Entergy

Entergy Nuclear Southwest
Entergy Operations, Inc.
17265 River Road
Killona, LA 70066-0751
Tel 504 739 6475
Fax 504 739 6698
aharris@entergy.com

Alan J. Harris
Director, Nuclear Safety Assurance
Waterford 3

Enclosure 1 Contains Personal Information.

W3F1-2001-0085
A4.05
PR

September 25, 2001

U.S. Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, D.C. 20555

Subject: Waterford 3 SES
Docket No. 50-382
License No. NPF-38
Emergency Plan Implementing Procedures

Gentlemen:

In accordance with Appendix E of 10CFR50 and 10CFR50.4(b)(5), Entergy is submitting revisions and a change to Waterford 3 Emergency Plan Implementing Procedures. These revised and changed procedures were reviewed in accordance with 10CFR50.54(q) requirements and were determined not to decrease the effectiveness of the emergency plan.

Included in this submittal are the following procedures:

1. EP-002-052 (Revision 18), Protective Action Guidelines. This is a general update of procedure to incorporate administrative requirements and correct the procedure. It adds additional information to clarify that attachments are treated as tools and not required documentation and that equivalent computerized methods may be used.

2. EP-002-071 (Revision 17), Site Protective Measures. This revision allows the Assembly Area Supervisor to respond directly to the Backup OSC to enhance response to an evaluation.

3. EP-002-101 (Revision 25), Operational Support Center (OSC) Activation, Operation, and Deactivation. Revised procedure to reflect enlargement of the OSC Command Room and OSC Storage Room.

APO1

Enclosure 1 Contains Personal Information.

4. EP-002-130 (Revision 19), Emergency Team Assignments. Revised procedure allows leads to sign Briefing Sheets and Debriefing Sheets. Indicated that Fire Brigade members check out keys from Security. Clarified when leads implement EP-002-081. Updated Attachment 7.2 and 7.3. Other general wording changes for clarification.

5. EP-003-040 (Revision 21, Change 3), Emergency Equipment Inventory. Added electronic dosimeters to the OSC Storage Room.

Please note that page 5 of EP-002-071 (Revision 17), Site Protective Measures, contains telephone numbers which are considered personal information. Enclosure 1 contains the page with the personal information; it is requested that this information be withheld from the public pursuant to 10CFR2.790. Enclosure 2 contains no personal information and may be considered public copies.

Also, please note that Deviation A was previously issued for EP-003-040, Revision 21, Change 2. This deviation has expired. Remove the blue deviation pages from this procedure and update it accordingly with this EP-003-040, Revision 21, Change 3.

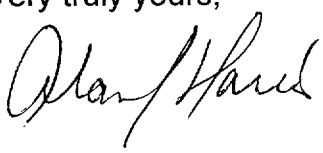
This letter does not contain any commitments.

Should you have any questions concerning these procedures, please contact Mr. J.J. Lewis, Emergency Planning Manager, at (504) 739-6624.

Enclosure 1 Contains Personal Information.

I declare under penalty of perjury that the foregoing is true and correct. Executed on September 25, 2001.

Very truly yours,



A.J. Harris
Director,
Nuclear Safety Assurance

AJH/DCM/ssf
Enclosure 1: (Contains Personal Information)

Enclosure 2: EP-002-052, Revision 18
EP-002-071, Revision 17
EP-002-101, Revision 25
EP-002-130, Revision 19
EP-003-040, Revision 21, Change 3 (changed page only)

cc: (w/Enclosures 1 and 2)
E.W. Merschoff, NRC Region IV (2 copies)

(w/o Enclosures 1 and 2)
N. Kalyanam (NRC-NRR)
W.A. Maier (NRC Region IV)
J. Smith
N.S. Reynolds
NRC Resident Inspectors Office

ENCLOSURE 1 CONTAINS PERSONAL INFORMATION

ENCLOSURE 1 TO
W3F1-2001-0085

Page 5 of EP-002-071 Revision 17
Site Protective Measures

ENCLOSURE 2 TO
W3F1-2001-0085

EP-002-052, Revision 18
Protective Action Guidelines

EP-002-071, Revision 17
Site Protective Measures

EP-002-101, Revision 25
Operational Support Center (OSC) Activation, Operation, and Deactivation

EP-002-130, Revision 19
Emergency Team Assignments

EP-003-040, Revision 21, Change 3
Emergency Equipment Inventory

ENCLOSURE 2 TO
W3F1-2001-0085

EP-002-052, Revision 18
Protective Action Guidelines

EP-002-071, Revision 17
Site Protective Measures

EP-002-101, Revision 25
Operational Support Center (OSC) Activation, Operation, and Deactivation

EP-002-130, Revision 19
Emergency Team Assignments

EP-003-040, Revision 21, Change 3
Emergency Equipment Inventory

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-052 REVISION: 18 CHANGE: 0 DEVIATION: N/A

TITLE: Protective Action Guidelines

EFFECTIVE DATE/MILESTONE: N/A
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): J.J. Lewis / DATE: 08/11/01

ACTION:

☐ New Procedure
☐ Deletion
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
Reformat procedure to better incorporate W2.109 and W2.110 procedure format requirements. Step 3.1: Eliminate superfluous "(upon activation of the EOF)" to simplify step. Step 3.2: Change "activation" to "transfer of activities" to clarify procedure and define the term "activation." Add NOTE at step 5.1.1 to indicate procedure attachments are tools and may not result in a record to clarify procedure (addresses CR-WF3-2001-0846). Change Louisiana Radiation Protection Division (LRPD) to Louisiana Department of Environmental Quality (LDEQ) throughout procedure to correct procedure. Steps 5.2.1.3 and 5.2.1.4: Add "or equivalent computerized methods" to clarify procedure. Add NOTE at step 5.3.1 to allow that Attachment 7.2 steps may not be performed as written to accommodate computerized methods or use of the attachment without completing it as a record.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 8/27/01
☐ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	N/A	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 8/27/01
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 8/27/01

Change Notice (CN)? ☒ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9/14/01
GROUP/DEPT. HEAD	REVIEW ☐ or APPROVAL ☒		[signature]	DATE: 9/14/01
GM, PLANT OPERATIONS	REVIEW ☐ or APPROVAL ☐		N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED
COPY No. PP

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-9	Revision 18
11	Revision 13
10	Revision 12
12	Revision 10
13	Revision 6

INFORMATIONAL USE

1.0 PURPOSE

1.1 To provide guidance for protective action decision-making:

1.1.1 With respect to the EPA Protective Action Guidelines (PAGs);

and,

1.1.2 Those severe conditions where potential hazards exist, dose projections are not required and no release in progress.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan
2.2 EPA-400-R-92-001, Manual of Protective Action Guides and Protective Actions For Nuclear Incidents
2.3 EP-001-001, Recognition and Classification of Emergency Conditions
2.4 EP-002-010, Notifications and Communications
2.5 EP-002-050, Offsite Dose Assessment (Manual)
2.6 EP-002-051, Offsite Dose Assessment (Computerized)
2.7 EP-002-090, Core Damage Assessment
2.8 NUREG-0654 Appendix 1 - Example Initiating Conditions - General Emergency
2.9 USNRC Response Technical Manual

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator or EOF Director is responsible for making protective action recommendations to offsite agencies.

3.1.1 This responsibility shall not be delegated.

3.2 The Emergency Coordinator or designee is responsible for the implementation of this procedure.

3.2.1 When transfer of activities to the Emergency Operations Facility (EOF) occurs, then this responsibility belongs to the EOF Director or his designee.

4.0 INITIATING CONDITIONS

4.1 This procedure shall be initiated upon reaching any of the following conditions:

4.1.1 Declaration of a General Emergency.

4.1.2 Declaration of an emergency condition requiring dose assessment or dose projections.

4.1.3 As instructed by other implementing procedures, especially EP-001-001.

4.1.4 At the direction of the Emergency Coordinator or EOF Director.

5.0 PROCEDURE

NOTE

The attachments to this procedure are considered tools and are not required documentation.

5.1 General Guidelines

5.1.1 When a release is occurring or the potential for a release exists, then continuously evaluate the need for Protective Action Recommendations (PARs) using:

5.1.1.1 Attachment 7.2;

or,

5.1.1.2 Equivalent computerized methods.

5.1.2 PARs should not be downgraded until the recovery and reentry phase of accident mitigation.

5.1.3 The Operational Hotline Members (St. Charles Parish and St. John the Baptist Parish, Louisiana Department of Environmental Quality (LDEQ), Louisiana Office of Emergency Preparedness and Waterford 1 & 2) shall be notified within 15 minutes of the decision to change PARs.

5.1.4 When making PARs, then report the specific Protective Response Areas for the 2-mile radius and affected Protective Areas downwind in the 10 mile Emergency Planning Zone (EPZ) to the Operational Hotline Members. Example: "Evacuate A1, B1, C1, D1 and C2, D2."

5.1.4.1 Recommendations for all remaining areas may be reported without using specific Protective Response Areas. Example: "Shelter all remaining protective response areas" or "Shelter all other protective response areas".

5.1.5 If a General Emergency is declared, then PARs are required and shall be provided to the Operational Hotline Members within 15 minutes of emergency declaration.

5.1.5.1 The initial default PARs for General Emergency are:

A. Evacuate A1, B1, C1, D1 (2-mile radius);

and

B. Evacuate 5-miles downwind;

and,

C. Shelter all other Protective Response Areas in the Plume Emergency Planning Zone (10-mile radius).

5.1.5.2 These initial default PARs have been agreed upon with the State agencies in advance.

5.1.5.3 Continue to evaluate the conditions and update the PARs as necessary.

5.2 Worksheet Selection

5.2.1 Determine which worksheet to use or use equivalent computerized methods.

5.2.1.1 If a General Emergency is declared, then immediately implement initial default PARs:

A. Evacuate A1, B1, C1, D1 (2-mile radius);

and,

B. Evacuate 5-miles downwind;

and,

C. Shelter all other Protective Response Areas in the Plume Emergency Planning Zone (10-mile radius).

5.2.1.2 These initial default PARs have been agreed upon with the State agencies in advance.

5.2.1.3 If dose projection information is available, then use Attachment 7.2 or equivalent computerized methods to modify initial General Emergency protective actions as necessary.

5.2.1.4 If a General Emergency is not declared, then use Attachment 7.2 or equivalent computerized methods to evaluate the need for protective actions.

5.3 Evaluation of Dose Projection Information

NOTE

Although protective action recommendations are generally made based on the dose avoided (future dose projection or anticipated dose), integrated dose should also be considered for protective action decisions in the TSC and EOF. The methodology outlined in this procedure only yields projected dose results. To consider integrated dose, the TSC Dose Assessment Coordinator or EOF Field Team Controller determines the appropriate response (simple addition of dose results at various times, etc.).

NOTE

Steps 5.3.1 through 5.3.3 may be used as guidance and are not required to be performed as written.

5.3.1 Obtain the Total Effective Dose Equivalent (TEDE) and Committed Dose Equivalent (CDE) thyroid dose commitments calculated in accordance with EP-002-050 or EP-002-051 and complete the appropriate blanks at the top of each section of Attachment 7.2.

5.3.2 Answer the questions in the decision boxes for each section of the worksheet to determine the PARs required for the 0-2 mile, 2-5 mile and 5-10 mile areas and check the appropriate box at the bottom of the worksheet.

NOTE

Protective Action Recommendations are made for "Protective Response Areas". "Affected Compass Sectors" are also needed to complete Line 8B of the Notification Message Form. Both of these parameters are obtained from Attachment 7.3.

5.3.3 Obtain the direction from which the wind is blowing and determine the affected protective response areas using Attachment 7.3. Enter the affected protective response areas in the blanks provided.

5.3.4 Continue to assess the need to adjust the PARs as conditions change.

5.4 PARs Beyond the Plume Emergency Planning Zone (EPZ)

NOTE

The Control Room is not required to make PARs beyond the Plume EPZ. If Control Room dose projection results indicate PARs are required beyond the Plume EPZ, then the Control Room staff provides the dose projection results for Technical Support Center (TSC) action when TSC personnel arrive.

5.4.1 If the 10 mile TEDE dose projection is greater than or equal to 1,000 mrem or the 10 mile CDE Thyroid dose projection is greater than or equal to 5,000 mrem, then PARs beyond the Plume EPZ are required.

5.4.2 Use Affected Compass Sectors (A, B, C, etc.) and downwind distance for PARs beyond the Plume EPZ. Example: "Evacuate compass sectors B, C, and D from 10 to 15 miles."

5.4.3 Coordinate these PARs with LDEQ personnel.

5.4.3.1 LDEQ takes action for PARs beyond the Plume EPZ.

5.4.4 Report PARs beyond the Plume EPZ in section 6 of the Notification Message Form.

6.0 FINAL CONDITIONS

6.1 The radiological release has stopped or diminished and dose projections are below Protective Action Guidelines.

6.2 The emergency condition has been closed out and recovery actions are under way.

7.0 ATTACHMENTS

7.1 Protective Actions Based on General Emergency Classification

7.2 Protective Action Guidelines Worksheet, Release Occurring

7.3 Affected Compass Sectors/Protective Response Areas Chart

7.4 Protective Response Areas

8.0 RECORDS

NOTE

If Attachment 7.2 is completed, then it may be provided as a record.

8.1 The following records may be generated as a result of this procedure:

- Attachment 7.2, Protective Action Guidelines Worksheet, Release Occurring

PROTECTIVE ACTIONS BASED ON GENERAL EMERGENCY CLASSIFICATION

ACTUAL OR POTENTIAL GENERAL EMERGENCY DETECTED.

RECOMMEND **EVACUATION** FOR A1, B1, C1, D1 (2-MILE RADIUS) AND 5 MILES DOWNWIND. RECOMMEND SHELTER FOR **ALL** REMAINING PROTECTIVE RESPONSE AREAS. REFER TO ATTACHMENT 7.3.

CONTINUE ASSESSMENT BASED ON ALL AVAILABLE PLANT, DOSE ASSESSMENT AND FIELD MONITORING INFORMATION. REFER TO ATTACHMENT 7.2.

MODIFY PROTECTIVE ACTIONS AS NECESSARY. LOCATE AND RECOMMEND EVACUATION FOR HOT SPOTS. DO NOT RELAX PROTECTIVE ACTIONS UNTIL THE SOURCE OF THE THREAT IS CLEARLY UNDER CONTROL.

PROTECTIVE ACTION GUIDELINES WORKSHEET, RELEASE OCCURRING

USE ATT. 7.1 FOR INITIAL GENERAL EMERGENCY CLASSIFICATION RECOMMENDATIONS

EVALUATION PERFORMED BY: _____ DATE: _____ TIME: _____

(COMPLETE SECTIONS A, B & C EACH TIME AN EVALUATION IS PERFORMED.)

A. 0-2 MILE RESPONSE AREA

PROJECTED DOSE AT THE EAB

TEDE = _____ mrem

CDE THYROID = _____ mrem

IS THE PROJECTED DOSE ≥ 1000 mrem TEDE? **OR** ≥ 5000 mrem CDE THYROID?

NO → NO IMMEDIATE PROTECTIVE ACTIONS REQUIRED

↓ YES

EVACUATE

0-2 MILE RECOMMENDATION:

☐ NO PROTECTIVE ACTIONS REQUIRED

☐ EVACUATE AREAS A1, B1, C1, D1

B. 2-5 MILE RESPONSE AREA

PROJECTED DOSE AT 2 MILES

TEDE = _____ mrem

CDE THYROID = _____ mrem

IS THE PROJECTED DOSE ≥ 1000 mrem TEDE? **OR** ≥ 5000 mrem CDE THYROID?

NO → NO IMMEDIATE PROTECTIVE ACTIONS REQUIRED

↓ YES

EVACUATE

2-5 MILE RECOMMENDATION: (See NOTE 1)

☐ NO PROTECTIVE ACTIONS REQUIRED

☐ EVACUATE AREAS _____

C. 5-10 MILE RESPONSE AREA

PROJECTED DOSE AT 5 MILES

TEDE = _____ mrem

CDE THYROID = _____ mrem

IS THE PROJECTED DOSE ≥ 1000 mrem TEDE? **OR** ≥ 5000 mrem CDE THYROID?

NO → NO IMMEDIATE PROTECTIVE ACTIONS REQUIRED

↓ YES

EVACUATE

5-10 MILE RECOMMENDATION: (See NOTE 1)

☐ NO PROTECTIVE ACTIONS REQUIRED

☐ EVACUATE AREAS _____

NOTE 1: DETERMINE THE APPROPRIATE PROTECTIVE RESPONSE AREAS BY USING ATTACHMENT 7.3.

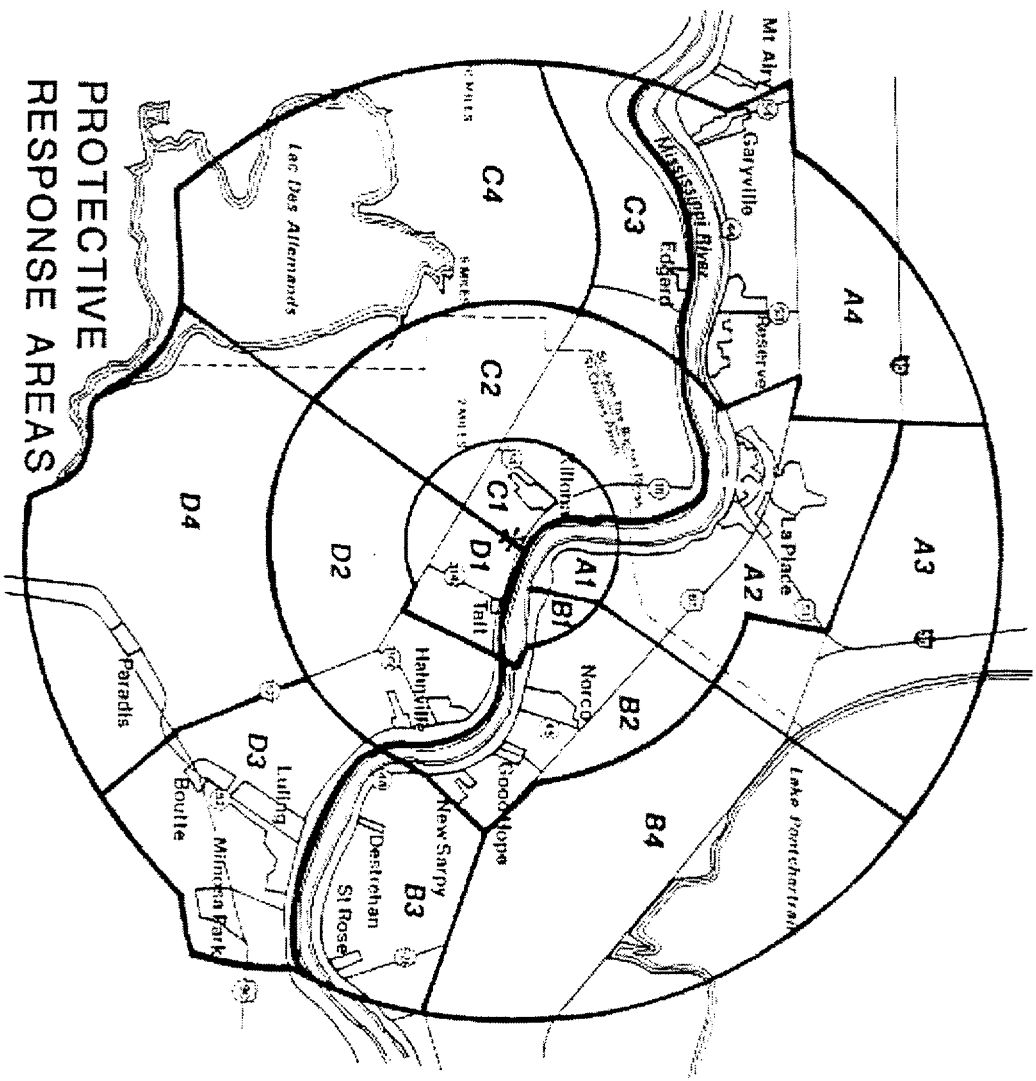
AFFECTED COMPASS SECTORS/PROTECTIVE RESPONSE AREAS CHART

Directions for use:

Locate appropriate wind direction and find plume center line sector and two adjacent sectors in the "Affected Compass Sectors" column. The centerline sector is the middle sector of each set. The corresponding "Protective Response Areas" in which protective actions are to be implemented can then be found for downwind distances of interest by reading across the page.

