

**Constellation**  
Nuclear

**Nine Mile Point  
Nuclear Station**

*A Member of the  
Constellation Energy Group*

February 19, 2002

United States Nuclear Regulatory Commission  
ATTN: Document Control Desk  
Washington, DC 20555

RE:           Nine Mile Point Unit 1  
              Docket No. 50-220  
              DPR-63

Nine Mile Point Unit 2  
Docket No. 50-410  
NPF-69

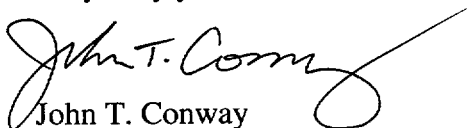
Gentlemen:

Enclosed please find copies of the following Emergency Plan and procedure revisions for Nine Mile Point Nuclear Station:

EPIP-EPP-04	Revision 7	Personnel Injury or Illness
EPIP-EPP-20	Revision 12	Emergency Notifications
EPIP-EPP-23	Revision 12	Emergency Personnel Action Procedures
EPIP-EPP-27	Revision 9	Emergency Public Information Procedure

These procedure revisions are being submitted as required by Section V to Appendix E of 10 CFR Part 50. Should you have any questions, please feel free to contact Mr. James D. Jones, Director of Emergency Preparedness at (315) 349-4486.

Very truly yours,

  
John T. Conway  
Site Vice President

/cr

Enclosure

pc: Mr. H.J. Miller, Regional Administrator, Region I (1 copy)  
Mr. G.K. Hunegs, Senior Resident Inspector (1 copy)  
Mr. P.S. Tam, Senior Project Manager, NRR (2 copies)  
EP PPF

A045

NINE MILE POINT NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

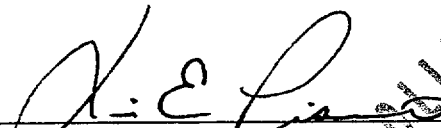
EPIP-EPP-04

REVISION 07

PERSONNEL INJURY OR ILLNESS

TECHNICAL SPECIFICATION REQUIRED

Approved by:  
L. E. Pisano

  
\_\_\_\_\_  
Manager – Nuclear Training

1/29/02  
Date

Effective Date: 01/31/2002

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## LIST OF EFFECTIVE PAGES

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## 1.0 **PURPOSE**

To ensure prompt medical attention is provided to injured or ill personnel and prevent the unnecessary spread of radioactive contamination to the responding ambulance or receiving hospital.

## 2.0 **RESPONSIBILITIES**

- 2.1 **The Station Shift Supervisor** maintains overall control of the medical emergency.
- 2.2 **The Fire Brigade Leader** maintains control of the medical emergency at the scene.
- 2.3 **The Security Supervisor** initiates the Security Site Supervisor Checklist and ensures a security force member is sent to the medical emergency scene to assist.
- 2.4 **Radiation Protection** provides radiation protection guidance at the scene of the incident and, if necessary, at the hospital.
- 2.5 **Site Medical Department** provides medical care as needed.

## 3.0 **PROCEDURE**

### 3.1 **CSO Actions**

3.1.1 IF a notification is received of an illness or injury, THEN perform the following actions:

**NOTE:** If making announcements via GAltronic, always place in merge mode.

- a. Notify the Fire Brigade by phone, radio or GAltronic and request response.
- b. Initiate the CSO Checklist (Attachment 1).
- c. Notify the SSS of the situation.

### 3.2 **SSS Actions**

3.2.1 IF notified of a medical emergency, THEN:

- a. Assign personnel to assist, as appropriate.
- b. Ensure transportation of patient to hospital is provided as needed.
- c. IF the patient is contaminated AND requires transport, THEN ensure NRC notification per 10CFR50.72 within 8 hours.

### 3.3 Fire Brigade Leader Actions

\*\*\*\*\*

#### CAUTION

For fires on-site, 10CFR50 Appendix R requires that fighting the fire shall take precedence over all other activities involving the Fire Brigade Leader and Fire Brigade Members. The Fire Brigade Leader may in his/her judgement assign Fire Brigade Members duties associated with this procedure if it is determined that sufficient Fire Brigade Members are available to ensure the protection of Safe Shutdown equipment.

\*\*\*\*\*

3.3.1 Perform the following actions upon being notified of a medical emergency:

- a. Acknowledge receipt of the message to the CSO.
- b. Direct Fire Brigade Members and other response staff as needed.
- c. Report to the scene.

