either manmade or natural, it is understood that staffing time may exceed this goal.

(✓) INIT/TIME

1. Verify the following minimum staffing positions are available:

- OSC Director —
 - Radiation Protection Technician or Radiation Protection Coordinator —
 - One other person to form a team —
- /

2. Set up accountability boundaries per Attachment 6.3. /

3. Connect phone harness P10:

- Storekeeper (ext 7055) —
 - Maintenance Planner (ext 7057) —
 - Maintenance Technicians (ext 7059) —
 - Extra OSC phone (ext 7060) —
- /

4. Connect phone harness W10:

- OSC Director (ext 7051) —
 - Radiation Protection Coordinator (ext 7052) —
 - Chemistry Coordinator (ext 7053) —
 - Maintenance Coordinator (ext 7054) —
 - ERMS Operator (used only if ERMS is inoperable, ext 7056) —
 - OSC OPS Liaison Network Phone —
 - Conference Health Physics (CHP) Network Phone —
 - Management Operations Phone (MOP) Network —
- /

5. Connect PA microphone. /

6. Turn on power switch for writeboard monitor. /

7. Adjust volume controls on Gaitronics units so announcements can be heard in the OSC. /

8. Prepare team tracking board for use. /

Attachment 6.1 - Checklist for Activation of the OSC

(✓) INIT/TIME

9. Post "NO EATING/DRINKING/SMOKING OR CHEWING" signs from the RP Coordinator's Kit in the following locations:

- I&C Shop Area
- OSC - Conference Room Area
- Access Control Area

—
—
— /

10. Synchronize OSC clocks with ERFCS.

— /

11. When Steps 1 through 10 are complete perform the following:

11.1 Make the following announcement on the OSC PA system:

"This is (ININSERT NAME) . I have assumed the duties of OSC Director. **The OSC is now activated.** Ensure your accountability card has been dropped in the accountability box. Eating, drinking, smoking or chewing is **NOT** allowed."

—

11.2 Inform the Site Director the OSC is activated, ready to provide minimal support to the Control Room and who is filling the OSC Director position.

— /

12. Verify habitability per EPIP-EOF-11.

— /

13. Set up a portable air monitoring system (AMS).

— /

14. Set up a portable area monitor with the alarm set at about 15 mr/hr.

— /

Attachment 6.1 - Checklist for Activation of the OSC

(✓) INIT/TIME

15. Within one hour of initial emergency declaration, verify the following augmenting staff are present:

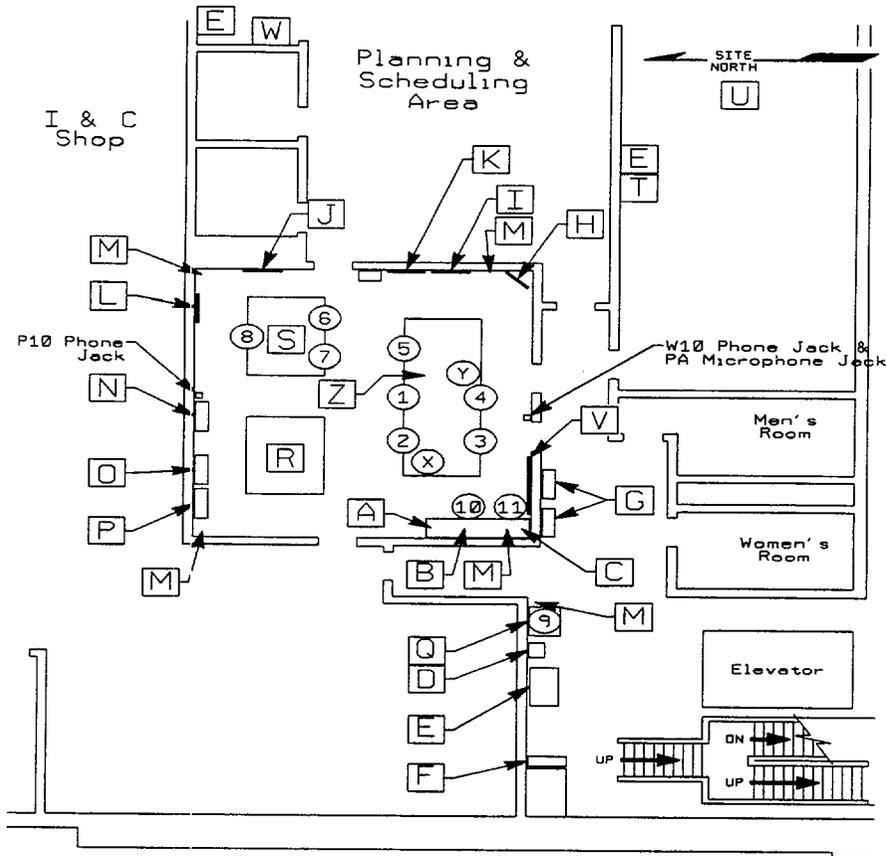
- Chemistry Technician _____
- Dosimetry Technician _____
- Electrical Maintenance Technicians (2) _____
- I&C Technician _____
- Maintenance Coordinator _____
- Mechanical Maintenance or Steam Fitter Mechanic _____
- Operations Liaison _____
- Radiation Protection Technicians (6 of which one may be minimum staffing) _____
- Radiation Protection Coordinator (if not counted for minimum staffing) _____ 1