Note that protective actions for ***any*** compass sectors in the two-mile radius (0-2 miles column) should be recommended for all 4 protective response areas in the two-mile radius as shown below.

WIND DIRECTION FROM	AFFECTED COMPASS SECTORS	PROTECTIVE RESPONSE AREAS		
		0-2 MILES	2-5 MILES (DOWNWIND)	5-10 MILES (DOWNWIND)
191.3 TO 213.8 (Sector K)	A, B, C	A1, B1, C1, D1	A2, B2	A3, B4
213.8 TO 236.3 (Sector L)	B, C, D	A1, B1, C1, D1	A2, B2	A3, B4
236.3 TO 258.8 (Sector M)	C, D, E	A1, B1, C1, D1	B2, D2	B3, B4
258.8 TO 281.3 (Sector N)	D, E, F	A1, B1, C1, D1	B2, D2	B3, B4, D3
281.3 TO 303.8 (Sector P)	E, F, G	A1, B1, C1, D1	B2, D2	B3, B4, D3
303.8 TO 326.3 (Sector Q)	F, G, H	A1, B1, C1, D1	B2, D2	B3, D3, D4
326.3 TO 348.8 (Sector R)	G, H, J	A1, B1, C1, D1	D2	D3, D4
348.8 TO 11.3 (Sector A)	H, J, K	A1, B1, C1, D1	D2	D4
11.3 TO 33.8 (Sector B)	J, K, L	A1, B1, C1, D1	C2, D2	C4, D4
33.8 TO 56.3 (Sector C)	K, L, M	A1, B1, C1, D1	C2, D2	C4, D4
56.3 TO 78.8 (Sector D)	L, M, N	A1, B1, C1, D1	C2	C4
78.8 TO 101.3 (Sector E)	M, N, P	A1, B1, C1, D1	C2	A4, C3, C4
101.3 TO 123.8 (Sector F)	N, P, Q	A1, B1, C1, D1	C2	A4, C3, C4
123.8 TO 146.3 (Sector G)	P, Q, R	A1, B1, C1, D1	A2, C2	A3, A4, C3
146.3 TO 168.8 (Sector H)	Q, R, A	A1, B1, C1, D1	A2, C2	A3, A4, C3
168.8 TO 191.3 (Sector J)	R, A, B	A1, B1, C1, D1	A2, C2	A3, A4


PROTECTIVE
RESPONSE AREAS
A1
A2
A3
A4
B1
B2
B3
B4
C1
C2
C3
C4
D1
D2
D3
D4
Mississippi River
Mt Airy
Garyville
Reserve
Edgard
LaPlace
Lac Des Allemands
Lake Pontchartrain
Taft
Norco
Hahnville
Good Hope
New Sarpy
Destrehan
St Rose
Luling
Boutte
Paradis
Mimosa Park

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-071 REVISION: 17 CHANGE: 0 DEVIATION: N/A

TITLE: Site Protective Measures

EFFECTIVE DATE/MILESTONE: September 6, 2001
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 08/29/01

ACTION:

☐ New Procedure
☐ Deletion
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
Updated procedure formatting in accordance with W2.109 and W2.110. Changed Section 5.3 to reflect that the Assembly Area Supervisor reports directly to the Backup OSC. General update to make it current for site buildings, etc. Deleted designation of shelters in Attachment 7.1 because this procedure should not be used for toxic chemical response. Users should use EP-004-010 for toxic chemical events.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-4-01
☐ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	N/A	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-6-01
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 8-31-01

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9/6/01
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 9-6-01
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED
TEV

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-7	Revision 17
12	Revision 13
8	Revision 11
11	Revision 10
10	Revision 8
9	Revision 5

LIST OF PAGES CONTAINING PROPRIETARY INFORMATION

5

Informational Use

1.0 PURPOSE

1.1 This procedure provides guidance to the Emergency Coordinator/Emergency Operations Facility (EOF) Director for a site evacuation if a Site Area Emergency (SAE) or General Emergency (GE) has not been declared.

1.2 This procedure provides instructions for the Assembly Area Supervisor in the performance of their duties.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 EP-002-010, Notifications and Communications

2.3 EP-001-020, Alert

2.4 EP-001-030, Site Area Emergency

2.5 EP-001-040, General Emergency

2.6 PS-016-102, Security Response to Plant Emergency Conditions

2.7 EP-002-190, Personnel Accountability

2.8 EP-002-032, Monitoring and Decontamination

2.9 FP-001-020, Fire Emergency/Fire Report

2.10 EP-004-010, Toxic Chemical Contingeny Procedure

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator/EOF Director is responsible for implementing this Procedure.

3.2 The Assembly Area Supervisor is responsible for completing those activities listed in Section 5.3 of this procedure.

4.0 INITIATING CONDITIONS

4.1 At the direction of the Emergency Coordinator/EOF Director.

5.0 PROCEDURE

NOTE

If the off normal condition is a toxic chemical release, on or off site, which may require site protective measures, then DO NOT use this procedure. Implement EP-004-010.

5.1 SITE EVACUATION

5.1.1 Select the offsite assembly area to be used (based on wind direction - use upwind assembly area): Monsanto Park, Luling or St. John the Baptist Catholic Church, Edgard.

5.1.2 Notify the Security Shift Supervisor to prepare for the evacuation of the site and to restrict access to the site to authorized personnel only.

5.1.2.1 Discuss the need to establish special evacuation routes because of a radiological release or other plant conditions.

5.1.3 Dispatch the Assembly Area Supervisor.

5.1.3.1 When the OSC is activated, then coordinate with the OSC Supervisor.

5.1.4 If conditions warrant, then ensure that a Health Physics technician (or other trained person selected by the Health Physics Coordinator) is dispatched to the offsite assembly area.

NOTE

1.If a radiological release or other conditions exist which could complicate evacuation activities, then announce routing instructions for personnel exiting the Protected Area (or site), or announce areas to be avoided as necessary.

2.Consider the need for providing routing instructions for EOF personnel that may be leaving the site to respond to the EOF. Provide these instructions in the site evacuation announcement as necessary.

3.Special consideration may be necessary for emergency response teams in radiation controlled areas performing critical work with Health Physics coverage already provided. If evacuation of these teams is not desired, then such instructions should be relayed to them through the OSC.

5.1.5 Sound the STATION ALARM (for at least 5 seconds) and make the following announcement(s):

5.1.5.1 "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL; A SITE EVACUATION HAS BEEN IMPLEMENTED DUE TO (announce reason for the evacuation). DUE TO PLANT CONDITIONS, ALL NONESSENTIAL PERSONNEL MUST PROCEED IMMEDIATELY TO THE (state one of the locations: ST. JOHN THE BAPTIST CATHOLIC CHURCH OR MONSANTO PARK AREA). UPON ARRIVAL, ALL PERSONNEL LOG IN WITH THE ASSEMBLY AREA SUPERVISOR."

5.1.5.2 If there is a localized emergency (fire, radiological hazard outside of normally established CAAs), then announce its type and location and instruct personnel to stand clear of this area (refer to FP-001-020 for fire).

5.1.5.3 Sound the station alarm (for at least 5 seconds) and repeat the announcement(s) at least two more times, allowing sufficient time for personnel who may be in high noise areas to reach a location where they can hear the announcement.

NOTE
Waterford 1 & 2 personnel are not required to assemble at Waterford 3 assembly areas, but the Emergency Coordinator provides direction to Waterford 1 & 2 as to what evacuation routes to take.

5.1.6 Notify Waterford 1 & 2 to evacuate non-essential personnel.

5.1.6.1 This notification may satisfy the Waterford 1 & 2 notification requirement in step 5.1.8.5.

NOTE
Short Message Form (Attachment 7.6 of EP-002-010) may be used for offsite notifications. Use of this form should be considered for those notifications required to be made to the Operational Hotline Members (State, Parish, Waterford 1&2). Follow these messages as soon as possible with a Notification Message Form (preferably within 15 minutes of communication of the Short Message Form).

5.1.7 Complete Attachment 7.3 of EP-002-010 and provide the form and the agencies to be notified to the Emergency Communicator.

5.1.8 Direct the Emergency Communicator to commence offsite notifications of the appropriate organizations listed below that were not previously notified in accordance with EP-002-010:

NOTE
Ensure St. Charles and St. John the Baptist Parishes are informed of site evacuation activities, and the selected offsite assembly area, whenever a site evacuation is implemented.

5.1.8.1 St. Charles Parish - Notify to ensure that control of the Exclusion Area vehicular traffic is established.

5.1.8.2 St. John the Baptist Parish - Notify to ensure that control of vehicular traffic is established.

5.1.8.3 Louisiana Department of Environmental Quality (LDEQ).

5.1.8.4 Louisiana Office of Emergency Preparedness (LOEP).

5.1.8.5 Waterford 1 & 2 (May be done in conjunction with the evacuation message in step 5.1.6).

5.1.8.6 Notify the U. S. Coast Guard to control Exclusion Area river traffic. Inform St. Charles Parish that the U.S. Coast Guard has been contacted.

5.1.8.7 Notify the Union Pacific Railroad to control Exclusion Area rail traffic. Inform St. Charles Parish that the Union Pacific Railroad has been contacted.

5.1.9 Contact the Energy Education Center Visitor's Center to ensure the Center has been evacuated and closed until further notice (See Emergency Management Resources Book for Visitor's Center numbers).

5.2 ACCOUNTABILITY

5.2.1 Ensure that the following accountability activities are performed:

5.2.1.1 The Security Central Alarm Station/Secondary Alarm Station (CAS/SAS) Operator activates the Accountability Keycard Readers in accordance with PS-016-102.

5.2.1.2 Personnel accountability and evacuation verification activities are performed in accordance with EP-002-190 and PS-016-102.

5.3 ASSEMBLY AREA SUPERVISOR ACTIONS/CHECKLIST

NOTE

1. Prior to a site evacuation, the Assembly Area Supervisor is staged in the Backup OSC, or in another area of the Administration Building, to allow for a more rapid response to the designated assembly area.
2. The keys to the Backup OSC are provided in the keybox at the entrance to the Projection Room (refer to attachment 7.4).
3. Ensure that the Assembly Area Supervisor is accounted for in accordance with EP-002-190.

5.3.1 Upon arrival at the Backup OSC:

5.3.1.1 Check in with the OSC by calling [ ] using the Assembly Area Supervisor's Cellular Phone.

5.3.2 If a site evacuation occurs, then proceed as follows:

5.3.2.1 Obtain Assembly Area Supervisor's Kit, Assembly Area Supervisor's Cellular Phone and Assembly Area Supervisor's Radio from the Backup OSC HP Locker.

5.3.2.2 Verify switch positions and operation of the Assembly Area Supervisor's Radio using Attachment 7.5.

5.3.2.3 Proceed to the proper assembly area.

5.3.3 Upon arrival at the assembly area:

5.3.3.1 Establish communications with the OSC using the cellular phone or the hand-held radio.

a. The PABX number for the OSC Supervisor is [ ] and the phone number for the OSC HP Liaison is [ ].

5.3.3.2 Ensure that all personnel are logged in on the Assembly Area Sheet (Attachment 7.2). Assign individuals to assist with this task, as necessary.

NOTE

If radiological conditions do not warrant, then the Emergency Coordinator/HPC may elect not to send personnel for radiological surveys to the assembly area.

5.3.3.3 Ensure that Health Physics technicians (or trained personnel selected by the Health Physics Coordinator) are assigned to survey all personnel, vehicles and equipment for contamination.

a. Report any requirements for decontamination to the OSC Supervisor.

5.3.3.4 Coordinate the operations of personnel and vehicles at the assembly area.

a. If contamination is present, then establish a "clean area" and a contaminated area for vehicles and personnel.

b. Ensure personnel and vehicle decontamination activities are performed, and supervised by appropriate personnel, in accordance with EP-002-032.

5.3.4 When all assembly area activities are completed, then notify the OSC.

5.3.4.1 Request the OSC Supervisor notify the Emergency Coordinator of the completion of assembly area activities.

5.3.4.2 Await further instructions.

5.3.4.3 Do not disband personnel until instructed by the OSC Supervisor.

5.3.5 When directed to terminate assembly area activities, then ensure all documentation generated at the assembly area is forwarded to the OSC Supervisor.

6.0 FINAL CONDITIONS

6.1 This procedure is considered complete when:

6.1.1 Evacuation and accountability activities have been completed in accordance with PS-016-102 and EP-002-190.

AND

6.1.2 Assembly area activities are terminated by the Emergency Coordinator.

7.0 ATTACHMENTS

7.1 Onsite Evacuation Routes

7.2 Assembly Area Sheet

7.3 Site Evacuation Route

7.4 Backup OSC

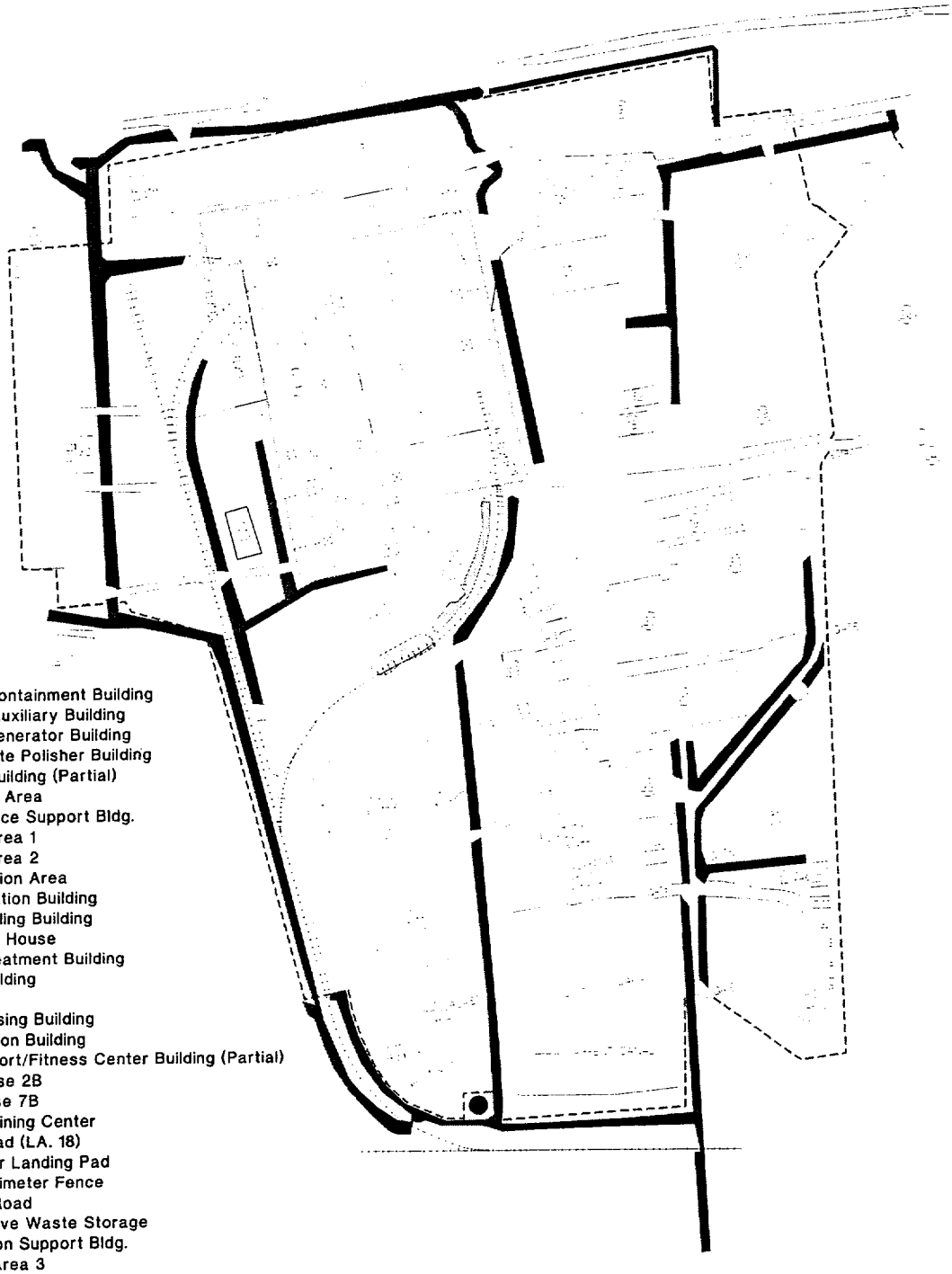
7.5 Assembly Area Supervisor Radio Switch Positions

8.0 RECORDS

8.1 The following records are generated as a result of this procedure:

- Attachment 7.2, Assembly Area Sheet

ONSITE EVACUATION ROUTES



1. Reactor Containment Building
2. Reactor Auxiliary Building
3. Turbine Generator Building
4. Condensate Polisher Building
5. Service Building (Partial)
6. Protected Area
7. Maintenance Support Bldg.
8. Parking Area 1
9. Parking Area 2
10. Construction Area
11. Administration Building
12. Fuel Handling Building
13. Fire Pump House
14. Water Treatment Building
15. Chiller Building
16. PAB
17. In Processing Building
18. Credit Union Building
19. Site Support/Fitness Center Building (Partial)
20. Warehouse 2B
21. Warehouse 7B
22. Skills Training Center
23. River Road (LA. 18)
24. Helicopter Landing Pad
25. Plant Perimeter Fence
26. Access Road
27. Radioactive Waste Storage
28. Generation Support Bldg.
29. Parking Area 3
30. Parking Area 4
31. Parking Area 5
32. Information Technology
33. Low Level Radioactive Waste Bldg.
34. Construction Support Building
35. Westside Access

