

AmerGen Energy Company, LLC  
Oyster Creek  
US Route 9 South  
P.O. Box 388  
Forked River, NJ 08731-0388

10 CFR 50 Appendix E.

February 14, 2002  
2130-02-20052

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

Dear Sir:


Subject: Oyster Creek Nuclear Generating Station  
Docket No. 50-219  
Emergency Plan Implementing Procedure Revisions

In accordance with 10 CFR 50, Appendix E, Section V, enclosed is the newly revised Index for the Oyster Creek Emergency Plan Implementing Procedures and the below listed procedures.

<u>Procedure Number</u>	<u>Title</u>	<u>Revision</u>
EPIP-OC-.13	Site Evacuation and Personnel Mustering at Remote Assembly Areas	10
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	11
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	11

If further information is required, please contact Mr. David G. Slear, Manager, Regulatory Assurance at 609-971-4112.

Very truly yours,

  
Ron J. DeGregorio  
Vice President  
Oyster Creek

RJD/JJR:ew

Enclosures  
cc: Administrator, Region I  
NRC Sr. Project Manager  
NRC Resident Inspector

A045

**EPIP SERIES - EMERGENCY PLAN IMPLEMENTING PROCEDURES**

<b><u>PROCEDURE NO.</u></b>	<b><u>TITLE</u></b>	<b><u>REV. NO.</u></b>	<b><u>DATE</u></b>
6630-ADM-4010.03	Emergency Dose Calculation Manual (EDCM)	11	07/23/00
EPIP-OC-.01	Classification of Emergency Conditions	12	12/14/01
EPIP-OC-.02	Direction of Emergency Response/Emergency Control Center	30	11/19/01
EPIP-OC-.03	Emergency Notification	29	11/07/01
EPIP-OC-.06	Additional Assistance and Notification	26	12/12/01
EPIP-OC-.10	Emergency Radiological Surveys Onsite	12	12/12/01
EPIP-OC-.11	Emergency Radiological Surveys Offsite	17	11/07/01
EPIP-OC-.12	Personnel Accountability	9	07/07/01
EPIP-OC-.13	Site Evacuation and Personnel Mustering at Remote Assembly Areas	10	01/31/02
EPIP-OC-.25	Emergency Operations Facility (EOF)	26	12/04/01
EPIP-OC-.26	The Technical Support Center	23	07/05/01
EPIP-OC-.27	The Operations Support Center	12	12/14/01
EPIP-OC-.31	Environmental Assessment Command Center	11	08/08/00
EPIP-OC-.33	Core Damage Estimation	5	08/08/00
EPIP-OC-.35	Radiological Controls Emergency Actions	15	12/07/01
EPIP-OC-.40	Site Security Emergency Actions	12	12/11/01
EPIP-OC-.41	Emergency Duty Roster Activation	6	11/19/01
EPIP-OC-.44	Thyroid Blocking	2	07/21/01
EPIP-OC-.45	Classified Emergency Termination/Recovery	3	12/04/01
OEP-ADM-1311.03	Emergency Preparedness Section Administration	4	08/08/01
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	11	01/31/02
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	11	01/31/02
OEP-ADM-1319.04	Prompt Notification System	3	12/08/00
OEP-ADM-1319.05	Emergency Preparedness Event Reports	2	07/02/01

**OYSTER CREEK  
EMERGENCY PREPAREDNESS  
IMPLEMENTING PROCEDURE**

Number  
**EPIP-OC-.13**

Title <b>SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE ASSEMBLY AREAS</b>		Revision No. 10
Applicability/Scope Applies to work at Oyster Creek	Usage Level <b>2</b>	Responsible Department Emergency Prep
This document is within QA plan scope 50.59 Applicable		Effective Date <u>1/31/02</u>
Prior Revision <u>9</u> incorporated the following Temporary Changes: <u>N/A</u>		This Revision <u>10</u> incorporates the following Temporary Changes: <u>N/A</u>

List of Pages (all pages rev'd to Rev. 10)

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E3-1 to E3-2  
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E5-1

**NON-CONTROLLED  
This Document Will Not  
Be Kept Up To Date  
DCC Oyster Creek**

	Signature	Concurring Organization Element	Date
Originator	<i>James E. Bendembo</i>	EP Coordinator	0/23/2002
Approved By	<i>Mark Moore</i>	Radiation Protection Manager	1/26/02

Title

## SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE ASSEMBLY AREAS

Revision No.

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## PROCEDURE HISTORY

REV	DATE	ORIGINATOR	SUMMARY OF CHANGE
3	06/95	A. Smith	Add additional evacuation areas outside the Protected Area. Replace Trl. 250 with OCAB. New layout for Forked River Assembly Area.
4	05/96	D. VanNortwick	Add additional facilities to be evacuated on site evaluation checklist.
5	05/97	A. Smith	AEOF removed from E-Plan 1000-PLN-1300.01 in Rev. 11.
6	10/97	A. Smith	Up`date local telephone Area Codes
7	DOS	A. Smith	Required for sale of OCNGS. Changes references of GPU or GPUN to OCNGS.
8	10/00	A. Smith	Update evacuation maps to include new parkway interchange.
9	10/01	A. Smith	Remove security as remote assembly area coordinator and replace with Rad Pro Coordinator.
10	01/02	J. Bontempo	Added new Exhibit 2 Rad Pro Tech duties and modified Exhibits 1 thru 4 including renumbering

Title

**SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
ASSEMBLY AREAS**

Revision No.

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1.0 PURPOSE

1.1 This procedure provides for the orderly mustering and evacuation of all non-essential personnel from the protected area and other owner controlled areas at Oyster Creek to the Forked River Assembly Area and/or the Berkeley Remote Assembly Area.

2.0 APPLICABILITY/SCOPE

2.1 This procedure applies to Oyster Creek Site Security and Radiation Protection Technician dispatched to an assembly area.

3.0 DEFINITIONS

None.

4.0 RESPONSIBILITIES

4.1 The Emergency Director shall notify the Security Shift Commander that a site evacuation has been ordered and provide the evacuation route, areas other than the protected area to be evacuated and any other pertinent instructions. The Emergency Director will specify either the Forked River Assembly Area or the Berkeley Remote Assembly Area as a destination.

4.2 The Security Shift Supervisor shall coordinate the site evacuation, the accompanying muster, and the activation of the designated assembly area.

4.3 The Rad Pro Tech dispatched to either assembly area shall assume control point duties at the facility.

5.0 PROCEDURE

5.1 The Emergency Director shall perform his duties in accordance with EPIP-OC-.02, Exhibit 1, "General Emergency", Section 3.2.1.

5.2 The Security Shift Commander shall perform his duties in accordance with Exhibit 1.

5.3 The Rad Pro Tech dispatched to the assembly area shall perform his duties in accordance with Exhibit 2.

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6.0 REFERENCES

- 6.1 2000-PLN-1300.01 "OCGS Emergency Plan".
- 6.2 Procedure EPIP-OC-.12, "Personnel Accountability".
- 6.3 Procedure OSEC-CON-1530.58, "Security Force Evacuation".

7.0 EXHIBITS

- 7.1 Exhibit 1, Site Evacuation Checklist Security
- 7.2 Exhibit 2, Site Evacuation Checklist Rad Pro Tech(s)
- 7.3 Exhibit 3, Departure Instruction Sheet and Evacuation Route Map
- 7.4 Exhibit 4, Layout of the Berkeley Remote Assembly Area
- 7.5 Exhibit 5, Layout of the Forked River Assembly Area

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EXHIBIT 1

SITE EVACUATION CHECKLIST SECURITY

TIME/INITIALS

- \_\_\_\_\_/\_\_\_\_ 1.0 Notified by Emergency Director that site evacuation has been ordered. Evacuation destination to be used:
- [ ] Forked River Assembly Area  
[ ] Berkeley Remote Assembly Area
- Evacuation Route:
- [ ] North [ ] South\*
- \_\_\_\_\_/\_\_\_\_ 2.0 Evacuation to include the following areas outside the Protected Area.
- [ ] Building 24  
[ ] Area outside the protected area between the canal and Route 9 including the switchyard  
[ ] Oyster Creek Administration Building  
[ ] Forked River Site Buildings 1, 2, 5, 12, and 14  
[ ] Security Firing Range  
[ ] Fire Brigade Training Area  
[ ] GPU Energy Southern Area Stores  
[ ] GPU Energy Combustion Turbine Site  
[ ] Independent Spent Fuel Storage Facility  
[ ] Fire Pond Pump House
- \_\_\_\_\_/\_\_\_\_ 3.0 Notify areas identified via Forked River Page and/or bullhorns.
- \_\_\_\_\_/\_\_\_\_ 3.1 Perform sweep of O.C. Admin. and Forked River Buildings when manpower levels permit.
- \_\_\_\_\_/\_\_\_\_ 4.0 If not previously accomplished, ensure site Security personnel are accounted for utilizing a security badge slot number listing.
- \_\_\_\_\_/\_\_\_\_ 5.0 If necessary: evacuate Security force personnel in accordance with OSEC-CON-1530.58.
- \_\_\_\_\_/\_\_\_\_ 6.0 Security officer assigned to each exit area (EAA, MGPC, and NGPC) to collect security badges and dosimetry and to issue evacuation instructions and route maps. (Exhibits 3 and 4)

\* South route may be simulated during drills.

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EXHIBIT 1  
(Cont'd)

- \_\_\_\_\_/\_\_\_\_ 7.0 Appropriate gates and/or doors opened to accommodate evacuation.
- ☐ Gate 3\*\*
- The following should be opened only if personnel accountability was previously ordered and the EAA activated.
- ☐ Door 130-D opened by Secondary Alarm Station\*
- ☐ Door 139-B open
- \_\_\_\_\_/\_\_\_\_ 8.0 Security officers directed to provide verbal instruction to proceed, for further processing, directly and expeditiously to the designated assembly area by the appropriate route in vehicles containing no less than four persons.  
(South evacuation route may be simulated during drills)
- \_\_\_\_\_/\_\_\_\_ 9.0 Radiological Controls Coordinator (RCC) notified:
- \_\_\_\_\_/\_\_\_\_ to coordinate assignment of Rad Pro Tech(s) and equipment to RAA,
- \_\_\_\_\_/\_\_\_\_ which assembly area to be used ☐ Forked River ☐ Berkeley,
- \_\_\_\_\_/\_\_\_\_ to have assigned Rad Pro Tech obtain names and slot numbers of evacuees arriving at the RAA.
- \_\_\_\_\_/\_\_\_\_ 10.0 If Berkeley Remote Assembly Area is specified:  
GPU Energy System Dispatcher or, during working hours, the Supervisor - Berkeley District shall be notified and instructed not to allow Oyster Creek evacuees into the RAA until the arrival of the Rad Pro Tech(s).
- GPU Energy System Pineland Area Load Supervisor  
(973) 455-8274
- Berkeley Operations Headquarters  
(732) 244-4728
- \_\_\_\_\_/\_\_\_\_ 11.0 RCC contacted to remove collected dosimetry from Protected Area exit points.
- \_\_\_\_\_/\_\_\_\_ 12.0 Site evacuation complete.
- \_\_\_\_\_/\_\_\_\_ 13.0 Communication established with Rad Pro Tech assigned to the assembly area.
- \_\_\_\_\_/\_\_\_\_ 14.0 Upon arrival of traffic control point (local police officer), provide evacuation route (north/south).
- \_\_\_\_\_/\_\_\_\_ 15.0 Perform actions to verify areas outside the Protected Area are evacuated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Security Shift Commander

\*Emergency only

\*\*Normally simulated during drills



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EXHIBIT 2

SITE EVACUATION CHECKLIST RAD PRO TECH(S)

- \_\_\_\_\_/\_\_\_\_ 1.0 Assigned to be dispatched to the specified assembly area by Radiological Control Coordinator.
- ☐ Forked River      ☐ Berkeley
- \_\_\_\_\_/\_\_\_\_ 2.0 Obtain appropriate equipment for monitoring at the Remote Assembly Area (RAA).
- \_\_\_\_\_/\_\_\_\_ 3.0 If going to Forked River Assembly Area, obtain a key for the Forked River Site from Main Gate Security.
- \_\_\_\_\_/\_\_\_\_ 4.0 If going to Berkeley Assembly Area, obtain assembly area packet from Main Gate Security which contains Berkeley keys, Berkeley key card, logs, and route maps.
- \_\_\_\_\_/\_\_\_\_ 5.0 Instructed to obtain names and slot numbers of evacuees arriving at the RAA.
- \_\_\_\_\_/\_\_\_\_ 6.0 Upon arrival at RAA, establish access control point at assembly entrance.
- \_\_\_\_\_/\_\_\_\_ 7.0 Assume control point duties:
- ☐ Maintain access control log,
- ☐ Call in Muster List within 30 minutes of establishing access control point to the Security Shift Commander if possible. Call in additional persons arriving at RAA periodically as they arrive.

(609) 971-4954

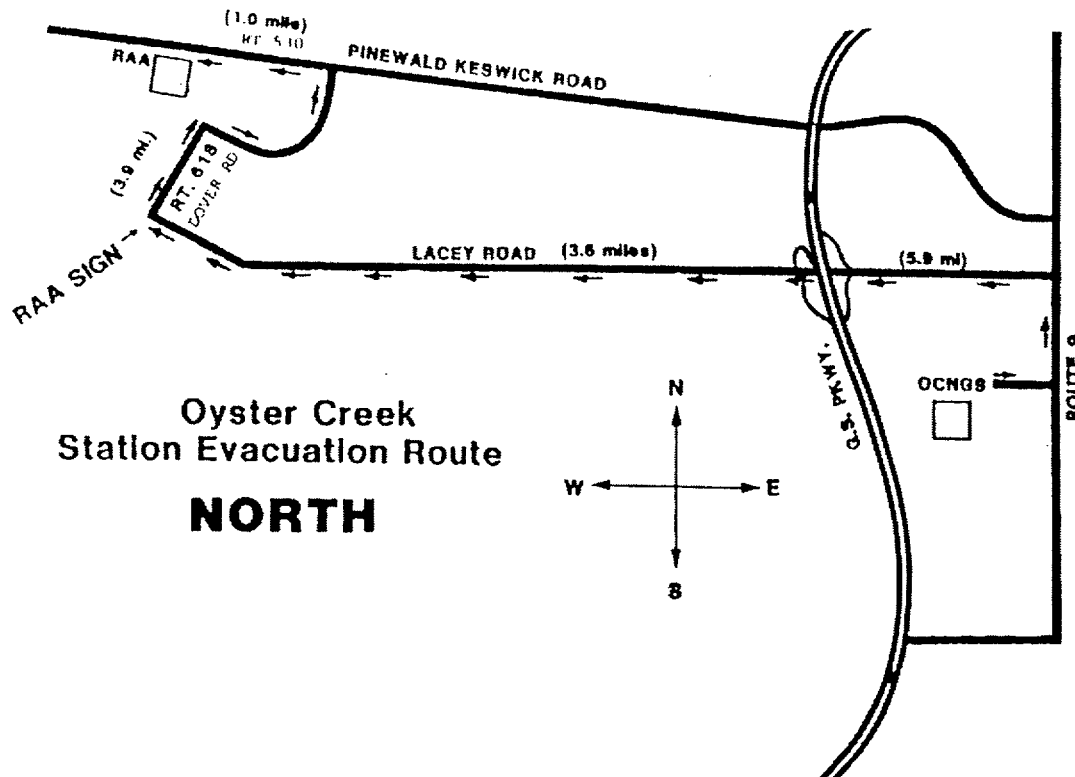
Title

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EXHIBIT 3

STATION EVACUATION ROUTE NORTH



DEPARTURE INSTRUCTIONS

- A. Personnel are required to report to the Remote Assembly Area at GPU Energy Berkeley Operations Headquarters.
- B. Automobiles driven to the Remote Assembly Area will have at least 4 occupants.
- C. Windows and air vents must remain closed.
- D. Park as directed at the Remote Assembly Area.
- E. Muster with the Rad Pro Technician.