16. After one hour determine if any OSC positions are not filled. _____

16.1 If a position is not filled, based on the nature of the emergency determine if that position is required. _____

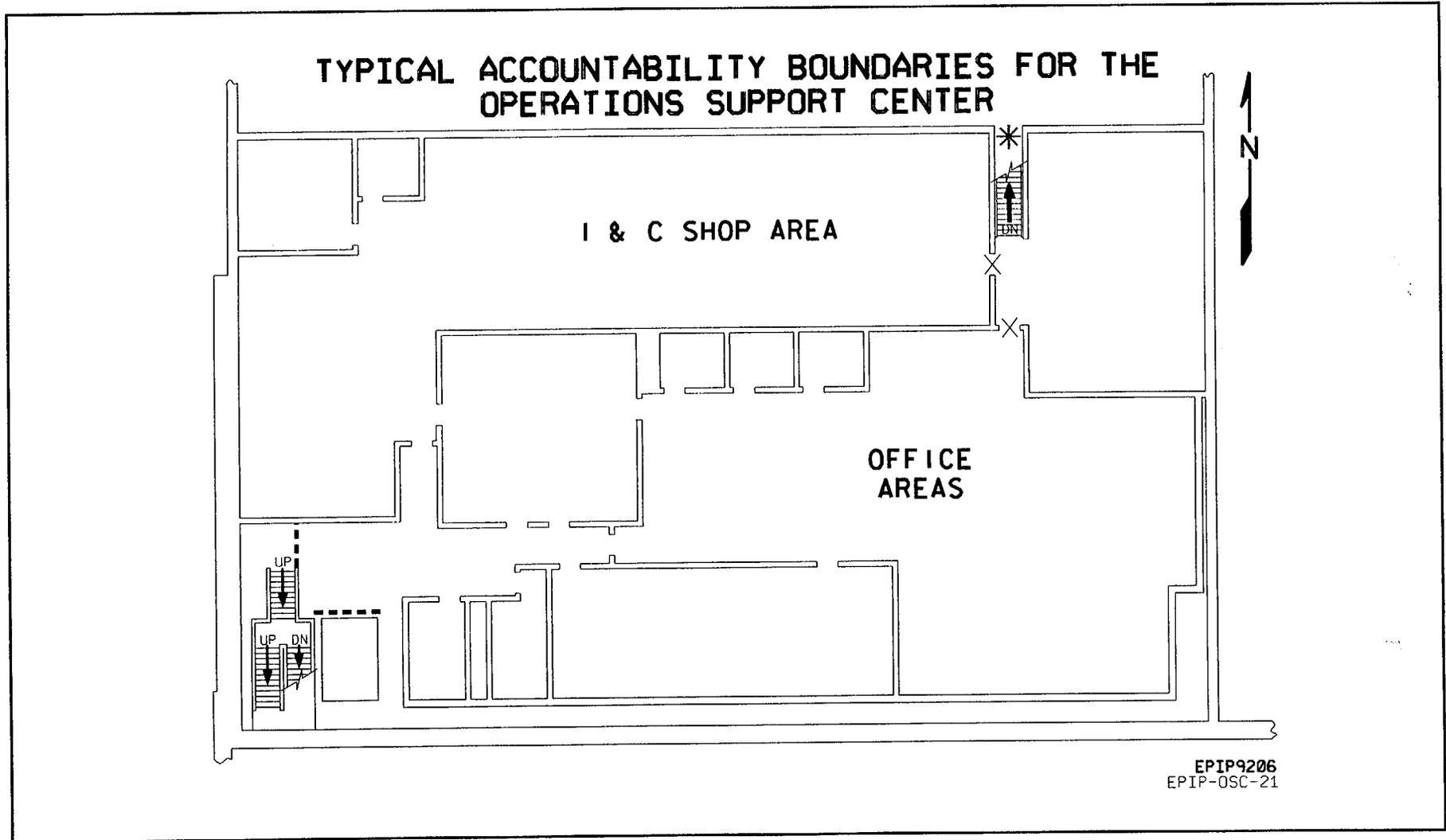
16.2 Request assistance from the TSC in contacting additional staff, as needed. _____ 1