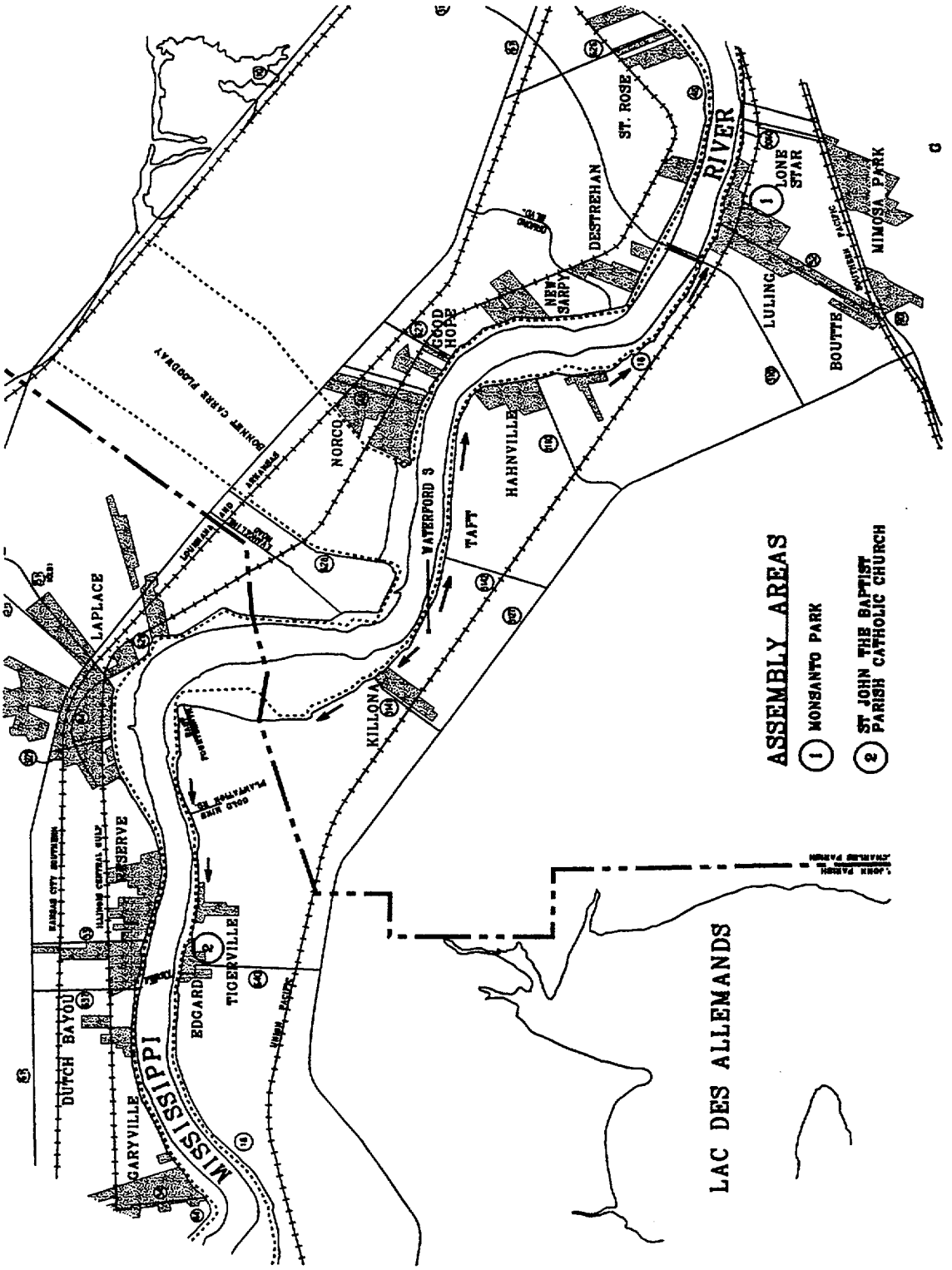
ASSEMBLY AREA SHEET

Assembly Area
Supervisor's Name: _____
Date:_____ Time:_____
Location:_____

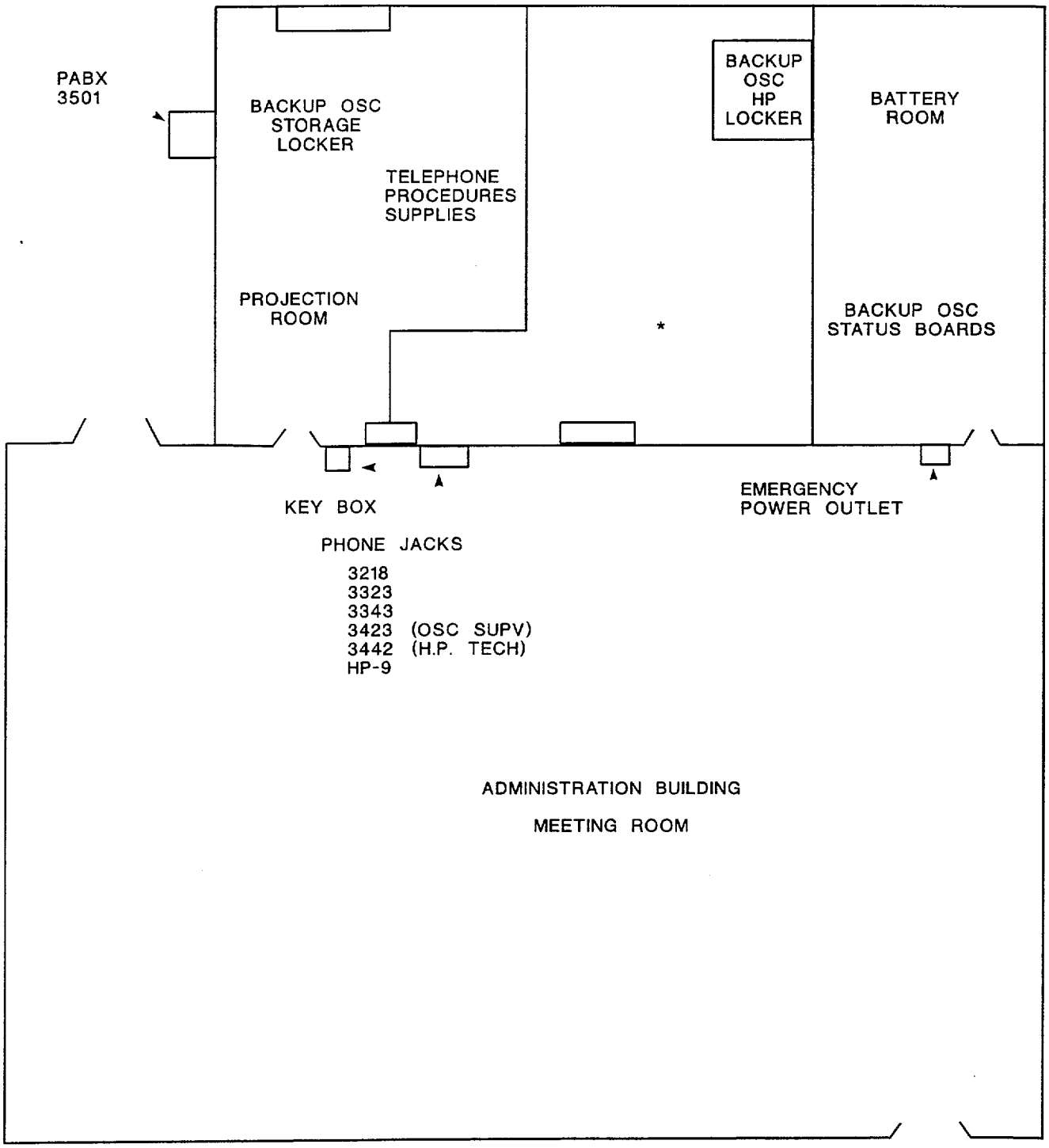
Name of Individual Completing
Sheet:_____
Department:_____

Print the names of personnel that have assembled. Present completed form(s) immediately to Assembly Area Supervisor.

SITE EVACUATION ROUTE

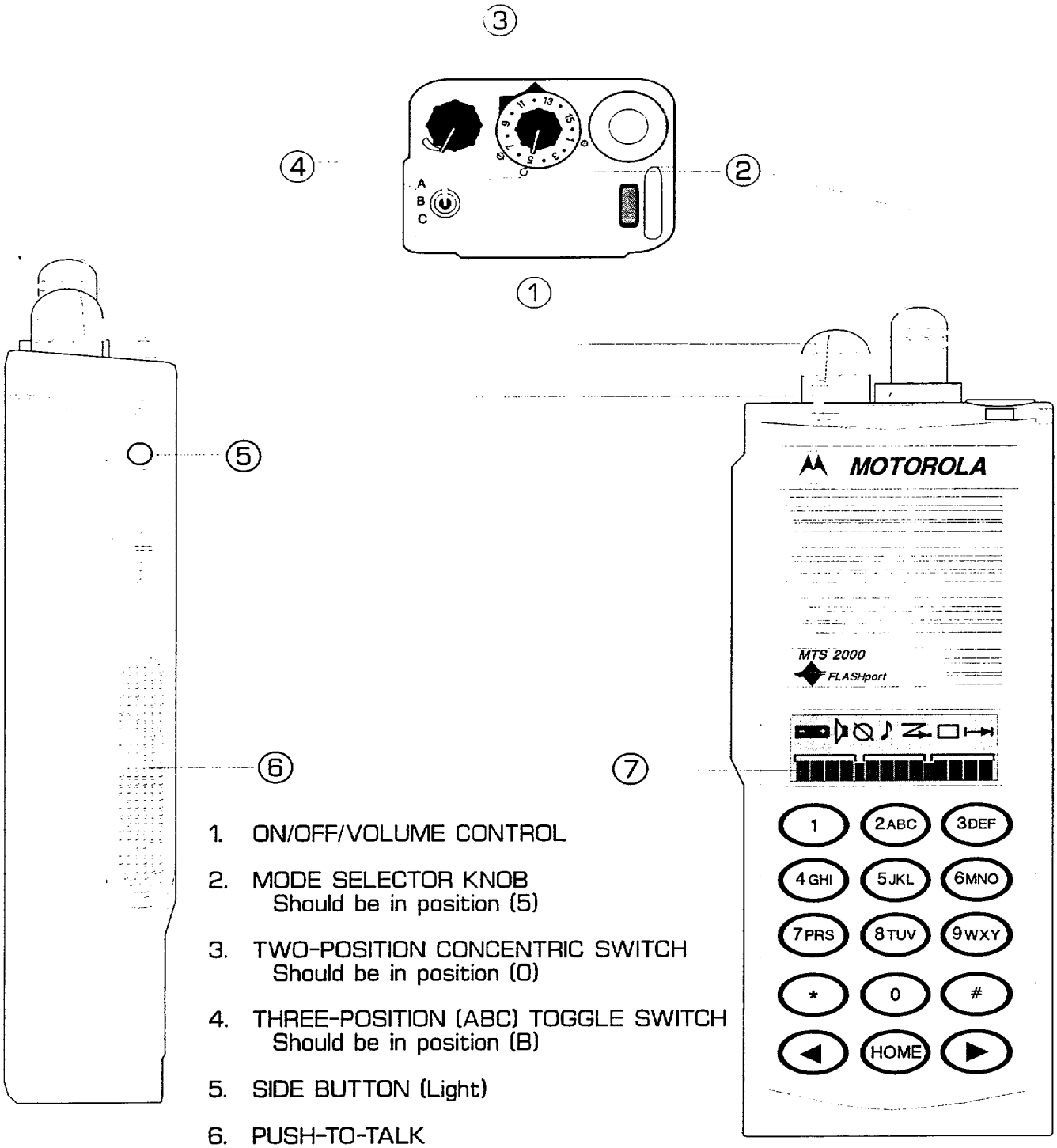


BACKUP OSC



* FIELD MONITORING KITS ARE STORED UNDER SHELF

ASSEMBLY AREA SUPERVISOR RADIO SWITCH POSITIONS



1. ON/OFF/VOLUME CONTROL
2. MODE SELECTOR KNOB
   Should be in position (5)
3. TWO-POSITION CONCENTRIC SWITCH
   Should be in position (0)
4. THREE-POSITION (ABC) TOGGLE SWITCH
   Should be in position (B)
5. SIDE BUTTON (Light)
6. PUSH-TO-TALK
7. Display Should Read (PLANT 229 CH05)

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
- ☐ PORC
- ☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-101 REVISION: 25 CHANGE: 0 DEVIATION: 0

TITLE: Operational Support Center (OSC) Activation, Operation, and Deactivation

EFFECTIVE DATE/MILESTONE: September 6, 2001
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 08/28/01

ACTION:
- ☐ New Procedure
- ☐ Deletion
- ☒ Revision
- ☐ Change EC? ☐ N/A
  (Applicable W2.109 Step Numbers)
- ☐ Deviation Expiration Date/Milestone: N/A
- ☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
Revised procedure to reflect enlargement of the OSC Command Room and OSC Storage Room. Clarified and prioritized duties for all OSC positions in the procedure sections and the checklist attachments. Added steps to reflect current practices in OSC response not previously covered in the procedure (moving radio cart to Manpower Area, bringing drawings down from library, assignment of field team drivers, synchronizing clocks, etc.). Clarified the role of the OSC IT Representative in OSC operations. Indicated that the Assembly Area Supervisor reports directly to the Backup OSC to enhance response.
Due to the large amount of rewording and re-ordering of steps, no revision bars are used in this revision.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-6-01
☐ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	N/A	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-6-01
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 9-6-01

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9/6/01
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 9-6-01
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

APPROVED

COPY No. FEY
COPY No. _____

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-33	Revision 25
53, 54, 66	Revision 24
65	Revision 23
55-60	Revision 22
61, 62	Revision 21
52, 63, 64	Revision 20
34	Revision 19
39-42	Revision 16
35-38	Revision 15
45	Revision 14
46-51	Revision 13
43, 44	Revision 10

Informational Use

1.0 PURPOSE

1.1 This procedure provides guidance for the Operational Support Center (OSC) staff in the activation, operation and deactivation of the Operational Support Center.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 Emergency Management Resources Book

2.3 EP-002-030, Emergency Radiation Exposure Guidelines and Controls

2.4 EP-002-031, In-Plant Radiological Controls and Surveys During Emergencies

2.5 EP-002-032, Monitoring and Decontamination

2.6 EP-002-034, On-Site Surveys During Emergencies

2.7 EP-002-060, Radiological Field Monitoring

2.8 EP-002-071, Site Protective Measures

2.9 EP-002-130, Emergency Team Assignments

2.10 EP-002-140, Reentry

2.11 EP-002-150, Emergency Plan Implementing Records

2.12 EP-002-170, Recovery

2.13 EP-002-190, Personnel Accountability

2.14 EP-003-040, Emergency Equipment Inventory

2.15 FP-001-020, Fire Emergency/Fire Report

2.16 UNT-004-032, Control of Emergency Vehicles

2.17 UNT-007-018, First Aid and Medical Care

3.0 RESPONSIBILITIES

3.1 OSC First Responders

3.1.1 Responsible for initiation of this procedure.

3.1.2 Responsible for performing the steps in Section 5.1.

3.2 OSC Supervisor

3.2.1 Responsible for implementation of this procedure.

3.2.2 Has the overall responsibility for ensuring that actions outlined in this procedure are carried out.

3.3 Radiological Controls Coordinator (RCC)

3.3.1 Responsible for ensuring that activities related to the -4 Control Point personnel are conducted in accordance with this procedure.

3.4 OSC Supervisor Assistant

3.4.1 Reports to the OSC Supervisor.

3.4.2 Ensure the OSC First Responder actions in Section 5.1 are completed.

3.4.3 Ensure accountability actions are performed in accordance with EP-002-190.

3.4.4 Ensure OSC status boards are kept current.

3.4.5 Assist the OSC Supervisor in the coordination of other activities as needed.

3.5 OSC Supervisor Communicator

3.5.1 Reports to the OSC Supervisor.

3.5.2 Establish and maintain communications with the TSC or Control Room.

3.5.3 Maintain a continuous log of OSC activities.

3.5.4 Ensure the OSC Supervisor is kept informed of priorities and goals established by the TSC.

3.6 OSC Electrical, I&C and Mechanical Leads

3.6.1 Report to the OSC Supervisor.

3.6.2 Responsible for the formation, briefing and debriefing of maintenance emergency response teams.

3.6.3 Responsible for the coordination of maintenance emergency response team activities in the plant, including continuous accountability.

3.6.4 Responsible for the coordination of maintenance emergency response team activities with the Security Superintendent and the OSC Health Physics Liaison.

3.6.5 Ensure the OSC Supervisor is kept informed of the status of the maintenance emergency response teams.

3.7 OSC Information Technology (IT) Representative

3.7.1 Reports to the OSC Supervisor, as requested.

3.7.2 Coordination of troubleshooting and repairs of telecommunications equipment.

3.7.3 Coordinate troubleshooting and repair of Information Technology hardware and software.

3.7.4 Coordinate support for computer applications problems.

3.8 Security Superintendent

3.8.1 Reports to the Emergency Coordinator.

3.8.2 Directs the W3SES Security Force.

3.8.3 Responsible for plant personnel accountability.

3.8.4 Coordinates emergency access for OSC emergency teams.

3.9 OSC Health Physics Technician

3.9.1 Responsible for coordinating OSC activities with the Radiological Controls Coordinator (RCC).

3.9.1.1 Ensure the RCC is kept informed of the staffing and dispatching of emergency teams.

3.9.1.2 Assist the OSC Supervisor in the briefing of emergency teams on plant radiological conditions.

3.9.2 Monitor OSC habitability.

3.10 All Other Personnel Responding to the OSC

3.10.1 Responsible for ensuring that activities in their areas are conducted in accordance with this procedure.

4.0 INITIATING CONDITIONS

4.1 This procedure is to be initiated upon any of the following conditions:

4.1.1 At the direction of the Emergency Coordinator.

4.1.2 Declaration of any of the following emergency conditions:

4.1.2.1 Alert

4.1.2.2 Site Area Emergency

4.1.2.3 General Emergency

5.0 PROCEDURE

> **NOTE**
>
> If the Backup OSC is to be activated, then GO TO Attachment 7.2.

5.1 OSC First Responders

> **NOTE**
>
> Normally the on-shift maintenance personnel perform the duties of the First Responder. Attachment 7.1, Attachment 7.8 and Attachment 7.9 may be used during the performance of these duties.

5.1.1 Obtain the OSC Master key from the OSC keybox.

5.1.1.1 Unlock the MSB Cafeteria doors, OSC Command Room doors and OSC Storage Room doors.

5.1.1.2 Return the OSC Master key to the OSC keybox.

5.1.2 Remove the Manpower Area Coordinator boxes from the OSC Storage Room and set up the three Manpower Area Coordinator stations.

5.1.2.1 Set up the tables for the Manpower Area Coordinators.

5.1.2.2 Set up and test the Manpower Area Coordinator telephones.

5.1.2.3 Set up and test the Manpower Area Coordinator radio base stations.

5.1.3 Roll the radio cart from the OSC Storage Room into the Manpower Area.

5.1.3.1 Plug in the radio power strip and ensure the portable radio charging lights are lit.

5.1.3.2 Test the operation of the remote radios.

5.1.4 Post the OSC Access Control door signs and the stairway access barriers in accordance with Attachment 7.8.

5.1.5 Remove the Step Off Pad materials from the OSC Storage Room and set up the Step Off Pad at the OSC frisking station.

5.1.6 Remove the constant particulate airborne monitor from the OSC Emergency Locker and place it in the MSB Hallway by the OSC frisking station.

5.1.7 Roll the OSC drawing cart from the 2nd Floor MSB Library into the OSC.

5.1.8 Adjust the page speaker volume controls such that the system can be heard throughout the OSC.

5.1.9 Obtain the key from the OSC Storage Room and unlock the OSC planner PC cabinet.

5.1.10 Ensure the OSC clocks in the Command Room and Manpower Areas are synchronized.

5.1.11 Post the appropriate classification sign in the OSC Command Room and the cafeteria.

5.1.12 Unlock the sliding window between the Command Room and the Manpower Area.

5.1.13 When Steps 5.1.1 through 5.1.12 are completed, then notify the OSC Supervisor Assistant of the completion of OSC First Responder activities.

5.2 General Instructions for all Personnel

> **NOTE**
>
> Prior to the activation of the TSC or the OSC, the Emergency Coordinator may request support from the personnel assembled in the OSC.

5.2.1 Perform a hands and feet frisk as required by posted instructions.

5.2.2 Maintenance personnel check in with the appropriate Manpower Area Coordinator, if established.

5.2.2.1 After check in, standby in the OSC Manpower Area and await further instructions.

5.2.3 Miscellaneous OSC personnel (Operations, Field Team Drivers, Chemistry, Document Control, Warehouse, etc.) report to the OSC Supervisor Assistant in the OSC Manpower Area.

5.2.3.1 After reporting in, standby in the OSC Manpower Area and await further instructions.

5.2.4 Radiation Protection personnel report to the Radiological Controls Coordinator at the –4 Control Point.

5.2.5 Assembly Area Supervisor reports to the Backup OSC and performs duties in accordance with EP-002-071.

> **NOTE**
>
> If Manpower Area Coordinators are not assigned, then the Maintenance Leads perform the activities in section 5.2.6.

5.2.6 Manpower Area Coordinators (I&C, Electrical & Mechanical) report to the OSC Manpower Area.

5.2.6.1 Each Manpower Area Coordinator establishes communications with the appropriate Maintenance Lead in the OSC Command Room and coordinates staffing of emergency teams as directed.

5.2.6.2 Manpower Area Coordinators ensure maintenance personnel card in on the "Accountability Keycard Reader" as directed by the Maintenance Leads.

5.3 OSC Supervisor

NOTE

1. Attachment 7.10 may be used during the performance of these activities.
2. The OSC Supervisor Assistant may perform the actions in section 5.3 in the absence of the OSC Supervisor.

5.3.1 Activation

5.3.1.1 Ensure OSC First Responders activities (Section 5.1) are being completed in a timely manner.

A. Check with the shift maintenance technicians, or the OSC Supervisor Assistant if staffed, to determine the status.

5.3.1.2 Contact the TSC Supervisor, or the Control Room if the TSC is not staffed, and discuss the following:

A. Current plant conditions and emergency status.

B. Current goals and priorities.

C. Status of repair activities in progress.

1. Determine if any maintenance personnel are presently working in the plant.

D. OSC manpower needed to support the present and projected emergency activities.

NOTE

Minimum staffing to declare OSC activated includes the OSC Supervisor, or OSC Supervisor Assistant, and at least two maintenance technicians from each discipline.

5.3.1.3 Determine the status of OSC staffing.

A. Number of maintenance technicians present.

B. OSC Supervisor Assistant.

C. OSC Electrical Lead.

D. OSC Mechanical Lead.

E. OSC I&C Lead.

F. OSC Supervisor Communicator.

G. Assembly Area Supervisor.

H. Operations Support.

5.3.1.4 When sufficient OSC manpower is available to support the existing emergency conditions, then declare the OSC activated.

A. Make the following announcement over the plant page system:

ATTENTION ALL PERSONNEL! ATTENTION ALL PERSONNEL! THE OSC IS ACTIVATED. (INSERT NAME) IS THE OSC SUPERVISOR. MAINTENANCE PERSONNEL WORKING IN THE PLANT CONTACT THE OSC AT EXTENSION 2140 OR 6094.

