

WP8

Fort Calhoun Station
Unit No. 1

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EPIP-OSC-21

EMERGENCY PLAN IMPLEMENTING PROCEDURE

Title: ACTIVATION OF THE OPERATIONS SUPPORT CENTER

FC-68 Number: EC 28564

Reason for Change: Add instruction to turn on document reader/printer in OSC. Printer takes about 15 minutes to warm up.

Requestor: M. Reller

Preparer: M. Reller

ISSUED: 11-27-01 3:00 pm

R11

ACTIVATION OF THE OPERATIONS SUPPORT CENTER

NON-SAFETY RELATED

1. PURPOSE

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

2. REFERENCES/COMMITMENT DOCUMENTS

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

3. DEFINITIONS

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

4. PREREQUISITES

None

5. PROCEDURE

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

6. ATTACHMENTS

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

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

Attachment 6.1 - Checklist for Activation of the OSC

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

(✓) INIT/TIME

1. Verify the following minimum staffing positions are available:

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

2. Set up accountability boundaries per Attachment 6.3. _____ /

3. Connect phone harness P10:

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

4. Connect phone harness W10:

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

5. Connect PA microphone. _____ /

6. Turn on power switch for:

- Writeboard monitor _____
- Document reader/printer _____

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

Attachment 6.1 - Checklist for Activation of the OSC

(✓) INIT/TIME

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

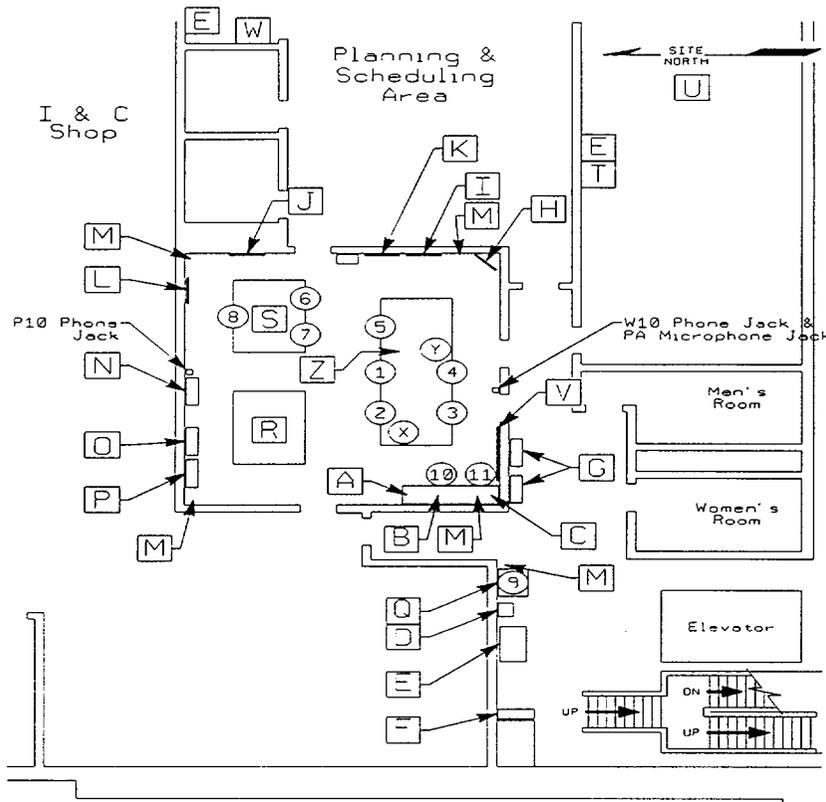
- Chemistry Technician _____
- Dosimetry Technician _____
- Electrical Maintenance Technicians (2) _____
- I&C Technician _____
- Maintenance Coordinator _____
- Mechanical Maintenance or Steam Fitter Mechanic _____
- Operations Liaison _____
- Radiation Protection Technicians (6 of which one may be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