3.3.2 Determine the need for the following, and request required resources from the CSO:

- a. Radiation Protection
- b. Ambulance
- c. REA setup at hospital
- d. Medical Department

3.3.3 Advise the CSO that the medical emergency is terminated when NMPNS resources are no longer needed on-site, and/or when the ambulance has left the scene.

3.3.4 Complete an Injury/Illness Report in accordance with SFT-OSH-0102.

### 3.4 Radiation Protection (RP) Technician Actions

3.4.1 IF notified to respond to a medical emergency, THEN:

- a. Acknowledge receipt of the message to the CSO.
- b. Obtain the needed equipment and supplies (such as: count rate meter).
- c. Report to the scene.

3.4.2 Perform the following actions upon arriving at the scene.

\*\*\*\*\*

**CAUTION**

Rad protection/contamination control concerns SHALL NOT interfere with patient care, nor shall it delay transport of the patient to the hospital.

\*\*\*\*\*

- a. Determine contamination status of the patient and report this to the Fire Brigade Leader.
- b. IF a situation exists where you can not confidently declare the patient as "NOT Contaminated", (for example: injured area is covered for medical reasons prior to being able to survey), THEN inform the Fire Brigade Leader to consider the patient "Contaminated".
- c. Perform an area survey and make any recommendations to the Fire Brigade Leader.
- d. Ensure appropriate radiological controls are utilized.

**NOTE:** The wearing of gloves by all personnel is for blood borne pathogen concerns as well as for radiological precautions.

- e. IF transport of a contaminated patient is required, AND decontamination is not practical, or would delay patient transport, THEN recommend that the patient be "cocooned" AND accompany the patient to the hospital.
- f. IF patient condition warrants, carefully remove or cut-off contaminated clothing.
- g. IF high areas of skin contamination exist, THEN gently cover the affected area.
- h. Based upon radiation and contamination assessment of the patient, advise the Security Force Member to either:
  - retrieve the patients dosimetry and security badge, or
  - leave the dosimetry and security badge with the patient for later decontamination.

3.4.3 Perform the following upon arrival of the ambulance:

- a. IF time permits, THEN cover the ambulance floor with protective material.
- b. Travel with the patient in the ambulance to provide radiological assistance.
  1. Advise ambulance personnel to limit cross-contamination, through frequent glove changes.
  2. Verify that all potentially contaminated materials (such as bandages, and clothing) are retained.

**NOTE:** An RP supervisor and technician will meet the ambulance at the hospital.

3.4.4 Upon arrival at the hospital, the RP technician shall:

- a. Ensure hospital staff are made aware of contamination status immediately upon arrival.

**NOTE:** An unknown contamination status should be handled as a contaminated patient until proven otherwise.

- b. If conditions warrant, ensure dosimetry is issued from the Nuclear Emergency cabinet to physicians and hospital staff.
- c. If the use of respiratory protection equipment is appropriate, then issue in accordance with station respiratory protection procedures.
- d. When the ambulance is no longer needed survey the ambulance for possible contamination. If ambulance is contaminated and cannot be decontaminated through normal efforts, it should be returned to Nine Mile Point for decontamination.
- e. If dosimetry has been issued to ambulance personnel, retrieve dosimetry and record required data on Dosimetry Issue Sheet.
- f. Provide radiological assistance to hospital personnel during decontamination of patient and medical treatment.
- g. Recommend frequent surgical glove changes to hospital staff to prevent the spread of contamination.
- h. Ensure that any excised tissue is placed in separate vials provided in the sample kit and keep for later analysis.
- i. Upon completion of treatment, contact Rad Waste Supervisor for instructions on the packaging and shipping back to Nine Mile Point, of any radioactive materials or waste generated during treatment of the patient(s).
- j. Assist hospital personnel while frisking.
- k. Survey the Radiological Emergency Area and equipment for release.
- ℓ. Upon return to Nine Mile Point Site, perform required follow up analysis and complete paperwork as necessary (ensure signouts/logoffs on appropriate Radiation Work Permits).



### 3.5 Nuclear Security Actions:

3.5.1 IF notified of a medical emergency, THEN the Security Site Supervisor shall:

- a. Acknowledge receipt of the message to the CSO.
- b. Initiate the Security Site Supervisor checklist. (Attachment 2).