Attachment 6.2 - Typical Floor Plan For The Operations Support Center



- | | | |
|--------------------------|--|--|
| A. ERF Computer | J. EGG Map | S. Conference Area |
| B. ERMS | K. Procedure Rack | T. Fax Machine |
| C. OSC Base Radio | L. Sign-In Board | U. Procedures (Official Copy) |
| D. Dosimetry Issue Kit | M. Gaitronics | V. Team Status Board |
| E. Copy Machine | N. Radios/Protective Clothing | W. ERMS Network Printer |
| F. Respirators/Air Tanks | O. Kits, Phones, Admin. Supplies | X. OSC OPS Liaison Network Phone |
| G. SCBA's | P. RP Instruments, Sample Monitoring Kit | Y. Conference Health Physics Network Phone |
| H. Writeboard Monitor | Q. HIS-20 System | Z. MOP Phone |
| I. Plant Maps | R. Briefing Area | |
-
- | | |
|----------------------------|-----------------------------|
| 1. OSC DIRECTOR | 7. OSC STOREKEEPER |
| 2. OSC OPS LIAISON | 8. OSC TECHNICIANS |
| 3. OSC CHEMISTRY COORD. | 9. OSC ACCT/DOSIMETRY CLERK |
| 4. OSC RP COORD. | 10. OSC ERMS OPERATOR |
| 5. OSC MAINTENANCE COORD. | 11. OSC RADIO OPERATOR |
| 6. OSC MAINTENANCE PLANNER | |

Attachment 6.3 - Typical Accountability Boundaries for the Operations Support Center



NOTE: OSC Boundaries are determined by the OSC Director.

---Accountability Boundary

X NO Exit - Use Southwest Staircase

* DO NOT ENTER - Use Southwest Staircase

Attachment 6.4 - Checklist for Deactivation of OSC

Upon termination of emergency activities the following actions should be completed to restore the OSC.

	<u>INIT/TIME</u>
1. Disconnect phone harnesses and store phones in the appropriate emergency gear locker.	_____/_____ /
2. Disconnect the PA microphone and store in the appropriate emergency gear locker.	_____/_____ /
3. Place emergency kits in the appropriate emergency gear locker.	_____/_____ /
4. Turn off all portable radios and place in their chargers.	_____/_____ /
5. Turn off RP instruments, return to the appropriate emergency gear locker and notify RP of any equipment that may have malfunctioned during use.	_____/_____ /
6. Place the portable air monitor in the cage next to the copy machine and lock the cage.	_____/_____ /
7. Return respirators and air bottles to the appropriate location and notify RP of equipment requiring recharging.	_____/_____ /
8. Turn off the writeboard monitor.	_____/_____ /
9. Turn in all logs, paperwork, procedures, etc. to the Administrative Logistics Coordinator in the TSC.	_____/_____ /
10. Secure status boards for normal use.	_____/_____ /
11. Remove accountability boundary signs from ropes and doors and place in the dosimetry issue kit cabinet.	_____/_____ /
12. Place the EATING/DRINKING/SMOKING OR CHEWING signs in the RP Coordinator's kit.	_____/_____ /

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

NOTE: Continue to provide emergency support as practicable during relocation.

NOTE: The TSC is the preferred relocation facility.

(✓) INIT/TIME

1. The OSC Director should:

1.1 Determine the location to which personnel will be relocated:

- Ensure the receiving facility is safe and prepared to accept OSC personnel. _____
- Determine that the chosen route to that facility is safe and free of unexpected obstacles. _____
- Assign a Relocation Coordinator to direct Steps 1.2 through 2.2. _____
- Promptly relocate himself to the facility to coordinate an orderly transfer. _____

1.2 The Relocation Coordinator shall make everyone aware of impending relocations including:

- OSC Staff _____
- Teams that have been dispatched from the OSC _____
- Control Room _____
- TSC _____
- Command and Control position _____

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

Page 2 of 4

(✓) INIT/TIME

1.3 The OSC Radiation Protection Coordinator should:

- Determine the need for and if needed, establish radiological control points. _____
- Authorize Issuance of dosimeters as conditions warrant. _____
- If transferring to the TSC, coordinate with the TSC Protective Measures Coordinator to ensure the TSC is prepared to receive the OSC staff and equipment. Issues to be discussed should include:
 - Maintaining TSC Airlocks _____
 - Monitoring of personnel and equipment _____
 - Decontamination procedures _____
 - Where the OSC Staff should go _____
- Coordinate the transfer of OSC RP Personnel and needed equipment. _____

1.4 The OSC Accountability/Dosimetry Technician should:

- Issue dosimeters as directed by the RP Coordinator. _____
- Take to the new facility:
 - Dosimeters _____
 - Dosimeter charger _____
 - Dosimetry records _____
 - Accountability rosters _____
 - Other records and logs _____
- Verify accountability has been maintained as the OSC staff arrives. _____

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

(✓) INIT/TIME

1.5 The Maintenance Coordinator should ensure that needed equipment is prepared for transfer, including but not limited to:

- Protective clothing _____
- SCBA _____
- Respirators _____
- Radios _____
- Phone head sets, etc. _____
- All logs and facility records _____

2. When all preparations are completed the Relocation Coordinator shall ensure that the rest of the entire OSC staff is aware of:

NOTE: The Coordinator for each position should coordinate relocation their staff and equipment to aid in maintaining accountability.