5.3.1.5 If any OSC positions (B through G in Step 5.3.1.3) are not staffed, then request the TSC to check the status of filling OSC positions as indicated on the VNS printout.

A. Begin calling out additional personnel to fill positions, or support plant emergency activities, as required. (Refer to the Emergency Management Resources Book for names and telephone numbers.)

B. Coordinate staffing of additional Chemistry personnel (EFAT support) with the TSC Supervisor and the TSC Operations Coordinator.

C. Coordinate staffing of additional Operations support with the TSC Operations Coordinator.

D. Keep the TSC Supervisor informed of additional OSC capabilities as they become available.

5.3.1.6 Establish Communications with the Radiological Controls Coordinator (RCC) at the -4 Control Point.

A. Ensure the RCC has dispatched a Health Physics technician to the OSC Command Room to serve as the OSC Health Physics Liaison.

B. Discuss current radiological conditions and identify any potential hazards which could affect OSC operations.

5.3.1.7 Ensure the OSC Supervisor Assistant establishes OSC accountability in accordance with EP-002-190.

5.3.1.8 Ensure the OSC Supervisor Communicator establishes and maintains communications with the TSC Supervisor or TSC Supervisor Communicator to discuss the following:

A. Priorities and goals.

B. Plant conditions.

C. Requests for emergency teams.

D. Status of OSC emergency teams (time dispatched, prognosis of equipment failures, estimated time of equipment repair, etc.).

E. Requests for engineering assistance with emergency team activities.

5.3.1.9 Make arrangements for personnel from the following support areas to report to the OSC in the event of a site evacuation:

A. Document Control

B. Tool Room

C. Hot Tool Room

D. Warehouse (including 7B warehouse)

E. Construction crafts (for scaffold erection, etc.)

F. Maintenance Planners

G. OSC IT Representative (as needed)

5.3.2 Operation

NOTE

Attachment 7.6 is a guideline for briefing the relieving OSC Supervisor during a shift change. Both parties sign the checklist to document the turnover of OSC Supervisor duties.

5.3.2.1 Update OSC Personnel on emergency conditions, radiological conditions and priorities, using the OSC Building Page System, at regular intervals or as conditions change.

NOTE

Any time an Emergency Team is to be dispatched into any area that has been evacuated for any reason, refer to EP-002-140.

5.3.2.2 Dispatch emergency teams promptly as requested by the TSC.

A. If the OSC becomes aware of a problem, or potential problem, then an emergency team may be assembled in anticipation of a request from the TSC.

B. Evaluate the need for a backup emergency team for each emergency team assigned.

1. Consider backup emergency teams for all priority tasks, any task requiring the use of respirators or any task where stay times may limit the team's activities.

2. If possible, then brief the backup emergency team at the same time as the primary team.

3. Ensure dispatch of the primary emergency team is not delayed while waiting for a backup team to be assigned.

C. If a team is requested to respond to the Emergency Operations Facility (EOF), then request the TSC Supervisor to coordinate EOF access with the EOF Administration/ Logistics Coordinator.

1. Provide the names and badge numbers of each team member to the TSC Supervisor.

5.3.2.3 When notified the EFAT is staffed, then notify the TSC Lead Communicator of the names and badge numbers of the EFAT members.

A. If a medical emergency occurs, then the TSC Lead Communicator dispatches the EFAT in accordance with UNT-007-018 and assumes responsibility for the EFAT.

B. The OSC provides additional personnel to support the EFAT as requested by the TSC.

5.3.2.4 When notified the Fire Brigade is staffed, then notify the TSC Lead Communicator of the names and badge numbers of the Fire Brigade members.

A. If a fire occurs, then the TSC Lead Communicator dispatches the Fire Brigade in accordance with FP-001-020 and assumes responsibility for the Fire Brigade.

B. The OSC provides additional personnel to support the Fire Brigade as requested by the TSC.

5.3.2.5 Ensure radiological controls are maintained in the OSC and habitability is assessed by the OSC Health Physics Liaison.

A. If radiation levels are greater than or equal to 100 mrem/hr, or airborne concentration levels are greater than or equal to 10 DAC, and there is no indication these levels may significantly decrease during the next four hours, then consider evacuating the OSC

B. Accumulated doses to personnel are taken into account.

1. If 10CFR20 limits (see EP-002-030) are approached and there is no indication that conditions may improve before limits are exceeded, then consider evacuating the OSC.

NOTE

If conditions warrant an evacuation of the OSC, then stage the Fire Brigade at the +7 RAB and inform the TSC Lead Communicator of their location. The TSC Lead Communicator assumes responsibility for the Fire Brigade at that time.

C. If radiation levels are greater than or equal to 500 mrem/hr or airborne concentrations are greater than or equal to 100 DAC, then evacuate the OSC.

D. If the OSC is evacuated to the Backup OSC, then GO TO Attachment 7.2.

5.3.2.6 Coordinate the activities of the Assembly Area Supervisor.

A. The Assembly Area Supervisor is staged in the Backup OSC (or another area of the Administration Building) to allow rapid response to the designated offsite assembly area for a site evacuation.

B. If a site evacuation occurs (or has occurred), then ensure the Assembly Area Supervisor is dispatched (or has been dispatched by the Emergency Coordinator) to the selected offsite assembly area.

C. Coordinate activities with the RCC to determine if Health Physics support is required at the offsite assembly area to survey and decontaminate vehicles and personnel.

D. Ensure communications are established and maintained with the Assembly Area Supervisor at the offsite assembly area.

1. The Assembly Area Supervisor may communicate with the OSC using a cellular phone or the Assembly Area Supervisor radio frequency.

2. If communicating using the radio, then consider assigning a person to assist the OSC Health Physics Liaison in manning this radio circuit.

3. Refer to Attachment 7.15 for correct radio switch settings.

E. Coordinate with the TSC to determine the need to contact site personnel at the offsite assembly area.

F. After personnel at the offsite assembly area have been assembled and contamination is under control, then coordinate securing assembly area activities with the TSC as appropriate.

5.3.2.7 As requested by the RCC, provide support for Radiological Field Monitoring teams.

A. Ensure the OSC Supervisor Assistant dispatches field team drivers in a timely manner.

B. If the designated emergency vehicles are not available, then provide other company vehicles for the use of the field monitoring teams.

5.3.2.8 Inform the TSC Supervisor of the status of OSC activities, priorities and goals and support overall plant activities as directed.

A. Inform the RCC of OSC activities, priorities and goals.

5.3.2.9 Ensure OSC status boards are up-to-date and the correct Emergency Classification is displayed on the Emergency Classification sign.

5.3.2.10 Ensure all documentation is maintained in accordance with EP-002-150.

A. The OSC Supervisor Communicator is responsible for maintaining a narrative facility log of overall OSC activities.

B. All OSC staff positions maintain a narrative facility log or an Emergency Telephone/Radio Log.

5.3.2.11 Prepare for continuous manning of the OSC.

A. Continuously assess OSC manpower needs and only retain sufficient personnel to support the present emergency needs.

B. Destaff, as necessary, to allow for extended operations (relief shifts).

C. Coordinate with the TSC Supervisor to determine the potential for worsening conditions and any additional manpower requirements.

D. Ensure the OSC Supervisor Assistant coordinates the development of the OSC watch bill (Attachment 7.3) with the Maintenance Leads, RCC and the TSC Supervisor.

5.3.3 Deactivation

5.3.3.1 Assist in follow-up activities and evaluation of the event.

5.3.3.2 Assist in, and provide teams for, recovery operations as directed by the Recovery Manager in accordance with EP-002-170.

5.3.3.3 If the OSC is to be deactivated, then:

A. Recall and debrief any emergency teams in the field.

B. Collect all documentation generated during the emergency (logs, data sheets, briefing/debriefing sheets, scratch pads, etc.) and forward to the Emergency Planning Department.

5.3.3.4 Restore the OSC facility and equipment to pre-emergency conditions.

5.4 OSC Supervisor Assistant

NOTE

Attachment 7.11 may be used for the performance of these activities.

5.4.1 Activation

NOTE

1. Fire Brigade members may be assigned additional work activities (i.e., Manpower Area Coord., OSC Main Entrance/Exit Accountability Watch).
2. Emergency First Aid Team (EFAT) staffing activities may be performed by the RCC.

5.4.1.1 Identify Fire Brigade members in accordance with EP-002-130.

A. When the Fire Brigade is staffed, then notify the OSC Supervisor.

5.4.1.2 Identify EFAT members in accordance with EP-002-130.

A. When the EFAT is staffed, then notify the OSC Supervisor.

5.4.1.3 When the Field Monitoring Team drivers arrive in the OSC, then brief the drivers and dispatch them to the Backup OSC.

5.4.1.4 Establish OSC Facility Accountability as follows:

A. Assign an individual to act as the OSC Main Entrance/Exit Accountability Watch.

1. Direct this person to verify all personnel leaving the OSC are briefed prior to exiting the OSC.
2. Direct this person to ensure all personnel entering the OSC to perform a hands-and-feet frisk as required by posted instructions.
    a. Report any contamination detected to the OSC Health Physics Liaison.

B. Ensure all OSC personnel "card-in" on the Accountability Keycard Reader.

1. Minimize congestion in the area of the card reader by limiting the number of personnel carding in at one time.
2. Direct the OSC Maintenance Leads to have maintenance personnel "card-in" on the Accountability Keycard Reader one discipline at a time.
3. Direct the miscellaneous OSC response personnel to card in after the maintenance personnel.

5.4.1.5 Coordinate completion of OSC First Responders activities in accordance with Section 5.1 of this procedure.

A. When these activities are completed, then inform the OSC Supervisor.

5.4.1.6 Assign one person from the Manpower Area as the TSC Accountability Coordinator.

A. Dispatch this individual to report to the TSC Supervisor in the TSC Emergency Control Center (ECC).

5.4.1.7 If requested by the TSC, then assign one person from the Manpower Area as a runner between the TSC Dose Assessment Area and the ECC.

A. Dispatch this individual to report to the Health Physics Coordinator in the ECC.

5.4.1.8 Consider designating an area in the OSC Manpower Area for miscellaneous personnel.

5.1.4.9 Assist the OSC Supervisor in completing the activities in Section 5.3 as necessary.

5.4.2 Operation

5.4.2.1 Ensure the OSC status boards are updated.

A. Ensure the current priorities are displayed on the Priority Status Board.

1. Coordinate with the OSC Supervisor Communicator.

B. Ensure the Maintenance Leads keep the OSC Repair Team Status Board current.

1. Coordinate with the OSC Maintenance Leads.

C. Ensure Fire Brigade and EFAT assignees are listed on the Fire Brigade/First Aid Team status board.

D. Ensure the appropriate classification sign is posted in the OSC Command Room and the Manpower Area.

5.4.2.2 Coordinate with the OSC Maintenance Leads to ensure the OSC Supervisor is kept informed of the status of emergency teams in the plant.

5.4.2.3 Coordinate the development of an OSC watch bill (Attachment 7.3) with the OSC Maintenance Leads, RCC and the TSC Supervisor.

A. Coordinate the notification, and call out, of relief shifts with the OSC Leads and the RCC.

5.4.2.4 Maintain a narrative facility log of the OSC Supervisor Assistant activities.

5.4.2.5 Perform other activities as directed by the OSC Supervisor.

5.4.3 Deactivation

5.4.3.1 Assist in follow-up activities and evaluation of the event.

5.4.3.2 Collect all documentation generated during the emergency (logs, data sheets, briefing/debriefing sheets, scratch pads, etc.) and provide to the OSC Supervisor.

5.4.3.3 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.4.3.4 Perform other tasks as directed by the OSC Supervisor.

5.5 OSC Maintenance Leads

NOTE

1. This section of the procedure provides generic guidance for the Electrical, I&C and Mechanical Leads.
2. Attachment 7.12 may be used as guidance during the performance of these activities.

5.5.1 Activation

NOTE

1. The Maintenance Leads may elect to separate personnel by discipline in the Manpower Area.
2. Maintenance Leads may assign Manpower Area Coordinators to assist in their duties. When assigned, then the Manpower Area Coordinators man the telephone in the Manpower Area and coordinate staffing teams, briefing teams and other tasks requested by the Leads.

5.5.1.1 Assemble the maintenance personnel in the Manpower Area and report staffing levels to the OSC Supervisor.

5.5.1.2 Instruct Manpower Area personnel to "card-in" on the Accountability Keycard Reader at the direction of the OSC Supervisor Assistant.

5.5.2 Operation

5.5.2.1 Monitor the maintenance radio frequency.

A. Information received on the radio may assist in decisions regarding emergency team activities.

5.5.2.2 Dispatch emergency teams promptly as requested by the TSC in accordance with EP-002-130.

A. If the OSC becomes aware of a problem, or potential problem, then an emergency team may be assembled in anticipation of a request from the TSC.

B. Evaluate the need for a backup emergency team for each emergency team assigned.

1. Consider backup emergency teams for all priority tasks, any task requiring the use of respirators or any task where stay times may limit the team's activities.

2. If possible, then brief the backup emergency team at the same time as the primary team.

3. Ensure dispatch of the primary emergency team is not delayed while waiting for a backup team to be assigned.

C. If a team is requested to respond to the Emergency Operations Facility (EOF), then request the TSC Supervisor to coordinate EOF access with the EOF Administration/ Logistics Coordinator.

1. Provide the names and badge numbers of each team member to the TSC Supervisor.

5.5.2.3 Coordinate emergency team activities with the OSC Health Physics Liaison and the Security Superintendent.

5.5.2.4 Maintain a narrative facility log of emergency team activities.

A. Key items to document include:

1. The time TSC requests a team.
2. The time a team is dispatched from the OSC.
3. Decisions made regarding emergency team activities.
4. Problems encountered during emergency team activities.

5.5.2.5 Ensure the OSC Repair Team Status Board reflects the current status of emergency team activities.

A. Coordinate with the OSC Supervisor Assistant.

5.5.2.6 Update the OSC Supervisor on the status of emergency team activities frequently.

5.5.2.7 Call out additional maintenance personnel, as required, to support emergency team activities.

A. Coordinate with the OSC Supervisor Assistant.

5.5.2.8 Coordinate the staffing of relief shifts with the OSC Supervisor Assistant.

5.5.2.9 Perform other activities as directed by the OSC Supervisor.

5.5.3 Deactivation

5.5.3.1 Assist in follow-up activities and evaluation of the event.

5.5.3.2 Assist in, and provide teams for, recovery operations as directed by the OSC Supervisor.

5.5.3.3 If the OSC is to be deactivated, then:

A. Recall and debrief any emergency teams in the field.

B. Collect documentation generated during the emergency, in your area, and provide to the OSC Supervisor.

5.5.3.4 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

NOTE

The OSC Information Technology Representative is not a required OSC position, but may be staffed to assist the OSC, as needed.

5.6 OSC Information Technology (IT) Representative

5.6.1 Activation

5.6.1.1 Report to the OSC Supervisor and discuss the need for additional Information Technology (IT) support.

5.6.1.2 Call out additional IT support, as required.

5.6.2 Operation

5.6.2.1 Coordinate troubleshooting and repair of telecommunications or computer application problems.

5.6.2.2 Obtain assistance from non-Entergy personnel (South Central Bell, AT&T, etc.) as required.

A. Coordinate access to the plant for non-Entergy personnel with the Security Superintendent, as required.

B. Coordinate Health Physics requirements for non-Entergy personnel with the OSC Health Physics Liaison, as required.

1. Due to Health Physics requirements, it may be necessary to obtain plant maintenance personnel to assist in the troubleshooting and repair activities. Coordinate with the OSC Supervisor.

5.6.2.3 Ensure the OSC Supervisor is kept informed of the status of IT activities.

5.6.2.4 Ensure personnel assisting in the troubleshooting and repair activities are continuously accounted for in accordance with EP-002-190.

5.6.2.5 Maintain a narrative facility log to document the activities of the IT Representative.

5.6.2.6 Perform other activities as directed by the OSC Supervisor.

5.6.3 Deactivation

5.6.3.1 Assist in follow-up activities and evaluation of the event.

5.6.3.2 Collect documentation generated during the emergency and provide to the OSC Supervisor.

5.6.3.3 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.7 OSC Supervisor Communicator

5.7.1 Activation

5.7.1.1 Man the OSC Supervisor/TSC Supervisor Hotline and the OSC Supervisor's telephone in the OSC Command Room.

5.7.1.2 Establish communications with the TSC Supervisor, or TSC Supervisor Communicator.

5.7.1.3 Intiate a narrative facility log of overall OSC activities.

5.7.2 Operation

5.7.2.1 Maintain communications with the TSC Supervisor, or TSC Supervisor Communicator.

A. Keep the TSC updated on the status of OSC emergency team activities.

B. Request updates of priorities and goals established by the TSC.

C. Request updates on plant conditions.

D. Ensure the OSC Supervisor is promptly informed of requests for emergency teams, or other assistance.

5.7.2.2 Maintain a narrative facility log to document overall OSC activities in accordance with EP-002-150.

A. An Emergency Telephone/Radio log may be used to document communications with the TSC and other facilities.

5.7.2.3 Ensure the OSC Supervisor is informed of changes in plant conditions, priorities and goals.

5.7.2.4 Perform other tasks as directed by the OSC Supervisor.

5.7.3 Deactivation

5.7.3.1 Assist in follow-up activities and evaluation of the event.

5.7.3.2 Collect all documentation generated during the emergency and provide to the OSC Supervisor.

5.7.2.3 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.8 Emergency Response Team Leader

5.8.1 Activation

5.8.1.1 When team assignments are made, then report to the appropriate Maintenance Lead in the OSC Command Room for a briefing in accordance with EP-002-130.

A. Ensure the team understands the task to be performed and the priority of the task.

B. Ensure the team understands the routing instructions and any radiological precautions associated with the task.

C. Ensure that team personnel have adequate Security clearance to perform the task and that Security support is arranged in advance as needed.

5.8.1.2 When the team has been briefed, then assemble the appropriate equipment, procedures and drawings necessary to perform the task.

5.8.1.3 Promptly respond to the assigned area.

A. Perform a radio check prior to leaving the OSC to verify the operation of the radio.

5.8.2 Operation

5.8.2.1 Conduct emergency team operations in accordance with the appropriate procedures and direction from the Maintenance Lead.

5.8.2.2 Maintain communications with the OSC while in the field.

A. Continuous accountability is maintained through communications with the OSC at pre-designated frequencies.

1. Frequently communicate team location, status of assigned task and any off-normal conditions observed within the plant.

B. Immediately inform the OSC of any situations encountered which will delay completion of the assigned task.

5.8.2.3 Request additional assistance (backup team, Operations support, Security Support, etc.) as required.

5.8.2.4 If the team is assigned additional tasks while in the field, then document the new instructions in the "TASK ASSIGNED" section of the Emergency Team Briefing Sheet.

5.8.2.5 Report completion of the assigned task to the OSC and request further instructions.

A. Request routing instructions for returning to the OSC. (Radiological conditions may have changed since the initial briefing which may effect the routing back to the OSC.)

5.8.3 Deactivation

5.8.3.1 Return to the OSC at the direction of the Maintenance Lead.

A. Teams that have been in a controlled access area are debriefed by the RCC at the -4 Control Point.

B. Debrief with the OSC Maintenance Lead.

1. Provide all documentation (Briefing sheets, debriefing sheets, work packages, etc.) to the Maintenance Lead.

5.8.3.2 Restore equipment to proper storage locations and report any equipment deficiencies to the Maintenance Lead.

5.8.3.3 Report to the appropriate Manpower Area and await further instructions.

5.9 Radiological Controls Coordinator (RCC)

NOTE

Attachment 7.13 may be used during performance of these activities.

5.9.1 Activation

5.9.1.1 Discuss the status of Health Physics activities and current plant radiological levels with the shift Health Physics personnel.

5.9.1.2 Determine the status of staffing the -4 Control Point.

A. Number of Health Physics technicians.

B. Number of Radwaste personnel.

5.9.1.3 Dispatch a Health Physics Technician to the OSC Command Room to serve as OSC Health Physics Liaison.

A. An individual should be dispatched to serve as the OSC Health Physics Liaison Assistant.

1. This person does not need to be health physics qualified (Radwaste personnel are preferred).

2. If after normal working hours, then a Radwaste worker may need to be called in to provide assistance to the OSC Health Physics Liaison.