NORTH ROUTE

From OCHGS go NORTH on Route 9 to the second stop light. Turn LEFT on Lacey Rd. At Rt. 618 (Dover Road) turn RIGHT. Turn LEFT on Route 530 to the Berkeley Operations HQ (on the left).

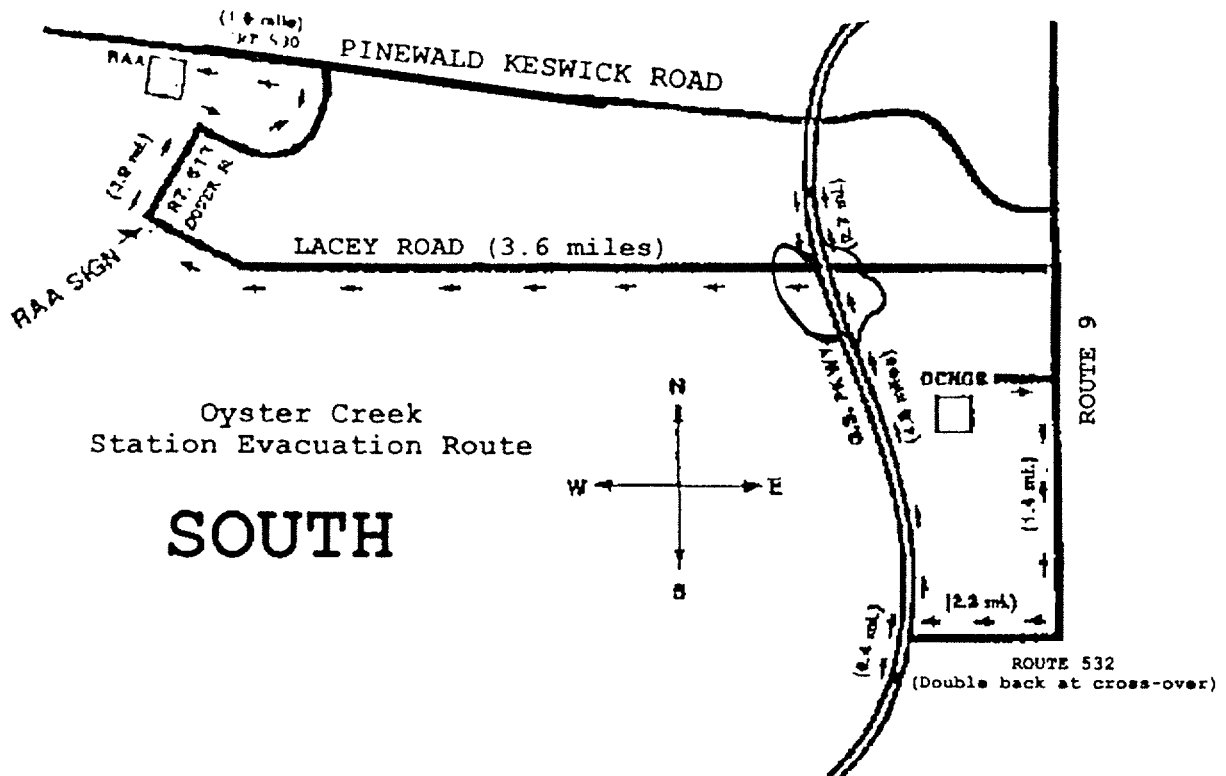
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EXHIBIT 3  
(continued)

STATION EVACUATION ROUTE SOUTH



DEPARTURE INSTRUCTIONS

- Personnel are required to report to the Remote Assembly Area at GPU Energy Berkeley Operations Headquarters.
- Automobiles driven to the Remote Assembly Area will have at least 4 occupants.
- Windows and air vents must remain closed.
- Park as directed at the Remote Assembly Area.
- Muster with the Rad Pro Technician.

SOUTH ROUTE

From OCGS go SOUTH on Route 9 to the first stop light. Turn RIGHT on Rt. 532 to the Parkway South. Double back to the NORTH at first crossover. Go NORTH on Parkway to Exit 74, take Lacey Rd. WEST to Rt. 618 (Dover Rd.). At Rt. 618 (Dover Rd.) turn RIGHT. Turn LEFT on Route 530 to the Berkeley Operations HQ (on the left).

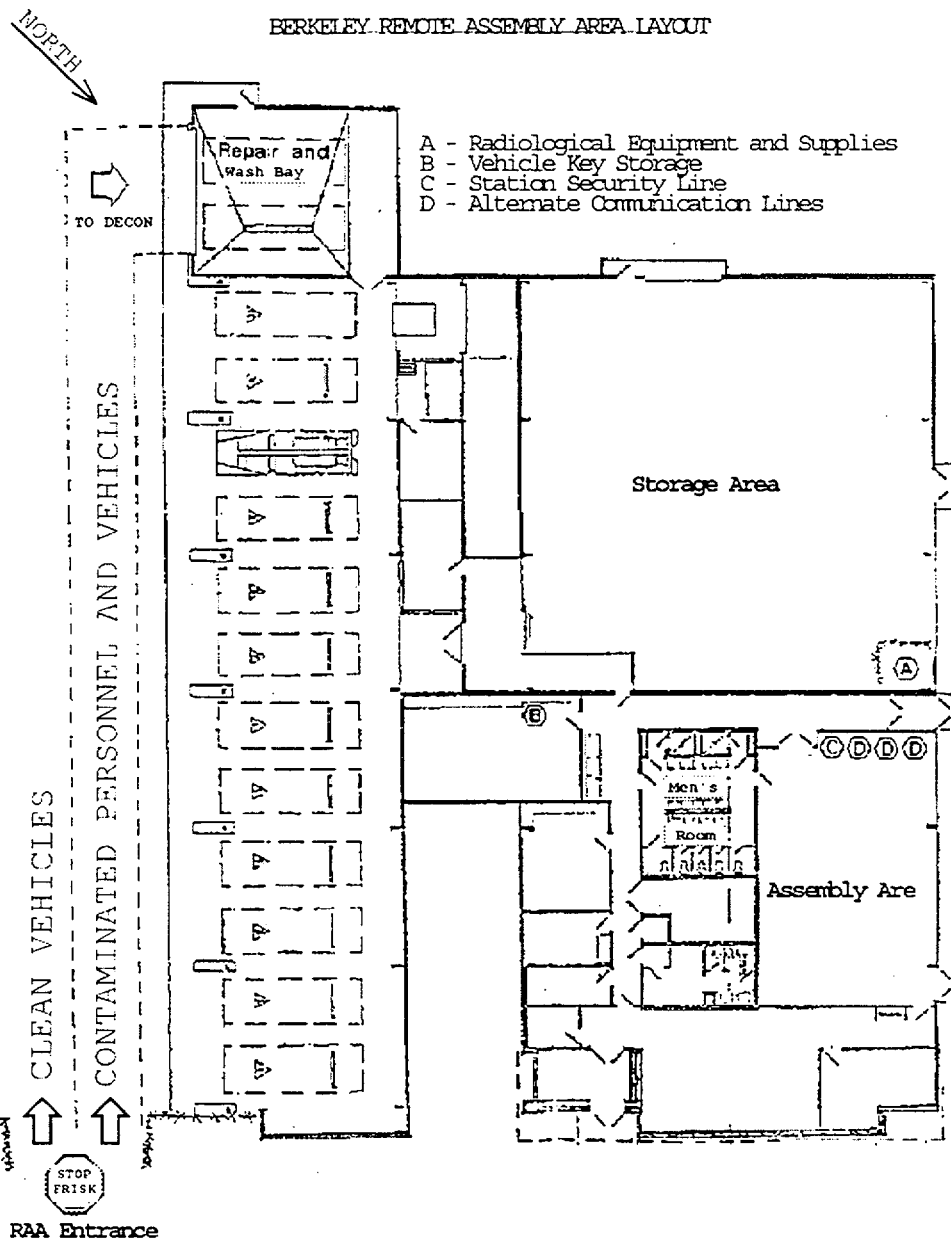
Title

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EXHIBIT 4



DEPARTURE INSTRUCTIONS

- A. Personnel are required to report to the Remote Assembly Area at GPU Energy Berkeley Operations.
- B. Automobiles driven to the Remote Assembly Area will have at least 4 occupants.
- C. Park as directed at the Remote Assembly Area.
- D. Muster with the Rad Protection Technician.

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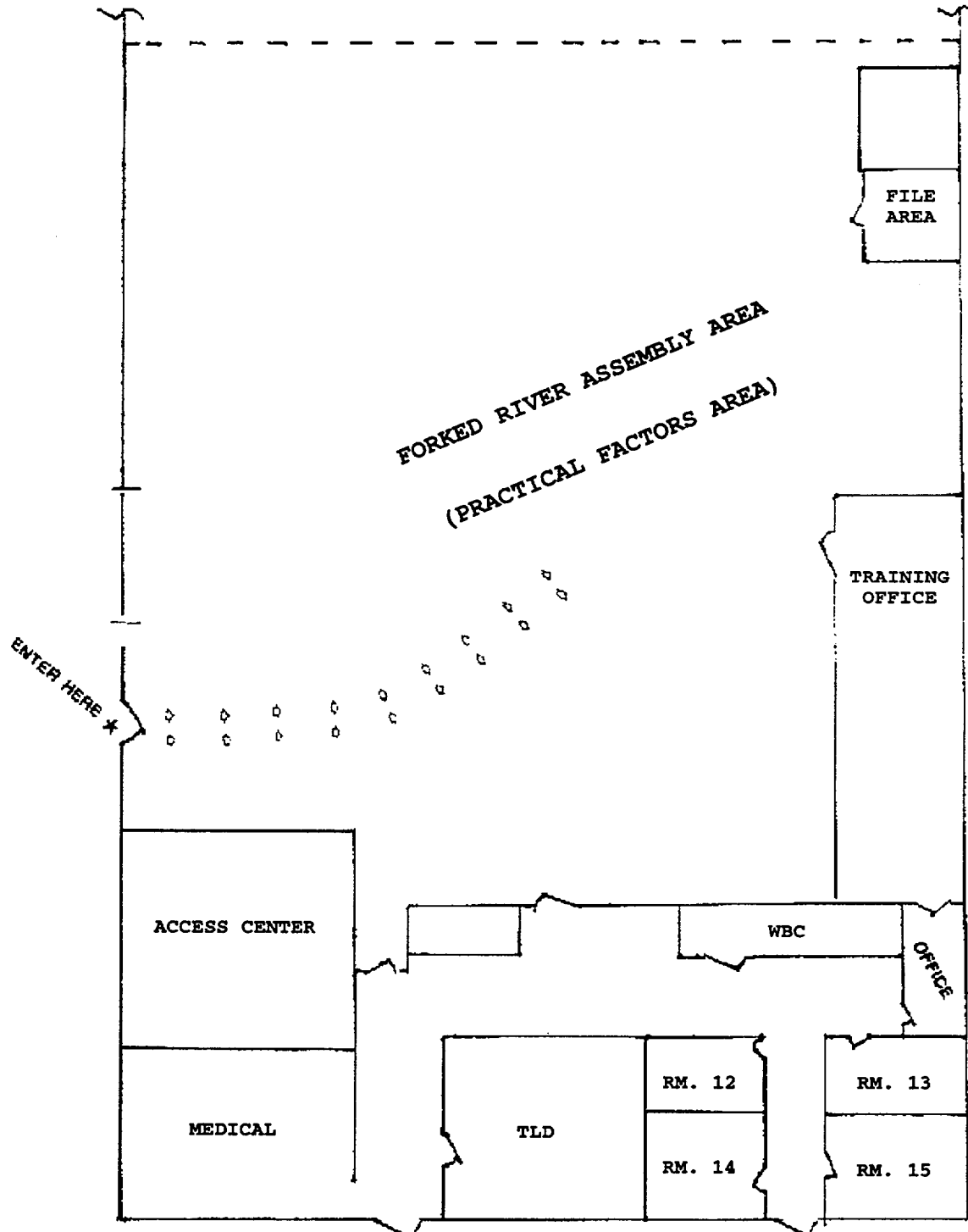
SITE EVACUATION AND PERSONNEL MUSTERING AT REMOTE  
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EXHIBIT 5

FORKED RIVER ASSEMBLY AREA LAYOUT



FORKED RIVER BUILDING 14

**OYSTER CREEK  
EMERGENCY PREPAREDNESS  
IMPLEMENTING DOCUMENT**

Number  
**OEP-ADM-1319.01**

Title <b>Oyster Creek Emergency Preparedness Program</b>		Revision No. 11
Applicability/Scope Applies to work at Oyster Creek	Usage Level <b>3</b>	Responsible Department Emergency Preparedness
This document is within QA plan scope 50.59 Reviews Required <u>X</u> Yes <u>  </u> No <u>  </u> Yes <u>X</u> No		Effective Date <b>01/22/02</b>

Prior Revision 10 incorporated the following Temporary Changes:

N/A

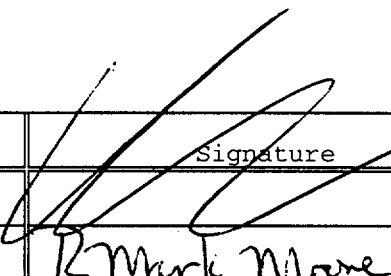
This Revision 11 incorporates the following Temporary Changes:

N/A

List of Pages (all pages rev'd to Rev. 11)

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THIS DOCUMENT WILL NOT  
BE KEPT UP TO DATE  
IRMC OYSTER CREEK**

	Signature	Concurring Organization Element	Date
Originator		Emergency Planner	1/21/02
Approved By	R. Mark Mame	Radiation Protection Manager	1/21/02

Title  
**Oyster Creek Emergency Preparedness Program**

Revision No.  
**11**

DOCUMENT HISTORY

REV	DATE	ORIGINATOR	SUMMARY OF CHANGE
13	05/92	R. Sullivan	Revise section 5.6.3.1 to allow short term change of duty without written notification to security.
14	07/92		Telephone number changes.
15	03/93		Make Exhibits 8 & 9 agree with Emergency Planning update staffing responsibilities.
16	06/94	A. Smith	Update NRC telephone number, also Duty Roster.
17	10/94	A. Smith	Delete Parsippany Field Monitoring teams.
18	01/95	A. Smith	Clarify on shift minimum staffing requirements. Supplemental positions added to duty roster at Mgt. discretion.
19	03/95	A. Smith	Delete team & position number from teleclerk announcement & replace with nine digit SS #.
0	01/96	A. Smith	Correct titles, clarify shift security supervisor in ref. to weekly comm. test. Revises procedure number to OEP series. Also clarify drill admin. and include action item training system. Rev. bars not applicable. Major rewrite.
1	07/96	T. Blount	Update phone numbers for Plant Ops Manager and INPO.
2	10/96	T. Blount	Clarify what a Supplemental position holder can do regarding filling an Essential position. Removed some Supplemental positions. Changed Duty Roster issuance frequency to as determined by EP Mgr. or Annually whichever is sooner.
3	12/97	P. Hays	Incorporate steps for computer configuration controls.
4	05/98	P. Hays	Updates Exhibits 2 & 8 to reflect recent changes in two duty roster staffing. Adds note for respirator glasses requirement. Changes Exhibit 9A to reflect recent changes in computer controls.
5	10/98	A. Smith	Change reference to action items and use "CAP's" as tracking system. Add information technologies to the notifications on the Drill Admin. form.
6	04/99	A. Smith	Indicate Safety Review required on cover page, reference new E-Plan #, ERO Test notification to weekly from every Thursday.
7	DOS	A. Smith	Change reference from GPU to OCNCS, reflect Monday for roster change of duty, add Lotus Notes for D.R. change of duty, update ERO to reflect PI Pos.
8	04/01	A. Smith	Delete position 355, OSC communicator.
9	06/01	A. Smith	Update titles in Exhibit 2 for selection mgrs; add 2 Exhibits 9 & 10 to capture duty roster placement of personnel.
10	12/01	A. Smith	Update titles, delete the weekly pager test, clarify duty roster process/responsibilities, update duty poster; discrimination process from hard copy to Lotus Notes.
11	01/02	A. Smith	Remove requirements for respirator qualifications for certain ERO positions

Title

**Oyster Creek Emergency Preparedness Program**

Revision No.

**11**

1.0 PURPOSE

This procedure defines the Oyster Creek Emergency Preparedness Program requirements and maintenance.

2.0 APPLICABILITY/SCOPE

2.1 This procedure applies to Oyster Creek Division and all Support Divisions in their activities at Oyster Creek relating to emergency preparedness.

2.2 This procedure delineates Oyster Creek responsibilities as assigned in 2000-PLN-1300.01, OCNCS Emergency Plan.

3.0 DEFINITIONS

3.1 Emergency Duty Roster - Consists of all Initial Response Emergency Organization (IREO) and Emergency Support Organization (ESO) personnel.

3.2 Oyster Creek Emergency Plan Implementing Document - This document shall include Emergency Plan Implementing Procedures and should include Emergency Preparedness Administrative Procedures.

3.3 Oyster Creek Emergency Preparedness Program - The program implemented by Oyster Creek Division, Support Divisions, and the Oyster Creek Emergency Preparedness Section to maintain a high level of emergency preparedness.

3.4 Essential Positions - Consist of those duty roster positions (personnel) described in the Emergency Plan. These positions are presented in Exhibit 7.

3.4.1 Essential positions also include the On-Shift Personnel required to meet the minimum staffing requirements of Table 5 of 2000-PLN-1300.01, OCGS Emergency Plan.



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3.5 Supplemental Positions - Consist of those duty roster positions (personnel) not required by the Emergency Plan.

3.5.1 Supplemental positions shall be trained as a minimum in accordance with Oyster Creek Emergency Plan Section 8.2.1, Step 1.

3.5.1.1 Supplemental positions should receive training in accordance with the Emergency Preparedness Training Program description 6200-PGD-2685, as a good practice, but it is not required.

3.5.2 Supplemental positions may fulfill the duties and responsibilities of an essential position if their training and qualification meet the minimum requirements as applicable for that position in Exhibit 4.

3.5.3 The supplemental positions are identified on the duty roster by the mid position number of 5 or higher in the three digit "position" identifier (e.g.; X5X, X6X, X7X, etc.). These positions are listed in Exhibit 8.

#### 4.0 RESPONSIBILITIES

4.1 Directors, Managers and Supervisors shall:

4.1.1 Provide assistance in scenario preparation by developing supporting data and/or ensuring technical accuracy and credibility as requested.

4.1.2 Provide drill observers and controllers to assist in the conduct and evaluation of emergency drills and exercises as needed.

4.1.3 Nominate individuals from their organization for Initial Response Emergency Organization and Emergency Support Organization positions, as specified in Exhibit 2, Emergency Duty Roster Staffing Responsibilities, to fill current or projected vacancies on the Emergency Duty Roster.

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- 4.1.3.1 Individuals currently holding a position on the Emergency Duty Roster may be trained for other Roster positions but should not be assigned more than one position on the duty roster.
- 4.1.3.2 Individuals must complete initial training/retraining for the Roster position to which they are nominated prior to being assigned to the Roster unless a valid exception is documented in accordance with the Training Program.
- 4.1.4 Monitor their personnel's progress in achieving and maintaining proficiency on Emergency Preparedness assignments. This should be recognized in Employee Performance reviews.
- 4.1.5 Ensure that they and their personnel attend scheduled Emergency Preparedness training.
- 4.1.6 When necessary submit "Drill Exemption List" Exhibit 6, to the Plant Manager (or designee) for approval at least twenty four (24) hours prior to the Drill date.
- 4.2 The Emergency Preparedness Section - OC shall:
  - 4.2.1 Schedule the training and retraining of Emergency Duty Roster personnel to maintain personnel training requirements current and provide timely notification of necessary training to appropriate personnel.
  - 4.2.2 Develop, implement and maintain the Oyster Creek Emergency Preparedness Training Program within the guidance set forth in Reference 6.1 and 6.5.

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- 4.3 The Emergency Preparedness Manager/Site Coordinator - OC is responsible for the overall development, implementation and maintenance of the Oyster Creek Emergency Preparedness Program. The Emergency Preparedness Manager - OC shall:
- 4.3.1 Plan, coordinate, implement and evaluate drills and exercises.
  - 4.3.2 Maintain Emergency Duty Roster and issue Confidential Telephone Information listing when the Mgr. determines sufficient Org./Personnel changes warrant revision or at least annually whichever is more frequent. The Roster should be reviewed by the Emergency Prep Manager, approved by the Duty Roster Coordinator & Senior Site Management.
  - 4.3.3 Direct the issuance of a Initial Response Emergency Organization Duty Schedule for Drills/Exercises annually.
  - 4.3.4 Review/concur on the Emergency Preparedness Training Program Description and related lesson plans and exams for technical accuracy and conformance with the Emergency Plan.
  - 4.3.5 Maintain the Emergency Preparedness Surveillance Program and accompanying documentation. The Program includes, but is not necessarily limited to:
    - 4.3.5.1 Installed equipment operability and performance testing.
    - 4.3.5.2 Reviews and audits of Emergency Response Facilities and equipment readiness.
    - 4.3.5.3 Periodic updating of Letters of Agreement and emergency phone numbers.
    - 4.3.5.4 Ensuring the technical adequacy of Emergency Preparedness Section staff personnel.

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- 4.3.6 Review the Oyster Creek Emergency Preparedness Program to ensure satisfactory overall performance.
- 4.3.7 Track to completion "CAP" items related to emergency preparedness.
- 4.3.8 Control and revise Emergency Plan implementing procedures to reflect current information consistent with the latest revisions to the Emergency Plan and changes to EP facilities, equipment and documents.
- 4.3.9 Maintain and program as necessary the Emergency Response Organization Notification system. Review data derived from notification system tests and take corrective action for unsatisfactory results.
- 4.3.10 Perform critiques of actual implementations of the Emergency Plan (eg., any declared emergency).
- 4.4 Personnel assigned to the Initial Response and Emergency Support Organization Duty Roster are responsible to:
  - 4.4.1 Ensure that their assigned radio pager is operable and turned on when on duty and take positive action to replace their pager if it fails.
  - 4.4.2 Ensure that they are available to report for duty in accordance with the Fitness For Duty Policy within the required time during the period when they are on duty. Obtain a qualified replacement in accordance with Section 5.6.3 to carry out the assigned duties and responsibilities when any situation prevents him/her from performing his/her duty assignment on a short-term basis.

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- 4.4.3 Call the OCGS Teleclerk at (609) 971-4935 any time their assigned radio pager activates by a group code and follow the instructions provided by the Teleclerk message.

NOTE

If the Teleclerk cannot be reached, or there is a discrepancy between pager message code and teleclerk message, report to your assigned ERF.

- 4.4.4 Acknowledge the phone message provided by the Teleclerk System, if contacted at home, and follow the instructions provided by the Teleclerk System.
- 4.4.5 Ensure that the Emergency Preparedness Section has their current telephone numbers (office and home).
- 4.4.6 Maintain respirator and training qualifications.

NOTE

Personnel in positions that require the use of respirators and require eye glasses must have the appropriate respirator eye glasses available at all times when on duty.

- 4.5 Key members of the IREO and ESO should perform in, or observe a drill/exercise every 18 months ( $\pm$  25%). These members include: Emergency Director, OSC Coordinator, Emergency Support Director, and the Group Leader R & EC. At the discretion of EP Management key personnel who do not meet this criteria may be removed from the duty roster until the criteria is met.

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Revision No.

**11**

5.0 PROCEDURE

The Oyster Creek Emergency Preparedness Program consists of the following elements:

5.1 Development, implementation and maintenance of the Emergency Plan

Implementing Document - This document, as defined in Section 3, implements the Oyster Creek Emergency Preparedness Program.

5.2 Emergency Preparedness Training Program - This program is governed by Reference 6.1 and conducted in accordance with the Oyster Creek Training Department Procedures.

5.3 Emergency Drills and Exercises

5.3.1 An exercise is an evaluated demonstration of major portions of emergency response capabilities. An exercise tests the integrated capability of the emergency response organization to identify weaknesses that could affect the response to an actual emergency. Exercises usually involve a large radiological release affecting the off-site populace and usually involve the full or partial participation of federal, state, and local agencies. (ref: INPO 88-019)

5.3.2 A drill is an evolution conducted to develop and maintain key emergency response skills. Drills are usually narrower in scope than exercises and can be used to train a specific area of response such as fire response, medical response, or interagency communications. Drills can also be used to train for integrated response of the emergency organization. Drills should be used to practice and promote a high state of readiness and teamwork within and between on-site facilities and disciplines. Drills can be used to correct deficiencies identified in exercises. (ref: INPO 88-019)

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5.3.3 Periodic drills and exercises will be conducted in order to assess the state of emergency preparedness. The prime objective of this form of training is to verify the emergency preparedness of all participating personnel, organizations, and agencies. Each drill or exercise will be conducted to: (1) ensure that the participants are familiar with their respective duties and responsibilities, (2) verify the adequacy of the Emergency Plan and the methods used in the Emergency Plan Implementing Documents, (3) test communications networks and systems, (4) check the availability of emergency supplies and equipment, and (5) verify the operability of emergency equipment. In addition, repair and damage control shall be included in one major drill/exercise on an annual basis. (ref: OCNCS E-Plan)

5.3.3.1 Medical Emergency Drill

Medical Drill shall be conducted annually. The drill will involve the participation of local medical support personnel and organizations (e. g., physician, ambulance service, hospital), and will involve simulated (injured) contaminated personnel.

5.3.3.2 Fire Emergency Drill

Fire drills shall be conducted in accordance with the site Fire Protection Plan.

5.3.3.3 Radiological Monitoring Drill

Radiological Drill shall be conducted annually. The drill shall include collection and analysis of all appropriate sample media for both onsite and offsite locations.

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5.3.3.4 Radiological Controls Drill

At least one drill shall be conducted semi-annually. The drill will involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements. The drill shall include analysis of implant liquid samples with simulated elevated activity levels.

5.3.3.5 Hazardous Material Spill Drill

Hazardous Material Spill Drills shall be conducted as required by the OCNCS Environmental Control Plan.

5.3.3.6 Biennial Exercises

- a. The OCNCS Emergency Plan shall be tested biennially to include a scenario with a Site Area or General Emergency. State and local government emergency plans will be included with full or partial participation by state and local governments within the Plume Exposure Pathway EPZ as required by federal regulations.
- b. Conduct of the exercise shall include mobilization of onsite and offsite emergency response personnel and resources in order to verify their capability to respond to an emergency. Communications with State and County agencies will be included. The scenario will be varied from year to year such that all major elements of these plans and preparedness organizations are tested within a six year period. Once within each six year period an exercise will be started in accordance with NRC and FEMA objectives for off-normal hours.