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

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

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

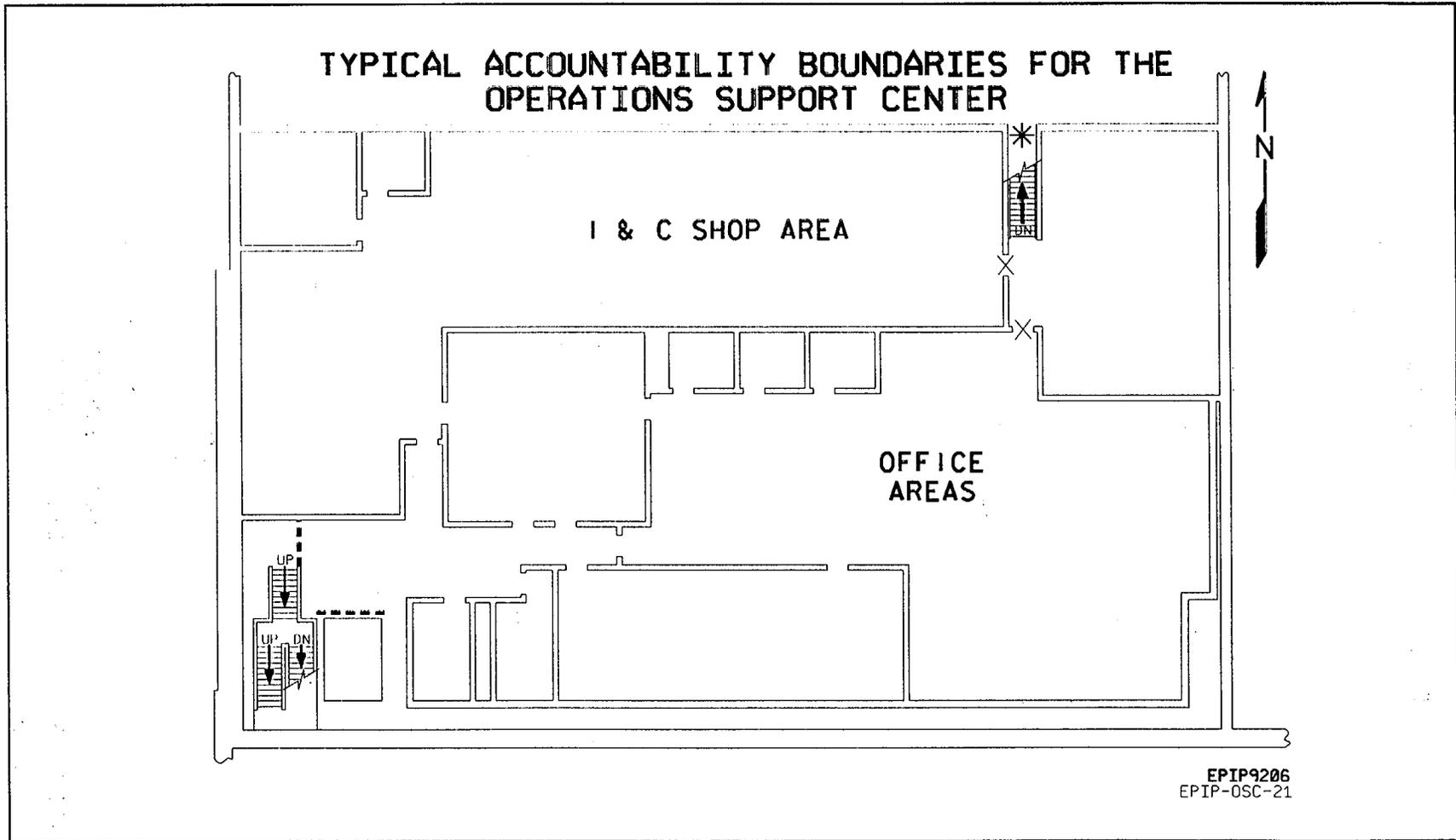
Attachment 6.2 - Typical Floor Plan For The Operations Support Center