5.9.1.4 Contact the Health Physics Coordinator (HPC), or the Control Room, if the HPC position is not staffed, and discuss the following:

A. Current plant conditions and emergency status.

B. Current staffing levels of the -4 Control Point.

C. Health Physics manpower needed to support present and projected emergency activities.

D. Goals and priorities.

E. Status of maintenance and Operations activities in progress.

F. Status of radiological conditions in the plant.

5.9.1.5 Call out additional personnel to supplement the -4 Control Point staffing as needed.

NOTE

EFAT staffing activities may be performed by the RCC.

5.9.1.6 Coordinate the staffing of the Emergency First Aid Team (EFAT) in accordance with EP-002-130.

A. Communicate names and badge numbers of the EFAT members to the OSC Supervisor and TSC Lead Communicator.

B. Brief EFAT members in accordance with EP-002-130.

5.9.1.7 Establish -4 Control Point Facility Accountability as follows:

A. Ensure all essential personnel at the -4 Control Point card-in on the Accountability Keycard Reader.

B. Ensure all -4 Control Point personnel are briefed prior to leaving the area.

5.9.1.8 Arrange for emergency access for -4 Control Point and Chemistry personnel by completing Attachment 7.5 as needed.

A. Request emergency access only for personnel whose normal access would prevent them from responding to emergency situations.

B. Transmit the completed Attachment 7.5 to the PAP.

5.9.1.9 Assign an individual to serve as the RCC Communicator.

A. The RCC Communicator mans the telephone in the -4 Control Point Office and maintains communications with the HPC and the OSC Health Physics Liaison.

5.9.1.10 Monitor the Radiation Monitoring System readings to track changes in plant radiation levels.

5.9.1.11 Assign personnel to staff the Radiological Field Monitoring Teams in accordance with EP-002-060.

A. Normally three teams are assigned consisting of a Field Team Driver and a Health Physics technician.

5.9.2 Operation

NOTE
Attachment 7.7 is provided as a guide for briefing the relieving RCC during a shift change. Both parties sign the checklist to document the turnover of RCC duties.

5.9.2.1 Conduct in-plant and onsite surveys and maintain radiological controls in a accordance with applicable Health Physics procedures, EP-002-031 and EP-002-034.

5.9.2.2 Provide Health Physics support for decontamination operations in accordance with applicable Health Physics procedures and EP-002-032.

5.9.2.3 Maintain communications with the HPC.

A. Keep the HPC informed of in-plant radiological conditions.

B. Keep the HPC informed of changes in effluent radiation monitor readings.

C. Ensure the HPC keeps the RCC informed of priorities and goals.

D. Ensure the HPC keeps the RCC informed of meteorological conditions (especially wind direction).

5.9.2.4 Maintain communications with the OSC Health Physics Liaison.

A. Keep the OSC Health Physics Liaison updated on changing radiological conditions, especially areas where access is restricted.

B. Keep the OSC Health Physics Liaison updated regarding routing instructions for OSC emergency teams.

C. Ensure the OSC Health Physics Liaison keeps the RCC informed of OSC emergency team activities.

D. Ensure the OSC Health Physics Liaison conducts habitability surveys in the OSC in accordance with EP-002-034.

1. If radiation levels are greater than or equal to 100 mrem/hr, or airborne concentration levels are greater than or equal to 10 DAC, and there is no indication these levels will significantly decrease during the next four hours, then consider evacuating the OSC

2. Accumulated doses to personnel must also be taken into account.

   a. If 10CFR20 limits (see EP-002-030) are approached and there is no indication that conditions will improve before limits are exceeded, then consider evacuating the OSC.

3. If radiation levels are greater than or equal 500 mrem/hr or airborne concentrations are greater than or equal 100 DAC, then evacuate the OSC.

5.9.2.5 Provide Health Physics coverage for emergency response teams as necessary.

A. Ensure emergency teams entering a controlled access area (CAA) are briefed in accordance with EP-002-130.

1. Document the radiological requirements by completing the applicable sections of the Emergency Team Briefing Sheet.

B. When a Health Physics technician is assigned to accompany an emergency team, then add the technician's name to the team's Emergency Team Briefing sheet.

1. The technician becomes part of the team and continuous accountability is tracked by the OSC.

C. If Health Physics support is requested at the EOF, then request the HPC to coordinate access to the EOF with the TSC Supervisor.

1. Provide the technician(s) name(s) and badge number(s) to the HPC.

D. Debrief emergency teams, as required, upon exiting the CAA.

5.9.2.6 Provide Health Physics support for the Fire Brigade and Emergency First Aid Team (EFAT).

A. Provide initial Health Physics coverage for the Fire Brigade or EFAT when dispatched, as appropriate.

5.9.2.7 Dispatch the Radiological Field Monitoring Teams in accordance with EP-002-060.

5.9.2.8 Consider requesting personnel from the OSC to assist in processing emergency teams (staging respirators, laying out PCs, etc.).

5.9.2.9 Provide a Health Physics technician to respond to the offsite assembly area when a site evacuation occurs.

A. Coordinate with the HPC to determine if radiological conditions warrant the need for a Health Physics technician at the assembly area.

5.9.2.10 Maintain a log of -4 Control Point activities in accordance with EP-002-150.

5.9.2.11 Coordinate development of a watch bill for extended operations with the HPC and OSC Supervisor Assistant.

5.9.3 Deactivation

5.9.3.1 Assist in follow-up activities and evaluation of the event.

5.9.3.2 Ensure affected plant and offsite areas are surveyed for radioactive contamination and cleared, or appropriate controls established and corrective actions taken.

5.9.3.3 Assist in recovery operations as directed.

5.9.3.4 When the -4 Control Point is deactivated, then collect all documentation (survey forms, data sheets, logs, etc.) and forward to the Emergency Planning Department.

5.9.3.5 Restore the -4 facility and equipment to pre-emergency conditions.

5.9.3.6 Inventory emergency equipment in accordance with EP-003-040.

5.10 OSC Health Physics Liaison

NOTE

1. Attachment 7.14 may be used during the performance of these activities.
2. The OSC Health Physics Liaison Assistant assists the OSC Health Physics Liaison in the performance of these activities.

5.10.1 Activation

5.10.1.1 Discuss status of emergency team activities with the OSC Supervisor.

5.10.1.2 Immediately establish OSC radiological controls and habitability.

A. Ensure the step off pad is set up at the OSC frisking station.

B. Place a second frisker at the OSC frisking station.

C. Source check the friskers.

D. Change the signs at the frisking station to FRISKING REQUIRED.

E. Place the constant particulate airborne monitor in service.

F. Perform an initial habitability survey.

1. Conduct a radiation level and contamination survey.

2. Evaluate the need for an air sample.

5.10.1.3 When OSC radiological controls are established and initial habitability surveys are completed, then notify the OSC Supervisor.

5.10.1.4 Establish communications with the RCC and discuss the following:

A. Current plant radiological conditions, especially areas where access is restricted.

B. Routing Instructions for OSC emergency teams.

C. Status of OSC habitability surveys.

1. The need and frequency for additional habitability surveys.

D. Status of OSC emergency teams.

5.10.1.5 If -4 Control Point resources are not sufficient to provide an OSC Health Physics Liaison Assistant, then request the OSC Supervisor to assign an individual to man the telephones and help keep the radiological status board updated.

5.10.2 Operation

5.10.2.1 Maintain communications with the -4 Control Point.

A. Keep informed of changing radiological conditions in the plant, including areas posted due to high radiological levels.

B. Coordinate the following emergency team activities with the RCC:

1. Actual location of the assigned task.
2. Routing to the plant.
3. The need for respiratory protection.
4. Protective clothing and dosimetry requirements.
5. Priority assigned to the team.
6. Radiation levels in the area of the assigned task.
7. The need for a Health Physics technician to accompany the team.
8. Other radiological precautions.

C. Frequently update the RCC on the status of OSC habitability.

5.10.2.2 Participate in emergency team briefings and complete the applicable portions of the Emergency Team Briefing Sheet.

5.10.2.3 Inform the OSC Supervisor and OSC Maintenance Leads of changing radiological conditions.

5.10.2.4 Maintain a narrative facility log in accordance with EP-002-150.

5.10.2.5 Maintain continuous OSC habitability.

A. Perform periodic radiation surveys, air sampling and contamination surveys.

B. Coordinate desired frequency of surveys with the RCC.

5.10.2.6 Maintain the OSC Radiological Status Boards.

5.10.2.7 Perform other duties as directed by the OSC Supervisor or the RCC.

5.10.3 Deactivation

5.10.3.1 Collect all documentation (logs, survey forms, data sheets, etc.) generated during the emergency and provide to the OSC Supervisor.

5.10.3.2 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.10.3.3 Report to the RCC and assist in follow-up activities and evaluation of the event.

5.10.3.4 Perform other tasks as directed by the RCC.

6.0 FINAL CONDITIONS

6.1 Collect all documentation generated during the operation of the OSC and forward to Emergency Planning.

6.2 Restore all functional equipment and supplies to pre-activation conditions, as appropriate.

6.3 EP-002-170 has been implemented for OSC activities as appropriate.

6.4 The entire OSC staff is relieved of all duties associated with the operation of the OSC.

6.5 Returning field monitoring team vehicles and personnel are surveyed in accordance with EP-002-060.

7.0 ATTACHMENTS

7.1 OSC Floor Plan and Equipment Locations

7.2 Backup OSC Activation

7.3 OSC Watch Bill Form

7.4 Offsite Staging of Support/Relief Personnel

.7.5 Emergency Access Authorization Form

7.6 OSC Supervisor Shift Turnover Checklist

7.7 RCC Shift Turnover Checklist

7.8 Maintenance Support Building (MSB) First Floor

7.9 OSC First Responder Checklist

7.10 OSC Supervisor Activation/Operation Checklist

7.11 OSC Supervisor Assistant Activation/Operation Checklist

7.12 OSC Maintenance Lead Activation/Operation Checklist

7.13 RCC Activation/Operation Checklist

7.14 OSC Health Physics Liaison Activation/Operation Checklist

7.15 Assembly Area Supervisor Radio Switch Positions

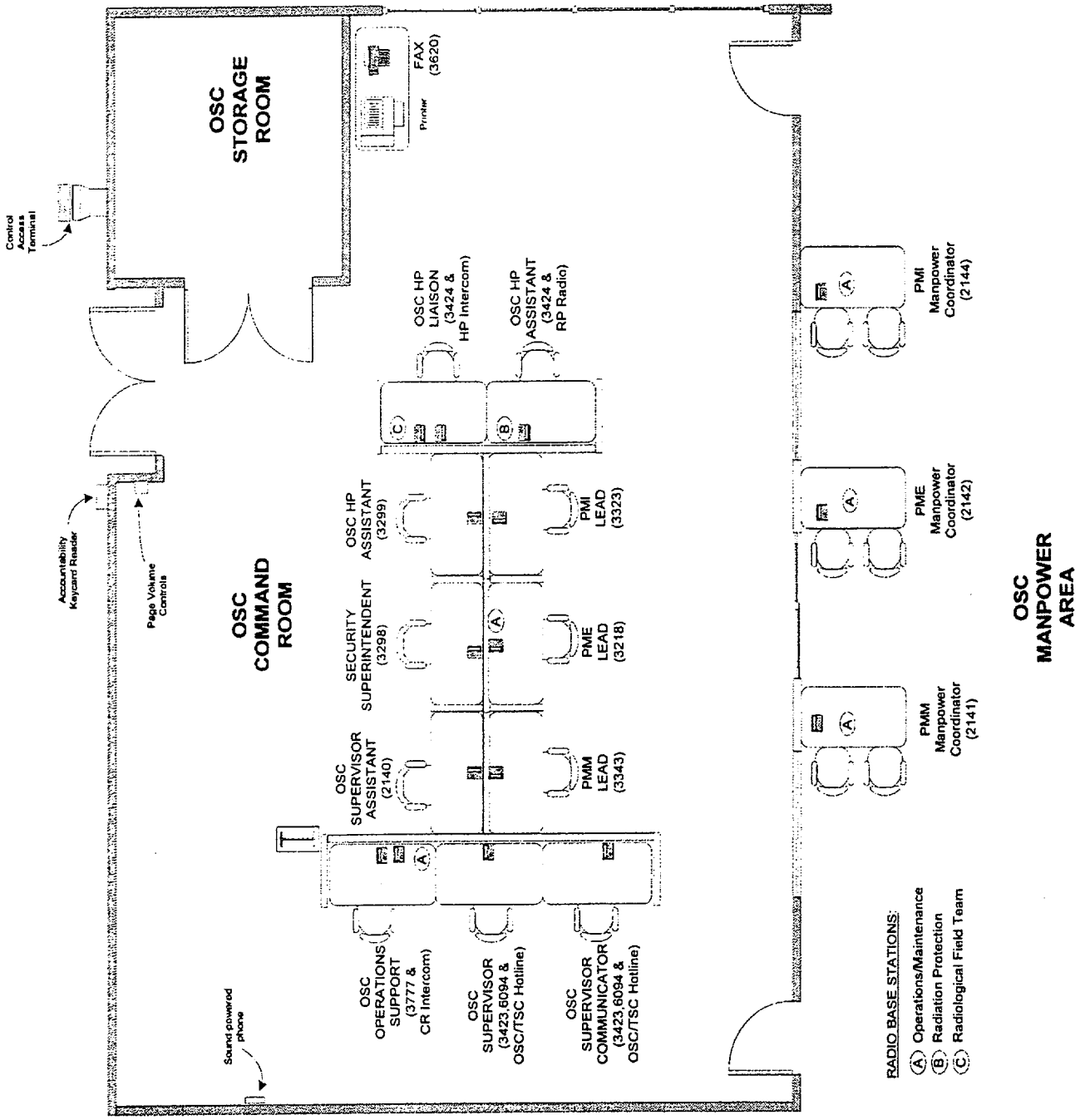
7.16 OSC Personnel Dosimetry Log

8.0 RECORDS

8.1 The following records are generated as a result of this procedure:

- Attachment 7.3, OSC Watch Bill Form
- Attachment 7.5, Emergency Access Authorization Form
- Attachment 7.6, OSC Supervisor Shift Turnover Checklist
- Attachment 7.7, RCC Shift Turnover Checklist
- Attachment 7.9, OSC First Responder Checklist
- Attachment 7.10, OSC Supervisor Activation/Operation Checklist
- Attachment 7.11, OSC Supervisor Assistant Activation/Operation Checklist
- Attachment 7.12, OSC Maintenance Lead Activation/Operation Checklist
- Attachment 7.13, RCC Activation/Operation Checklist
- Attachment 7.14, OSC Health Physics Activation/Operation Checklist
- Attachment 7.16, OSC Personnel Dosimetry Log

OSC FLOORPLAN AND EQUIPMENT LOCATIONS



BACKUP OSC ACTIVATION

The Backup OSC is located in the Administration Building Meeting Room.

This Attachment is implemented under the following conditions:

1.) The OSC is inaccessible.

2.) The habitability of the OSC deteriorates, requiring evacuation.

3.) The Emergency Coordinator directs use of Backup OSC.

Use of the Backup OSC is caused by abnormal conditions. This Attachment is considered guidance and followed as common sense and good judgment dictates.

If the Backup OSC is also inaccessible or habitability deteriorates requiring evacuation, then consider the use of other site buildings, including the Generation Support Building and the Skills Training Center. Keys to these two buildings are provided in the OSC and Backup OSC.

A. ACTIVATION OF THE BACKUP OSC FROM THE OSC DUE TO DETERIORATING CONDITIONS.

1. Advise the TSC Supervisor of the relocation to the Backup OSC.
2. Brief the OSC personnel and assign individuals to transport key pieces of equipment to the Backup OSC.
   2.1 Relocate the following equipment, as a minimum, to the Backup OSC.
      a.) All Completed documentation
      b.) Onsite Monitoring Kit
      c.) Radiological Instrumentation
      d.) Portable Radios
      e.) Radiological Emergency Records
   2.2 Some of the above items may be already in the field or in use.

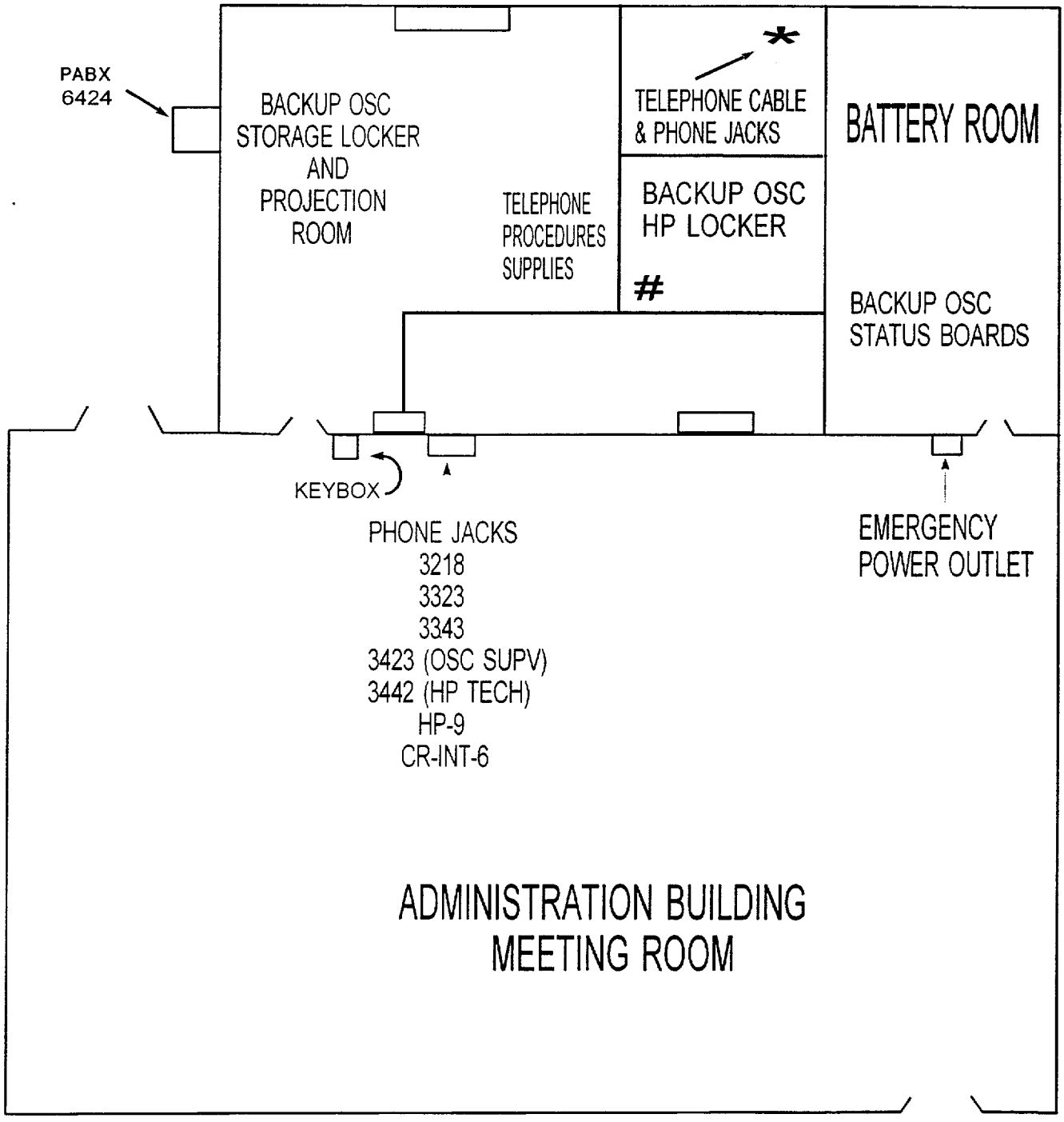
NOTE
The keys for the Backup OSC are located in the OSC Emergency Locker and in the Backup OSC keybox.

3. Select and dispatch a team of OSC personnel to the Backup OSC to:
      a.) Unlock the Backup OSC
      b.) Setup communication systems
      c.) Establish communications with the OSC
      d.) Verify communications with any Emergency Teams in the field.
      e.) Remove status boards from the Battery Room and place them in the Meeting Room.
4. Transfer control Emergency Team(s) in the field to the Backup OSC and provide a new contact phone number in the Backup OSC.
5. Coordinate the transfer of personnel and equipment to the Backup OSC.
6. Ensure that continuous accountability in accordance with EP-002-190 is performed.
7. When all OSC personnel, command and control, and communications are established in the Backup OSC, then update the TSC Supervisor as to the current OSC status.
8. Follow applicable procedures, ensuring adjustments are made for use of the Backup OSC.