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- 5.3.4 "Hands-On/OJT" Drills will be conducted when it is determined additional training or experience will enhance an individual, selected group, facility staff or the ERO's ability to respond to emergency conditions. This session may take the form of a walk-through or a table-top discussion of an evolution/operation. This type of drill is distinct from those described in Section 5.3.3 in that the focus is limited and will generally not include an integrated response.
- 5.3.5 Actual Emergency Plan Activations may be credited in place of selected drills if the Emergency Preparedness Manager deems it appropriate. Generally an Alert or higher level emergency may be substituted for a Drill. Such events may also replace an Exercise with NRC approval.
- 5.3.6 Drill Controllers and Evaluators will be selected from the Plant and supporting divisions based on their specialized expertise. Selection will be based on Company Organizational Position and/or Emergency Response Organization qualifications.
- 5.3.7 Drill attendance may be conducted by the facility drill controller/evaluators. Attendance sheets should be signed by the participants for drill credit. Attendance sheets should be returned to the Emergency Preparedness Section for documentation.
- 5.3.8 Personnel may be exempted from drill participation by submitting a copy of a completed Exhibit 6. This should be submitted at least twenty-four (24) hours prior to the scheduled drill date. Should a member of the Team/Priority participating in the Drill require exemption, the Director, Manager, or Supervisor requesting the exemption shall make all necessary arrangements for coverage of that position during the drill. The Drill Exemption List must be approved by the Plant Manager or his designee. Completed copies shall be sent to Shift Security Supervisor's Office - Main Gate and Emergency Preparedness Office.

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5.3.9 NRC Administrative Letter 94-16 (dated November 30, 1994) provides revised guidance concerning NRC Core Inspection Program for Annual E.P. exercises.

5.3.9.1 The letter revised the inspection frequency for performing specific inspection modules (Evaluation of Exercises for Power Reactors and Review of Exercise Objectives and Scenarios for Power Reactors) from annual to biennial.

5.3.9.2 An Annual exercise will be conducted in accordance with 10CFR50 App. E and submittal of exercise scenarios and objectives will be done biennially, in accordance with IN-94-16.

5.3.10 All drills and exercises will be documented using Exhibit 1. Any items which do not pertain to a particular exercise or drill should be noted "N/A".

5.4 Emergency Preparedness Surveillance Program - Included in the Oyster Creek Emergency Preparedness Procedure Manual as the OEP-SUR-1310 series.

5.5 Emergency Response Facilities and Equipment Readiness - These facilities and associated equipment will be maintained in accordance with OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance.

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5.6 Emergency Response Organization - The maintenance of the Emergency Response Organization will be as follows:

5.6.1 Nomination and approval process.

5.6.1.1 Responsible Directors, Managers and Supervisors as listed in Exhibit 2, Emergency Duty Roster Staffing Responsibilities, should nominate individuals from the OCGS organization to fill current or projected vacancies in the Emergency Duty Roster.

1. The nominating Director, Manager or Supervisor shall ensure that nominated individuals meet the criteria outlined in Exhibit 4, Qualification Requirements for Essential Personnel.

5.6.1.2 Site Emergency Preparedness shall review the nominated individual's Emergency Preparedness training to ensure proper completion.

1. If the nominee has not completed Emergency Preparedness training, the appropriate training should be scheduled in a timely manner.

2. Once training has been completed the Emergency Duty Roster and Teleclerk shall be updated in accordance with Exhibit 10.

5.6.1.3 Personnel with lapsed qualifications which are not renewed shall be removed from the Duty Roster. Reinstatement shall be in accordance with 5.6.1.

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5.6.2 Emergency Duty Rosters and Schedules

5.6.2.1 The Emergency Duty Roster shall be revised, in the Duty Roster Database as changes occur. The Tele-Clerk Notification System will be updated as changes occur, in a timely fashion.

5.6.2.2 Periodically a Confidential Telephone Information listing will be published and distributed. This phone listing will be distributed to the following:

- Shift Security Supervisor's Office
- Emergency Operations Facility
- Emergency Control Center
- Technical Support Center

5.6.2.3 The Drills/Exercise Schedule will be published and distributed each calendar year.

5.6.3 Duty Roster/Schedule Changes

5.6.3.1 A short term change (exchange of duty for less than 72 hours) to the Initial Response Emergency Organization or Emergency Support Organization (IREO or ESO) Duty Schedule will be accomplished by having the qualified relief carry his/her pager and notifying the Shift Security Supervisor, in writing of the exchange of duty if time permits. If no written notification is received by Security, the on-call duty roster member will be responsible to ensure the position is filled.

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5.6.3.2 A long term change (exchange of duty for 72 hours or more) to the IREO or ESO Duty Schedule will be accomplished by the duty assignee submitting a notice similar to Exhibit 3, Notice of Temporary Change of Duty, or via Lotus Notes EP Duty Roster Exchange to the Emergency Preparedness Manager or designee with a copy to the Site Security Manager preferably one week in advance of the change. The notice will be retained until the change is no longer effective.

NOTE

A Lotus Notes Application is available to electronically submit a "Notice of Temporary Change of Duty". This is the preferred method of exchanging duty.

5.6.3.3 Personnel changes to the Emergency Duty Roster will be made by submitting a notice similar to the Emergency Duty Roster Change form and processed according to Section 5.6.1. Appropriate measures should be taken by the responsible managers to ensure all positions remain fully staffed.

5.6.4 Initial Response Emergency Organization (IREO) Team Duty Period

5.6.4.1 The normal period of on-call duty for the Initial Response Emergency Duty Roster Teams is 1600 hours Friday to 1600 hours Friday of the following week. Exceptions to this period are noted on the annual published duty schedule. During this period IREO members on duty shall be fit for duty in accordance with the employee Fitness for Duty Program (Reference 6.4). The OCGS Duty Roster Schedule identifies duty periods for all teams.

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5.6.5 Emergency Support Organization Team Duty Period

5.6.5.1 The ESO will follow duty rotation in accordance with Section 5.6.4.1. During the duty period these teams shall comply with the Employee Fitness for Duty program (Reference 6.4). The OCGS Duty Roster Schedule identifies duty periods for all teams.

5.7 Corrective Action Process (CAP) - Issues related to the conduct of the Emergency Preparedness Program should be entered into the CAP System. A self assessment of EP CAP items should be conducted each year not to exceed 15 months. The assessment should look for trends as described in 2000-ADM-7216.01.

5.8 Control of Software

5.8.1 Software developed or maintained by Emergency Preparedness shall be protected from unauthorized modification by:

5.8.1.1 Limiting distribution of uncompiled source code to those specifically authorized to modify the code.

5.8.1.2 Maintaining backup copies of source code

5.8.1.3 Maintaining backup copies of unprotectable external data.

5.8.1.4 Periodically creating backup copies of accumulated results data.

5.8.1.5 Software control is in accordance with 1000-ADM-1230.10 Master List.

5.8.2 Software shall have a specified responsible individual, who will:

5.8.2.1 Be a point of contact for user comments.

5.8.2.2 Notify users of errors or omissions.

5.8.2.3 Coordinate modification.

5.8.2.4 Ensure distribution of revisions to authorized users.

5.8.3 In house software shall be tested:

5.8.3.1 Before initial distribution.

5.8.3.2 After revision.

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5.8.3.3 Such test result documentation may be flexible based on the nature of the software or degree of revision.

5.8.3.4 Documentation for other than 'non-substantive changes' shall be permanent (memo, formal calculation when applicable, etc.). Use Exhibit 9 Software Configuration Control Change Request. Additional supporting documentation should be attached.

NOTE

Changes which could reasonably be expected to affect record retention or numerical accuracy shall be considered substantive. EXAMPLE: a change which adds the date to a printout may be non-substantive, a change which alters global results data file structures may be substantive even though no actual calculations are modified.

5.8.4 Vendor Supplied Software shall be tested:

5.8.4.1 For operability on available equipment.

5.8.4.2 For accuracy of results.

6.0 REFERENCES

- 6.1 OCGS Emergency Plan, 2000-PLN-1300.01
- 6.2 Emergency Preparedness Procedure, OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance
- 6.3 Oyster Creek Emergency Plan Implementing Document
- 6.4 Employee Fitness for Duty Procedure/Drug and Alcohol OSEC-IMP-2002.04.
- 6.5 2612-PGD-2685 Emergency Preparedness Training Program.
- 6.6 INPO Document - 88-019 - Emergency Preparedness Drill and Exercise Manual.
- 6.7 Corrective Action Process 2000-ADM-7216.01.
- 6.8 10CFR50
- 6.9 1000-ADM-1230.10, Computer Systems Control

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7.0 EXHIBITS

- 7.1 Exhibit 1, Example Drill Administrative Guide Form
- 7.2 Exhibit 2, Emergency Duty Roster Staffing Responsibilities
- 7.3 Exhibit 3, Example Notice of Temporary Exchange of Duty
- 7.4 Exhibit 4, Requirements for Emergency Duty Roster Personnel
- 7.5 Exhibit 5, Drill Exemption List
- 7.6 Exhibit 6, Emergency Response Organization Essential Positions
- 7.7 Exhibit 7, Emergency Response Organization Supplemental Positions
- 7.8 Exhibit 8, Software Configuration Control Change Request
- 7.9 Exhibit 9, Duty Roster Placement of Personnel
- 7.10 Exhibit 19, Lotus Notes Duty Roster Database Information



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(EXAMPLE)  
EXHIBIT 1  
DRILL ADMINISTRATIVE GUIDE FORM

1. Classification and Scheduling

The Emergency Preparedness Manager or his designee shall circle the appropriate title below and note the date and time the drill is to be held.

	<u>TIME</u> / <u>DATE</u>	<u>DATE</u> / <u>INITIALS</u>
• Drill	_____ / _____	
• Dress Rehearsal	_____ / _____	
• Annual Exercise	_____ / _____	_____ / _____

2. Scenario Development

The Emergency Preparedness Manager or his designee shall be responsible for the drill scenario preparation as well as obtaining scenario review from personnel listed below.

Scenario # \_\_\_\_\_ Revision \_\_\_\_\_ / \_\_\_\_\_

SRO (Name) \_\_\_\_\_

RAD PRO OR RAD ENGINEERING SUPERVISOR (Name) \_\_\_\_\_

OTHER REVIEW \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM

3. Outside Agency Notification

DATE / INITIALS

The Emergency Preparedness Manager or his designee is responsible for coordinating efforts with outside participating emergency personnel and organizations and notify the agencies indicated below;

a. New Jersey State Police Emergency Operations Center  
(609) 882-4201

\_\_\_\_\_/\_\_\_\_\_

b. Ocean County Department of Emergency Services (908)  
341-3451

\_\_\_\_\_/\_\_\_\_\_

c. NRC Operations Center, Rockville, Md.  
(301) 816-5100  
(If no answer call (301) 951-0550)

\_\_\_\_\_/\_\_\_\_\_

(Specify  
Name) \_\_\_\_\_

d. Resident NRC Inspector (609) 971-4978

\_\_\_\_\_/\_\_\_\_\_

e. Local Fire Companies (at the discretion  
of E. P. Mgr.)

\_\_\_\_\_/\_\_\_\_\_

f. Community Medical Center [Nursing Services Supv.  
(908) 240-8000] (at discretion of E.P. Mgr.)

\_\_\_\_\_/\_\_\_\_\_

g. Southern Ocean County Hospital [Nursing Service  
Supervisor (609) 597-6011] (at discretion  
of E.P. Mgr.)

\_\_\_\_\_/\_\_\_\_\_

h. Rescue Squads (at discretion of E.P. Mgr.)

\_\_\_\_\_/\_\_\_\_\_

(Specify  
Which) \_\_\_\_\_

i. INPO Emergency Ops Center (800) 321-0614

\_\_\_\_\_/\_\_\_\_\_

j. Ocean County Sheriff's Comm. Center  
(908) 349-2010 or  
(908) 349-2094

\_\_\_\_\_/\_\_\_\_\_

k. Lacey Township Police Dept. (609) 693-6636

\_\_\_\_\_/\_\_\_\_\_

l. Ocean Township Police Dept. (609) 693-4007

\_\_\_\_\_/\_\_\_\_\_

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EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM

\_\_\_\_\_  
DATE / INITIALS

m. Other

(Specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Information Technologies Reading Help Desk (Ext. 5555) \_\_\_\_\_/\_\_\_\_\_

5. Plant Notification

a. Vice President, Oyster Creek  
(Ext. 2300) \_\_\_\_\_/\_\_\_\_\_

b. Plant Manager  
(Ext. 4415) \_\_\_\_\_/\_\_\_\_\_

c. Site Security Manager  
(Ext. 4949) \_\_\_\_\_/\_\_\_\_\_

d. Communications  
(Ext. 2180) \_\_\_\_\_/\_\_\_\_\_

6. Observers

The Emergency Preparedness Manager is responsible for assigning observers to monitor personnel and areas involved in the drill. All plant and supporting departments are responsible for providing technically qualified observers to assist in drill observation and evaluation.

a. Assign all observers. \_\_\_\_\_/\_\_\_\_\_

b. Publish memo providing date, times & locations to all observers. \_\_\_\_\_/\_\_\_\_\_

7. Pre-Drill Meeting

Meet with all observers and other non-player personnel involved with the drill to brief them on scope, sequence of events and responsibilities. \_\_\_\_\_/\_\_\_\_\_

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EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM

DATE / INITIALS

8. Shift Participation

The operating shift(s) actually tested in the drill/exercise should be listed.

\_\_\_\_\_ / \_\_\_\_\_

9. Post Drill Requirements

Upon completion of the drill, the Emergency Preparedness Manager is responsible for meeting with all observers and holding a critique to review and discuss deficiencies and corrective actions.

a. Meet with all observers to review their significant comments, if possible.

\_\_\_\_\_ / \_\_\_\_\_

b. Hold drill critique to review drill with involved personnel.

\_\_\_\_\_ / \_\_\_\_\_

c. Collect signed Observer comments as available.

\_\_\_\_\_ / \_\_\_\_\_

d. Collect Drill Attendance Forms, if used.

\_\_\_\_\_ / \_\_\_\_\_

e. Empty Lotus Notes database after drill report approval.

\_\_\_\_\_ / \_\_\_\_\_

10. CAP Process

The Emergency Preparedness Manager or his designee is responsible for developing CAP's based upon drill recommendations.

a. Develop Action Items.

\_\_\_\_\_ / \_\_\_\_\_

11. Documentation and Routing of Drill and Critique

Results

The Emergency Preparedness Manager or his designee is responsible for ensuring that all documents generated as a result of the drill are collected and forwarded to appropriate personnel and/or departments.

a. Prepare and distribute Drill or Exercise Critique memo.