3.5.2 IF notified to respond to a medical emergency, THEN the Security Force Member, upon arrival at the scene:

- a. Assist the Fire Brigade Leader as needed.
- b. IF the RP Technician indicates that the patient's dosimetry and/or security badge are not contaminated, THEN retrieve them unless otherwise directed by the RP technician.

### 3.6 Medical Department Actions:

Medical Department Staff shall, upon notification of medical emergency:

- a. Contact Security for immediate access to site.
- b. Report to Fire Brigade Leader.
- c. Provide patient care as appropriate.

d. Contact the Control Room if an ambulance is required when a patient is at site medical.

### 3.7 Terminating a Medical Emergency

3.7.1 Upon termination of the medical emergency the **Fire Brigade Leader** shall return equipment used (as applicable) to operational status.

3.7.2 Upon termination of the medical emergency the **Security Force Member** shall report back to assigned duties as directed by the Security Site Supervisor.

3.7.3 If the patient was not contaminated, upon termination of the medical emergency, the **Radiation Protection Technician** shall restore equipment used to operational status, and return to normal duties.

### 4.0 DEFINITIONS

None

## 5.0 REFERENCES AND COMMITMENTS

### 5.1 Technical Specifications

None

### 5.2 Licensee Documentation

Nine Mile Point Site Emergency Plan

### 5.3 Standards, Regulations and Codes

- 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors
- 10CFR50, Appendix E; Emergency Planning and Preparedness for Production and Utilization Facilities
- 10CFR50.47, Emergency Plans
- NUREG-0654, Rev. 1 Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, dated November 1980

### 5.4 Policies, Programs, and Procedures

- NIP-OSH-01, Occupational Safety and Health
- SFT-OSH-0102, Occupational Injury/Illness Controls

### 5.5 Commitments

<u>Sequence Number</u>	<u>Commitment Number</u>	<u>Description</u>
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None

### 5.6 Supplemental References

- Oswego Hospital Plan for the Decontamination and Treatment of Radioactively Contaminated Patients
- State University of New York (SUNY) Health Sciences Center at Syracuse, University Hospital Radiological Emergency Plan

## **6.0 RECORD REVIEW AND DISPOSITION**

- 6.1 The following records generated by this procedure shall be maintained by Records Management for the Permanent Plant File in accordance with NIP-RMG-01, Records Management.

**NOTE:** This only applies if records are generated as the result of an actual declared emergency at the Nine Mile Point Nuclear Station.

- CSO Checklist - Medical Emergency
- Security Site Supervisor Medical Emergency Checklist.

- 6.2 The following records generated by this procedure are not required for retention in the Permanent Plant File:

**NOTE:** This only applies when records are not the result of an actual declared emergency.

- CSO Checklist - Medical Emergency
- Security Site Supervisor Medical Emergency Checklist.

**LAST PAGE**

# ATTACHMENT 1: CSO MEDICAL EMERGENCY CHECKLIST

NAME: _____	DATE: _____	UNIT: <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------------	-------------	---

TIME OF NOTIFICATION \_\_\_\_\_ LOCATION OF MEDICAL EMERGENCY \_\_\_\_\_ Completed N/A

**NOTE:** If making emergency announcements via GALtronics, always place in Merge mode.

1. Notify the Fire Brigade by phone, radio, or GALtronics, and request response ..... ☐ ☐
2. Notify the SSS ..... ☐ ☐
3. Take ANY of the following actions, IF requested by the Fire Brigade Leader:
  - A. IF Radiation Protection assistance is required, THEN contact RP and request that they report to the scene of the medical emergency ..... ☐ ☐
  - B. IF an ambulance is required, THEN:
    1. Contact Oswego County 911 Center at 343-1313 and request an ambulance(s) be sent to the Nine Mile Point Unit 2 Security Access ..... ☐ ☐
    - NOTE:** IF patient is contaminated OR potentially contaminated, THEN inform 911 Center of this.
    2. Contact Site Security Supervisor and request a security force member to be sent to the scene of the medical emergency AND inform them of the impending ambulance arrival ..... ☐ ☐
    3. WHEN the Fire Brigade Leader has requested setup of the Hospital Radiation Emergency Area (REA), OR WHEN the patient is contaminated or potentially contaminated, THEN:
      - a. Contact Oswego Hospital at 349-5522 ..... ☐ ☐
      - b. Inform them of the number of patients ..... ☐ ☐
      - c. Request setup of the REA ..... ☐ ☐
      - NOTE:** If hospital requests patient status OR extent of injuries AND this information is known, it may be given to the hospital.
  - C. IF Medical Department assistance is required, THEN contact via GALtronics, telephone, or radio ..... ☐ ☐
  - D. IF transportation by NMPC vehicle is requested, THEN request that the SSS notify the injured persons supervisor to obtain the necessary vehicle and driver ..... ☐ ☐
  - E. IF it is necessary for the RP Technician to accompany the ambulance, THEN request that the SSS contact the RP on-call supervisor and request that RP supervision and an RP Technician report to the hospital ..... ☐ ☐
  - F. IF the incident involves a contaminated injury/illness AND requires transportation, THEN: Direct Site Security Supervisor to contact Manager, Nuclear Communications and Public Affairs and provide details of the incident ..... ☐ ☐
  - G. WHEN the patient has left the site OR when the Fire Brigade Leader indicates the emergency is terminated, THEN inform the SSS that the emergency is terminated ..... ☐ ☐