- Where they are going _____
- The route to taken _____
- How the transfer will be made _____
- The proper actions to follow upon arrival _____

2.1 The Relocation Coordinator shall call the alternate facility to inform them that transfer has begun. _____

2.2 The Relocation Coordinator and a Radiation Protection Technician shall remain in the OSC until informed that accountability has been verified in the new facility.

- Upon confirmation of reestablished accountability the Relocation Coordinator and the RP Technician should proceed to the relocated facility. _____

- If someone is not accounted for a search for that individual(s) shall be conducted. _____

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

Page 4 of 4

(✓) INIT/TIME

3. Upon arrival of personnel in the new facility:

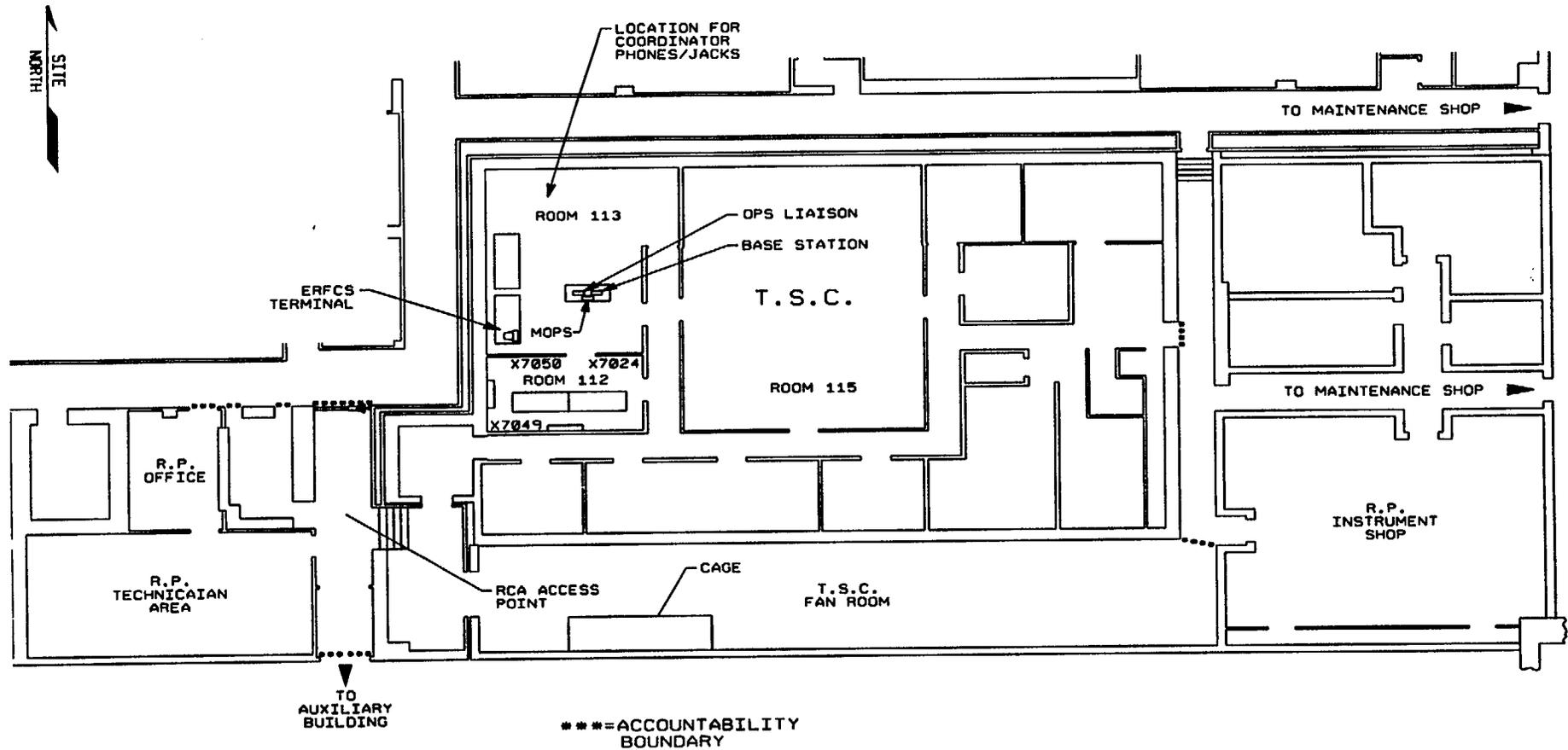
3.1 The OSC Director shall ensure:

- The Accountability/Dosimetry Technician has verified accountability by ensuring those previously signed in on the roster with those arriving in the new facility. _____
- Arrangements for personnel and equipment decon have been made. _____
- The Operations Liaison has reestablished contact with other facilities Ops Liaisons. _____
- The facility is set up in a reasonable manner to be reactivated. _____
- The Radio Operator has reestablished the radio system and contact with dispatched teams, if applicable. _____
- Sufficient phone service is established. _____

4. Report to the other facilities that the OSC has been relocated.

- 4.1 Make an announcement within the facility that the OSC has been reactivated. _____ / _____

Attachment 6.6 - Typical Location of Alternate Operations Support Center



WP8

Fort Calhoun Station
Unit No. 1

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EPIP-OSC-21

EMERGENCY PLAN IMPLEMENTING PROCEDURE

Title: ACTIVATION OF THE OPERATIONS SUPPORT CENTER

FC-68 Number: EC 26709

Reason for Change: Revise Attachment 6.5 to provide clearer guidance, fix typo on Attachment 6.6.

Requestor: M. Reller

Preparer: R. Hankins

ISSUED: 08-24-01 3:00 pm

R10

ACTIVATION OF THE OPERATIONS SUPPORT CENTER

NON-SAFETY RELATED

1. PURPOSE

- 1.1 This procedure provides instruction for the Operations Support Center (OSC) Director and other OSC personnel for activation and deactivation of the OSC. It also provides guidance for relocating the OSC to its alternate location should the need arise.

2. REFERENCES/COMMITMENT DOCUMENTS

- 2.1 EPIP-RR-21, Operations Support Center Director Actions
2.2 EPIP-EOF-11, Dosimetry Records, Exposure Extensions, and Habitability

3. DEFINITIONS

- 3.1 Activated - minimum staffing and basic setup requirements have been attained to allow the OSC to provide support to the Control Room.
3.2 Augmented - A facility is augmented when all augmenting and minimum staffing positions are filled.

4. PREREQUISITES

None

5. PROCEDURE

- 5.1 Upon reporting to the OSC, activate the OSC using Attachment 6.1.
5.2 Should the need arise to relocate the OSC, use Attachments 6.5 and 6.6.
5.3 Upon event termination, restore the equipment in the OSC per Attachment 6.4.

6. ATTACHMENTS

- 6.1 Checklist for Activation of the OSC
6.2 Typical Floor Plan for the Operations Support Center
6.3 Typical Accountability Boundaries for the Operations Support Center
6.4 Checklist for Deactivation of the OSC

- 6.5 Guidelines for Setup of the Operations Support Center in an Alternate Location
- 6.6 Typical Location of Alternate Operations Support Center

Attachment 6.1 - Checklist for Activation of the OSC

NOTE: It is the goal of Omaha Public Power District (OPPD) to activate the OSC within one hour following declaration of an Alert or higher classification. In the event of adverse weather and/or other conditions that may limit or slow response, either manmade or natural, it is understood that staffing time may exceed this goal.

(✓) INIT/TIME

1. Verify the following minimum staffing positions are available:

- OSC Director _____
- Radiation Protection Technician or Radiation Protection Coordinator _____
- One other person to form a team _____

_____ / _____

2. Set up accountability boundaries per Attachment 6.3.

_____ / _____

3. Connect phone harness P10:

- Storekeeper (ext _____) _____
- Maintenance Planner (ext _____) _____
- Maintenance Technicians (ext _____) _____
- Extra OSC phone (ext _____) _____

_____ / _____

4. Connect phone harness W10:

- OSC Director (ext _____) _____
- Radiation Protection Coordinator (ext _____) _____
- Chemistry Coordinator (ext _____) _____
- Maintenance Coordinator (ext _____) _____
- ERMS Operator (used only if ERMS is inoperable, ext _____) _____
- OSC OPS Liaison Network Phone _____
- Conference Health Physics (CHP) Network Phone _____
- Management Operations Phone (MOP) Network _____

_____ / _____

5. Connect PA microphone.

_____ / _____

6. Turn on power switch for writeboard monitor.

_____ / _____

7. Adjust volume controls on Gaitronics units so announcements can be heard in the OSC.

_____ / _____

8. Prepare team tracking board for use.

_____ / _____

Attachment 6.1 - Checklist for Activation of the OSC

(✓) INIT/TIME

9. Post "NO EATING/DRINKING/SMOKING OR CHEWING" signs from the RP Coordinator's Kit in the following locations:

- I&C Shop Area
- OSC - Conference Room Area
- Access Control Area

—
—
— /

10. Synchronize OSC clocks with ERFCS.

— /

11. When Steps 1 through 10 are complete perform the following:

11.1 Make the following announcement on the OSC PA system:

"This is (INSERT NAME). I have assumed the duties of OSC Director. **The OSC is now activated.** Ensure your accountability card has been dropped in the accountability box. Eating, drinking, smoking or chewing is **NOT** allowed."