\_\_\_\_\_ / \_\_\_\_\_

b. Forward the completed drill packet to Document Control. Items included in the Drill Packet are the following:

\_\_\_\_\_ / \_\_\_\_\_

1. List of Observers

2. Drill Critique

3. Completed Drill Administrative Guide Form (Exhibit 1)

c. Forward Drill Attendance Forms to Training Administrative Support

\_\_\_\_\_ / \_\_\_\_\_

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EXHIBIT 2

Emergency Duty Roster Staffing Responsibilities

Duty Roster Position

Responsibility for Staffing

EMERGENCY CONTROL CENTER

101	Operations Coordinator	Plant Manager
102	ECC Communications Coordinator	Plant Manager
103	ECC Communicator	Engineering
104	ECC Communicator	Plant Manager

TECHNICAL SUPPORT CENTER

201	Emergency Director	Plant Manager
202	ED Assistant	Plant Manager
203	Rad Assessment Coordinator	Plant Manager
204	Rad Engineering Support	Plant Manager
205	TSC Coordinator	Director Engineering
206	TSC Engineer (Mech)	Director Engineering
207	TSC Engineer (Elec)	Director Engineering
208	TSC Engineer/I & C	Director Engineering
210	Core Engineer	Director Engineering
250	TSC Communications Coordinator	Director Engineering
253	Tech Assistant	Director Engineering
658	Computer Eng.	Director Engineering

OPERATIONS SUPPORT CENTER

301	OSC Coordinator	Maintenance Director
302	Emergency Maintenance Coordinator	Maintenance Director
303	Rad Control Coordinator	Plant Manager
304	Chemistry Coordinator	Plant Manager
305	Medical Representative	Occupational Health
306	Security Coordinator	Station Support Director
350	Maintenance Team Coordinator	Maintenance Director
351	Emergency Maintenance Electrical	Maintenance Director
353	OSC Communications Coordinator	Maintenance Director
354	OSC Communicator (Operations)	Maintenance Director

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(EXAMPLE)  
EXHIBIT 2

Emergency Duty Roster Staffing Responsibilities

Duty Roster Position

Responsibility for Staffing

OFF-SITE RADIOLOGICAL MONITORING TEAMS

450 Rad/Env Survey Team A Leader	Plant Manager
451 Rad/Env Survey Team A Assistant	Plant Manager
452 Rad/Env Survey Team B Leader	Plant Manager
453 Rad/Env Survey Team B Assistant	Plant Manager

EMERGENCY ASSEMBLY AREA

501 Emergency Assembly Area Coordinator	Work Management Director
---	--------------------------

EMERGENCY OPERATIONS FACILITY

601 Emergency Support Director	Vice President
602 ESD Assistant	Vice President
603 Group Leader R&EC	Plant Manager
605 EOF Communications Coordinator	HR Manager
606 EOF Communicator	HR Manager
607 EOF Communicator	HR Manager
608 Tech Support Representative	Director Engineering
609 Group Leader - Administrative Support	Work Management Director
610 Emergency Preparedness Representative	Station Support Director
612 P.I. Tech Rep/Com	HR Manager
650 Tech Support Staff	Director Engineering
651 Tech Support Staff	Director Engineering
652 Tech Support Staff	Director Engineering
653 Administrative Support Staff	Work Management Director
654 Material Management Coordinator	Work Management Director

ENVIRONMENTAL ASSESSMENT COMMAND CENTER

801 Environmental Assessment Coordinator	Plant Manager
802 Met/Dose Assessment Coordinator	Plant Manager

JIC

910 Media Center Lead - Com	HR Manager
911 Media Ct. Advisor/Communicator	HR Manager
912 PI Tech Rep - Com	HR Manager
913 PI Rep - Com	HR Manager
952 JIC Admin./Communicator	HR Manager

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EXHIBIT 3

Notice of Temporary Exchange of Duty

Subject: IREO/ESO Exchange of Duty  
(circle one)

To: Emergency Preparedness Manager - OC  
Security Manager - OC

I, \_\_\_\_\_, am assigned to the Emergency  
Name

Response Organization Duty Roster, Position Number \_\_\_\_\_, as

a(n) \_\_\_\_\_.  
Assignment

I will be unable to fulfill my on-call assignment during the period  
\_\_\_\_\_ to \_\_\_\_\_ and have arranged with

\_\_\_\_\_,  
Name Home Telephone No. Office No.

who is fully qualified to perform my duties during this period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Signature:

\_\_\_\_\_  
Person Accepting Duty

Date: \_\_\_\_\_

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EXHIBIT 4

QUALIFICATION REQUIREMENTS FOR ESSENTIAL PERSONNEL

I. On-Shift Emergency Organization

- A. Satisfactorily complete and maintain required skills training and possess operators license, as appropriate, for assigned position.
- B. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned.
- C. Satisfactorily complete and maintain respirator qualification in accordance with Plant requirements.
- D. Satisfactorily complete and maintain radiation worker training (Level II).
- E. Must be active in the dosimetry system (i.e., TLD).

II. Initial Response Emergency Organization (IREO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Must satisfy 1 hour response time requirement.
- C. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned in the Initial Response Organization.
- D. Satisfactorily complete and maintain respirator qualification in accordance with Plant requirements. (See Exhibit 6 for essential positions requiring respirator qualifications)
- E. Satisfactorily complete and maintain radiation worker training (Level II).
- F. Must be active in the dosimetry system (i.e., TLD assigned).

\*NOTE

Exemptions to IC and II D may be granted by the Plant Manager or designee with EP concurrence from the Emergency Preparedness Manager if loss of the individual's expertise may lower the effectiveness of the EP Program. However, the individual will not be permitted to enter an area where respirators are required.



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EXHIBIT 4  
(continued)

QUALIFICATION REQUIREMENTS FOR ESSENTIAL PERSONNEL

III. Emergency Support Organization (ESO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for the position assigned in the Emergency Support Organization.

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EXHIBIT 5  
DRILL EXEMPTION LIST

DRILL DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

NAME (last, first)	Key Card #	Slot #	SOC. SEC. #	Reason

NOTE

All required information must be completed prior to being submitted for approval.

Requested by / Date  
(Dir, Mgr, or Supv)

Approved by / Date  
(Dir, - Ops & Maintenance)  
Plant Manager

cc: Security  
Emergency Preparedness

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EXHIBIT 6

Emergency Response Organization

Essential Positions

\*101 Operations Coordinator  
\*102 ECC Communications Coordinator  
\*103 ECC Communicator  
\*104 ECC Communicator  
201 Emergency Director  
202 E.D. Assistant  
203 Rad. Assessment Coordinator  
204 Radiological Engineering Support  
205 TSC Coordinator  
206 TSC Engineer (Mech)  
207 TSC Engineer (Elec)  
208 TSC Engineer (I&C)  
210 Core Engineer (Tech Functions)  
\*301 OSC Coordinator  
\*302 Emergency Maintenance Coordinator  
\*303 Radiological Controls Coordinator  
304 Chemistry Coordinator  
305 Medical Representative  
306 Security Coordinator  
501 Emergency Assembly Area Coordinator  
601 Emergency Support Director  
602 ESD Assistant  
603 Group Leader R&EC  
604 Public Information Representative  
605 EOF Communications Coordinator  
606 EOF Communicator  
607 EOF Communicator  
608 Tech Support Representative  
609 Group Leader - Admin Support  
610 Emergency Preparedness Representative  
612 PI Tech Rep/Com  
801 Env. Assess. Coordinator  
802 Met/Dose Assessment Coordinator  
910 Media Center Lead/Com  
911 Media Center Advisor/Com  
912 PI Tech Rep/Com  
913 PI Rep/Com

\* Indicates respirator qualifications required

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EXHIBIT 7

Emergency Response Organization

Supplemental Positions

250 TSC Communications Coordinator  
253 Technical Assistant  
350 Maintenance Team Coordinator  
351 Emergency Maintenance Electrical  
353 OSC Communications Coordinator  
354 OSC Communicator (Operations)  
450 Rad/Env. Survey Team A Leader  
451 Rad/Env. Survey Team A Assistant  
452 Rad/Env. Survey Team B Leader  
453 Rad/Env. Survey Team B Assistant  
650 EOF Tech Support Staff  
651 EOF Tech Support Staff  
652 EOF Tech Support Staff  
653 Admin Support Staff  
654 Materials Management Coordinator  
658 Computer Eng.  
952 JIC Admin./Communicator

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EXHIBIT 8

Software Configuration Control Change Request

1. Software/Source Code to be Changed: \_\_\_\_\_  
\_\_\_\_\_
2. Requested Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Responsible Point of Contact: \_\_\_\_\_
4. Concurrence for Change Request YES / NO Sig. \_\_\_\_\_ Date \_\_\_\_\_  
If NO an explanation should be provided to requesting party, If YES proceed with request.
5. Responsible Change Party: \_\_\_\_\_
  - 5.1 Description of Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 5.2 Method of Verification and Validation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Responsible Reviews: \_\_\_\_\_  
\_\_\_\_\_
7. Emergency Preparedness Approval

Approval Signature / Title / Date

Title

**Oyster Creek Emergency Preparedness Program**

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**11**

EXHIBIT 9

Duty Roster Placement of Personnel

1. Responsible management listed in Exhibit 2 will notify the Duty Roster Coordinator of an anticipated vacancy, duty roster change or person to be removed from the roster.
2. Responsible management identifies personnel replacement to Duty Roster Coordinator.
3. Duty Roster Coordinator checks prerequisites of duty position with personnel qualifications. If personnel are qualified proceed with this process. If personnel are NOT qualified, determination will be made on a case by case basis with the responsible management to gain the necessary training to qualify the person in the position.
4. Duty Roster Coordinator will schedule and/or conduct the necessary class or classes. Provide new roster member with duty roster packet.
5. Duty Roster Coordinator will, if necessary, coordinate completion of qual card and/or drill.
6. Duty Roster Coordinator will notify responsible management that individual is qualified to assume duty roster position and if necessary grant removal of outgoing roster personnel.
7. Duty Roster Coordinator will update the teleclerk and lotus notes EP roster database to add/move personnel into new position. Use Exhibit 10 for update information.
8. Individual notified of exact duty roster placement by the Duty Roster Coordinator.

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EXHIBIT 10

Lotus Notes Duty Roster

Database Information

NAME \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

EST. REPORTING TIME  
TO ERF FROM HOME \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

HOME BASE # \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

WORK PHONE # \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

BEEPER # \_\_\_\_\_

CELL # \_\_\_\_\_

EP OFFICE TO FILL IN

TEAM # \_\_\_\_\_ POSITION # \_\_\_\_\_

TRAINING/QUALIFICATION COMPLETE DATE \_\_\_\_\_

DUTY ROSTER START DATE \_\_\_\_\_

SUPERIOR/MANAGER \_\_\_\_\_

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**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

Applicability/Scope

Applies to work at Oyster Creek

Usage Level

**3**

Responsible Department

Emergency Preparedness

This document is within QA plan scope  
50.59 Reviews RequiredX Yes \_\_\_ NoX Yes \_\_\_ No

Effective Date

1/31/02

Prior Revision 10 incorporated the  
following Temporary Changes:N/AThis Revision 11 incorporates the  
following Temporary Changes:N/AList of Pages (all pages rev'd to Rev. 11)1.0 to 10.0  
E1-1 to E1-21  
E2-1 to E2-5  
E3-1 to E3-2  
E4-1 to E4-4  
E5-1  
E6-1 to E6-2  
E7-1 to E7-3  
E8-1 to E8-2  
E9-1**NON-CONTROLLED  
THIS DOCUMENT WILL NOT  
BE KEPT UP TO DATE  
IRMC OYSTER CREEK**

	Signature	Concurring Organization Element	Date
Originator	<i>James E. Bendembo</i>	EP Coordinator	01/23/2002
Approved By	<i>Mark W. Moore</i>	Radiation Protection Manager	1/26/02



Title  
**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

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DOCUMENT HISTORY

REV	DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
7	07/17/92	Revise forms requirement at several centers, update JIC equipment.	
8	08/93	Major rewrite of Procedure.	D. VanNortwick
9	09/94	Update form ie. Quantities and Nomenclature. Remove telephones, desks, chairs, clocks from inventory.	A. Smith
10	12/94	Update forms for various inventories at centers.	A. Smith
11	05/19/95	Reduce inventory of fixed equipment and normal consumables i.e. pens & pads clarify reporting instructions on inventory forms. Due to the extent of the change rev bars are not appropriate.	A. Smith
0	04/06/96	Remove North Gate inventories. Adjust various inventories to reflect anticipated needs. Further clarify reporting instructions. Correct responsible titles. Clarify review process for completed inventories. Due to the extent of the change rev bars are not appropriate.	A. Smith
1	02/97	Reduce quantities of full face neg. pressure resp. at ERF's, add Zeolite cartridge insp., add Dosimeter charger to APP A-1, adjust the size of Phillips Head screw drivers in APP. "D" to reflect actual contents.	A. Smith
2	12/97	Delete Ref. To EPIP-OC-.04 add inventory sheet for new primary EAA which is now OCAB Cafeteria. Modify tests for EACC Computers to reflect current testing.	A. Smith
3	06/98	Adjusting inventories on various appendixes to reflect additional equip. consolidate forms for cleaner documentation. Change air sampler in on site van from hi-vol to lo-vol.	J. Rayment
4	09/98	Remove respirators from offsite FMT vans as per Revision 1 of this procedure.	A. Smith
5	02/99	Change "Xetex Chirper" to ESRD or equivalent.	D. VanNortwick
6	08/99	Include rescue equipment in lockers-clarify locker location.	D. VanNortwick
7	DOS	Remove Comec and GPU cover page. Change reference from GPU or GPUN to OCNGS.	A. Smith
8	04/01	Relocate first aid equipment.	G. Hutton
9	06/01	Update titles, include change management process, update new locations for equipment.	A. Smith
10	11/01	Remove certain chemistry equipment and keep what is required by the plan.	A. Smith
11	01/02	Clarify location of RAC computer in ECC. Add Note regarding actions to take if "busy" signal detected while verifying CREST access during surveillance.	

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Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

1.0 PURPOSE

This procedure delineates the requirements to maintain availability and reliability of Emergency Equipment.

2.0 APPLICABILITY/SCOPE

This procedure applies to the Oyster Creek Division and Support Divisions assigned responsibilities for Emergency Response Facilities and/or equipment.

3.0 DEFINITIONS

Housekeeping as used in this document is intended to maintain emergency lockers in a neat and orderly fashion.

4.0 RESPONSIBILITIES

4.1 All Responsible Organizations

- 4.1.1 Directors/Managers shall be responsible to assign an individual to inventory equipment/material needs for each facility as identified in Section 4.0.

NOTE

Directors/Managers shall be responsible to replace any equipment and/or supplies which were used or are missing or require maintenance.

4.2 The Emergency Preparedness Manager-OC or designee shall:

- 4.2.1 Assign a facility custodian to maintain the Emergency Operations Facility (EOF), Tech Support Center (TSC), and Building 14 Remote Assembly Area in a state of readiness.