B. ACTIVATION OF THE BACKUP OSC WITHOUT INITIAL PRIMARY OSC ACTIVATION.

1. Gain access to the Meeting Room and the Projection Room within the Meeting Room. Keys are maintained within the OSC Emergency Locker and in the Backup OSC Keybox.
2. Setup available equipment.
3. Evaluate and if possible dispatch personnel to the OSC to retrieve at a minimum the following equipment.
    a.) Radiological instrumentation
4. Establish communication and advise the TSC Supervisor as to the OSC availability.
5. Follow applicable procedures, ensuring that adjustments are made for use of the Backup OSC.

BACKUP OSC



 # FIELD MONITORING KITS ARE STORED UNDER SHELF

OSC WATCH BILL FORM

NOTE

Use the attached sheets as a guide on setting up continuous OSC operations. Continuous staffing may be provided on a three shift rotation as indicated. The Emergency Coordinator, or designee designates the staffing of positions for each shift and the time for shift changes (for example, two shift as opposed to three shift rotation).

The OSC Supervisor Assistant normally coordinates relief shift assignments with the OSC Maintenance Leads, the RCC and the TSC Supervisor. Enter the names of personnel assigned to each shift in the appropriate blanks and the period for the schedule in the space at the top of each page. The Emergency Coordinator, or designee approves all schedules. When approved, then the schedules are posted in an appropriate area and copies distributed to affected personnel.

The OSC Supervisor Assistant coordinates notifying relief shift personnel with the Maintenance Leads and the RCC. The Emergency Management Resources Book may be used as a reference.

OSC WATCH BILL FORM (CONT'D.)

PERIOD OF THIS SCHEDULE: From: To:

Date: ____/____/____ Date: ____/____/____

Time: _____ Time: _____

_____
Emergency Coordinator

OSC SUPERVISOR

0800-1630: _____
1600-0030: _____
0000-0830: _____

RADIOLOGICAL CONTROLS COORDINATOR

0800-1630: _____
1600-0030: _____
0000-0830: _____

OSC SUPERVISOR ASSISTANT

0800-1630: _____
1600-0030: _____
0000-0830: _____

OSC HEALTH PHYSICS LIAISON

0800-1630: _____
1600-0030: _____
0000-0830: _____

OSC SUPERVISOR COMMUNICATOR

0800-1630: _____
1600-0030: _____
0000-0830: _____

OSC ELECTRICAL LEAD

0800-1630: _____
1600-0030: _____
0000-0830: _____

OSC I&C LEAD

0800-1630: _____
1600-0030: _____
0000-0830: _____

OSC MECHANICAL LEAD

0800-1630: _____
1600-0030: _____
0000-0830: _____

IT REPRESENTATIVE (AS NEEDED)

0800-1630: _____
1600-0030: _____
0000-0830: _____

ASSEMBLY AREA SUPERVISOR

0800-1630: _____
1600-0030: _____
0000-0830: _____

OSC WATCH BILL FORM (CONT'D.)

PERIOD OF THIS SCHEDULE: From: To:

Date: ____/____/____ Date: ____/____/____

Time: _____ Time: _____

_____
Emergency Coordinator

FIRST AID TEAM

0800-1630: _____

_____

1600-0030: _____

_____

0000-0830: _____

_____

SEARCH AND RESCUE TEAM

0800-1630: _____

_____

1600-0030: _____

_____

0000-0830: _____

_____

FIRE BRIGADE

0800-1630: _____

_____

_____

_____

(Leader) _____

1600-0030: _____

_____

_____

_____

(Leader) _____

0000-0830: _____

_____

_____

_____

(Leader) _____

HEALTH PHYSICS TECHNICIANS

0800-1630: _____

_____

_____

_____

_____

_____

1600-0030: _____

_____

_____

_____

_____

_____

0000-0830: _____

_____

_____

_____

_____

_____

OSC WATCH BILL FORM (CONT'D.)

PERIOD OF THIS SCHEDULE: From: To:

Date: ____/____/____ Date: ____/____/____

Time: _____ Time: _____

_____
Emergency Coordinator

ELECTRICAL TECHNICIANS

0800-1630: _____
_____

1600-0030: _____
_____

0000-0830: _____
_____

I&C TECHNICIANS

0800-1630: _____
_____

1600-0030: _____
_____

0000-0830: _____
_____

MECHANICAL TECHNICIANS

0800-1630: _____
_____

1600-0030: _____
_____

0000-0830: _____
_____

OTHER OSC SUPPORT PERSONNEL

0800-1630: _____
_____

1600-0030: _____
_____

0000-0830: _____
_____

FIELD TEAM DRIVERS

0800-1630: _____
_____
_____

1600-0030: _____
_____
_____

0000-0830: _____
_____
_____

OFFSITE STAGING OF SUPPORT/RELIEF PERSONNEL

The following guidance addresses the staging of personnel and subsequent access to the plant site during an ongoing emergency situation.

NOTE
St. Charles Parish takes no responsibility for personnel entering a Parish Restricted Area.

A. Parish Road Block Access

1. Any Company employee with a valid drivers license and a St. Charles Parish Emergency Access Card is allowed access to the Parish Restricted Area.
2. Personnel described in A.1 above may escort personnel into the Parish Restricted Area.
3. Arrangements for employee access are made through the St. Charles Parish Emergency Operations Center (EOC) on a case by case basis.

B. Parish Restricted Area Access Considerations

1. St. Charles Parish takes no responsibility for personnel entering a Parish Restricted Area. Therefore it is important that a safe route is established for the employee to use through the Parish Restricted Area and the appropriate access point is selected.
2. Evaluate the situation and coordinate with the St. Charles Parish EOC to determine the appropriate point of access to the Parish Restricted Area.
3. Provide the responding individuals with detailed information for accessing the Parish Restricted Area. Instructions include, but are not limited to:
   a. Recommended route to the selected access to the Parish Restricted Area.
   b. Parish Restricted Area access point.
   c. Recommended route to the plant from the Parish Restricted Area access point.
   d. Plant site access point.
   e. Site phone number to call for additional information.
   f. Description of hazards within the Parish Restricted Area.
4. If the situation changes, then advise the St. Charles Parish EOC to stop personnel at the designated road block and re-direct them to the new access point.
5. Advise W3 Security of the pending arrival of personnel by name.
6. If access is from upriver, then coordinate with St. John the Baptist EOC.

C. Long Term Considerations

1. Use Luling or Reserve Entergy offices or other appropriate location, as a staging point for responding personnel.
   a. Staging Area Kits are provided at each of the Entergy offices.
   b. The kits include procedures and supplies for use of emergency personnel.
2. Consider using the Assembly Area Supervisor as the coordinator for this staging area.
3. Access to the Luling or Reserve Entergy Offices can be obtained through the EOF Entergy System Liaison.
4. Consideration should be made to minimize the number of vehicles traveling to and from the plant site. The use of car pools, company vans and commercial buses should be considered.

EMERGENCY ACCESS AUTHORIZATION FORM

Page _____ of _____

THE FOLLOWING PERSONNEL ARE AUTHORIZED FOR EMERGENCY ACCESS:

	NAME	BADGE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

Security Superintendent:

Ensure RCC is notified when access changes are completed for the above personnel.

_____

OSC SUPERVISOR/RADIOLOGICAL CONTROLS COORDINATOR

OSC SUPERVISOR SHIFT TURNOVER CHECKLIST

REVIEW THE FOLLOWING WITH THE RELIEVING OSC SUPERVISOR:

1. EMERGENCY CLASSIFICATION: UE _____ ALERT _____ SAE _____ GE _____

2. PLANT CONDITIONS

   a. % Power: _____ Reactor Tripped? _____

   b. Major Equipment Status (Special lineups, Equipment Out of Service, etc.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

   c. Status of Repair Activities in Progress:

_____

_____

_____

_____

_____

_____

_____

_____

_____

3. OSC RELIEF SHIFT STAFFING:

   a. OSC Supervisor Assistant: _____

   b. OSC Supervisor Communicator: _____

   c. OSC Electrical Lead: _____

   d. OSC I&C Lead: _____

   e. OSC Mechanical Lead: _____

   f. OSC IT Representative: _____

g. Repair Teams: _____

h. Additional Manpower Required: _____

4. Radiological Conditions/Precautions:

a. Release Status: _____

b. Special Emergency Team Routing Required? _____

c. High Radiation/Contaminated Areas Identified Onsite?

OSC SUPERVISOR SHIFT TURNOVER CHECKLIST (CONT'D.)

5. MAJOR GOALS ESTABLISHED (REPAIR PRIORITIES, ETC.):

_____

_____

_____

_____

_____

_____

_____

_____

6. ADDITIONAL COMMENTS: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

OFF-GOING OSC SUPERVISOR: _____

Signature

ON-COMING OSC SUPERVISOR: _____

Signature

TIME/DATE: _____/_____

RCC SHIFT TURNOVER CHECKLIST

REVIEW THE FOLLOWING WITH THE RELIEVING RCC:

1. EMERGENCY CLASSIFICATION: UE _____ ALERT _____ SAE _____ GE _____

2. REACTOR STATUS:

   a. % Power: _____

   b. Reactor Tripped? _____ Date/Time: _____/_____

   c. RCS Integrity:

      1) Cladding Barrier Failure? _____

      _____

      2) Primary System: _____

      _____

      _____

      _____

      3) Containment: _____

      _____

      _____

      _____

3. RADIOLOGICAL CONDITIONS/PRECAUTIONS:

   a. Release Status: _____

   _____

   _____

   _____

   b. RMS Status (Monitors in Alarm, Monitors Out of Service, etc.):

   _____

   _____

   _____

   _____

   _____

   _____

   _____

c. Latest Survey Results:

_____

_____

_____

_____

_____

_____

d. Radiological Controls Established For The Following Areas:

_____

_____

_____

_____

_____

_____

4. MAJOR HEALTH PHYSICS ACTIVITIES IN PROGRESS (Personnel in CAA, Surveys in Progress, Emergency Team Support, etc.):

_____

_____

_____

_____

_____

_____

5. STATUS OF HEALTH PHYSICS STAFFING:

a. First Responder Assigned? _____

b. OSC HP Liaison Assigned? _____

c. Additional HP Technicians Required? _____

_____

_____

_____

RCC SHIFT TURNOVER CHECKLIST (CONT'D.)

6. ADDITIONAL COMMENTS: _____

_____

_____

_____

_____

_____

_____

OFF-GOING RCC: _____

Signature

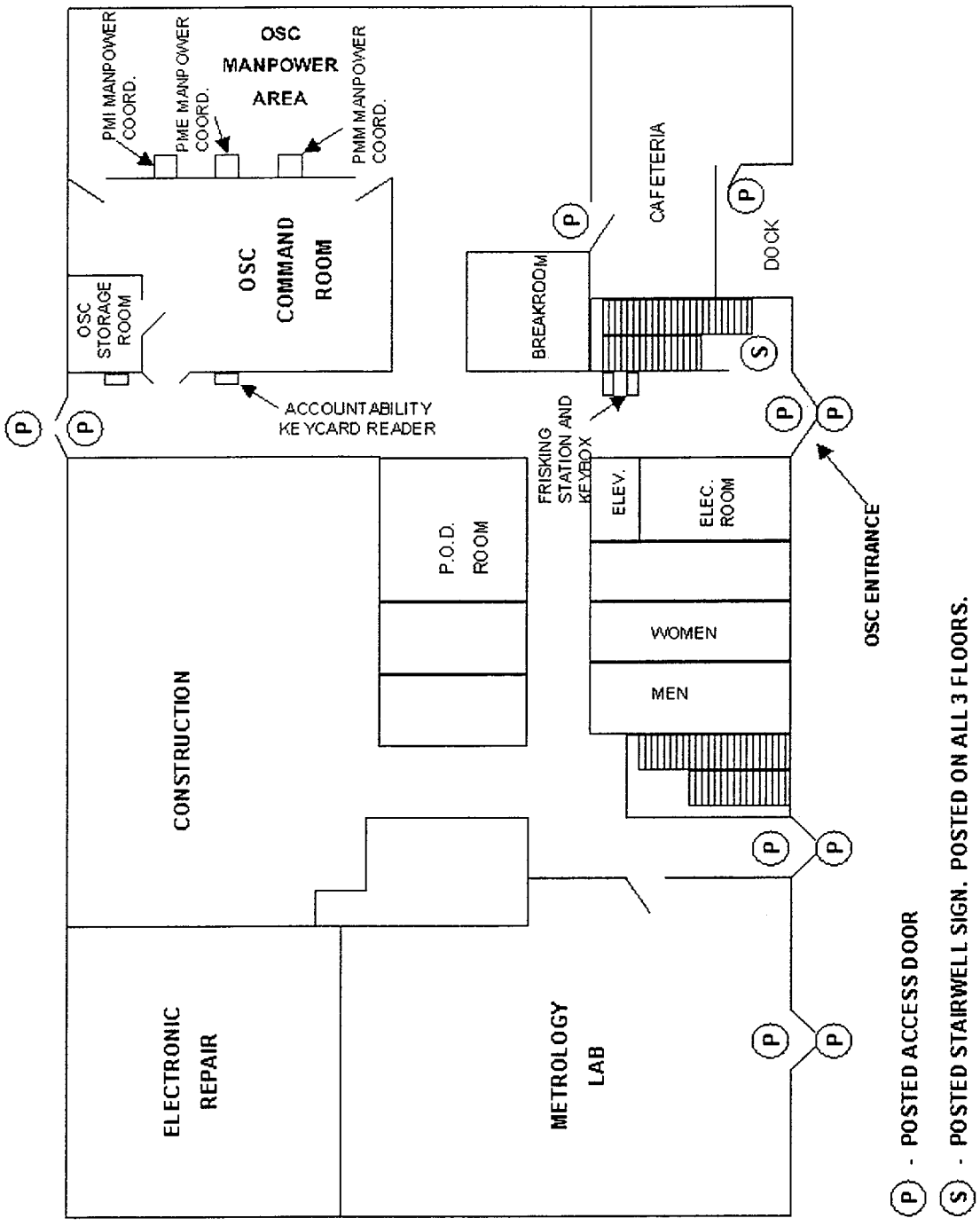
ON-COMING RCC: _____

Signature

TIME/DATE: _____/_____

MAINTENANCE SUPPORT BUILDING (MSB)

FIRST FLOOR



OSC FIRST RESPONDER CHECKLIST

The first person responding to the OSC initiates the actions on this checklist. When additional personnel respond, then delegate sections of the checklist to be completed.

1. Obtain the key from the OSC key box and unlock the following doors. (Step 5.1.1)

- ☐ Cafeteria door.
- ☐ OSC Command Room north west doors.
- ☐ OSC Command Room north east door.
- ☐ OSC Command Room south east door.
- ☐ OSC Storage Room door.

☐ 2. Return the OSC master key to the OSC key box. (Step 5.1.1.2)

3. Remove the Manpower Area Coordinator boxes from the OSC Storage Room and set up the Manpower Area Coordinator stations. (Step 5.1.2)

a. PMM Manpower Area Coordinator station:

- ☐ Table set up.
- ☐ Telephone installed and tested.
- ☐ Radio base station installed and tested.

b. PME Manpower Area Coordinator

- ☐ Table set up.
- ☐ Telephone installed and tested.
- ☐ Radio base station installed and tested.

c. PMI Manpower Area Coordinator

- ☐ Table set up.
- ☐ Telephone installed and tested.
- ☐ Radio base station installed and tested.

☐ 4. Roll the radio cart from the OSC Storage Room into the OSC Manpower Area. (Step 5.1.3)

- ☐ Plug in the radio power strip and verify the charger lights are lit.
- ☐ Test the operation of the portable radios.

5. Post the OSC Access Control door signs in accordance with Attachment 7.8. (Step 5.1.4) Signs are in holders mounted on the doors. Post the signs by placing the OSC sign in the front.

- ☐ Both sides of door in the southwest corner of the MSB, entrance to the Met Lab.
- ☐ Both sides of door by southwest MSB stairway, entrance to hallway.
- ☐ Both sides of OSC Entrance Door.
- ☐ Both sides of Door on the North side of the MSB.
- ☐ Outside of door leading from the cafeteria loading dock.
- ☐ Inside of door between the OSC Manpower Area and cafeteria kitchen area.

6. Post the OSC stairway access barriers in accordance with Attachment 7.8. (Step 5.1.4) Barriers are stored on the inside of the OSC Storage Room door.

- ☐ South east stairway, 1st Floor.
- ☐ South east stairway, 2nd Floor.
- ☐ South east stairway, 3rd Floor.

☐ 7. Set up the Step-Off-Pad at the OSC frisking station. (Step 5.1.5) Step-off-pads are stored in OSC Storage Room.

☐ 8. Set up the Constant Particulate Airborne Monitor in the MSB hallway. (Step 5.1.6)

☐ 9. Roll the OSC drawing cart from the 2nd Floor MSB Library into the OSC. (Step 5.1.7)

☐ 10. Adjust the page speaker volume so the system can be heard throughout the OSC. (Step 5.1.8)

☐ 11. Unlock the planner PC cabinet in the Manpower Area with the key from the OSC Storage Room. (Step 5.1.9)

12. OSC clocks synchronized. (Step 5.1.10)

- ☐ OSC Command Room clock.
- ☐ OSC Manpower Area clock.
- ☐ OSC FAX Machine.

13. Post the appropriate classification sign in the OSC Command Room and the Manpower Area. (Step 5.1.11)

- ☐ OSC Command Room posted.
- ☐ OSC Manpower Area posted.

☐ 14. Unlock the sliding window between the OSC Command Room and the Manpower Area. (Step 5.1.12)

15. <u>When</u> all items on this checklist are complete, <u>then</u> inform the OSC Supervisor Assistant that the OSC is set up. (Step 5.1.13)

OSC SUPERVISOR ACTIVATION/OPERATION CHECKLIST

ACTIVATION:

☐ 1. Esure First Responder activities are being completed in a timely manner. (Step 5.3.1.1)

☐ 2. Discuss emergency status, goals & priorities, OSC staffing requirements and status of maintenance activities in the plant with the TSC Supervisor, or Control Room. (Step 5.3.1.2)

NOTE
Minimum staffing to declare OSC activated includes the OSC Supervisor, or OSC Supervisor Assistant, and at least two maintenance technicians from each discipline.

☐ 3. Determine the status of OSC staffing. (Step 5.3.1.3)

Maintenance technicians.

OSC Supervisor Assistant.

OSC Supervisor Communicator.

OSC Electrical Lead.

OSC I&C Lead.

OSC Mechanical Lead.

Assembly Area Supervisor (Staged in Backup OSC).

Operations Support.

☐ 4. When sufficient manpower is available to support the emergency conditions, then declare the OSC activated and announce the activation using the plant page system. (Step 5.3.1.4)

☐ 5. Call out additional personnel, as required. (Step 5.3.1.5)

☐ 6. Establish communications with the RCC. (Step 5.3.1.6)

Ensure the Health Physics Liaison has been dispatched.

Discuss current radiological conditions.

☐ 7. Ensure the OSC Supervisor Assistant establishes OSC Accountability. (Step 5.3.1.7)

☐ 8. Ensure the OSC Supervisor Communicator establishes and maintains communications with the TSC. (Step 5.3.1.8)

☐ 9. Make arrangements for support from the Tool Room, Document Control, Warehouse, Maintenance Planners, IT Representative and crafts (scaffold erection).

(Step 5.3.1.9)

OPERATION:

Check boxes are not provided for this section of the checklist, since most of the tasks are repeated throughout the emergency.

1. Update OSC Personnel on emergency conditions, radiological conditions and priorities, using the OSC Building Page System, at regular intervals or as conditions change. (Step 5.3.2.1)
2. Dispatch emergency teams promptly as requested by the TSC. (Step 5.3.2.2)
3. When notified the EFAT is staffed, then notify the TSC Lead Communicator. (Step 5.3.2.3)
4. When notified the Fire Brigade is staffed, then notify the TSC Lead Communicator. (Step 5.3.2.4)
5. Ensure radiological controls are established in the OSC and habitability is continually assessed by the OSC Health Physics Liaison. (Step 5.3.2.5)
6. Coordinate the activities of the Assembly Area Supervisor. (Step 5.3.2.6)
   a. If a site evacuation occurs (or has occurred), then ensure the Assembly Area Supervisor is dispatched (or has been dispatched by the Emergency Coordinator) to the selected offsite assembly area.
   b. Coordinate activities with the RCC to determine if Health Physics support is required at the offsite assembly area to survey and decontaminate vehicles and personnel.
   c. Ensure communications are established and maintained with the Assembly Area Supervisor at the offsite assembly area.
7. Provide support for Radiological Field Monitoring Teams, as requested. (Step 5.3.2.7)
   a. Ensure the OSC Supervisor Assistant dispatches field team drivers in a timely manner.
   b. If the designated emergency vehicles are not available, then provide other company vehicles for the use of the field monitoring teams.
8. Inform the TSC Supervisor and RCC of the status OSC activities, priorities and goals. (Step 5.3.2.8)
9. Ensure OSC status boards are kept current and the current emergency classification sign is posted. (Step 5.3.2.9)
10. Ensure all documentation is maintained in accordance with EP-002-150. (Step 5.3.2.10)
11. Prepare for continuous manning of the OSC.
    a. Continuously assess OSC manpower needs and only retain sufficient personnel to support the present emergency needs.
    b. Destaff, as necessary, to allow for extended operations (relief shifts).
    c. Coordinate with the TSC Supervisor to determine the potential for worsening conditions and any additional manpower requirements.
    d. Ensure the OSC Supervisor Assistant coordinates the development of the OSC watch bill (Attachment 7.3) with the Maintenance Leads, RCC and the TSC Supervisor.

