

50-331

TRANSMITTAL/ACKNOWLEDGEMENT MEMORANDUM

NOTIFICATION NO: 132
DATE: December 20, 2001

TO: NRC-NRR/Document Control Desk, Washington DC

SUBJECT: Emergency Plan Implementing Procedures (--- Series) Manual No: 91 *

Revisions to your controlled copy of the manual, as checked above, are attached. As indicated below, please remove and discard the superseded material and insert the revised material, or perform the changes as directed herein.

MANUAL CONTENTS	REMOVE		INSERT	
	REV	DATE	REV	DATE
Appendix 1 (EPIP Forms) Index	22	10/31/01	23	12/20/01
TSC-01 16109	1		2	
TSC-02 16286	0		1	
TSC-03 16288	0		1	
TSC-04 16428	0		1	
TSC-05 16438	0		1	
TSC-06 16440	0		1	
TSC-07 16441	0		1	
TSC-08 16442	0		1	
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TSC-27 16844	0		1	
TSC-29 16847	1		2	
TSC-32 16848	0		1	
TSC-34 16849	1		2	

Verify the procedures listed in this distribution, or associated attachments or checklists, are not currently being performed. If any of these items are currently being performed, the verification signature below acknowledges that a controlled transition from the old revision to the new revision shall be made in accordance with Section 3.4 of ACP 101.01, "Procedure Use and Adherence."

_____ (Verification) _____ (Date)

(Can be N/A'd if revisions are being inserted into a reference manual)

Please acknowledge that the above action has been taken by signing below and returning this memorandum to:

**Duane Arnold Energy Center
Procedure Department
3277 DAEC Road
Palo, IA 52324**

I have inserted the above revisions in the Manual.

Signed Date

A045

Rec'd
01/30/02

EMERGENCY PLAN IMPLEMENTING PROCEDURES	Appendix 1 Rev. 23
EPIP Forms	Page 1 of 6

EFFECTIVE DATE 20 December 2001

Form Number	Title	Revision Number	Referencing Procedure
CR-01	OSM/OSS Checklist	Rev. 2	EPIP 2.5
CR-02	Back Panel Communicator Checklist	Rev. 0	EPIP 2.5
CR-03	Dose Projection & ARM Data Sheet	Rev. 0	EPIP 2.5
CR-04	Control Room to TSC Command and Control Transfer Checklist	Rev. 0	EPIP 2.5
EAL-01	Abnormal Rad Levels/Radioactive Effluent Table	Rev. 1	EPIP 1.1
EAL-02	Fission Barrier Table	Rev. 1	EPIP 1.1
EAL-03	Hazards & Other Conditions Affecting Plant Safety	Rev. 1	EPIP 1.1
EAL-04	System Malfunction Table	Rev. 1	EPIP 1.1
EOF - 02	NRC - HPN Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 03	Technical Recorder Checklist	Rev. 2	EPIP 1.5
EOF - 04	Summary of Computer Data Backup Collection Activities	Rev. 1	EPIP 1.5
EOF - 05	EOF Information Services Representative Checklist	Rev. 2	EPIP 1.5
EOF - 06	DAEC Key Parameter Log	Rev. 0	EPIP 1.5
EOF - 07	Emergency Response and Recovery Director Checklist	Rev. 3	EPIP 1.5
EOF - 08	Rad & EOF Manager Checklist	Rev. 5	EPIP 1.5, 3.3
EOF - 09	EOF STA/OPS Liaison Checklist	Rev. 0	EPIP 1.5
EOF - 10	EOF-TSC Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 11	Support Services Coordinator Checklist	Rev. 1	EPIP 1.5
EOF - 12	Field Team Director Checklist	Rev. 0	EPIP 1.5, 3.3
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EOP - 29	Written Closeout Summary	Rev. 0	EPIP 1.5
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DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** EMERGENCY COORDINATOR

EPIP FORM TSC-01 **REVISION #:** 2

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization'	1.1, 'Determination of EAL's'
Section D, 'Emergency Classification System'	1.2, 'Notification'
Section E, 'Notification Methods & Procedures'	1.3, 'Plant Assembly and Accountability'
Section H, 'Emergency Facilities Staffing, Activation and Equipment'	2.1, 'Activation & Operation of the OSC'
Section I, 'Accident Assessment'	2.2, 'Activation & Operation of the TSC'
Section J, 'Protective Response'	3.3, 'Dose Assessment & Protective Action'
Section M, 'Recovery and Reentry Planning and Post-Accident Operation'	4.5, 'Administration of KI'
	5.2, 'Recovery & Reentry'

BASIC PURPOSE OF THIS ERO POSITION:

This position assumes command & control responsibility for the ERO from the OSM/OSS. Responsible for coordinating the total response effort of the ERO. Reports to the ER&RD who may assume some aspects of the emergency response effort if/when the EOF becomes operational.

Time constraints to keep in mind during the event:

- 15 minutes to declare an event once conditions are recognized*
- State & County notifications (EAL and PAR) – 15 minutes from event declaration or change*
- ENS Notified – As soon as possible but within 60 minutes of event declaration*
- ERDS activated – Within 60 minutes of initial event declaration*
- Accountability – Completed within 30 minutes of event declaration*
- Facility Activation within 30 minutes (30 minute positions filled or assigned)*

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, sign in, acquire position badge and handbook. Utilize EC checklist, as a guide. (NOTE: For drills, report directly to the Sim-CR)

- ___ Report to the Control Room to receive a detailed turnover from the OSS. Reference form CR-04.

- ___ Verify notifications and protective action recommendations are completed in accordance with EPIP 1.2, "Notifications"
 - ___ If the Control Room is unable to perform or complete required notifications, verify that the required notifications are completed from the TSC. Notifications and PAR's must be completed within 15 minutes of event declaration. This includes initial declarations, upgrades, downgrades and cancellations.

- ___ Confer with the Tech & Eng Supervisor to determine if the TSC/OSC is activated. (NOTE: The facility is considered activated when all 30-minute ERO positions are filled or assigned.)

- ___ Relieve the OSM/OSS of all ERO responsibilities.