—

11.2 Inform the Site Director the OSC is activated, ready to provide minimal support to the Control Room and who is filling the OSC Director position.

— /

12. Verify habitability per EPIP-EOF-11.

— /

13. Set up a portable air monitoring system (AMS).

— /

14. Set up a portable area monitor with the alarm set at about 15 mr/hr.

— /

Attachment 6.1 - Checklist for Activation of the OSC

(✓) INIT/TIME

15. Within one hour of initial emergency declaration, verify the following augmenting staff are present:

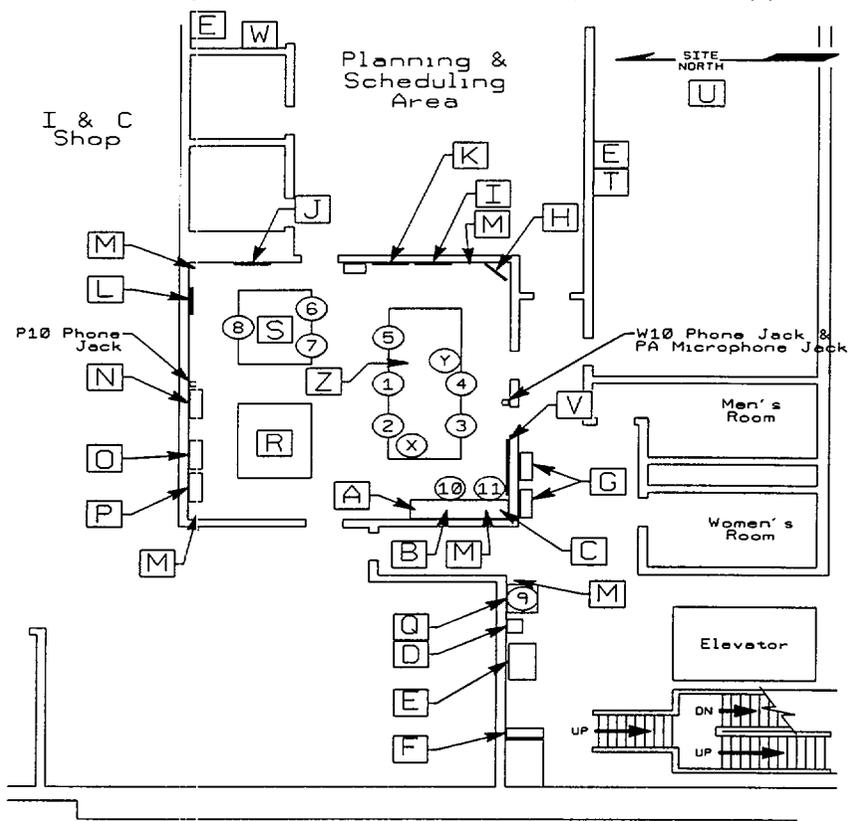
- Chemistry Technician _____
- Dosimetry Technician _____
- Electrical Maintenance Technicians (2) _____
- I&C Technician _____
- Maintenance Coordinator _____
- Mechanical Maintenance or Steam Fitter Mechanic _____
- Operations Liaison _____
- Radiation Protection Technicians (6 of which one may be minimum staffing) _____
- Radiation Protection Coordinator (if not counted for minimum staffing) _____ 1