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- 4.2.2 Ensure that inventories are performed at frequencies defined in this procedure and that surveillance deficiencies are identified, resolution scheduled and tracked to completion.
- 4.2.3 Review the results of inventories in accordance with Section 5.4.
- 4.3 The Manager, Chemistry/Radwaste shall maintain the Emergency Chemistry equipment in a state of readiness.
- 4.4 The Manager of Operations shall maintain the Emergency Control Center (ECC) in a state of readiness.
- 4.5 The Manager Security shall maintain the Main Gate Processing Center, and the Emergency Assembly Area in a state of readiness.
- 4.6 The Manager Radiation Protection shall:
  - 4.6.1 Make available Rad-Techs following each drill or quarter as necessary to assist completing the required inventory of facilities and Emergency Radiological Controls equipment. EP, individual facility coordinators, RCCs or GRC's will indicate the facilities and equipment to be inventoried and replenished.
  - 4.6.2 Assign a custodian to test and maintain the Dose Projection Computer equipment located in the Control Room on the west wall adjacent to Panel 15R and in the Rad Analysis Support Engineer's office in the TSC.
  - 4.6.3 Assign a facility custodian to ensure Rad Assessment Support Office in TSC is kept orderly and in a state of readiness.
  - 4.6.4 Maintain Emergency Respirator Equipment Facility.
  - 4.6.5 Ensure the Emergency Off-Site Monitoring Equipment is inventoried and maintained.

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4.7 The Supervisor Radwaste/Environmental shall:

4.7.1 Maintain the Environmental Assessment Command Center (EACC) in a state of readiness.

4.8 The Occupational Health shall ensure that First Aid and Rescue equipment is maintained.

4.9 The Director Maintenance-OC shall:

4.9.1 Assign a facility custodian and maintain the Operations Support Center (OSC) in a state of readiness.

4.9.2 Ensure that Manager Rad Engineering

4.10 Manager Rad Engineering

4.10.1 Will ensure that Rad Pro emergency instruments are properly maintained, calibrated, and inventoried per applicable procedures.

## 5.0 PROCEDURE

### 5.1 Emergency Response Facilities

A facility custodian should be assigned for the TSC, OSC and EOF and may be assigned for other Emergency Response Facilities by the responsible director, manager, or supervisor as identified in Section 4.0. These facility custodians or the responsible Director, Manager, or Supervisor shall oversee the readiness of the assigned facility. Any changes to emergency facilities or equipment must be reviewed in accordance with the Change Management Process as referenced in this procedure.

This includes:

5.1.1 Maintenance of controlled procedures, drawings, logbooks, etc.

5.1.2 Inspection and inventory of the assigned facility after each use, but in no case less than quarterly, to verify stockage of required items and to test equipment operability.

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

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5.1.3 The use of the Dose Projection Computers and associated equipment during a drill will constitute the inspection required after each drill as long as the quarterly requirements are met.

NOTE

Appendix H of this procedure will still be filled out to document the results of the inspection.

5.2 Emergency Equipment

Emergency equipment shall be inventoried, calibrated, and maintained by the responsible departments identified in Section 4.0.

5.2.1 Emergency kits/lockers shall be inventoried once each calendar quarter and after use during drills, exercises, training or actual emergencies. An inventory performed after use during drills, exercises, training or actual emergencies may also satisfy the quarterly requirement.

5.2.1.1 Inventories should be completed within 10 days of drill or training usage or end of quarter.

5.2.2 Radiological instruments should be inspected for serviceability, calibration, battery condition.

5.2.3 When removing any instrument or equipment for repair/calibration from any emergency equipment storage location, an equivalent (serviced and calibrated) replacement shall be provided by the end of the shift it was taken out of service on.

5.2.4 Radiological instruments in emergency lockers are not to be used for any other purpose in the plant. They are for emergency and drill use only.

5.2.5 Silver Zeolite Cartridges are certified by the manufacturer to have a ten year shelf life when in a sealed sleeve. The sleeve integrity and date on sleeve should be checked during each inventory. All other cartridges out of sleeves should be marked "For Training Use".

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5.2.6 Emergency lockers and kits will be locked and periodically (at least quarterly) inspected for lock integrity. Lockers or kits with suspect integrity should be inventoried.

NOTE

Emergency kits which contain TLD's DO NOT store button source close to TLD's.

5.3 Emergency Equipment/Facility Inventory

5.3.1 The Responsible Departments shall complete required inventory checklists.

5.3.2 The responsible organization shall assign an individual to complete the inventory of the facilities and equipment as follows:

Appendix Organization

A-1	Rad Pro/Emergency Preparedness
A-2	Rad Pro/Emergency Preparedness
A-3	Rad Pro/Emergency Preparedness
A-4	Rad Pro/Emergency Preparedness
A-5	Rad Pro/Emergency Preparedness
A-6	Respiratory Protection Maintenance
A-7	Rad Pro/Emergency Preparedness
A-8	Rad Pro/Emergency Preparedness
A-9	Respiratory Protection Maintenance
A-10	Rad Pro/Emergency Preparedness
A-11	Rad Pro/Emergency Preparedness
A-12	Rad Pro/Emergency Preparedness
A-13	Rad Pro/Emergency Preparedness

- |     |   |
|-----|---|
| B-1 | Rad Pro/EP                                  |
| B-2 | Rad Pro/EP                                  |
| C   | Rad Pro/EP                                  |
| D   | Rad Pro/EP                                  |
| E   | Environmental or Rad Pro                    |
| F   | Rad Pro/EP (ECC, EOF, TSC, OSC, MGPC, JIC)) |
| G   | Rad Engineering/Environmental or Rad Pro    |
| H   | Radiac I & C or Rad Pro                     |
- 5.3.2.1 The assigned individual shall use the appropriate appendix as identified in 5.3.2.
- 5.3.2.2 Items listed on the inventory sheet shall not be allowed to remain less than 70% of the required quantity without replacement immediately. There are no upper limits for inventory quantities, normal housekeeping should apply.
- 5.3.2.3 Deficiencies shall be noted and corrected. Damage to the facility or equipment should be noted. Items which are found to be in quantities described by 5.3.2.2 above shall not be considered deficient. Items which cannot be immediately corrected shall be identified with corrective action and date to be completed noted.
- 5.3.2.4 Consumables with established shelf life should be verified current through the next expected inventory.



Title

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5.4 Inventory Review

5.4.1 The inventory checklist will be reviewed by a responsible department supervisor or designee indicating any deficiencies found have been corrected. Unresolved deficiencies will be noted including suggestions for corrective actions, sign checklist and return to the Emergency Preparedness Surveillance Coordinator.

5.4.2 The Emergency Preparedness Surveillance Coordinator or designee shall review ERF Checklists in accordance with inventory expectations and this procedure and subsequently file all Emergency Equipment/Facility Checklists in Emergency Preparedness Section files for interim storage until filed in the DCC as LP Documents. Receipt of the checklists will be tracked using Appendix J. A random sample of inventories will be reviewed by the EP Manager for each drill or at least quarterly.

6.0 REFERENCES

- 6.1 2000-PLN-1300.01, OCGS Emergency Plan.
- 6.2 Emergency Preparedness Procedure, OEP-ADM-1319.01, Oyster Creek Emergency Preparedness Program
- 6.3 AD-AA-1101 Change Management
- 6.4 AD-AA-1102 Change Management Overview and Supplemental Information
- 6.5 AD-AA-1103 Change Management Checklist

7.0 EXHIBITS

- 7.1 Appendix A Emergency Rad Pro Equipment
- 7.2 Appendix B Emergency Monitoring Equipment
- 7.3 Appendix C Emergency Chemistry Equipment
- 7.4 Appendix D Emergency First Aid and Rescue Equipment
- 7.5 Appendix E EACC Checklist
- 7.6 Appendix F Emergency Facilities Equipment
- 7.7 Appendix G Emergency Offsite Dose Projection Computers
- 7.8 Appendix H Hospital Rad Pro Equipment
- 7.9 Appendix I Inventories Tracking Form

APPENDIX AEmergency Rad Con EquipmentAppendix SectionLocation

A-1	Emergency Assembly Area (Warehouse)
A-2	Emergency Control Center
A-3	Remote Assembly Area (Berkeley)
A-4	Operations Support Center
A-5	Main Gate Processing Center
A-6	Technical Support Center
A-7	Emergency Operations Facility
A-8	Emergency Respiratory Equipment Issue Facility
A-9	Contaminated/Injured Worker Transport Kits Ambulance
A-10	RWP Office
A-11	RAA Transport Kit (OSC)
A-12	FRAA (Building 14)
A-13	Emergency Assembly Area (OCAB)

APPENDIX A-1  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Assembly Area Type: Emergency Locker Inventory Date: \_\_\_\_\_  
(Warehouse)

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter w/batt. (0-1R/Hr.)	1	
Frisker w/probe & power cable	1	
Area Rad Monitor w/alarm	1*	
Air Sampler, Continuous Monitoring w/alarm	1*	
Air Sampler, Low Vol. RAS 1	1	
Particulate Air Sample Filter	50	
Silver Zeolite Cartridge GY130	5	
Duct Tape (2 inch roll)	1	
Poly Sheets (4 ft. x 8 ft.)	2	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Radiation Warning Rope	Approx. 200 ft.	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

**\* THESE ITEMS STORED OUTSIDE OF LOCKER**

APPENDIX A-1 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Assembly Area Type: Emergency Locker Inventory Date: \_\_\_\_\_  
(Warehouse)

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Poly Bag (medium)	10	
Radiological Warning Signs	5	
Personnel Clothing Contamination Survey Form	Approx. 200	
Personnel Contamination Survey Form	Approx. 200	
Facility Rad Con Survey Map	10	
Bull Horn	2	
Rad Materials Stickers	20	
Step-off Pad	2	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

E1-3

APPENDIX A-2  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Control Center Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_  
By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-50 R/Hr.)	2	
Alarming Dosimeter	5	
Frisker w/probe & power cable	1	
Air Sampler, Continuous monitoring w/alarm	1	
Air Sampler, Low Vol. RAS 1	1	
Air Sampler, Hi Vol. H809V	1	
Count Rate Survey Meter (0-50 KCPM)	1	
Dosimeter, 0-200 mRem	20	
Dosimeter, 0-10 Rem	10	
Dosimeter Charger	1	
Full Face Negative pressure respirator w/Filter	5	
SCBA Paks	4	
Duct Tape (2 inch roll)	1	
Particulate Air Sample Filter	Approx. 100	
Silver Zeolite Air Sample Cartridge (GY-130)	5	
Smear Disc	Approx. 100	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-2 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Control Center Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Sample Envelopes	Approx. 100	
PC's Paper (Sets)	50	
Radiation Warning Rope (ft.)	Approx. 100	
Emergency Message Forms	Approx. 500	
Poly Bag (Medium)	10	
Radiological Warning Signs	2	
Control Point Access Ticket	Approx. 200	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Facility Rad Con Survey Map	10	
Rad Material Stickers	10	
Step-off Pad	2	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-3  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Remote Assembly Area (RAA) Berkeley Type: Emergency Locker/Closet Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_  
By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Protective Clothing (Full Set)	20	
Smear Disc	Approx. 500	
Sample Envelopes	Approx. 500	
Radiological Warning Signs w/inserts	20	
Personnel Clothing Contamination Survey Form	Approx. 100	
Personnel Contamination Survey Form	Approx. 100	
Facility Rad Con Survey Map	50	
Bull Horn	2	
Step-off Pad	5	
Boots (Pairs)	12	
Catch Container	2	
Rad Material Stickers	Approx. 100	
Radiation Warning Rope (ft.)	Approx. 600	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-4  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Operation Support Center (OSC) Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-1000 R/Hr.)	2	
Frisker w/probe & power cable	3	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Air Sampler, Hi Vol. H809V	2	
Air Sampler, Lo Vol. RAS-1	2	
Air Sampler, Lapels	5	
Lapel Air Sampler Cartridges	Approx. 50	
Lapel Air Sampler Charger	1	
Count Rate Survey Meter (0-50 KCPM)	1	
Dosimeter, 0-200 mRem	10	
Dosimeter, 0-10 Rem	10	
Dosimeter, 0-200 Rem	10	
Dosimeter Charge	1	
Full Face Negative Pressure Respirator w/Filter	10 Respirators	
SCBA's	8	
Face Pieces for SCBA's	5	
Duct Tape (2 inch roll)	5	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

EL-7



APPENDIX A-4  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Operation Support Center (OSC) Type: Emergency Locker Inventory Date: \_\_\_\_\_  
Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_ and  
Equipment Verified \_\_\_\_\_ By Dept. Supervisor  
Locked or Sealed  
Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Poly Sheets (4 ft. x 8 ft.)	5	
Particulate Air Sampler Filter	Approx. 200	
Silver Zeolite Air Sample Cartridge (GY-130)	50	
Smear Disc	Approx. 500	
Sample Envelopes	Approx. 500	
Water Sample Bottle	10	
Poly Bag (Medium)	25	
Radiological Warning Signs	20	
Control Point Access Ticket	20	
Paper PC's for Reverse Contamination	50	
Plastic Booties for Reverse Contamination	50 pair	
Surgeon Gloves for Reverse Contamination	100 pair	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-4 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Operation Support Center (OSC) Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Personnel Clothing Contamination Survey Form	Approx. 100	
Personnel Contamination Survey Form	Approx. 100	
Facility Rad Con Survey Map	Approx. 50	
Step-off Pad	10	
Boots (Pairs)	Approx. 50	
Rad Material Stickers	Approx. 100	
Radiation Warning Rope (ft.)	Approx. 500 Ft.	
Emergency Message Forms	Approx. 100	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-5  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Main Gate Processing Center Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

NOTE

KEY FOR LOCKER IN MAIN GATE IS IN SECURITY OFFICE KEY BOX, KEY #21.

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Frisker w/probe & power cable	1	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Electronic Self Read Dosimeter or Equivalent	20	
Full Face Negative Pressure Respirator w/Filter	5	
Duct Tape (2 inch roll)	1	
Poly Sheets (4 ft. x 8 ft.)	1	
Particulate Air Sample Filter	50	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Step-off Pad	2	
Radiation Warning Rope (ft.)	Approx. 500	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

E1-10

APPENDIX A-5 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Main Gate Processing Center Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

NOTE

KEY FOR LOCKER IN MAIN GATE IS IN SECURITY OFFICE KEY BOX, KEY #21.