- ___ Relocate to the TSC and provide the TSC/OSC an initial briefing summarizing the event and setting priorities.
 - ___ Declare the TSC/OSC operational. Date: ___ Time: ___

- ___ Confer with the Security and Support Supervisor on the status of plant accountability.

- ___ Inform the ER & RD of the operational status of the ERO and status of accountability.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

OPERATION

At the discretion of the EC, the authority to dispatch rescue/repair teams may be delegated to the Tech & Engineering Supervisor and/or OSC Supervisor.

ON-GOING TASKS TO BE PERFORMED THROUGHOUT THE EVENT

___ Periodically (at least every 30-minutes, or as conditions change) brief the TSC/OSC staff on the current status of the plant and response actions being taken to mitigate the event. The following information should be given as applicable, ensure to give the facility a 'heads-up' so conversations can cease:

- ___ Plant status
- ___ Significant changes or problems
- ___ Response actions in progress
- ___ Planned response actions
- ___ Habitability concerns
- ___ Check of Self-Reading Pocket Dosimetry (SRPD)
- ___ Reminder to keep extraneous conversations to a minimum
- ___ Reminder to use phonetic alphabet and 3-Part Communications

- ___ Direct the TSC Staff on applicable tasks to be carried out.
- ___ Direct the Site Radiation Protection Coordinator on applicable tasks to be carried out by the radiation protection staff.
- ___ Coordinate accident assessment and analysis efforts to determine the full scope and impact of the emergency.
- ___ Coordinate efforts to return the plant to, and maintain it in a safe, stable condition.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

- ___ Apprise Company, local, State, and Federal officials and agencies of updated information pertaining to the emergency condition.
- ___ Provide periodic updates to local, State and Federal officials and agencies.
- ___ Provide accurate plant status information to the JPIC.
- ___ Classify/Reclassify the event as necessary. This responsibility **may not be delegated**.
- ___ Approve Protective Action Recommendations. This responsibility **may not be delegated**. (Ensure to include the SRPC when deciding on PARs)
- ___ Approve extensions on exposure limits for emergency workers. This responsibility **may not be delegated**.
- ___ Select and prioritize response actions to be pursued and ensure this information is transmitted to the OSC Supervisor.
- ___ Verify that the Security and Support Supervisor has arranged for continuous coverage by ERO personnel, for events of a protracted nature.
- ___ Update the ER & RD on plant status, response options in progress, protective action recommendations, etc.

If it is anticipated that escalation beyond the ALERT level will occur;

- ___ Authorize the OSC Supervisor to activate the ORAA (confer with the SRPC to ensure the radiological conditions will not have any impact) or the alternate ORAA.
- ___ Authorize the evacuation of all non-essential personnel, as necessary.
- ___ Authorize the OSC Supervisor to activate the Offsite Radiological and Analytical Laboratory (ORAL) and Offsite Decontamination Facility (ODEF).

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

___ If the TSC becomes uninhabitable, relocate the following TSC positions to the Control Room, (the EC may add to this list, or remove some from this list as conditions dictate). All other TSC staffing may be relocated to other locations deemed appropriate by the EC (if conditions permit, the remaining TSC personnel would relocate to the EOF, and OSC personnel would relocate to the ORAA).

- ___ Emergency Coordinator
- ___ SRPC
- ___ ENS Communicator
- ___ Security & Support Supv
- ___ Rx Eng
- ___ MIDAS Operator
- ___ TSC-EOF-Offsite Communicator

EOF ACTIVATION

Upon activation of the EOF, facilitate the transfer of the following responsibilities to the ER & RD. Use TSC-02 as a guide to facilitate transfer (fax completed form to the EOF).

- ___ Offsite communications.
- ___ Notifications to local, State and Federal agencies (note: TSC ENS Communication will remain in the TSC).
- ___ Dose projection and dose assessment activities.
- ___ Development and transmittal of PAR's.
- ___ EAL upgrading, downgrading or cancellation.
- ___ Recovery activities.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

NRC SITE TEAM

Brief the NRC Site Team upon arrival on the following topics:

- Event sequence.
- Plant status, major problems and corrective actions being taken or planned.
- Dose projection results and PAR's.
 - Onsite radiological concerns
 - Offsite radiological concerns
 - Meteorological conditions
 - EPZ implemented actions
- Prognosis of the event.
- Potential need for Tech. Spec./license deviations.

RECOVERY

- Coordinate with the ER & RD to initiate recovery planning.
- Deactivate emergency response centers.
- Direct the Tech & Engineering Supervisor to prepare a written summary upon downgrading from an ALERT or greater. Topics to be covered should be summary of the event, response actions taken or in progress, significant problems which require further evaluation before resolution.

TSC TO EOF
COMMAND AND CONTROL TRANSFER CHECKLIST
Page 1 of 2

NOTE

This checklist should be used when turning over Command and Control from the EC to the ER&RD.

BRIEF ER&RD regarding:

1. Current Classification EAL: _____ **Time:** ____:____

Conditions used to determine classification: _____

2. Fission Product Barriers

Status of Fuel Cladding: _____

Status of RCS: _____

Status of containment: _____

3. On-Site Protective Actions initiated:

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| ❖ Non-Essential onsite personnel evacuated | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ KI issued to onsite personnel | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Accountability complete for onsite personnel | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Event conditions require respirators and PC's | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Authorize exposures beyond 10CFR20 limits? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Any onsite personnel injured/hospitalized | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

Comments: _____

4. Equipment that is Degraded, Out of Service or of Concern:

5. Support needed to mitigate the event:

TSC TO EOF
COMMAND AND CONTROL TRANSFER CHECKLIST
Page 2 of 2

6. Notifications Completed:

- State/County Notification (NOTE-5): YES NO
- NRC via ENS (NOTE-3): YES NO
- NMC Corporate: YES NO

7. Non-Delegable Duties to be Assumed by EOF:

- Classify events? YES NO
- Determine PARs? YES NO

8. Upon transfer of Command & Control, the EOF will be responsible for the following:

- State & County Notifications YES NO
- ENS Notifications YES NO
- Protective Actions YES NO
- Offsite Field Teams YES NO