16. After one hour determine if any OSC positions are not filled. _____

16.1 If a position is not filled, based on the nature of the emergency determine if that position is required. _____

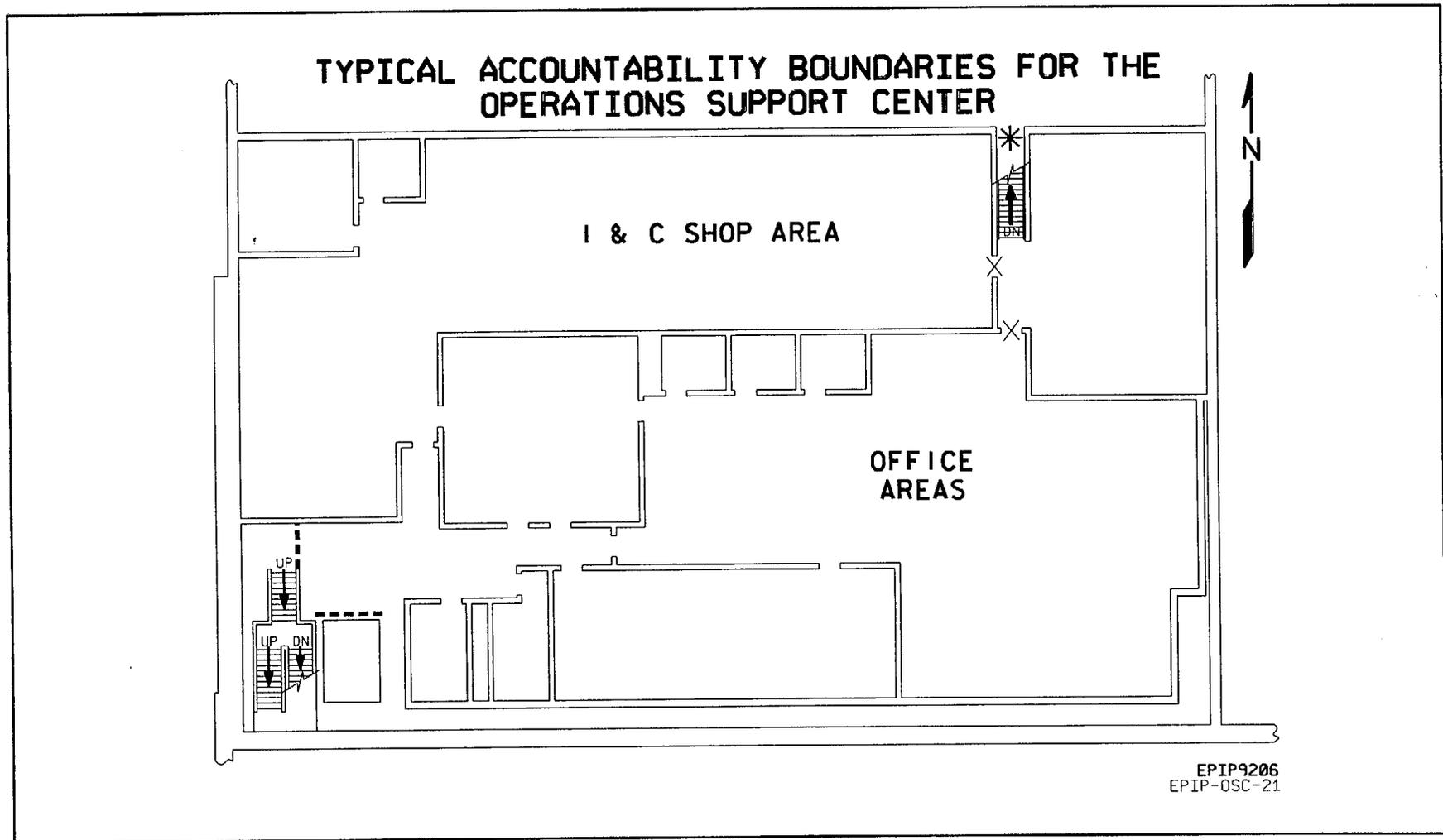
16.2 Request assistance from the TSC in contacting additional staff, as needed. _____ 1

Attachment 6.2 - Typical Floor Plan For The Operations Support Center



- | | | |
|--------------------------|--|--|
| A. ERF Computer | J. EGG Map | S. Conference Area |
| B. ERMS | K. Procedure Rack | T. Fax Machine |
| C. OSC Base Radio | L. Sign-In Board | U. Procedures (Official Copy) |
| D. Dosimetry Issue Kit | M. Gaitronics | V. Team Status Board |
| E. Copy Machine | N. Radios/Protective Clothing | W. ERMS Network Printer |
| F. Respirators/Air Tanks | O. Kits, Phones, Admin. Supplies | X. OSC OPS Liaison Network Phone |
| G. SCBA's | P. RP Instruments, Sample Monitoring Kit | Y. Conference Health Physics Network Phone |
| H. Writeboard Monitor | Q. HIS-20 System | Z. MOP Phone |
| I. Plant Maps | R. Briefing Area | |
-
- | | |
|----------------------------|-----------------------------|
| 1. OSC DIRECTOR | 7. OSC STOREKEEPER |
| 2. OSC OPS LIAISON | 8. OSC TECHNICIANS |
| 3. OSC CHEMISTRY COORD. | 9. OSC ACCT/DOSIMETRY CLERK |
| 4. OSC RP COORD. | 10. OSC ERMS OPERATOR |
| 5. OSC MAINTENANCE COORD. | 11. OSC RADIO OPERATOR |
| 6. OSC MAINTENANCE PLANNER | |

Attachment 6.3 - Typical Accountability Boundaries for the Operations Support Center



NOTE: OSC Boundaries are determined by the OSC Director.

---Accountability Boundary

X NO Exit - Use Southwest Staircase

* DO NOT ENTER - Use Southwest Staircase

Attachment 6.4 - Checklist for Deactivation of OSC

Upon termination of emergency activities the following actions should be completed to restore the OSC.