- | | | |
|--------------------------|--|--|
| A. ERF Computer | J. EGG Map | S. Conference Area |
| B. ERMS | K. Procedure Rack | T. Fax Machine |
| C. OSC Base Radio | L. Sign-In Board | U. Procedures (Official Copy) |
| D. Dosimetry Issue Kit | M. Gaitronics | V. Team Status Board |
| E. Copy Machine | N. Radios/Protective Clothing | W. ERMS Network Printer |
| F. Respirators/Air Tanks | O. Kits, Phones, Admin. Supplies | X. OSC OPS Liaison Network Phone |
| G. SCBA's | P. RP Instruments, Sample Monitoring Kit | Y. Conference Health Physics Network Phone |
| H. Writeboard Monitor | Q. HIS-20 System | Z. MOP Phone |
| I. Plant Maps | R. Briefing Area | |

- | | |
|----------------------------|-----------------------------|
| 1. OSC DIRECTOR | 7. OSC STOREKEEPER |
| 2. OSC OPS LIAISON | 8. OSC TECHNICIANS |
| 3. OSC CHEMISTRY COORD. | 9. OSC ACCT/DOSIMETRY CLERK |
| 4. OSC RP COORD. | 10. OSC ERMS OPERATOR |
| 5. OSC MAINTENANCE COORD. | 11. OSC RADIO OPERATOR |
| 6. OSC MAINTENANCE PLANNER | |

Attachment 6.3 - Typical Accountability Boundaries for the Operations Support Center



NOTE: OSC Boundaries are determined by the OSC Director.

--Accountability Boundary

X NO Exit - Use Southwest Staircase

* DO NOT ENTER - Use Southwest Staircase

Attachment 6.4 - Checklist for Deactivation of OSC

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

INIT/TIME

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

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

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

NOTE: The TSC is the preferred relocation facility.

(✓) INIT/TIME

1. The OSC Director should:

1.1 Determine the location to which personnel will be relocated:

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

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

NOTE: A Site Announcement should be considered, but it shall not replace individual contact.