9. Other Information:

- Release Occuring? YES NO

Comments: _____

- Any In-Plant Radiological Concerns? YES NO

Comments: _____

10. At time of transfer, document:

Name of EC: _____

Name of ER&RD: _____

Date/Time of transfer: _____

Inform TSC/OSC personnel of transfer of Command & Control: _____

Initials of EC

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** SITE RAD PRO COORDINATOR

EPIP FORM TSC-03 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization'	1.3, 'Plant Assembly and Accountability'
Section J, 'Protective Response'	2.1, 'Activation & Operation of the OSC'
Section K, 'Radiological Exposure Control'	2.2, 'Activation & Operation of the TSC'
Section L, 'Medical and Public Health Support'	3.3, 'Dose Assessment & Protective Action'
Section M, 'Recovery and Reentry Planning and Post-Accident Operation'	4.5, 'Administration of KI'
	5.2, 'Recovery & Reentry'

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for all on-site radiological activities and protection. Also responsible for the On-Site Field Team and the Off-Site Field Teams until the EOF relieves the SRPC of Off-Site Field Team responsibility. Also, assist the EC in making PARs.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- Report to the TSC.
- Swipe in the emergency accountability card reader, sign in on the Emergency Assignment Staffing Board, acquire the Site Radiation Protection Coordinator badge.
- Locate and utilize the Site Radiation Protection Coordinator handbook and checklist.
- Verify the following positions have been staffed.
 - TSC MIDAS Terminal Operator (Chem Tech)
 - EOF MIDAS Terminal Operator (Chem Tech, reports to EOF at Alert or higher classification)
 - Radiological Support Staff Member
 - Radio Operator - Onsite
 - Radio Operator - Offsite
 - Back Panel Communicator
 - NRC HPN Communciator
- Report staffing results to the Tech & Eng Supervisor

OPERATION

- Verify MIDAS is operable.
- Verify TSC & OSC is habitable.
- Verify EC or Tech & Eng Supervisor initiates a PA announcement with regard to facility habitability.
- Verify operational status of SBGT Trains, inform TSC MIDAS Operator of status.
- Verify reactor trip. Time _____ (All rods full in)

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

- ___ Verify Radiological Support Staff person is acquiring ARM data.
- ___ Advise EC of dose extensions. (Only EC may authorize dose extensions)
- ___ Review MIDAS projections every 15-30 minutes and issue Protective Action Recommendations (PAR's) to the EC, as necessary.
- ___ Verify Linn Co., Benton Co., and the State of Iowa EMA's are notified of any PAR changes within 15 minutes of EC approval.
- ___ Verify MIDAS information is consistent with data obtained from the Offsite Field Monitoring Teams.
- ___ Authorize the administration of KI as necessary. inform the EC.

MEDICAL

- ___ Name of Injured: _____
- ___ Badge: _____
- ___ Location and Contamination Levels: _____

- ___ Verify hospital notified to receive contaminated/injured person
- ___ Hospital name: _____ Time: _____
- ___ Verify Medical Consultant notified of contaminated/injured person (telephone numbers in the ETB).
- ___ Personal information and condition of contaminated/injured person provided to the EC.
- ___ Verify follow-up of patient's condition.
- ___ Verify follow-up information provided to the EC.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

RADIOLOGICAL MONITORING TEAMS

- ___ Provide information regarding the projected or ongoing release to the HP Supervisor for dissemination to the Onsite and /or Offsite Radiological Monitoring Teams prior to dispatch.
- ___ Verify dispatch of the onsite field team. Time of dispatch: _____
- ___ Assume control of the onsite team upon being advised of their readiness for dispatch by the HP Supervisor.
- ___ Verify dispatch of the Offsite Field Team A. Time of dispatch: _____
- ___ Verify dispatch of the Offsite Field Team B. Time of dispatch: _____
- ___ EC informed of dispatch of Onsite and Offsite Field Teams.
- ___ Assume control of the offsite teams upon being advised of their readiness for dispatch by the HP Supervisor.
- ___ Transfer control of the offsite teams to the Radiological Assessment Coordinator (RAC) in the EOF. Time: _____

ORAA ACTIVATION

- ___ Review current MIDAS projection for direction of plume travel prior to activation of ORAA.
- ___ Determine travel route for staff and evacuees.
- ___ Verify EC informed of impending ORAA activation and travel route.
- ___ Authorize OSC Supervisor to activate the ORAA. Time: _____
- ___ Verify HP Supervisor informed of impending ORAA activation.
- ___ Verify ORAA operational. Time: _____
- ___ Verify plume direction periodically, relocate ORAA personnel to the ORAL/ODEF as necessary.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ORAL/ODEF ACTIVATION

- Authorize OSC Supervisor to activate the ORAL/ODEF. Time: _____
- Verify HP Supervisor informed of impending ORAL/ODEF activation.
- Verify ORAL/ODEF operational. Time: _____
- Verify EC informed the ORAL/ODEF is operational.

PASS SAMPLE (as necessary or requested)

- Verify PASS sample initiated
 - Large Volume
 - Small Volume
 - Offgas Stack
 - Containment Atmosphere
 - Reactor Building Vents
 - Turbine Building Vents

RECOVERY/REENTRY

- Assist the EC is recovery/reentry activities as requested.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** TECH & ENG SUPERVISOR

EPIP FORM TSC-04 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization'	1.3, 'Plant Assembly and Accountability'
Section H, 'Emergency Facilities Staffing, Activation and Equipment'	2.1, 'Activation & Operation of the OSC'
Section J, 'Protective Response'	2.2, 'Activation & Operation of the TSC'
Section M, 'Recovery and Reentry Planning and Post-Accident Operation'	4.3, 'Rescue and Emergency Repair Work'
	5.2, 'Recovery & Reentry'

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for staffing the TSC upon facility activation. Once the TSC has become operational (EC in TSC), then the Tech & Eng Supv becomes responsible for the Engineering Staff assembled in the ERO.

Time constraints to keep in mind during the event:

ERDS activated – Within 60 minutes of initial event declaration

Accountability – Completed within 30 minutes of event declaration

Facility Activation within 30 minutes (30 and 60 minute positions filled or assigned)

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- Report to the TSC, swipe in accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.