## ATTACHMENT 2: SECURITY SITE SUPERVISOR MEDICAL EMERGENCY CHECKLIST

NAME:	DATE:	UNIT: <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Enter N/A when appropriate and explain reason for use of N/A.

Completed   N/A

1.   Acknowledged receipt of message to CSO/notified by CSO and if entry into the protected area is required, request authorization from SSS or any SRO in the Control Room to suspend security safeguard measures for immediate access of medical personnel .....

☐

☐
2.   Security Force Member dispatched to the medical emergency scene to coordinate communication between Security Department and Fire Brigade Leader, assist in crowd control, etc. ....

☐

☐

Location: .....
 

☐

☐
3.   IF ambulance requested, THEN ensure escort is provided for ambulance for immediate access into the station if appropriate to patient pickup location, and inform the CSO when ambulance arrives on site .....

☐

☐
4.   Ensure ambulance/Fire Kit is brought to medical emergency scene .....

☐

☐
5.   Ensure dosimetry is issued to responding off-site ambulance personnel .....

☐

☐
6.   Record ambulance attendant names on Security Entrance Registration Log .....

☐

☐
7.   IF the patient is NOT contaminated, THEN ensure patient and off-site response personnel dosimetry and Security ID badges are retrieved per applicable procedure prior to their leaving site, unless otherwise directed by RP. ....

☐

☐
8.   Inactivate patient's ID Badge and keycard if they are contaminated and patient is being transported off site. ....

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9.   Notify the CSO when the ambulance has departed .....

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10.   IF Fire and Ambulance Kit is used, notify Emergency Preparedness Department .....

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NINE MILE POINT NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

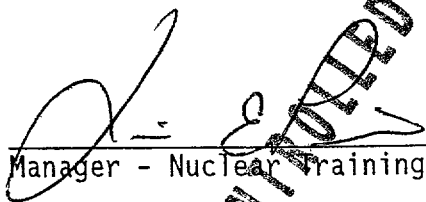
EPIP-EPP-20

REVISION 12

EMERGENCY NOTIFICATIONS

TECHNICAL SPECIFICATION REQUIRED

Approved by:  
L. E. Pisano

  
Manager - Nuclear Training

Date 1/14/02

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## 1.0 PURPOSE

To provide instructions for prompt initial notification and appropriate follow-up notification of emergency conditions at Nine Mile Point Nuclear Station (NMPNS) to offsite authorities, emergency response agencies, and selected NMPNS20 personnel.

## 2.0 RESPONSIBILITIES

- 2.1 Station Shift Supervisor/Emergency Director (SSS/ED) maintains overall control of emergency notifications until relieved by the Emergency Director/Recovery Manager (ED/RM).
- 2.2 Emergency Director/Recovery Manager (ED/RM) maintains control of notifications to offsite authorities at the Emergency Operations Facility.
- 2.3 The Technical Data Coordinator (TDC) ensures continuous communication with the NRC from the Technical Support Center.

## 3.0 PROCEDURE

### 3.1 Notifications of an Emergency Event From the Control Room (SSS/ED) Including Updates/Reclassifications

- NOTES:
- 1. Initial notifications to State and County officials shall be commenced within 15 minutes of event declaration.
  - 2. If a GENERAL EMERGENCY is declared, Protective Action Recommendations (PARs) shall be transmitted to offsite officials within 15 minutes.
- 3.1.1 The SSS/ED shall direct a Radwaste (Unit 1) or Auxiliary Operator to report to Control Room to act as Communications Aide.
  - 3.1.2 The SSS/ED shall direct the Communications Aide to perform actions contained in the Communications Aide Flowchart (Attachment 2).