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

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

(✓) INIT/TIME

1.3 The OSC Radiation Protection Coordinator should:

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

1.4 The OSC Accountability/Dosimetry Technician should:

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

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

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(✓) INIT/TIME

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

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

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

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

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

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

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

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

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

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(✓) INIT/TIME

3. Upon arrival of personnel in the new facility:

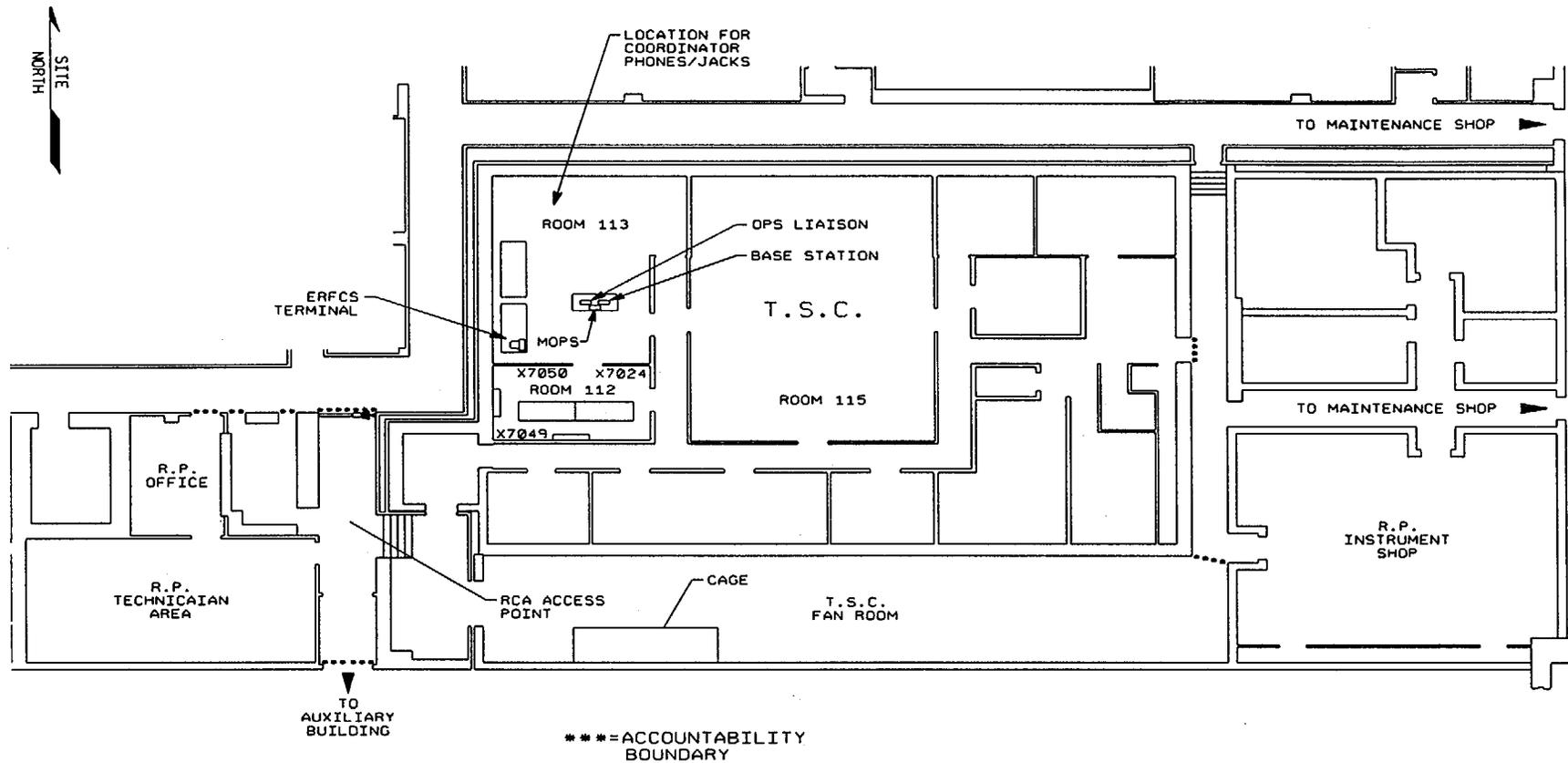
3.1 The OSC Director shall ensure:

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

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

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

Attachment 6.6 - Typical Location of Alternate Operations Support Center



**EMERGENCY PLAN FORMS INDEX
FC-EPF**

FC-EPF-1	Alert Notification System Accidental Activation Report Form	R7 11-29-01
FC-EPF-2	Offsite Monitoring Log	R3 03-15-01
FC-EPF-3	Administration of Potassium Iodide Tablets	R1 11-07-00
FC-EPF-4 NCR	Radiological Emergency Team Briefing Checklist	R2 12-13-94
FC-EPF-5	Emergency Worker Extension	R3 03-26-98
FC-EPF-6	Estimated Exposure Worksheet	R4 11-07-00
FC-EPF-7	Estimated Exposure Log	R2 04-01-98
FC-EPF-8	Sample Worksheet	R5 08-10-95a
FC-EPF-9	OSC 24-Hour Staffing Schedule	R12 08-24-00
FC-EPF-10	CR/TSC 24-Hour Staffing Schedule	R14 08-24-00
FC-EPF-11	EOF 24-Hour Staffing Schedule	R10 08-24-00
FC-EPF-12	MRC 24 Hour Staffing Schedule	R2 08-05-99
FC-EPF-13	Emergency Response Organization Log Sheet	R0 01-17-91
FC-EPF-14	Emergency Response Organization Assignment Form	R9 09-04-01
FC-EPF-15	Drill Exercise Comment Form	R3 07-11-97a
FC-EPF-17	Pager Response Follow Up Questionnaire	R3 11-06-99
FC-EPF-19	Process and Area Monitor Locations	R6 09-01-94
FC-EPF-20	Site Boundary/Owner Control Area	R1 07-29-97
FC-EPF-21	Fort Calhoun Station Sector Map	R2 05-15-97
FC-EPF-27	Onsite/Offsite Dose Comparison Data Record (Using Eagle Program)	R3 11-07-00
FC-EPF-29	Estimation of Unmonitored Release Rates	R1 12-30-93