- Activate the TSC
 - Verify all 30 and 60-minute TSC positions are filled or appointed (Reference TSC-29).
 - Ensure all of the TSC Supervisors are setting up their area(s) and will inform you of any problems.
 - Inform the Emergency Coordinator that the TSC is activated
 - Inform the Electronic Status Board (ESB) Operator of the TSC and OSC activation time for entry onto the ESB
 - Brief the TSC, via the PA, of the following:
 - Status of the plant
 - Status of Accountability
 - Status of the TSC and OSC
 - Status of habitability
 - Immediate response actions underway
 - Reminder to periodically check SRD's
 - Any other pertinent information

- Verify ERDS activated (normally by Information Services Rep, backup is the Rx Eng)

- Have Information Services synchronize the clocks in the TSC and OSC with the time on the PPC

- Verify the ERO Engineering Staff is staffed and ready
 - Electrical Engineer
 - Mechanical Engineer
 - I&C Engineer
 - Electronic Status Board Recorder
 - NRC ENS Communicator

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

OPERATION

- ___ Coordinate with the OSC Supv and TSC Ops Supv in establishing priorities and Repair Teams as necessary
- ___ Assign a staff Engineer to maintain the priority list current on the priority board and to maintain the signs relating to EAL severity levels (i.e., Alert, General Emergency, etc.)
- ___ Assign a staff Engineer to maintain a running list of degraded equipment on the 'printing' dry-erase board for use when in the recovery/reentry phase
- ___ Obtain feedback from the OSC Supervisor on the completion of priority task items.
- ___ Verify Emergency Team Data Sheets are filled out for each priority task item.
- ___ Ensure that the engineering staff work as a team with the OSC Supervision to resolve/complete the priority task items.
- ___ Assign specific engineers to resolve/complete priority task items.
- ___ Verify all completed Emergency Team Data Sheets are returned to the TSC and collected.
- ___ Generate an AR as necessary to document situations such as:
 1. QL1 equipment repaired with non-QL1 parts,
 2. Plant equipment in an unforeseen condition,
 3. Lifted leads and/or electrical jumpers installed and/or removed,
 4. Any other issue that must be documented to ensure it is returned to 'normal' when in the recovery phase

RECOVERY

- ___ Assist the EC in developing a recovery/reentry plan as necessary

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** QUALITY ASSURANCE

EPIP FORM TSC-05 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization'	2.2, 'Activation and Operation of the TSC'
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BASIC PURPOSE OF THIS ERO POSITION:

This position provides assistance to design, procurement, and construction activities that are required to establish cold shutdown conditions. Quality Assurance can define and track activities that are not conducted in accordance with normal established practices, and can ensure that post-accident evaluations are conducted to verify the acceptability of those activities for both short and long term service. This position is staffed when needed at the discretion of the QA Manager/Supervisor, or ERO management.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe in accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.

NOTE

The occurrence of an emergency situation at the DAEC may result in the suspension of normal quality assurance requirements in activities and events critical to achieving a safe and stable plant condition. These instances must be documented, such that the activity or event can be reviewed and, if necessary, corrected following the conclusion of the emergency situation. Activities occurring during the emergency shall be evaluated to determine if they are non-conforming.

OPERATION

- ___ Direct overall Quality Assurance Department activities.
- ___ Monitor response activities in order to track non-routine activities.
- ___ Track deviations from normal company practices, policies, and procedures.
- ___ Secure available QA staff throughout the emergency.
- ___ Assist with the processing of emergency purchase orders.
- ___ Supply source inspectors, or other supplier-related support.
- ___ Document non-routine activities.
- ___ Document the use of non-standard or non-code components used in a safety related or safety system.
- ___ Modification packages should contain drawings, installation instructions and operating limitations.
- ___ For procurements, receipt inspections are recommended to ensure the product purchased and delivered are the same.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

- ___ Minimize inspection activities during an emergency to avoid unnecessary exposure to personnel.

RECOVERY

- ___ Continue to provide QA coverage in support of priority repairs.
- ___ Compose a report of all non-conforming activities and provide this report to the historical file.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** SECURITY AND SUPPORT SUPERVISOR

EPIP FORM TSC-06 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization'	1.2, 'Notification'
Section F, 'Emergency Communications'	1.3, 'Plant Assembly and Site Evacuation'
Section J, 'Protective Response'	2.1, 'Activation and Operation of the OSC'
	2.2, 'Activation and Operation of the TSC'
	2.4, 'Activation and Operation of the ORAA'
	2.8, 'Security Threat'
	4.2, 'First Aid, Decontamination and Medical Support'

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for security related activities at DAEC, and for the TSC Support Staff (Admin Supv, Clerical support, Information Services Reps, Offsite Communicator, Warehouse Supv).

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.
- Call out additional Security Force personnel, as required.
- Verify the Emergency Accountability Card Readers have been toggled "ON" by the SAS or CAS Operator.
- Verify accountability is in progress or completed within 30 minutes of event declaration. (Ask the TSC Ops Liaison when the event was declared via NOTE-05)

Event Declaration: Time _____

Accountability Complete: Time _____

- Prior to dispatching the Security Force Member, obtain concurrence from the HP Supervisor. Verify the dispatch of Security Force Members to tour the buildings outside the Protected Area, excluding the Badging Center, Training Center, and PSC; and direct or escort individuals found, to the Security Control Point (SCP).
- Limit access into the facility to only those individuals required for emergency response.
- Assign personnel to maintain access control at the following locations:
 - Warehouse
 - Security Ingress
- Dispatch a Security Force member to retrieve the accountability list at the Plant Support Center.
- Dispatch a Security Force Member to retrieve the accountability list at the Training Center.
- Dispatch a Security Force Member to retrieve the accountability list at the Badging Center.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

___ Verify the dispatch of a Security Force Member to perform the following:

___ Unlock the Emergency Lockers located in OSC Staging Area. Locker keys are located in the key locker in the Security Control Point. Duplicate keys are located in the Secondary Alarm Station (SAS).

NOTE

Simulate the lineup of the TSC Emergency Ventilation System during **drills and exercises** in order to minimize ventilation run-time unless specifically told to perform the lineup by the TSC Lead Controller.