INIT/TIME

1. Disconnect phone harnesses and store phones in the appropriate emergency gear locker. /
2. Disconnect the PA microphone and store in the appropriate emergency gear locker. /
3. Place emergency kits in the appropriate emergency gear locker. /
4. Turn off all portable radios and place in their chargers. /
5. Turn off RP instruments, return to the appropriate emergency gear locker and notify RP of any equipment that may have malfunctioned during use. /
6. Place the portable air monitor in the cage next to the copy machine and lock the cage. /
7. Return respirators and air bottles to the appropriate location and notify RP of equipment requiring recharging. /
8. Turn off the writeboard monitor. /
9. Turn in all logs, paperwork, procedures, etc. to the Administrative Logistics Coordinator in the TSC. /
10. Secure status boards for normal use. /
11. Remove accountability boundary signs from ropes and doors and place in the dosimetry issue kit cabinet. /
12. Place the EATING/DRINKING/SMOKING OR CHEWING signs in the RP Coordinator's kit. /

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

NOTE: Continue to provide emergency support as practicable during relocation.

NOTE: The TSC is the preferred relocation facility.

(✓) INIT/TIME

1. The OSC Director should:

1.1 Determine the location to which personnel will be relocated:

- Ensure the receiving facility is safe and prepared to accept OSC personnel. _____
- Determine that the chosen route to that facility is safe and free of unexpected obstacles. _____
- Assign a Relocation Coordinator to direct Steps 1.2 through 2.2. _____
- Promptly relocate himself to the facility to coordinate an orderly transfer. _____

1.2 The Relocation Coordinator shall make everyone aware of impending relocations including:

- OSC Staff _____
- Teams that have been dispatched from the OSC _____
- Control Room _____
- TSC _____
- Command and Control position _____

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

(✓) INIT/TIME

1.3 The OSC Radiation Protection Coordinator should:

- Determine the need for and if needed, establish radiological control points. _____
- Authorize Issuance of dosimeters as conditions warrant. _____
- If transferring to the TSC, coordinate with the TSC Protective Measures Coordinator to ensure the TSC is prepared to receive the OSC staff and equipment. Issues to be discussed should include:
 - Maintaining TSC Airlocks _____
 - Monitoring of personnel and equipment _____
 - Decontamination procedures _____
 - Where the OSC Staff should go _____
- Coordinate the transfer of OSC RP Personnel and needed equipment. _____

1.4 The OSC Accountability/Dosimetry Technician should:

- Issue dosimeters as directed by the RP Coordinator. _____
- Take to the new facility:
 - Dosimeters _____
 - Dosimeter charger _____
 - Dosimetry records _____
 - Accountability rosters _____
 - Other records and logs _____
- Verify accountability has been maintained as the OSC staff arrives. _____

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

(✓) INIT/TIME

1.5 The Maintenance Coordinator should ensure that needed equipment is prepared for transfer, including but not limited to:

- Protective clothing _____
- SCBA _____
- Respirators _____
- Radios _____
- Phone head sets, etc. _____
- All logs and facility records _____

2. When all preparations are completed the Relocation Coordinator shall ensure that the rest of the entire OSC staff is aware of:

NOTE: The Coordinator for each position should coordinate relocation their staff and equipment to aid in maintaining accountability.

- Where they are going _____
- The route to taken _____
- How the transfer will be made _____
- The proper actions to follow upon arrival _____

2.1 The Relocation Coordinator shall call the alternate facility to inform them that transfer has begun. _____

2.2 The Relocation Coordinator and a Radiation Protection Technician shall remain in the OSC until informed that accountability has been verified in the new facility.

- Upon confirmation of reestablished accountability the Relocation Coordinator and the RP Technician should proceed to the relocated facility. _____
- If someone is not accounted for a search for that individual(s) shall be conducted. _____

Attachment 6.5 - Guidelines for Setup of the Operations Support Center
in An Alternate Location

(✓) INIT/TIME

3. Upon arrival of personnel in the new facility:

3.1 The OSC Director shall ensure:

- The Accountability/Dosimetry Technician has verified accountability by ensuring those previously signed in on the roster with those arriving in the new facility. _____
- Arrangements for personnel and equipment decon have been made. _____
- The Operations Liaison has reestablished contact with other facilities Ops Liaisons. _____
- The facility is set up in a reasonable manner to be reactivated. _____
- The Radio Operator has reestablished the radio system and contact with dispatched teams, if applicable. _____
- Sufficient phone service is established. _____

4. Report to the other facilities that the OSC has been relocated.

- 4.1 Make an announcement within the facility that the OSC has been reactivated. _____ / _____

Attachment 6.6 - Typical Location of Alternate Operations Support Center