ITEM	NUMBER REQUIRED	COMMENTS
Poly Bag (Medium)	10	
Radiological Warning Signs	5	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Facility Rad Con Survey Map	10	
Rad Material Stickers	10	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

E1-11

APPENDIX A-6  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Technical Support Center (TSC) Type: Emergency Locker

Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_  
Locked or Sealed \_\_\_\_\_

Reviewed: \_\_\_\_\_  
By Dept. Supervisor

Date: \_\_\_\_\_

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-1R/Hr.)	1	
Frisker w/probe & power cable	2	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Air Sampler, Hi Vol. H809V	1	
Air Sampler, Lo Vol. RAS1	1	
Dosimeter, 0-200 mRem	40	
Full Face Negative Pressure Respirator w/Filter	5	
Count Rate Survey Meter	1	
PC's Paper (Sets)	Approx. 50	
Duct Tape (2 inch roll)	1	
Poly Sheets (4 ft. x 8 ft.)	2	
Particulate Air Sample Filter	Approx. 100	
Silver Zeolite Air Sample Cartridge (GY-130)	10	
Smear Disc	Approx. 100	

E1-12

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-6 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Technical Support Center (TSC) Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Sample Envelopes	Approx. 100	
Water Sample Bottle	5	
Step-off Pad	5	
Radiation Warning Rope (ft.)	Approx. 200	
Poly Bay (Medium)	25	
Radiological Warning Signs	10	
Control Point Access Ticket	20	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Facility Rad Con Survey Map	10	
Rad Material Stickers	Approx. 100	
Emergency Message Forms	Approx. 100	
SRD Charger	1	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-7  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Operation Facility (EOF) Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source (See Remarks)	1	
Frisker w/probe & power cable	1	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Poly Bag (Medium)	10	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Rad Material Stickers	5	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

**NOTE: BUTTON SOURCE IS LOCATED IN THE KEY LOCK BOX NEAR ENTRANCE TO EOF. (THE BOX IS UNLOCKED)**

APPENDIX A-8  
INVENTORY FORM - EMERGENCY EQUIPMENT

Emergency Respiratory/Dosimetry

Equipment Location Bldg. 14

Inventory Performed \_\_\_\_\_

and Equipment Verified \_\_\_\_\_

Type: N/A

Reviewed: \_\_\_\_\_

By Dept. Supervisor

Inventory Date: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Emergency Dosimetry SRD's 0-200 MR	100	
Procedure EPIP-OC-.35 in Red Book	1	
Emergency TLDs	100	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

NOTE:

Remarks:

E1-15



APPENDIX A-9  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location RP Auto Access Sign in Area Type: Medical Transport Kit Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Count Rate Survey Meter	1	
Pancake Probes	2	
Button Source	1	
Disposable Blanket	1	
Paper (PC) 1 Set	1	
Smear Pads	20	
Gloves (Pairs)	2	
Tape (rolls)	2	
Survey Forms Radiological, Skin, Clothing	5 Each	
Rad Ribbon	Approx. 100 Ft.	
Rad Material Stickers	10	
Procedure 6630-ADM-4330.02	1	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-10  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location RWP Office Type: Medical Transport Kit Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Count Rate Survey Meter	1	
Pancake Probes	2	
Button Source	1	
Disposable Blanket	1	
Paper (PC) (Set)	1	
Trash Bags	5	
Smear Pads	20	
Gloves (Pairs)	2	
Tape (rolls)	2	
Survey Forms Radiological, Skin, Clothing	5	
Rad Ribbon	Approx. 100 Ft.	
Rad Material Stickers	10	
Procedure 6630-ADM-4330.02	1	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

APPENDIX A-11  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location OSC Type: RAA Transport Kit Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Dose Rate Meter (0-1R/Hr.)	2	
Frisker w/probe & power cable	2	
Button Source	1	
Dosimeter, 0-200 mRem	10	
Paper (PC) (Set)	5	
Rad Ribbon	Approx. 100 Ft.	
Smear Pads	20	
Gloves (Pairs)	10	
Tape (rolls)	2	
Survey Forms Radiological, Skin, Clothing	5 Each	
Radiological Material Stickers	10	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

Note: **FRISKERS FOR TRANSPORT KITS ARE IN THE OSC LOCKERS**

El-18

APPENDIX A-12  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location FRAA (Bldg. 14) Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-1R/Hr.)	2	
Frisker w/probe & power cable	3	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Dosimeter, 0-200 mRem	10	
Protective Clothing (Full Set)	20	
Duct Tape (2 inch roll)	12	
Poly Sheets (4 ft. x 8 ft.)	5	
Particulate Air Sample Filter	Approx. 100	
Smear Disc	Approx. 500	
Sample Envelope	Approx. 500	
Water Sample Bottle	10	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

E1-19

APPENDIX A-12 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location FRAA (Bldg. 14) Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_  
By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Poly Bag (Medium)	25	
Radiological Warning Signs	20	
Control Point Access Ticket	15	
Personnel Clothing Contamination Survey Form	Approx. 100	
Personnel Contamination Survey Form	Approx. 100	
Facility Rad Con Survey Map	Approx. 10	
Bull Horn	2	Verify Operational
Towels (paper)	Approx. 100	
Herculite (ft.)	Approx. 100	
Bottles, Liquid Waste (15 Gal.)	5	
Step-off Pad	5	
Boots (Pairs)	Approx. 50 Pr.	
Sponges	Approx. 100	
Soap (Bars)	2	
Rad Material Stickers	Approx. 100	
Radiation Warning Rope (ft.)	Approx. 600	
Emergency Message Forms	50	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

**NOTE: G.E.T. SUPPLIES ARE AN AVAILABLE RESOURCE**

ET-20

APPENDIX A-13  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Assembly Area (OCAB) Type: Emergency Locker Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_ By Dept. Supervisor  
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter w/batt. (0-1R/Hr.)	1	
Frisker w/probe & power cable	1	
Area Rad Monitor w/alarm (AM-2)	1	
Air Sampler, Low Vol. RAS 1	1	
Particulate Air Sample Filter	50	
Silver Zeolite Cartridge GY130	10	
Duct Tape (2 inch roll)	1	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Radiation Warning Rope or Ribbon	Approx. 200 ft	
Radiological Warning Signs	5	
Rad Materials Stickers	20	
Step-off Pads	2	
Poly Bags (Medium)	10	
Facility Rad Con Survey Maps	10	
Personnel Clothing Contamination Survey Form	Approx. 50	
Personnel Contamination Survey Form	Approx. 50	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Remarks:

APPENDIX B-1

Monitoring Kit Inventory Checklist For Three FMT's

OCAB

ITEM:	Number	Number	Number
Monitoring Kit Instrument Locker	1	2	3
Button Source	1	1	1
Dose Rate Meter and Probe w/cables	1	1	1
Count Rate Meter (0-50 KCPM) and Probe w/cables	3	3	3
Frisker w/pancake type probe	1	1	1
Air Sampler Hi Vol H809V	1	1	1
Air Sampler Hi Vol H809C DC only	1	1	1
Map of Offsite Monitoring Points	1	1	1
Procedure EPIP-OC-.11	1	1	1
EPIP-OC-.11 Exhibit 1 Field Monitoring Team Checklist	5	5	5
EPIP-OC-.11 Exhibit 2 FMT Activation Checklist	5	5	5
EPIP-OC-.11 Exhibit 2B Dose Rate & Count Rate Instr Op Ck	5	5	5
EPIP-OC-.11 Exhibit 2C AC Air Sampler Op Check	2	2	2
EPIP-OC-.11 Exhibit 2D DC Air Sampler Op Check	2	2	2
EPIP-OC-.11 Exhibit 3 FMT Termination Checklist	2	2	2
EPIP-OC-.11 Exhibit 11 Offsite Monitoring Points	1	1	1
EPIP-OC-.11 Exhibit 14 Sample Record	5	5	5
EPIP-OC-.11 Exhibit 15 Countrate Survey Record	5	5	5
EPIP-OC-.11 Exhibit 16 Environmental Sample	2	2	2
Dosimeter 0-200 mRem	4	4	4
Dosimeter 0-1500 mRem	4	4	4
Badge, TLD Holder w/TLD Chips	2	2	2
Cellular Phones	1	1	1
<u>MONITORING KIT (VEHICLE):</u>			
Masking Tape (2 Inch Roll)	2	2	2
Paper PC's	4	4	4
Shoe Covers (pairs)	12	12	12
Paper Hoods	4	4	4
Dosimetry Charger	1	1	1
Poly Sheets (4 ft. x 8 ft.)	2	2	2
Silver Zeolite Cartridge (GY-130)	10	10	10
Two Way Radio (Portable or Truck Mounted)	1	1	1
Smear Disc (package of 100 each)	3	3	3
Sample Envelopes	Approx 100	Approx 100	Approx 100
Water Sample Bottle	10	10	10
Soil Sample Container	10	10	10

APPENDIX B-1 (continued)

Monitoring Kit Inventory Checklist

OCAB

ITEM:	Number	Number	Number
Monitoring Kit	1	2	3
Flashlight	2	2	2
Surgeons Gloves (Box of Each)	1	1	1
Silver Zeolite Cartridge Sample Labels	15	15	15
Radiation Warning Rope (ft.)	Approx. 100	Approx. 100	Approx. 100
Writing Tablet	2	2	2
Marking Pen	2	2	2
Clipboard	2	2	2
Wax Pencil	2	2	2
Waterproof Marker	2	2	2
Poly Bag (Medium)	25	25	25
Biotic Media Sample Labels	15	15	15
Radiological Warning Signs	5	5	5
Dimes for Telephones	10	10	10
Trowel	1	1	1
Tweezers	1	1	1
Clippers	1	1	1
Control Point Access Ticket	10	10	10
Key (JD-1, LB-2, LA-1, FRH-6)	1 Ea.	1 Ea.	1 Ea.
First Aid Kit	1	1	1
Life Preservers	2	2	2

Inventory Performed \_\_\_\_\_ Date \_\_\_\_\_  
and Equipment Verified \_\_\_\_\_  
Locked or Sealed \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dept. Supervisor \_\_\_\_\_

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other ☐  
Explain in Remarks \_\_\_\_\_

Emerg. Prep. Department Review \_\_\_\_\_ Date: \_\_\_\_\_  
Initials \_\_\_\_\_

Remarks:



APPENDIX B-2  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location RP SAFETY LAB

Type: Monitoring Kit Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_ and

Equipment Verified

By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate and Probe w/cables, see Note	1	
Count Rate Meter (0-50K CPM and Probe w/cable), see Note	2	
Air Sampler, Hi Vol. H809C DC, see Note	1	
Air Sampler, Lo Vol.	2	
Map of Off Site Monitoring Points	1	
Procedure EPIP-OC-.10	1	
EPIP-OC-.10 Survey Form	15	
EPIP-OC-.10 Sample Record	15	
Procedure EPIP-OC-.11	1	
EPIP-OC-.11 Off Site Rad/Env Survey Team Log	15	
EPIP-OC-.11 Sample Record	15	
EPIP-OC-.11 Count Rate Survey Record	15	
Vehicle Key Set	1	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
Initials Date

Note: Phone stored in RP Supervisor key box "On Charge"

Remarks:

APPENDIX B-2 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location RP Safety Lab Type: Monitoring Kit Inventory Date: \_\_\_\_\_  
 Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
 and Equipment Verified \_\_\_\_\_ By Dept. Supervisor \_\_\_\_\_  
 Locked or Sealed \_\_\_\_\_

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Dosimeter 0-1500 mRem	2	
Badge, TLD Holder w/TLD Chips	2	
Dosimetry Charger	1	
Duct Tape (2 inch roll)	2	
Tweezers	1	
Clippers	1	
Control Point Access Ticket	10	
Key (JD-1)	1	
Key (Met Tower)	1	
First Aid Kit	1	
Poly Sheets (4 ft. x 8 ft.)	2	
Silver Zeolite Cartridges GY-130	10	
Two Way Radio (Portable or Truck member)	1	
Smear Disc (Package 100)	2	

Emergency Preparedness Department Review \_\_\_\_\_ / \_\_\_\_\_  
 Initials Date

Remarks:

EE-4

APPENDIX B-2 (continued)  
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location RP Safety Lab Type: Monitoring Kit Inventory Date: \_\_\_\_\_

Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Sample Envelopes	Approx. 200	
Water Sample Bottle	10	
Soil Sample Container	10	
Particulate Filters	50	
Flashlight	2	
Surgeons Gloves (Box)	1	
Rad Warning Rope (ft.)	Approx. 100	
Writing Tablet	2	
Marking Pen	2	
Clipboards	2	
Wax Pencil	2	
Waterproof Marker	2	
Poly Bag (Medium)	25	
Biotic Media Sample Labels	15	
Radiological Warning Signs	5	
Trowel	1	
FFNP w/GMI-H Respirators/w Filter	4	

Emergency Preparedness Department Review \_\_\_\_\_/\_\_\_\_\_  
Initials Date

Remarks:

E2-5

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

10

APPENDIX CEmergency Chemistry EquipmentLocationKit

C-1 OSC (Hallway)

No. 5 and 6

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

APPENDIX C-1  
INVENTORY FORM - EMERGENCY EQUIPMENTKit Location OSC (Hallway) Kit Number 5 and 6 Type: Emergency Chemistry  
Equipment Inventory Date: \_\_\_\_\_Inventory Performed \_\_\_\_\_ Reviewed: \_\_\_\_\_  
Date: \_\_\_\_\_and Equipment Verified  
Locked or Sealed

By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain  
in Remarks) ☐

ITEM	NUMBER REQUIRED	
Remote Handling Tools	5	
Particulate Filter Cask	1	
Iodine Cartridge Cask	1	
Noble Gas Sample Cask w/insert	1	
Particulate/Iodine Sample Holder (Loaded-Sealed in Plastic Bag	1	
Particulate Filters (47mm dia.)	20	
Remote Valve Handling Tool	1	
Iodine Sample Cartridges	5	
Remote Handling Tool Heads	3	
Septum Bottles (15cc)	10	
Gas Marinelli Flask w/valves (1000cc)	1	

Review \_\_\_\_\_/\_\_\_\_\_

Emergency Preparedness Department

Initials Date

Remarks:

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

APPENDIX DEmergency First Aid and Rescue EquipmentLocationKit/Locker/Stretcher

MOB-3, Fire Brigade Turnout Gear Room

Trauma Kit (W/02 resuscitator)

New Radwaste Bldg. Control Room

Stretcher

Reactor Building Elevation:

23 ft. adjacent to Stairwell Entrance

Stretcher

23 ft. adjacent to Elevator

Stretcher/Extrication Locker  
(RB-EL23) w/Trauma Kit

51 ft. adjacent to Elevator

Stretcher

75 ft. adjacent to Elevator

Stretcher

119 ft. adjacent to Elevator

Stretcher

119 ft. Stairwell Landing

Extrication Locker (RB-EL119)  
w/Trauma Kit

Turbine Building Elevation:

46 ft. adjacent to P.C. Change Area

Stretcher/Extrication Locker  
(TB-EL46) w/Trauma Kit

23 ft. adjacent to Elevator

Stretcher

0 ft. North, adjacent to  
Condenser Bay Entrance

Stretcher

0 ft. South, adjacent to  
Condenser Bay Entrance

Stretcher

Main Office Bldg., Third Floor adjacent to  
Rad Con Monitor and Control Point

Stretcher

Main Gate Processing Center, South Wall

Stretcher/Trauma Kit

Access Center, Building 14, Forked River

Trauma Kit

Ambulance, Designated Parking Area

Trauma Kit

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

APPENDIX D (continued)Emergency First Aid and Rescue Equipment Inventory ChecklistExtrication Locker Equipment

LOCKER NUMBERS: TB-EL46, RB-EL23, RB-EL119	NUMBER REQUIRED EACH LOCKER			COMMENTS
EQUIPMENT LIST	RECOMMENDED			
	TBOF	RX-119'	RX-23'	
1/2" Rope ~200'	1	1	1	
1/2" Rope ~150'	2	2	2	
7/16" Rope ~48'	3	3	3	
Full Body Red Harnesses	2	2	2	
Large Carabineers	7	7	7	
X Large Carabineers	2	2	2	
Pulleys	3	3	3	
Gibbs Ascender	2	2	2	
Break bar	1	1	1	
Webbing	1	1	1	
Anchor Straps	4	4	4	
Australian Gold 4-1 Haul sys w/pulleys	1	1	0	
Figure 8 with ears	1	1	1	
Locker with Lock	1	1	1	
Pillow	1	1	1	
Blanket	1	1	1	
Leather Gloves	10	10	10	
Trauma Kit	1	1	1	

NOTE: Locker seal to be inspected quarterly to confirm intact. Complete inventory performed annually.