___ Lineup TSC Emergency Ventilation System per OI 729.2.

___ Log startup time in TSC HVAC Filter Unit Operating Log located in TSC Ventilation Room.

___ Relocate emergency equipment lockers in the TSC HVAC Equipment Room to the OSC Staging Area.

___ Check with HP Supervisor as to plant radiological status before dispatching a Security Force Member with two access authorization lists to the site boundary to control access to the DAEC.

___ Coordinate with local law enforcement agency personnel who establish a roadblock at the intersection of Palo Marsh Road and DAEC Road to authorize access to the site. A list of employees should be provided to local law enforcement personnel.

OPERATION

___ Ensure the Admin Supervisor generates a TSC shift rotation schedule, and provide to the EC.

___ Provide assistance, as required, in completing the required Emergency Response Notifications.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

- ___ Authorize deviations from standard security practices, as appropriate, to promote rapid response by Emergency Response Organization personnel.
- ___ Coordinate with the HP Supervisor and assign qualified first aid personnel as required.
- ___ Advise the Site Radiation Protection Coordinator and/or the HP Supervisor when personnel injuries occur.

ORAA ACTIVATION

Upon being advised that activation of the ORAA is planned; refer to EPIP 2.4, "Activation and Operation of the ORAA", and:

- ___ Assign a Security Force Member to the ORAA Supervisor.
- ___ Advise the local law enforcement agency representative at the intersection of Palo Marsh Road and DAEC Road of the planned evacuation.

SITE EVACUATION

- ___ If evacuation of the site is required, including the SCP and CAS, refer to EPIP 2.4 and relocate badge boards, dosimetry, all 800 MHz and VHF radios, access authorization lists and keys to the ORAA or other site as determined by management.

RECOVERY

Provide assistance, as required, in deactivating the Emergency Response Organization including:

- ___ Secure the TSC HVAC System per OI 729.2. Log the shutdown time in the TSC HVAC Filter Operating Logbook.
- ___ Relock the TSC Emergency Locker when equipment and supplies have been returned.
- ___ Relocate the Emergency Lockers in the OSC Staging Area when equipment and supplies have been returned to the TSC HVAC Emergency Room.
- ___ Collect all documentation and provide to the Clerical Staff in the TSC.

**DAEC EMERGENCY RESPONSE ORGANIZATION
POSITION SPECIFIC CHECKLIST**

FACILITY: TSC **ERO POSITION:** ADMINISTRATIVE SUPERVISOR

EPIP FORM TSC-07 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN	DAEC EPIP's
Section B, 'Emergency Response Organization'	1.2, 'Notification' 2.2, 'Activation and Operation of the TSC'

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for the clerical staff assigned to the TSC. Primary duties include assisting in facility activation, assisting the ERO with administrative functions, creating a 24-hour schedule for the TSC/OSC, and for collecting/filing all required documentation.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.
- ___ Call out additional clerical support personnel, as required.
- ___ Verify TSC clerical support personnel are locating and utilizing their checklists to set up the TSC.
- ___ Verify TSC clerical support personnel are wearing dosimetry.
- ___ Verify the TSC/OSC PA system is operational.
 - ___ Transmitter plugged in to the power strip.
 - ___ Place the "operate switch" on the transmitter to the OPERATE position.
 - ___ Microphone and stand given to the EC.
 - ___ PA System turned on (located in Radio Room in TSC)

OPERATION

- ___ Verify clerical support staff are providing necessary support to the TSC staff, assist as necessary.
- ___ Utilizing the ETB, identify for the Security and Support Supervisor, personnel names and positions for second and third shifts. These lists should include both the TSC and OSC positions.
- ___ Verify adequate administrative supplies are provided to all TSC staff.

RECOVERY

- ___ Collect all documentation generated during the event for filing.
- ___ Establish long term personnel support for the TSC.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** MATERIAL MANAGEMENT SUPERVISOR

EPIP FORM TSC-08 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization'	2.2, 'Activation and Operation of the TSC'
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BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for assisting the ERO in the procurement of materials and supplies necessary to support the ERO in returning the plant to a stable condition.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.

If at an Alert or NOUE:

___ Notify the Security and Support Supervisor of the current phone number to be reached at.

___ Relocate to normal work area in the warehouse.

OPERATION

___ Procure materials and supplies necessary for the continued operation of the Emergency Response Organization.

___ Expedite the procurement of materials and supplies necessary for returning the plant to a safe and stable condition.

RECOVERY

___ Support any material requests necessary for recovery activities.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** TSC-CONTROL ROOM COMMUNICATOR

EPIP FORM TSC-09 **REVISION #:** 2

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization' Section F, 'Emergency Communications'	2.2, 'Activation and Operation of the TSC'
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BASIC PURPOSE OF THIS ERO POSITION:

This position is the primary communication link for the TSC and OSC to the Control Room. Only the EC, TSC Ops Supv, and OSC Supv have the authority to directly contact the OSM/OSS during an emergency. All other communication needs must go through this position.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.
- ___ Acquire phone headset from Emergency Equipment Locker #9.
- ___ Plug headset into phone.
- ___ Verify communications equipment operational with the Control Room. (Allow Control Room to initiate communications.)

OPERATION

- ___ Log all pertinent information acquired from the Control Room onto the log sheet.
- ___ Pass all pertinent information to the Electronic Status Board Operator to input on the Electronic Status Board.
- ___ Relay any instructed information back to the Control Room, ensure to use 3-part communication.
- ___ Maintain the Systems Status Board

RECOVERY

- ___ Assist the ERO in recovery/reentry efforts as necessary.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: CR **ERO POSITION:** CONTROL ROOM-TSC COMMUNICATOR

EPIP FORM TSC-10 **REVISION #:** 2

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN	DAEC EPIP's
Section B, 'Emergency Response Organization'	2.2, 'Activation and Operation of the TSC' 2.5, 'Control Room Emergency Response Operation'

BASIC PURPOSE OF THIS ERO POSITION:

This position is the main communication link to the TSC. This position also enters information onto the Electronic Status Board regarding Control Room activities and selected Rad Monitor readings.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.
- ___ Report to the Control Room
- ___ Locate and utilize the Control Room - TSC Communicator handbook and checklist.
- ___ Acquire phone headset, plug headset into phone.
- ___ Verify communications equipment operational with the TSC
- ___ Log onto ESB, ensure PC clock is in-synch with the PPC time
- ___ Inform the OSM of your ready status

OPERATION

- ___ Log all pertinent information acquired from the TSC onto the log sheet.
- ___ Log pertinent Control Room information onto the ESB, do not place information onto the ESB detailing what other facilities are doing, those facilities will provide that information.