3.1.3 The SSS/ED shall:

- a. Complete Part I Notification Fact Sheet (Attachment 1A) using the instructions on the back of the form.

**NOTE:** Notification must be started within 15 minutes from event declaration.

- b. Complete the Community Alert Network Form (Attachment 4E).

**NOTES:** 1. Notifications should be completed as soon as possible after Part 1 Notification Fact Sheets.

2. The Dose Assessment Advisor should be consulted to determine if Alternate Emergency Reporting Locations may be appropriate due to offsite doses.

1. Provide appropriate information in steps 2 and 4C of Attachment 4E.

2. If the site becomes inaccessible for any reason, and response is required, indicate response required to Alternate Emergency Duty Location (Volney Service Center, Howard Rd.).

3. Sign the CAN contact form.

4. Provide to Communications Aide.

- c. Complete the NRC Event Notification Worksheet (Attachment 6).

**NOTES:** 1. NRC shall be notified as soon as practical, but in all cases within 1 hour of event declaration.

2. If any Emergency Response Facility is less than 100% operational, then provide ERF status information in the event description block.

1. Complete all applicable sections.

2. Provide brief description.

3. Provide completed form to Communications Aide.

- 3.1.4 The SSS/ED should complete the Part I Notification Fact Sheet (Attachment 1A) every 30 minutes for as long as notifications remain in Control Room OR as requested by NY State Emergency Management Office and/or Oswego County Emergency management Office.
- 3.1.5 The SSS/ED shall ensure followup notifications are made to off-site officials (NYS and Oswego County) approximately every 30 minutes OR as requested by NY State Emergency Management Office and/or Oswego County Emergency management Office.
- 3.1.6 The SSS/ED shall ensure the Communications Aide:
- Completes turnover of communications duties to the EOF Communications Coordinator when directed by ED/RM.
  - Transfers ENS communications to the TSC when appropriate.
- 3.1.7 For termination of Unusual Events only, the SSS/ED shall complete the Part I - Notification Fact Sheet (Attachment 1A) through line 5 and:
- a. Sign where appropriate.
  - b. Provide to Communications Aide.
  - c. Direct Communications Aide to notify the NRC upon event termination.

## 3.2 Notifications for Transitory Event

- 3.2.1 Completing a Part 1 Notification Fact Sheet for a Transitory Event:
- a. IF a transitory event has occurred (as defined in EPIP-EPP-01 or 02), AND **NO** emergency classification currently exists, the SSS/ED shall:
    - 1) Complete a Part 1 Notification Fact Sheet, Items 1-5, and Item 8, using appropriate instructions on back of form.
    - 2) Circle the emergency classification met during the transitory event AND the "Emergency Terminated" selection on Item 4.
    - 3) Ensure RECS line notifications are completed within one hour in accordance with Attachment 2, Communications Aide Flowchart.

3.2.1 (Cont)

- b. IF a transitory event has occurred (as defined in EPIP-EPP-01 or 02), AND emergency classification currently exists, the SSS/ED shall:
- 1) Complete a Part 1 Notification Fact Sheet (Attachment 1A) using instruction provided on back of form and;
    - On Item 4, circle the emergency classification that currently exists.
    - Note the emergency classification met during the transitory event and the time and date of termination in Item 8.
  - 2) Implement emergency notifications in accordance with Step 3.1 of this procedure.

3.2.2 If appropriate, make notifications to the NRC in accordance with 10CFR50.72.

3.2.3 No other notifications are required for transitory events that do not result in a continued emergency classification.

3.3 Notifications of an Emergency Event From the EOF (ED/RM) Including Updates/Reclassifications

- NOTES:**
1. If emergency event is reclassified, State and County official notification shall be commenced within 15 minutes of each reclassification.
  2. If a GENERAL EMERGENCY is declared, Protective Action Recommendations (PARs) shall be transmitted to offsite officials within 15 minutes.

3.3.1 The ED/RM shall direct transfer of communications responsibilities from the Control Room to the EOF when the EOF Communications Coordinator is prepared to accept duties.

3.3.2 The ED/RM shall verify updates are made to offsite officials (NYS and Oswego County) approximately every 30 minutes.