**EMERGENCY PLAN FORMS INDEX
FC-EPF**

FC-EPF-31	ΔT - Stability Class - $\chi\mu/Q$	R1 07-25-95
FC-EPF-32	Area Monitor Trending	R0 06-10-93
FC-EPF-33*	Emergency Response Facility Computer System (ERFCS)	R1 07-02-96
FC-EPF-34	MRC Director Checklist	R0 06-23-93
FC-EPF-35	Iowa EOC Route Map (double-sided)	R0 06-21-94
FC-EPF-36	EOF Briefing Guidelines	R3 10-22-01
FC-EPF-37	Operations Liaison Out of Service Equipment List	R0 07-11-95
FC-EPF-38	Blair Industrial Park CO-OP	R6 12-05-00
FC-EPF-41	Emergency Planning Simulator Critique	R0 09-30-98
FC-EPF-42	Emergency Action Levels	R0 07-16-99
FC-EPF-43	Update Report to Offsite Authorities	R0 11-29-01

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ALERT NOTIFICATION SYSTEM
ACCIDENTAL ACTIVATION REPORT FORM

1. Date: / /		Initial Contact Time:
OPPD Person Taking Information:		
2. Person Reporting Siren Sounding:		
3. Organization or Address of Individual:		
4. Siren Location:		
5. Siren Number(s) (if known):		
6. Description of Problem:		
7. Emergency Planning Contact Person Notified		
[] "N/A" or Name:		TIME:
8. KFAB Notified		
NAME:		TIME:
9. Electric Operations Dispatcher Notified		
[] "N/A" or Name:		TIME:
10. Applicable County Sheriff Notified		
[] "N/A" or Name:		TIME:
11. NRC Resident Inspectors Office Notified		
NAME:		OR
[] message left on phonemail/answering machine		TIME:
12. NRC Operations Center Notified EN:		TIME:
NAME:		

RECORD CONDITION REPORT NUMBER _____

CR No.

AND

ROUTE THIS FORM TO:

SUPERVISOR, EMERGENCY PLANNING, FC-2-1

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UPDATE REPORT TO OFFSITE AUTHORITIES

Use this form only when the EAGLE dose assessment program is unable to print.				
This is a: <input type="checkbox"/> Emergency <input type="checkbox"/> Drill/Exercise				
Contact/Fax Time:				
Call Back #: <input type="checkbox"/> CHP Commercial (if CHP is unavailable) (402) -				
Fax to: <input type="checkbox"/> Iowa <input type="checkbox"/> Nebraska <input type="checkbox"/> TSC <input type="checkbox"/> EOF <input type="checkbox"/> Control Room (Simulator if Drill) <input type="checkbox"/> MRC				
Plume Calculation Time: Plume #: Dose Assessment Specialist:				
Release Point	<input type="checkbox"/> Auxiliary Building Stack		Flow	
	<input type="checkbox"/> Condenser/Main Steam		Flow	
	<input type="checkbox"/> Containment		Flow	
	<input type="checkbox"/> Rad Waste Building Stack		Flow	
Estimated Release Duration: Hours				
Quantity and Rate	curies noble gas at		curies/second	
	curies iodine at		curies/second	
	curies particulate at		curies/second	
Meteorological	Atmospheric Mixing Condition:			
	Wind Speed: MPH		Wind Direction: Degrees	
	Delta T: Degrees		Ambient Temperature: Deg. C	
	Stability Class:		Mixing Height: Meters	
Affected Sectors:				
	Projected Dose Rates (REM/Hr)		Projected Integrated Dose (REM)	
	TEDE	CDE	TEDE	CDE
Site Boundary				
2 Miles				
5 Miles				
10 Miles				
All calculations done using Straight Line Gaussian Model. Doses/Dose Rates <1E-4 are displayed as zero.				
Reviewed by:				