Pertinent information is, at a minimum, the following:

- Summary of crew briefings
 - Status of EOP and/or AOP activities
 - Status of Control Room personnel in the plant prior to them being under OSC control
 - Selected Rad Monitor data (RR-4448 A and RR-4448 B) every 30-minutes or as conditions change. (NOTE: if the PPC fails, the Backpanel Communicator position will relocate to the Control Room, and will assume responsibility for providing this information to the TSC.)
 - Other information as necessary to ensure the ERO stays current with Control Room activities.
- ___ Relay any instructed information back to the TSC, ensure to use 3-part communication.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** TSC - EOF COMMUNICATOR

EPIP FORM TSC-11 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section E, 'Notification Methods and Procedures'	1.2, 'Notification'
Section F, 'Emergency Communications'	1.4, 'Release of Emergency-Related Information'

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for communicating EAL/PAR declarations or changes to the State of Iowa EMD and the Linn and Benton County Emergency Responders. Also responsible with ensuring they remain cognizant of on-going efforts by means of periodic updates on status.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.
- ___ Acquire phone headset from Emergency Equipment Locker #9.
- ___ Plug headset into Meridian phone.
- ___ Verify communications equipment operational with the EOF and JPIC. (May have to wait for the EOF and JPIC to become staffed.)

OPERATION

NOTE

If you are communicating with anyone over the phone during drills and exercises, it is **VERY IMPORTANT** that you begin and end **ALL** communications with **"THIS IS A DRILL"**

- ___ Log all pertinent information acquired from the EOF and JPIC on log sheets.
- ___ **Prior to the EOF assuming command and control:** Periodically (approximately every hour or as conditions change) brief the State and County's of current plant status.
- ___ **If the Electronic Status Board is inoperable:** Provide information concerning plant status at least every 15 minutes as necessary. The following data may be communicated as a minimum to the EOF and JPIC:
 - ___ Plant status/conditions.
 - ___ Current Emergency Action Level
 - ___ Corrective action priorities.
 - ___ Any other pertinent information

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

Inform the Iowa EMD and Linn/Benton County of EAL/PAR declarations/changes by reading the information provided on NOTE-05 as filled in by the TSC Ops Liaison and approved by the Emergency Coordinator. **NOTE: DO NOT** read this information unless it has been approved by the Emergency Coordinator.

- Read NOTE-05 as follows:
 1. Perform an initial roll-call, even if you heard everyone state their name when they answered the phone.
 2. State your name and that you are going to give them an update or EAL/PAR declaration, whatever is applicable.
 3. Starting with number 1, read in the following manner (for example): "1 alpha actual, 2 bravo TSC, 3 charlie Site Area Emergency, ... etc."
 4. State your name and Facility again
 5. Ask if there are any questions
 6. Perform a final roll call and get everyone's initials
 7. Give the form to the Admin Supv who will fax page 1 of NOTE-05 to the parties concerned as a backup to your phone call

RECOVERY

Assist the Security and Support Supervisor with Recovery/Reentry efforts as requested

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** NRC ENS COMMUNICATOR

EPIP FORM TSC-12 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN	DAEC EPIP's
Section C, 'Emergency Response Support and Resources'	1.2, 'Notification'
Section E, 'Notification Methods and Procedures'	2.3, 'Operation of the FTS-2001 Phone Network'
Section F, 'Emergency Communications'	

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for communicating with the NRC via the FTS-2001 ENS line. Items to communicate include event declarations (via NOTE-03), plant status changes/updates, and any other information as requested by the NRC. At the discretion of the NRC, this line may have to be staffed at all times.

Time constraints to remember:

- *NRC must be notified of event declarations/changes As Soon As Possible within 60-minutes of declaration.*

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.

- ___ If you are the first ENS Communicator responder, relocate to the Control Room to take over ENS Communication responsibilities. Inform the EC of your status and relocate back to the TSC when the EC does UNLESS you are in the middle of notifying the NRC of the event classification, complete your notification first then relocate.

NOTE

During drills and exercises it is appropriate to immediately go to the Simulator Control Room prior to the TSC.

- ___ Obtain a phone headset and plug it into your phone.

- ___ Establish communications with the NRC via the ENS line, remain on the line if requested to by the NRC. Ask the NRC to be connected to the ENS teleconference bridge.

OPERATION

NOTE

Preliminary information from the licensee (before establishment of the HPN) is provided via the ENS and includes both reactor safety and health physics data. After it has been established, the HPN is the primary means of communicating radiological data (onsite and offsite measurements, dose assessment information, and medical injury type information) from the licensee to the NRC. The ENS remains the primary means of communicating reactor safety-related information throughout an emergency. Should either or both the Emergency Communication Subsystems (ENS and HPN) fail, the Operations Center in Rockville, Maryland, should be so informed over normal commercial telephone systems by calling 1(301) 816-5100 or the backup number 1(301) 951-0550. A fax can be sent to 1(301) 816-5151.

- ___ Inform the NRC of event classification changes by using a completed NOTE-03 form provided by the TSC Ops Liaison.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

___ Periodically (approximately every 30-minutes) update the NRC on plant conditions, such as:

- Current EAL
- Plant Systems Status
- Release Rates, as applicable
- Site Meteorology
- Significant ARM readings
- As requested

___ **AFTER THE EOF HAS ASSUMED COMMAND AND CONTROL** : Maintain an open line with the NRC via the ENS line in the TSC. The EOF does not staff the ENS line in the EOF. If an event is declared while the EOF has Command and Control responsibility, the EOF HPN Communicator will inform the NRC via the EOF ENS line. The TSC ENS line will remain staffed as the information provided on this line is predominantly available in the TSC.