DEACTIVATION:

- ☐ 1. Assist in follow-up activities and evaluation of the event. (Step 5.3.3.1
- ☐ 2. Assist with recovery operations as directed by the Recovery Manager. (Step 5.3.3.2)
- ☐ 3. Ensure all emergency teams are recalled to the OSC and debriefed. (Step 5.3.3.3A)
- ☐ 4. Collect all documentation and forward to the Emergency Planning Department. (Step 5.3.3.3B)
- ☐ 5. Restore the OSC facility and equipment to pre-emergency conditions. (Step 5.3.3.4)

OSC SUPERVISOR ASSISTANT ACTIVATION/OPERATION CHECKLIST

ACTIVATION:

☐ 1. Identify Fire Brigade Members in accordance with EP-002-130. (Step 5.4.1.1)

☐ 2. Identify EFAT members, including EFAT Communicator, in accordance with EP-002-130. (Step 5.4.1.2)

☐ 3. When the Field Monitoring Team drivers arrive in the OSC, then brief the drivers and dispatch them to the Backup OSC. (Step 5.4.1.3)

4. Establish OSC Facility Accountability. (Step 5.4.1.4)

☐ a. Assign an individual to serve as the OSC Main Entrance/Exit Accountability Watch. (Step 5.4.1.4A)

☐ b. Ensure all personnel in the OSC card-in on the Accountability Keycard Reader. (Step 5.4.1.4B)

☐ 5. Coordinate completion of OSC First Responders activities in accordance with Section 5.1 of this procedure. (Step 5.4.1.5)

☐ 6. Dispatch one person from the Manpower Area as the TSC Accountability Coordinator. (Step 5.4.1.6)

☐ 7. If requested by the TSC, then dispatch one person from the Manpower Area as a runner between the TSC Dose Assessment Area and the ECC. (Step 5.4.1.7)

☐ 8. Consider designating an area in the OSC Manpower Area for miscellaneous personnel. (Step 5.4.1.8)

☐ 9. Assist the OSC Supervisor in completing the activities in Section 5.3 as necessary. (Step 5.4.1.9)

OPERATION:

Check boxes are not provided for this section of the checklist, since most of the tasks are repeated throughout the emergency.

1. Ensure OSC status boards are kept up-to-date. (Step 5.4.2.1)

2. Coordinate with the OSC Maintenance Leads to ensure the OSC Supervisor is kept informed of the status of emergency teams in the plant. (Step 5.4.2.2)

3. Coordinate the development of an OSC watch bill (Attachment 7.3) with the OSC Maintenance Leads, RCC and the TSC Supervisor. (Step 5.4.2.3)

4. Maintain a narrative facility log of OSC Supervisor Assistant activities. (Step 5.4.2.4)

5. Perform other activities as directed by the OSC Supervisor. (Step 5.4.2.6)

DEACTIVATION:

☐ 1. Assist in follow-up activities and evaluation of the event. (Step 5.4.3.1)

☐ 2. Collect all documentation generated during the emergency (logs, data sheets, briefing/debriefing sheets, scratch pads, etc.) and provide to the OSC Supervisor. (Step 5.4.3.2)

☐ 3. Assist in restoring the OSC facility and equipment to pre-emergency conditions. (Step 5.4.3.3)

☐ 4. Perform other tasks as directed by the OSC Supervisor. (Step 5.4.3.4)

OSC MAINTENANCE LEAD ACTIVATION/OPERATION CHECKLIST

The design of this checklist is such that each Maintenance Lead (Electrical, I&C & Mechanical) may use an individual copy in the performance of their duties.

Maintenance Leads may assign Manpower Area Coordinators to assist in their duties. When assigned, the Manpower Area Coordinators man the telephone in the Manpower Area and coordinate staffing teams, briefing teams and other tasks requested by the Leads.

ACTIVATION:

☐ 1. Assemble the maintenance personnel in the Manpower Area and report staffing levels to the OSC Supervisor. (Step 5.5.1.1)

☐ 2. Instruct Manpower Area personnel to card-in on the Accountability Keycard Reader at the direction of the OSC Supervisor Assistant. (Step 5.5.1.2)

OPERATION:

Check boxes are not provided for this section of the checklist, since most of the tasks are repeated throughout the emergency.

1. Monitor the maintenance radio frequency. Information received on the radio may assist in decisions regarding emergency team activities. (Step 5.5.2.1)
2. Dispatch emergency teams promptly as requested by the TSC in accordance with EP-002-130. (Step 5.5.2.2)
3. Coordinate emergency team activities with the OSC Health Physics Liaison and the Security Superintendent. (Step 5.5.2.3)
4. Maintain a log of emergency team activities. (Step 5.5.2.4)
4. Ensure the OSC Repair Team Status Board reflects the current status of emergency team activities. (Step 5.5.2.5)
5. Update the OSC Supervisor on the status of emergency team activities frequently. (Step 5.5.2.6)
6. Call out additional maintenance personnel as required. (Step 5.5.2.7)
7. Coordinate staffing of relief shifts with the OSC Supervisor Assistant. (Step 5.5.2.8)
8. Perform other activities as directed by the OSC Supervisor. (Step 5.5.2.9)

DEACTIVATION:

☐ 1. Assist in follow-up activities and evaluation of the event. (Step 5.5.3.1)

☐ 2. Assist in recovery operations as directed by the OSC Supervisor (Step 5.5.3.2)

☐ 3. When the OSC is to be deactivated, recall and debrief any emergency teams in the field. (Step 5.5.3.3A)

☐ 4. Collect all documentation and provide to the OSC Supervisor. (Step 5.5.3.3B)

☐ 5. Assist in restoring the OSC facility and equipment to pre-emergency conditions. (Step 5.5.3.4)

RCC ACTIVATION/OPERATION CHECKLIST

ACTIVATION:

☐ 1. Discuss the status of Health Physics activities and current plant radiological levels with the shift Health Physics personnel. (Step 5.9.1.1)

☐ 2. Determine status of staffing the -4 Control Point. (Step 5.9.1.2)

☐ 3. Dispatch a Health Physics Technician to the OSC Command Room to serve as OSC Health Physics Liaison. If manpower is available, then an assistant should accompany the Health Physics technician. (Step 5.9.1.3)

☐ 4. Discuss emergency status, goals and priorities, Health Physics staffing requirements, current maintenance/Operations activities in the plant and current plant radiation levels with the HPC, or Control Room. (Step 5.9.1.4)

☐ 5. Call out additional personnel to supplement the -4 Control Point staffing as needed. (Step 5.9.1.5)

☐ 6. Coordinate the staffing of the EFAT, in accordance with EP-002-130. (Step 5.9.1.6)

7. Establish -4 Control Point Facility Accountability. (Step 5.9.1.7)

☐ Ensure all essential personnel at the -4 Control Point card-in on the Accountability Keycard Reader. (Step 5.9.1.7A)

☐ Ensure all -4 Control Point and Chemistry personnel are briefed prior to leaving the area. (Steps 5.9.1.7B)

☐ 8. Arrange for emergency access for -4 Control Point and Chemistry personnel by completing Attachment 7.5 as needed. (Step 5.9.1.8)

☐ 9. Assign an individual to serve as RCC Communicator and man the -4 Control Point Office telephone. (Step 5.9.1.9)

☐ 10. Monitor the Radiation Monitoring System readings to track changes in plant radiation levels. (Step 5.9.1.10)

☐ 11. Assign personnel to staff the Radiological Field Monitoring Teams in accordance with EP-002-060. (Step 5.9.1.11)

OPERATION:

Check boxes are not provided for this section of the checklist, since most of the tasks are repeated throughout the emergency.

1. Conduct in-plant and onsite surveys and maintain radiological controls in a accordance with applicable Health Physics procedures, EP-002-031 and EP-002-034. (Step 5.9.2.1)

2. Provide Health Physics support for decontamination operations in accordance with applicable Health Physics procedures and EP-002-032. (Step 5.9.2.2)

3. Maintain communications with the HPC. (Step 5.9.2.3)

4. Maintain communications with the OSC Health Physics Liaison. (Step 5.9.2.4)
   a. Keep the OSC Health Physics Liaison updated on changing radiological conditions, especially areas where access is restricted. (Step 5.9.2.4A)
   b. Keep the OSC Health Physics Liaison updated regarding routing instructions for OSC emergency teams. (Step 5.9.2.4B)
   c. Ensure the OSC Health Physics Liaison keeps the RCC informed of OSC emergency team activities. (Step 5.9.2.4C)
   d. Ensure the OSC Health Physics Liaison conducts habitability surveys in the OSC in accordance with EP-002-034. (Step 5.9.2.4D)
5. Provide Health Physics coverage for emergency response teams as necessary (Step 5.9.2.5)
6. Provide Health Physics support for the Fire Brigade and Emergency First Aid Team (EFAT). (Step 5.9.2.6)
7. Dispatch the Radiological Field Monitoring Teams in accordance with EP-002-060. (Step 5.9.2.7)
8. Consider requesting personnel from the OSC to assist in processing emergency teams (staging respirators, laying out PCs, etc.). (Step 5.9.2.8)
9. If warranted, then provide a Health Physics technician to respond to the offsite assembly area when a site evacuation occurs. (Step 5.9.2.9)
10. Maintain a log of -4 Control Point activities in accordance with EP-002-150. (Step 5.9.2.10)
11. Coordinate development of a watch bill for extended operations with the HPC and OSC Supervisor Assistant. (Step 5.9.2.11)

Deactivation

1. Assist in follow-up activities and evaluation of the event. (Step 5.9.3.1)
2. Ensure affected plant and offsite areas are surveyed for radioactive contamination and cleared, or appropriate controls established and corrective actions taken. (Step 5.9.3.2)
3. Assist in recovery operations, as directed. (Step 5.9.3.3)
4. When the -4 Control Point is deactivated, then collect all documentation (survey forms, data sheets, logs, etc.) and forward to the Emergency Planning Department. (Step 5.9.3.4)
5. Restore the -4 facility and equipment to pre-emergency conditions. (Step 5.9.3.5)
6. Inventory emergency equipment in accordance with EP-003-040. (Step 5.9.3.6)

OSC HEALTH PHYSICS LIAISON ACTIVATION/OPERATION CHECKLIST

ACTIVATION:

☐ 1. Upon arrival at the OSC, Discuss status of emergency team activities with the OSC Supervisor. (Step 5.10.1.1)

2. Immediately establish OSC radiological controls and habitability. (Step 5.10.1.2)

☐ a. Ensure the step off pad is set up at the OSC frisking station. (Step 5.10.1.2A)

☐ b. Place a second frisker at the OSC frisking station. (Step 5.10.1.2B)

☐ c. Source check the friskers. (Step 5.10.1.2C)

☐ d. Change the signs at the frisking station to FRISKING REQUIRED. (Step 5.10.1.2D)

☐ e. Place the constant particulate airborne monitor in service. (Step 5.10.1.2E)

☐ f. Perform initial habitability survey. (Step 5.10.1.2F)

☐ 2. When OSC radiological controls are established and initial habitability surveys are completed, then notify the OSC Supervisor. (Step 5.10.1.3)

☐ 3. Establish communications with the RCC and discuss the current plant radiological conditions, routing of emergency teams, OSC habitability survey results, frequency for future habitability surveys and status of OSC emergency teams. (Step 5.10.1.4)

☐ 4. If necessary, request a person from the OSC to assist (man the telephones and keep the status board updated). (Step 5.10.1.5)

OPERATION:

Check boxes are not provided for this section of the checklist, since most of the tasks are repeated throughout the emergency.

1. Maintain communications with the -4 Control Point. (Step 5.10.2.1)

   a. Keep informed of changing radiological conditions in the plant, including areas posted due to high radiological levels. (Step 5.10.2.1A)

   b. Coordinate emergency team activities with the RCC. (Step 5.10.2.1B)

   c. Frequently update the RCC on the status of OSC habitability. (Step 5.10.2.1C)

2. Participate in emergency team briefings and complete the applicable portions of the Emergency Team Briefing Sheet. (Step 5.10.2.2)

3. Inform the OSC Supervisor and OSC Maintenance Leads of changing radiological conditions. (Step 5.10.2.3)

4. Maintain a narrative facility log in accordance with EP-002-150. (Step 5.10.2.4)

5. Maintain continuous OSC habitability at a frequency agreed upon with the RCC. (Step 5.10.2.5)

6. Maintain the OSC Radiological Status Boards. (Step 5.10.2.6)

7. Perform other duties as directed by the OSC Supervisor or the RCC. (Step 5.10.2.7)

DEACTIVATION:

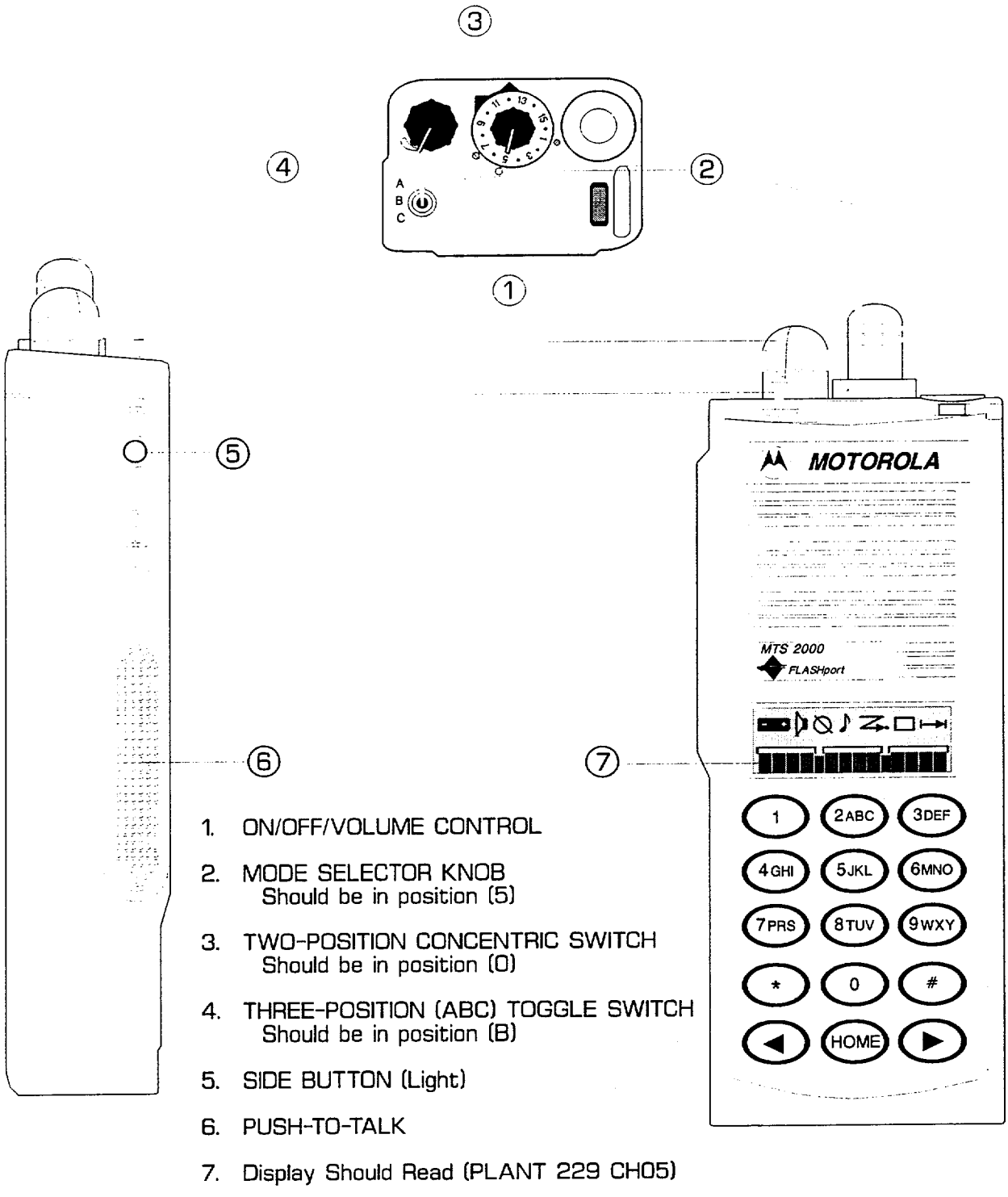
☐ 1. Collect all documentation generated during the emergency and provide to the OSC Supervisor. (Step 5.10.3.1)

☐ 2. Assist in restoring the OSC facility and equipment to pre-emergency conditions. (Step 5.10.3.2)

☐ 3. Report to the RCC and assist in follow-up activities and evaluation of the event. (Step 5.10.3.3)

☐ 4. Perform other tasks as directed by the RCC. (Step 5.10.3.4)

ASSEMBLY AREA SUPERVISOR RADIO SWITCH POSITIONS



1. ON/OFF/VOLUME CONTROL
2. MODE SELECTOR KNOB
   Should be in position (5)
3. TWO-POSITION CONCENTRIC SWITCH
   Should be in position (O)
4. THREE-POSITION (ABC) TOGGLE SWITCH
   Should be in position (B)
5. SIDE BUTTON (Light)
6. PUSH-TO-TALK
7. Display Should Read (PLANT 229 CH05)

Date _____

OSC PERSONNEL DOSIMETRY LOG

Name/Badge Number	Pocket Dosimeter	Reading In	Reading Out	Issue Time	Collection Time	TLD
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

_____

OSC SUPERVISOR ASSISTANT (OR DESIGNEE)

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-130 REVISION: 19 CHANGE: 0 DEVIATION: N/A

TITLE: Emergency Team Assignments

EFFECTIVE DATE/MILESTONE: September 6, 2001 (N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager (Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 08/29/01

ACTION:

☐ New Procedure
☐ Deletion
☒ Revision
☐ Change EC? ☐ N/A (Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:

Updated Attachments 7.2 and 7.3. Revised procedure to allow Leads to sign Briefing Sheets and Debriefing Sheets. Indicated that Fire Brigade members check out keys from Security. Clarified when Leads implement EP-002-081. Other general wording changes for clarification.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-4-01
☐ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	N/A	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-6-01
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 9-4-01

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9/6/01
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 9-6-01
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-11	Revision 19
12	Revision 13
13	Revision 7
14	Revision 8

INFORMATIONAL USE

1.0 PURPOSE

1.1 This procedure establishes the responsibilities, duties and necessary assignments to form Emergency Teams.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 EP-002-030, Emergency Radiation Exposure Guidelines and Controls

2.3 EP-002-034, Onsite Surveys During Emergencies

2.4 EP-002-060, Radiological Field Monitoring

2.5 EP-002-081, Search and Rescue

2.6 EP-002-101, Operational Support Center (OSC) Activation, Operation and Deactivation

2.7 EP-002-140, Reentry

2.8 EP-002-190, Personnel Accountability

2.9 FP-001-020, Fire Emergency/Fire Report

2.10 UNT-007-018, First Aid and Medical Care

2.11 Emergency Management Resources Book

3.0 RESPONSIBILITIES

3.1 OSC Supervisor

3.1.1 Overall responsibility to ensure emergency team activities are performed in accordance with this procedure.

3.2 OSC Maintenance Leads (Electrical Lead, I&C Lead, Mechanical Lead)

3.2.1 Responsible for implementing this procedure.

3.2.2 Responsible for coordination of emergency team activities and priorities with Health Physics (HP) and Security to ensure prompt response to emergency conditions.