Title  
**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.  
11

APPENDIX D (continued)

Emergency First Aid and Rescue Equipment Inventory Checklist

STRETCHER STATIONS

STRETCHER LOCATIONS	NUMBER REQUIRED	COMMENTS
New Radwaste, 46 ft. el.	1 Ea.	
REACTOR BUILDING ELEVATION:		
23 ft. (Elevator)	1 Ea.	
23 ft. (Drywell Entrance)	1 Ea.	
51 ft. (Elevator)	1 Ea.	
75 ft. (Elevator)	1 Ea.	
119 ft. (Elevator)	1 Ea.	
TURBINE BUILDING ELEVATION:		
46 ft. (Elevator)	1 Ea.	
23 ft. (Elevator)	1 Ea.	
0 ft. North	1 Ea.	
0 ft. South	1 Ea.	
Main Office Bldg. Third Floor	1 Ea.	
Main Gate Processing Center	1 Ea.	



Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

APPENDIX D (Continued)TRAUMA KIT LOCATIONSTB-EL46, RB-EL23, RB-EL119, FIRE BRIGADE TURNOUT GEAR ROOM, MAIN GATE, BLDG. 12 OR 14

FACILITY LOCKER TRAUMA KIT CONTENTS:	NUMBER REQUIRED	COMMENTS
Container, Trauma Kit	1 Each	
Gloves (Pair)	5 Each	
Face Shields	2 Each	
Pocket Mask/ (CPR Shield)	1 Each	
Arm Splints	2 Each	
Ice Packs	2 Each	
Stethoscope	1 Each	
Triangular Bandage	10 Each	
Ace Bandage, 3 inch	3 Each	
Gauze Bandage	3 Each	
Dressings Assorted	5 Each	
Combine Dressing	3 Each	
Eye Pads	2 Each	
Tape, 1 Inch Roll	1 Each	
Scissors	1 Each	

☐

No Deficiencies

☐Deficiencies were found,  
description/remarks/corrective action below

---

---

Reason for inventory (Check as applicable)

☐

Quarterly

☐

Post Drill

☐Inventoried by: \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)Department Supervisor Review: \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)Emergency Preparedness Dept. Review \_\_\_\_\_  
(Initials)\_\_\_\_\_  
(Date)

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

APPENDIX E

## ENVIRONMENTAL ASSESSMENT COMMAND CENTER MASTER CHECKLIST

The following Emergency Planning equipment has been checked:

ITEMCIRCLE ONE (YES OR NO)

Field Monitoring Team (FMT) radio present and operational? YES / NO  
COMMENTS:

Telephone Lines including Environmental Direct Line  
Assessment Operational? YES / NO  
COMMENTS:

EOF Dose Summary visual aid projector operational? YES / NO  
COMMENTS:

Reuter-Stokes modem and printer operational? YES / NO  
COMMENTS:

Emergency Planning Zone (EPZ) board clean? YES / NO  
COMMENTS:

## Post-Drill Inventory Items

Ensure EPIP-OC-.31 and Emergency Dose  
Calculation Manual (6632-ADM-4010.03) are available? YES / NO  
COMMENTS:

Ensure copies of EPIP-OC-.31 Exhibit 1, 2,  
3, and 4 are available? YES / NO  
COMMENTS:

Offsite Dose Assessment computer checklist complete? YES / NO  
COMMENTS:

DATE OF TEST: \_\_\_\_\_

SIGNATURE OF TESTER: \_\_\_\_\_

EMERGENCY PREPAREDNESS

DEPARTMENT REVIEW: \_\_\_\_\_

Initials

<b>AmerGen™</b> An Exelon/British Energy Company	<b>OYSTER CREEK  EMERGENCY PREPAREDNESS  IMPLEMENTING PROCEDURE</b>	Number <b>OEP-ADM-1319.02</b>
Title <b>EMERGENCY RESPONSE FACILITIES &amp; EQUIPMENT MAINTENANCE</b>	Revision No. 11	

# APPENDIX F

## Emergency Facilities Equipment Inventory Checklist

Facility

Location

### Section 1 - Site Direct Support Facilities:

Emergency Control Center (ECC)	Control Room
Emergency Operations Facility (EOF)	Pineland Division Office Lakewood, New Jersey
Technical Support Center (TSC)	Site Emergency Building
Operations Support Center (OSC)	Drywell Processing Center
Main Gate Processing Center (MGPC)	Main Gate

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

**APPENDIX F  
Section 1****Emergency Facilities Equipment Inventory Checklist**

ITEM:	ECC	EOF	TSC	OSC	MGPC	JIC	SIM
Emergency Preparedness Portable Radios w/charger Units	5	0	2	5	2	0	5
Emergency Preparedness Remote Base Radio Units	1	1	2	2	0	0	1
State EMRAD Units	0	1	0	0	1	0	0
Facility Key Locker (Key Inventory Inside Locker)	1	1	1	1	0	0	0
20' Battery Booster Cable	0	1	0	0	0	0	0
Weather Radio	0	0	0	0	1	0	0
19" Televisions	0	0	0	0	0	2	0
Flip Chart Pad	0	2	2	2	0	1	0
Transparencies (Approx.)	0	50	50	50	0	0	0
Emergency Operating Procs.	0	1	1	0	0	0	0
<b>DOCUMENTS:</b>							
Emergency Staff Log Books	2	2	4	2	0	1	2
Station Procedure Set	1	1	1	0	0	0	1
Emergency Plan Implementation Procedure Set	1	1	1	1	1	1	1
Backgrounder Book	0	0	0	0	0	1	0
Technical Specifications	1	1	1	0	0	1	1
Updated Final Safety Analysis Report	0	1	1	0	0	0	0
Emergency Plan (2000-PLN-1300.01)	1	1	1	1	0	1	1
Selected Plant Prints File (ECC Complete Set)	1	1	1	1	0	0	1
Position Specific Red Books	2	10	10	3	0	3	2

☐

No Deficiencies

☐Deficiencies were found,  
description/remarks/corrective action below

Reason for inventory (Check as applicable)

☐

Quarterly

☐

Post Drill

☐Inventoried by: \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)Department Supervisor Review: \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)Emergency Preparedness Dept. Review \_\_\_\_\_  
(Initials)\_\_\_\_\_  
(Date)



An Exelon/British Energy Company

OYSTER CREEK  
EMERGENCY PREPAREDNESS  
IMPLEMENTING PROCEDURE

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

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11

APPENDIX G

Emergency Offsite Dose Projection Computers

Facility

Location

Emergency Control Center (ECC) OCNGS

Control Room

Technical Support Center (TSC) and  
TSC Backup

OCNGS Site Emergency  
Building

Emergency Operations Facility (EOF) (EACC)

Pineland Division  
Office  
Lakewood, New Jersey

<b>AmerGen™</b> An Exelon/British Energy Company	<b>OYSTER CREEK  EMERGENCY PREPAREDNESS  IMPLEMENTING PROCEDURE</b>	Number <b>OEP-ADM-1319.02</b>
Title <b>EMERGENCY RESPONSE FACILITIES &amp; EQUIPMENT MAINTENANCE</b>	Revision No. 11	

APPENDIX G  
(continued)

Emergency Offsite Dose Projection Computer Operability Test Instructions

Purpose:

The purpose of the following instructions is to assess the operability of the offsite dose projection computer to function as required to perform its emergency plan function. The offsite dose projection computing system should be tested four times a year by the person who is trained and assigned to use that system in its Emergency Plan capacity.

RESPONSIBILITIES:

It is the responsibility of the person performing the system test to:

- (1) Perform the test of the system per attached instructions and to create a record of that test which is to be forwarded to the Emergency Preparedness Manager for review.
- (2) Have the offsite dose projection system brought up to functional status if it fails any of the tests on three consecutive attempts.
- (3) Repeat the tests on those items that failed their initial quarterly test after repair has been effected.

INSTRUCTIONS TO TEST OYSTER CREEK  
OFFSITE DOSE PROJECTION COMPUTER SYSTEM

- (1) Have checklist available for use for offsite dose projection functionability test.
- (2) Check clock display on modem. If time is incorrect, follow attached instructions for setting of time.
- (3) Turn on IBM-PC, printer and screen and allow to warm up.
- (4) Initialize RAC program by entering "RAC" if not done automatically.
- (5) Update computer time and date if required.
- (6) Press "F3 Met Data" key
- (7) Wait for MET Data.
- (8) After final copy is automatically produced power down the computer, screen and printer.

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

APPENDIX G  
(continued)

## Section 1

## CHECKLIST FOR OFFSITE DOSE PROJECTION COMPUTER

ECC

☐

TSC

☐

EACC

☐

Check if satisfactory, explain below if not:

- \_\_\_\_\_ IBM-PC present and has power available.
- \_\_\_\_\_ Modem present and operational.
- \_\_\_\_\_ Offsite dose projection program discs present.
- \_\_\_\_\_ Offsite dose projection program loads.
- \_\_\_\_\_ Printer present and has power.
- \_\_\_\_\_ Modem goes offhook and dial tone is heard.
- \_\_\_\_\_ Modem dials PCS number and PCS phone rings.
- \_\_\_\_\_ PCS answers and sends tone to modem.
- \_\_\_\_\_ Data from PCS Data is transmitted to IBM-PC.
- \_\_\_\_\_ Printer makes satisfactory copy.
- \_\_\_\_\_ Spare ream of paper available for printer.
- \_\_\_\_\_ Successful connection via LAN to national weather service  
Forecast Data (**EACC Only**).
- \_\_\_\_\_ Successful connection via modem to State of New Jersey CREST  
system (TSC & EACC only).

NOTE

The designated telephone number for Oyster Creek Generating Station use during emergencies is used by New Jersey Air Monitoring and New Jersey Bureau of Nuclear Engineering for routine, daily activities.

If a busy signal is detected during the test, attempts to access the CREST system should be attempted at a later time.

Explanation of Deficiencies:

Date of test \_\_\_\_\_

Signature of tester \_\_\_\_\_

Emergency Preparedness Dept. Review \_\_\_\_\_ (Initials) \_\_\_\_\_ Date

Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

Revision No.

11

APPENDIX HHospital ChecklistHospitalLocation

Southern Ocean County Hospital

1140 W. Bay Avenue  
Manahawkin, N.J. 08050

Community Medical Center

99 Highway 37 West  
Toms River, N.J. 08753



Title

**EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE**

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11

APPENDIX H  
(Continued)HOSPITAL CHECKLISTFORSOUTHERN OCEAN COUNTY AND COMMUNITY MEDICAL CENTER

ITEM	QUANTITY EACH HOSPITAL	COMMENTS
SRD'S 0-200 Mr/Hr.	10	
SRD Reader	1	
Portable Dose Rate Meter 0-200Mr/Hr	1	
Minivol Air Sampler	1	
Count Rate Meter	1	
Air Sampler Particulate Filters	1 box	
Button Source	1	

☐

No Deficiencies

☐Deficiencies were found,  
description/remarks/corrective action below

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Reason for inventory (Check as applicable)

☐

Quarterly

☐

Post Drill

☐Inventoried by: \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)Department Supervisor Review: \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)Emergency Preparedness Dept. Review \_\_\_\_\_  
(Initials)\_\_\_\_\_  
(Date)

INVENTORY TRACKING FORM

Appendix I

APP	LOCATION	DATE PERFORMED			
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
A-1	Emergency Assembly Area (Warehouse)				
A-2	Emergency Control Center				
A-3	Remote Assembly Area (Berkeley)				
A-4	Operations Support Center				
A-5	Main Gate Processing Center				
A-6	Technical Support Center				
A-7	Emergency Operations Facility				
A-8	Emergency Respiratory Equipment Issue Facility				
A-9	Contaminated/Injured Worker Transport Kits Ambulance				
A-10	RWP Office				
A-11	RAA Transport Kit				
A-12	FRAA (Building 14)				
A-13	Emergency Assembly Area (OCAB Cafeteria)				
B-1	Field Monitoring Vans				
B-2	On Site Emergency Van				
C-1	Monitoring Kit 5 & 6				
C-2	Pass Room				
D	First Aid/Rescue Equipment				
E	Environmental Assessment Command Center				
F-1	Emergency Control Center				
F-1	Emergency Operations Facility				
F-1	Tech Support Center				
F-1	Operations Support Center				
F-1	Main Gate Processing Center				
F-1	JIC Joint Information Center				
F-1	Simulator				
G-1	Emergency Control Center				
G-1	Tech Support Center				
G-1	Environmental Assessment Command Center				
H	Southern Ocean County Hospital				
H	Community Medical Center				

Emergency Preparedness Quarterly Review

1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER

INITIAL AND DATE BLOCK.

E9-1