RECOVERY

___ Assist the Tech & Eng Supervisor with recovery/reentry efforts as requested.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** NRC HPN COMMUNICATOR

EPIP FORM TSC-13 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section C, 'Emergency Response Support and Resources'	1.2, 'Notification'
Section E, 'Notification Methods and Procedures'	2.3, 'Operation of the FTS-2001 Phone Network'
Section F, 'Emergency Communications'	

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for keeping the NRC apprised on radiological concerns during the event via the NRC HPN FTS-2001 Phone line in the TSC. Once the EOF assumes command and control responsibility, this position is to assist the SRPC with Rad Pro activities as requested.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.
- ___ Obtain a headset, plug it into your phone, and establish communications with the NRC via the HPN FTS-2001 line.
- ___ Inform the NRC that you would like to be connected to the HPN teleconference bridge.
- ___ At the request of the NRC this phone link may need to be open and staffed at all times.

OPERATION

NOTE

The HPN system is established by the NRC during its standby or initial activation mode of operations after the licensee's TSC/EOF has been activated and is operational. Preliminary information from the licensee (before establishment of the HPN) is provided via the ENS and includes both reactor safety and health physics data. After it has been established, the HPN is the primary means of communicating radiological data (onsite and offsite measurements, dose assessment information, and medical injury type information) from the licensee to the NRC. The ENS remains the primary means of communicating reactor safety-related information throughout an emergency. Should either or both of the Emergency Communication Subsystems (ENS and HPN) fail, the Operations Center in Rockville, Maryland, should be so informed over normal commercial telephone systems by calling 1(301) 816-5100 or on backup number 1(301) 951-0550. A fax may be sent to 1(301) 816-5151.

- ___ Periodically (approximately every hour), or when directed/requested, provide the following information as applicable:
 - Emergency Classification
 - PAR's enacted by the State/Counties
 - Thyroid dose rates
 - Iodine concentrations
 - Size of the population affected
 - Meteorology information
 - Injuries
 - PAR's recommended by DAEC
 - Whole body dose rates
 - Particulate concentrations
 - Dose Projections
 - Evacuation time estimates
 - Personnel contaminations
 - Any other pertinent information

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

- Log any pertinent communications with the NRC
- When relieved of NRC HPN communication responsibilities by the EOF, assist the SRPC in site Radiation Protection efforts as needed.

RECOVERY

- Assist the SRPC in recovery/reentry efforts

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** TSC OPERATIONS LIAISON

EPIP FORM TSC-14 **REVISION #:** 2

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

Section B, 'Emergency Response Organization'	1.1, 'Determination of Emergency Action Levels'
Section D, 'Emergency Classification System'	1.2, 'Notification'
Section E, 'Notification Methods and Procedures'	2.2, 'Activation and Operation of the TSC'
	5.2, 'Recovery and Reentry'

BASIC PURPOSE OF THIS ERO POSITION:

This position is responsible for looking ahead to the next EAL or PAR declaration, to assist the EC and TSC Ops Supv in making EAL/PAR declarations, to generate the paperwork necessary to make EAL/PAR declarations, and to ensure that the State, Counties, and the NRC get notified. Also functions as a key part of the Severe Accident Management Team.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe into accountability reader, sign in, acquire position badge, handbook, and TSG's for the TSC Ops Liaison. Utilize checklist, as a guide.
- ___ Receive a briefing from the TSC Ops Supv to ensure you are aware of the current plant status.

OPERATION

- ___ Participate as member of the TSC Accident Management Team to assess plant status, the effectiveness of control room actions, prioritization of actions and development of accident mitigation strategies.
- ___ Provide input to the Accident Management Team Monitor on EOP/SAG steps with flexibility, containment spray strategies, and containment venting strategies.
- ___ Track control room implementation of EOPs and inform the TSC Operations Supervisor when EOPs are entered or exited.
- ___ Track TSC implementation of SAGs and inform the TSC Operations Supervisor when SAG paths are entered or exited.
- ___ Monitor plant status and inform the TSC Operations Supervisor and EC when EALs are entered or when a change in the EAL classification is warranted.
- ___ When an EAL/PAR is declared or downgraded, perform the following:
 - Complete NOTE-05, ensure to obtain input from the SRPC on the PAR. Ensure that the EC approves the NOTE-05.
 - Give the approved NOTE-05 to the TSC-EOF Communicator to make the notifications to the State and Counties.
 - Complete NOTE-02, NOTE-03, and NOTE-04(06).
 - Give the NOTE-02 to the Security & Support Supv
 - Give the NOTE-03 to the TSC ENS Communicator
 - Make the page announcement per NOTE-04(06)
 - Collect all paperwork from notification once they are all complete
 - Inform the EC that all notifications/announcements are completed
 - Inform the Electronic Status Board Operator of the time when the event was declared and when State, County, and Federal notifications were completed.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

___ Advise the TSC Operations Supervisor and EC on any matter that pertains to the operation of the DAEC.

___ Advise the TSC Engineering Staff on any matter that pertains to the operation of the DAEC.

RECOVERY

___ Assist the TSC Ops Supv during the recovery/reentry phase.

**DAEC EMERGENCY RESPONSE ORGANIZATION
POSITION SPECIFIC CHECKLIST**

FACILITY: TSC **ERO POSITION:** REACTOR ENGINEER

EPIP FORM: TSC-24 **REVISION #:** 2

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN	DAEC EPIP's
	2.2, 'Activation & Operation of the TSC'

BASIC PURPOSE OF THIS ERO POSITION:

This position provides support to the Operations Crew, to the Emergency Coordinator, and to the Accident Management Team (AMT). This position provides recommendations for returning the reactor core to a safe and stable condition, determines the amount of fuel damage that has occurred, and assists in reactor fuel related issues.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, sign in, acquire position badge and handbook. Utilize checklist, as a guide. (NOTE: For drills, report directly to the Sim-CR)
- ___ Locate and utilize the Reactor Engineer Technical Support Guideline (TSG) Handbook.
- ___ If you must remain in the Control Room, inform the Tech & Eng Supv.