3.2.3 Responsible for maintaining continuous accountability of emergency teams in accordance with EP-002-190.

3.3 Radiological Controls Coordinator (RCC)

3.3.1 Responsible for ensuring appropriate radiological protective measures are implemented in support of emergency teams, including:

3.3.1.1 Briefing and debriefing of teams entering or exiting the Controlled Access Area (CAA).

3.3.1.2 Providing input to the OSC HP Liaison regarding plant radiological conditions, emergency team routing, protective clothing needs and respiratory requirements.

3.4 OSC Health Physics Liaison

3.4.1 Responsible for coordinating OSC emergency team activities with the RCC and the OSC Supervisor including:

3.4.1.1 Ensuring the RCC is informed of the following:

A. When emergency teams are being staffed.

B. The task assigned to emergency teams, the location in the plant where emergency teams will be working and the priority of the task.

C. The names and badge numbers of emergency team members.

3.4.1.2 Checking dose margins and respirator qualifications of emergency team members.

3.4.1.3 Participating in emergency team briefings to ensure adequate radiological precautions are implemented.

3.4.1.4 Keeping the OSC Supervisor updated concerning changes in plant radiological conditions in areas that could affect emergency team operations.

3.5 Security Superintendent

3.5.1 Responsible for coordinating plant access for the emergency teams.

3.5.1.1 If unavailable, then the Security Shift Supervisor (SSS) performs these duties.

3.5.2 Responsible for coordinating emergency team activities with the OSC Supervisor including:

3.5.2.1 Participating in emergency team briefings to ensure that adequate Security precautions are observed.

3.5.2.2 Coordinating plant access for emergency teams with the Central Alarm Station (CAS) (emergency access authorized, Security support for locked doors, etc.).

3.6 TSC Lead Communicator

3.6.1 Responsible for dispatching the Emergency First Aid Team and Fire Brigade.

4.0 INITIATING CONDITIONS

4.1 This procedure is implemented upon activation of the OSC.

5.0 PROCEDURE

> **NOTE**
>
> The Emergency Coordinator (EC) may authorize a plant manipulation outside the Control Room, ordinarily performed by Operations personnel, to be performed by a non-Operations individual. Approval for this activity may only be granted by the Emergency Coordinator and should only be used under circumstances when an Operator is not readily available.

5.1 General Instructions

5.1.1 Assemble emergency teams as requested by the TSC Supervisor

A. The Control Room may request emergency teams prior to activation of the TSC.

B. For high priority tasks, tasks requiring respirators or tasks being performed in areas with high radiation levels, a backup team may be assembled and briefed at the same time as the primary team.

5.1.1.1 Guidance for the selection of Team Members is provided in Attachment 7.1.

A. When more than one Primary (P) member is listed for a specific team position, then select an individual from the appropriate Primary department (for example, Operations OR Maintenance). The other Primary member listed is not required.

B. A maintenance supervisor or a TSC Engineer may be assigned to accompany the team and assist in the assessment of the problem.

5.1.2 When a team is assembled, then imediately inform the OSC HP Liaison and the Security Superintendent of the following:

A. The names and badge numbers of the team members

B. Assigned task and the priority of the task.

C. Area(s) of the plant where the team will be working

5.1.3 When the OSC HP Liaison is informed of an assigned emergency team, then the RCC is contacted to discuss the following:

A. Radiological levels, including stay times in the area(s) of the plant which are entered by the team.

B. The need for protective clothing and respiratory protection.

C. Routing to the assigned task.

D. The need to issue dosimetry, protective clothing or respirators to team personnel prior to leaving the OSC (For example, a team dispatched to an area outside of the CAA, and not routed through the -4 Control Point, may be issued dosimetry in the OSC in case conditions change while they are in the field).

5.1.4 When informed of an assigned emergency team, then the Security Superintendent discusses the following with CAS:

A. The need for Security support (For example, open locked doors).

B. Determine the need to upgrade access levels for the team members.

NOTE

Emergency Team Briefing Sheets are not required for HP technicians dispatched for routine surveys, or runners dispatched to other facilities, or personnel being transferred to another facility. In these instances, a verbal briefing including a discussion of the assigned task, radiological precautions, and a callback frequency (for continuous accountability purposes) is sufficient.

5.1.5 When the emergency team is assembled, then the applicable Maintenance Lead briefs the team and completes Attachment 7.2.

5.1.5.1 The Maintenance Lead ensures the OSC HP Liaison and the Security Superintendent participate in the briefing and complete the applicable sections of Attachment 7.2.

5.1.5.2 The Maintenance Lead signs Attachment 7.2 and dispatches the team.

5.1.5.3 The Maintenance Lead updates the OSC Supervisor on the emergency team status.

NOTE

1. Reassignment of teams already in the field should be limited to initial troubleshooting of a problem, except in high priority situations when it has been determined that the team in the field has the necessary tools or drawings to complete the new task.
2. Avoid splitting of emergency teams in the field. When this may be necessary, then coordination with the RCC is needed to ensure HP coverage is maintained for both parts of the team.

5.1.6 Teams may be reassigned tasks while in the field without returning to the -4 Control Point or the OSC as follows:

A. The Maintenance Lead or RCC provides a verbal briefing on the new assignment, radiological conditions, and routing instructions.

B. The Team Leader notes the changes on the Briefing Sheet and initials and dates the new information.

C. The Maintenance Lead or RCC updates their copy of the Briefing Sheet and initials and dates the new information.

5.1.7 The RCC, or his designee, briefs personnel dispatched from the -4 Control Point and completes Attachment 7.2, as appropriate.

5.1.7.1 When HP personnel are assigned to accompany an OSC emergency team, then add their names to Attachment 7.2 for the emergency team.

A. A separate Attachment 7.2 is not required for the HP personnel.

5.1.7.2 If an HP technician is assigned to accompany Operations or Security personnel entering the CAA, then Attachment 7.2 is not required.

5.1.8 The OSC Leads maintain frequent communications with the team in the field.

5.1.8.1 Promptly inform the team of changes in plant and emergency conditions (for example, if a release is in progress a change in wind direction should be reported to the team).

5.1.8.2 When plant page announcements are made to update personnel on emergency or plant status, then ensure the content of these announcements are transmitted to the teams in the field.

5.1.9 Teams report status at the intervals indicated on the Emergency Team Briefing Sheet.

5.1.9.1 These status reports satisfy continuous accountability requirements.

5.1.9.2 If the team does not report within the indicated time, then the Maintenance Lead attempts to contact the team by radio or plant page.

5.1.9.3 If the team can not be contacted, then the Maintenance Lead informs the OSC Supervisor and requests dispatching a Search and Rescue Team in accordance with EP-002-081.

5.1.10 Implement EP-002-140, as applicable.

5.1.11 When the assigned task(s) is complete, then the emergency team returns to the OSC and is debriefed by the applicable Maintenance Lead, or designee.

5.1.11.1 Prior to returning to the OSC, verify the routing instructions by contacting the Maintenance Lead.

5.1.11.2 If emergency teams are routed through the –4 Control Point, then the RCC, or designee, debriefs the team.

A. The RCC, or designee, documents the debriefing by completing the Radiological Debriefing Section of Attachment 7.3.

5.1.11.3 When the emergency team arrives at the OSC, then the Maintenance Lead debriefs the team.

A. The Maintenance Lead, or designee, documents the debriefing by completing the OSC Debriefing Section of Attachment 7.3.

B. The Maintenance Lead discusses the team debriefing with the OSC Supervisor.

5.1.11.4 The OSC Supervisor informs the TSC Supervisor of the emergency team status.

5.1.12 The RCC, or designee, debriefs personnel dispatched from the -4 Control Point by completing Attachment 7.3.

5.2 Fire Brigade

NOTE

As a minimum, the Fire Brigade Leader shall be a fully qualified Level A Nuclear Auxiliary Operator (NAO).

5.2.1 When Operations personnel arrive in the OSC, then the OSC Supervisor Assistant assigns personnel to staff the Fire Brigade.

A. Guidance for the selection of Fire Brigade Members is provided in Attachment 7.1.

5.2.2 When the Fire Brigade is staffed, then the OSC Supervisor informs the TSC Lead Communicator of the following:

A. Names and badge numbers of the Fire Brigade Members

B. The OSC Supervisor updates the TSC Lead Communicator of any changes in Fire Brigade member staffing.

NOTE

Attachment 7.2 is not completed for the Fire Brigade.

5.2.3 The OSC Supervisor Assistant briefs the Fire Brigade Members as follows:

5.2.3.1 Inform members of their designation as Fire Brigade Members.

5.2.3.2 If assigned additional OSC duties, then responding to a fire is the first priority.

5.2.3.3 If a fire occurs, then the TSC Lead Communicator dispatches the Fire Brigade using the plant page.

5.2.3.4 If a fire emergency is announced, then the Fire Brigade responds immediately.

5.2.3.5 Direct the Fire Brigade members to check out a set of Operator keys for each member from the Security Superintendent.

5.2.4 After the Fire Brigade members have been briefed and have checked out Operator keys, then the OSC Supervisor Assistant informs the TSC Lead Communicator that the relief Fire Brigade is ready to relieve the Operations shift of Fire Brigade responsibilities.

5.2.5 The TSC Lead Communicator informs the Shift Manager and the Emergency Coordinator that the Operations shift is relieved of Fire Brigade responsibilities.

5.2.5 Until dispatched to a fire, the OSC Supervisor Assistant is responsible for continuous accountability of the Fire Brigade Members and ensures Fire Brigade Members are not assigned activities that would preclude them from responding to a fire.

5.2.5.1 If conditions exist that require an evacuation to an alternate OSC, then the OSC Supervisor stages the Fire Brigade at the +7 RAB and informs the TSC Lead Communicator of their location.

A. The TSC Lead Communicator assumes responsibility for the Fire Brigade at this time.

B. When the Fire Brigade is staged at the +7 RAB, then the Fire Brigade Leader establishes communications with the TSC Lead Communicator.

5.2.6 If a fire occurs, then the TSC Lead Communicator dispatches the Fire Brigade in accordance with FP-001-020 and assumes responsibility for the Fire Brigade.

5.2.7 If additional Fire Brigade support is required, then the OSC Supervisor provides the necessary manpower.

5.3 Emergency First Aid Team (EFAT)

NOTE

1. All EFAT staffing activities may be performed by the RCC and communicated to the OSC Supervisor and TSC Lead Communicator when complete.
2. When First Responder qualified individuals are available, then the First Responder qualified individuals should be selected as EFAT members before Multi-Media qualified individuals.
3 Attachment 7.2 is not completed for the EFAT or EFAT Communicator.

5.3.1 The OSC Supervisor Assistant coordinates the staffing of the EFAT with the RCC and Operations Coordinator using the guidance in Attachment 7.1.

5.3.2 Two EFAT members are selected using one of the following methods:

5.3.2.1 The RCC may designate an EFAT qualified Health Physics Technician and provide the name and badge number to the TSC Lead Communicator and OSC Supervisor as the designated EFAT member.

A. This individual may continue to assist the RCC in the performance of on-site Health Physics activities.

B. The RCC ensures that this individual is not assigned any duties which would prevent immediate response to a medical emergency.

AND

5.3.2.2 The Operations Coordinator may designate an EFAT qualified Chemistry Technician and provide the name and badge number to the TSC Lead Communicator and OSC Supervisor as the designated EFAT member.

A. This individual may continue to assist the TSC Chemistry Engineer in the performance of emergency chemistry activities.

B. The TSC Chemistry Engineer ensures that this individual is not assigned any duties which would prevent immediate response to a medical emergency.

OR

5.3.2.3 The RCC or OSC Supervisor Asistant may staff the EFAT with two (2) EFAT qualified individuals from either Chemistry or Health Physics.

5.3.3 The OSC Supervisor Assistant designates an additional individual with a radio to serve as EFAT Communicator and briefs this individual as follows:

A. Ensure this individual has a radio.

B. Inform the individual of the designation as EFAT Communicator.

C. Instruct this individual to conduct a radio check with the TSC Lead Communicator.

D. If assigned additional OSC duties, then responding to a medical emergency is the first priority.

E. If a medical emergency occurs, then the TSC Lead Communicator dispatches the EFAT using the plant page.

F. If a medical emergency is announced, then the EFAT Communicator responds to the scene immediately to assist the EFAT.

G. When the EFAT Communicator arrives at the scene, then inform the EFAT that you are the designated communicator.

H. The OSC Supervisor Assistant ensures this individual is not assigned any duties which would prevent immediate response to a medical emergency.

5.3.4 The RCC briefs the EFAT on the following:

A. Inform selected individuals of their designation as EFAT Members.

B. If assigned additional duties, then responding to a medical emergency is the first priority.

C. If a medical emergency occurs, then the TSC Lead Communicator dispatches the EFAT using the plant page.

D. If a medical emergency is announced, then the EFAT responds to the scene immediately.

E. The RCC ensures this individual is not assigned any duties which would prevent immediate response to a medical emergency.

5.3.5 Until dispatched to a medical emergency, the RCC is responsible for continuous accountability of the EFAT.

5.3.6 If a medical emergency occurs, then the TSC Lead Communicator dispatches the EFAT in accordance with UNT-007-018 and assumes responsibility for the EFAT.

5.3.7 If additional EFAT support is required, then the OSC Supervisor provides the necessary manpower.

5.4 Search and Rescue Team

5.4.1 Conduct Search and Rescue Team activities in accordance with EP-002-081.

6.0 FINAL CONDITIONS

6.1 All emergency teams have returned to the OSC or the –4 Control Point

6.2 Attachment 7.3 is complete for each team.

6.3 Fire Brigade keys are checked in with the Security Superintendent.

7.0 ATTACHMENTS

7.1 OSC Emergency Team Matrix

7.2 Emergency Team Briefing Sheet

7.3 Emergency Team Debriefing Sheeet

8.0 RECORDS

8.1 The following records are generated as a result of this procedure:

- Attachment 7.2, Emergency Team Briefing Sheet
- Attachment 7.3, Emergency Team Debriefing Sheet

OSC EMERGENCY TEAM MATRIX

TEAM	QUALIFIED IN							SELECTED FROM				
	RADIATION WORKER	SAFETY SYSTEM TRAINED	MULTI-MEDIA FIRST AID	HEALTH PHYSICS QUALIFIED	FIRST RESPONDER	FIRE BRIGADE QUALIFIED	FIRE TEAM LEADER QUALIFIED	OPERATIONS	HEALTH PHYSICS	CHEMISTRY	SECURITY	MAINTENANCE
- FIRE BRIGADE												
TEAM LEADER	R	R	D			R	R	P				
SUPPORT MEMBER	R	R	D			R		P				
SUPPORT MEMBER	R	R	D			R		P				
SUPPORT MEMBER	R		D			R		P				
SUPPORT MEMBER	R		D			R		P				
- FIRST AID												
TEAM LEADER	R		R*		D				S	P		
SUPPORT MEMBER(S)	R		R*	D	D				P	S		S
EFAT COMMUNICATOR	R											P
- SEARCH AND RESCUE												
TEAM LEADER	R		D					P	S	S	S	P
SUPPORT MEMBER(S)	R		D					P	S	S	S	P
- EMERG. REPAIR/ OPERATIONS												
TEAM LEADER	R	D	D					P	S	S		P
SUPPORT MEMBER(S)	R	D	D					P	S	S		P

R = REQUIRED D = DESIRABLE P = PRIMARY S = SUPPLEMENTARY

* - MINIMUM REQUIREMENT

TEAM NUMBER:

EMERGENCY TEAM BRIEFING SHEET

TASK ASSIGNED:

TEAM MEMBERS: NAME BADGE NO.

TEAM LEADER _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

REPORTING REQUIREMENTS:

REPORT TO: ☐ PMM LEAD ☐ PME LEAD ☐ PMI LEAD ☐ RCC ☐ OTHER _____

TELEPHONE: 3343 3218 3323 3240 _____

RADIO FREQUENCY: ☐ MAINTENANCE ☐ OPERATIONS ☐ RP

REPORT STATUS EVERY _____ MINUTES

SECURITY REQUIREMENTS

ACCESS UPGRADE REQUIRED? ☐ YES ☐ NO

SECURITY SUPPORT REQUIRED? ☐ YES ☐ NO

IF YES, EXPLAIN:

RADIOLOGICAL REQUIREMENTS: OSC HP LIAISON/RCC _____ INITIALS

ROUTING INSTRUCTIONS: ☐ NORMAL ROUTING OR ☐ ROUTING INSTRUCTIONS BELOW

_____

_____

_____

PROTECTIVE CLOTHING:

- ☐ FULL PCs
- ☐ FULL PCs & PLASTICS
- ☐ DOUBLE PCs
- ☐ OTHER _____
- ☐ NA

RESPIRATORY PROTECTION:

- ☐ SCBA
- ☐ FULL FACE IODINE
- ☐ FULL FACE PARTICULATE
- ☐ FULL FACE AIRLINE
- ☐ N/A

DOSIMETRY REQUIRED:

- ☐ TLD & LOW RANGE PIC OR ELECTRONIC ALARMING DOSIMETER
- ☐ TLD & HIGH RANGE PIC AND ELECTRONIC ALARMING DOSIMETER
- ☐ TLD & HIGH RANGE PIC
- ☐ MULTIPLE TLDs/SRDs
- ☐ N/A

SURVEY EQUIPMENT:

- ☐ LAPEL AIR SAMPLER
- ☐ DOSE RATE METER
- ☐ N/A

OSC LEAD/RCC _____ TIME/DATE: _____ / _____

TEAM NUMBER:

EMERGENCY TEAM DEBRIEFING SHEET

RADIOLOGICAL DEBRIEFING (Required if team entered an RCA, or at the discretion of the Radiological Controls Coordinator):

☐ NOT REQUIRED

☐ YES	☐ NO	1.	Were exposures received higher than expected?
☐ YES	☐ NO	2.	Was airborne activity encountered in any areas not previously identified?
☐ YES	☐ NO	3.	Were any other radiological problems encountered?
☐ YES	☐ NO	4.	Is a bioassay required for any team members?

EXPLAIN ANY YES ANSWER BELOW

_____

_____

_____

_____ _____

RCC (or Designee) DATE/TIME

OSC DEBRIEFING

SUMMARY OF THE STATUS OF ASSIGNED TASK: _____

_____

_____

_____

_____

_____

DESCRIPTION OF ANY UNEXPECTED PROBLEMS ENCOUNTERED: _____

_____

_____

_____

_____

_____

OTHER COMMENTS: _____

_____

_____

_____

OSC LEAD (or Designee) DATE/TIME

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-003-040 REVISION: 21 CHANGE: 3 DEVIATION: 0

TITLE: Emergency Equipment Inventory

EFFECTIVE DATE/MILESTONE: September 6, 2001
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 08/29/01

ACTION:

☐ New Procedure
☐ Deletion
☐ Revision
☒ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
Added electronic dosimeters to Attachment 7.1.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-4-01
☐ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	N/A	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9-6-01
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 9-4-01

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 9/6/01
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 9-6-01
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

LIST OF EFFECTIVE PAGES

1-9,32-35	Revision 21
2, 27-30	Change 1
2,10,14,17,18,20, 24,25,27-29,33	Change 2
2, 12	Change 3
10-12	Revision 20
13-16	Revision 19
24,25	Revision 18
26	Revision 17
17-21,36	Revision 16
27-30	Revision 15
22,23	Revision 14
31	Revision 11

INVENTORY CHECKLIST

INVENTORY RESPONSIBILITY: HP Supervisor

DESCRIPTION: OSC Storage Room

LOCATION: Maintenance Support Building (MSB) - OSC

ITEM DESCRIPTION	MINIMUM REQUIRED	CURRENT QUANTITY	TAG NUMBER	CALIBRATION DUE DATE	CONDITION SAT/UNSAT	COMMENTS
"D" Cell Batteries	30		N/A	N/A		
"C" Cell Batteries	8		N/A	N/A		
9V Batteries	12		N/A	N/A		
Clipboard	6		N/A	N/A		
HP-002-201 Att. 13.1 Rev. ____	10		N/A	N/A		
Stepoff Pads	5		N/A	N/A		
Sample Bags (Whirl Paks) (box)	1		N/A	N/A		
Flash Lights	9		N/A	N/A		
Constant Air Monitor	1					
Regulated Air Sampler	1					
Frisking Instruction Sign	1		N/A	N/A		
Constant Air Monitor Check Source	1			N/A		
Electronic dosimeters	30		N/A			3

INVENTORY CONDUCTED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

Emergency Planning Coordinator

cc: W-3 Records Center - Original
EP-003-040 Revision 20

Attachment 7.1 (3 of 3)