OPERATION

ON-GOING TASKS TO BE PERFORMED THROUGHOUT THE EVENT

- ___ Participate as a member of the TSC AMT to continually assess plant status, the effectiveness of control room actions, prioritization of actions and development of accident mitigation strategies.
- ___ Provide input to the AMT on the shutdown status of the reactor, fuel integrity, offsite release potential, and RPV integrity.
- ___ Address reactor engineering concerns identified by ERO.
- ___ Establish any necessary external vendor contacts for area of expertise.
- ___ Assist with any required rod manipulations.
- ___ Assist with core thermal limit calculations.

RECOVERY

- ___ Assist with recovery activities as required.
- ___ Recommend nuclear fuel-related priorities during recovery.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** INFORMATION SERVICES REP

EPIP FORM TSC-26 **REVISION #:** 2

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

	2.2, 'Activation & Operation of the TSC'
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BASIC PURPOSE OF THIS ERO POSITION:

This position provides support to the ERO in the TSC, OSC, ORAA, ORAL/ODEF, and Control Room (Sim-CR) in the area of computer support. This position is also responsible for initiating transmission of ERDS data to the NRC within 60-minutes of the event declaration.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC, swipe in the emergency accountability card reader, sign in on the Emergency Assignment Staffing Board, acquire the Information Services Representative badge and handbook. Utilize checklist as a guide..

OPERATION

- ___ Initiate ERDS. Inform Tech & Eng Supervisor of start time. (Start time: _____)
- ___ Ensure SPDS operational
- ___ Ensure Electronic Status Board (ESB) operational in TSC and Control Room (Sim-CR)

NOTE

As other facilities log onto the ESB, take action to ensure that the time clock on their PC(s) is set properly (i.e., synchronized with the PPC).

- ___ Synchronize the master clock in the radio room to the PPC time
- ___ Ensure MIDAS operational
- ___ Assist MIDAS Operator when transferring MIDAS responsibility to the EOF, verify proper exit of MIDAS.
- ___ Assist the ERO when computer data is suspect
- ___ Assist the ERO in any other computer/PPC/MIDAS/ESB/SPDS/PI related issue

RECOVERY

- ___ Provide any computer required support necessary for recovery.
- ___ Establish external support for any computer required activities unable to be supported by site personnel.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

FACILITY: TSC **ERO POSITION:** FIRE MARSHALL

EPIP FORM TSC-27 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

	2.2, 'Activation & Operation of the TSC' 4.3, 'Rescue and Emergency Repair Work'
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BASIC PURPOSE OF THIS ERO POSITION:

This position, while not a qualified ERO position, is responsible for Fire Safety and Fire Brigade issues at DAEC. As such, this position is available to support the ERO if and when a fire situation occurs.

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC.
- ___ Swipe in the emergency accountability card reader, sign in on the Emergency Assignment Staffing Board, acquire Fire Marshall badge and handbook.
- ___ Unless a Site Area Emergency or General Emergency has been declared, it is permissible to relocate to your normal work area if your presence is not required in the TSC. Inform the OSC Supervisor of your location and Phone number.

OPERATION

- ___ Apprise the OSC Supervisor of any fire brigade activities.
- ___ Apprise the OSC Supervisor of any possible fire safety hazards.

RECOVERY

- ___ Assist the ERO in recovery efforts as requested.

TSC MINIMUM STAFFING LEVEL

<u>POSITION</u>	<u>30 MIN</u>	<u>60 MIN</u>	<u>REFERENCE</u>
Emergency Coordinator	X		NUREG 0654 and DAEC Plan
Site Rad Protection Coordinator	X		NUREG 0654 and DAEC Plan
Reactor Engineer	X		NUREG 0654 and DAEC Plan
TSC - CR Communicator	X		NUREG 0654 and DAEC Plan
CR - TSC Communicator	X		NUREG 0654 and DAEC Plan
Security & Support Supervisor	X		DAEC Plan
Tech & Eng Supervisor	X		DAEC Plan
Mechanical Engineer		X	NUREG 0654 and DAEC Plan
Electrical Engineer		X	NUREG 0654 and DAEC Plan
NRC-ENS Communicator		X	NUREG 0654 and DAEC Plan
NRC-HPN Communicator		X	NUREG 0654 and DAEC Plan
TSC Operations Supervisor		X	DAEC Plan
Admin Supervisor		X	DAEC Plan
Materials Management Supervisor (Warehouse)		X	DAEC Plan

**DAEC EMERGENCY RESPONSE ORGANIZATION
POSITION SPECIFIC CHECKLIST**

FACILITY: TSC **ERO POSITION:** ESB RECORDER

EPIP FORM TSC-32 **REVISION #:** 1

NAME: _____ **DATE:** _____

NOTE

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

REFERENCES

DAEC EMERGENCY PLAN

DAEC EPIP's

	2.2, 'Activation & Operation of the TSC'
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BASIC PURPOSE OF THIS ERO POSITION:

This position provides information to the Electronic Status Board for reference by all of the Emergency Response Facilities (ERF's).

DAEC EMERGENCY RESPONSE ORGANIZATION

POSITION SPECIFIC CHECKLIST

ACTIVATION

- ___ Report to the TSC.
- ___ Swipe in the emergency accountability card reader, sign in on the Emergency Assignment Staffing Board, acquire Status Board Recorder badge and handbook..

OPERATION

- ___ Log onto the ESB computer.
- ___ Ensure the PC clock is synchronized with the PPC time.
- ___ Log onto the ESB program (c:/program files/vb winsock), ensure to type 'TSC' in capital letters and click on HOST.

NOTE

Contact Information Services if you need help changing the time or logging onto the ESB program.

- ___ Document the following information onto the ESB:
 - Summary of TSC briefings
 - Plant priorities
 - Event declarations made by the TSC

NOTE

Do not speak for the EOF, they will log their own information onto the ESB.

- Status of repair activities
- Status of plant evacuation, if applicable
- Other information as deemed appropriate for the entire ERO to know

RECOVERY

- ___ Assist in recovery activities as directed

TSC ORGANIZATION typical