**NOTE:** Initial notification should already have been completed from the control room.

3.3.3 The ED/RM shall ensure the EOF Communications Coordinator performs notifications specified on Communications Coordinator Checklist (Attachment 3).

- 3.3.4 The ED/RM shall ensure the following documents are provided to the EOF Communications Coordinator:
- a. Updated Part I - Notification Fact Sheet (Attachment 1A) from the EOF Administrator for every emergency classification upgrade and/or approximately every 30 minutes.
  - b. When appropriate, completed Part II - Dose Assessment Fact Sheet (Attachment 1B) from the ODAM.
  - c. Part III - Plant Status Board (Attachment 1C Unit 1 or Attachment 1D Unit 2) from Tech Assessment.

3.3.5 When the event is terminated, the ED/RM shall:

- a. Obtain a Part 1 Notification Fact Sheet from the EOF Administrator, completed through Line 5
- b. Sign where appropriate.
- c. Provide to the EOF Communications Coordinator.
- d. Direct TSC ENS Communicator to notify the NRC that event is terminated.

3.3.6 The ED/RM shall specify any specific or additional instructions for site facilities such as the Nuclear Learning Center (NLC), Energy Information Center (EIC), P Building, etc. to appropriate personnel (i.e. Security, Unaffected Control Room, Communications Coordinator, etc.).

#### 3.4 Notifications of an Emergency Event From the Technical Support Center(TSC) Including Updates/Reclassifications

3.4.1 The Technical Data Coordinator (TDC) shall assign a person from the Technical Assessment Group to act as Emergency Notification System (ENS) Communicator.

3.4.2 The TDC shall direct the ENS Communicator to:

- a. Activate the Unit 2 Emergency Response Data System (ERDS) per Attachment 5.

**NOTE:** For Unit 1, ERDS is activated by the Control Room

- b. Call the Communications Aide in the Control Room and transfer ENS communications from the Control Room to the TSC.
- c. Monitor ERDS every 60 minutes (If link is lost, restart per Attachment 5)
- d. Continuously staff the ENS telephone. If a backup phone is required because the ENS line (Red Phone) is inoperable, the NRC shall be notified (via commercial telephone) within 1 hour that the ENS line is inoperable.

- 3.4.3 For each emergency reclassification, The TDC shall complete the NRC Event Notification Worksheet (Attachment 6)

**NOTE:** NRC shall be notified as soon as practical, but in all cases, within 1 hour of event declaration.

- 3.4.4 The TDC shall direct the ENS Communicator to:

- a. Read NRC Event Notification Worksheet (Attachment 6) information to NRC Headquarters.
- b. Fax NRC Event Notification Worksheet (Attachment 6) to NRC Headquarters per Attachment 4, F.

- 3.4.5 The TDC shall ensure the Radiological Assessment Manager continuously staffs the Health Physics Network (HPN) telephone, as required.

### 3.5 RECS Line Notifications to the Control Room (incoming call)

- 3.5.1 Upon receipt of a notification on the RECS line (incoming call), the CSO (or designee) should:

- a. Complete a Part 1 Notification Fact Sheet (Attachment 1A) using the information provided.
- b. Inform the SSS/ED of the notification and provide the completed Part 1 Notification Fact Sheet (Attachment 1A).

- 3.5.2 The SSS/ED should:

- a. Review the information contained in the completed Part 1 Notification Fact Sheet (Attachment 1A).
- b. Evaluate any events or conditions against EPIP-EPP-01/02 and, if necessary, declare the emergency.
- c. If JAFNPP declares a General Emergency or initiates a site evacuation, implement EPIP-EPP-05C, "Exclusion Area Evacuation. (Unit 1 SSS/ED takes the lead.)
- d. If necessary, implement appropriate Emergency Plan Implementing Procedures.

## 4.0 DEFINITIONS

- 4.1 Community Alert Network (CAN) - An automated computer callout system used to assist with notification of NMPNS emergency response personnel.

- 4.2 NRC Emergency Telecommunication System (ETS) - A dedicated telephone system to communicate important plant information to the NRC during an emergency. This includes the Emergency Notification System (ENS) known as the "red phone", the Health Physics Network (HPN), and other lines for NRC use.
- 4.3 Normal Hours - Normal work hours between 0700 and 1530 Monday through Friday excluding holidays.
- 4.4 Off-Hours - All hours not considered normal hours.
- 4.5 Oswego County Warning Point - (Oswego County 911 Center). The communications center at the Oswego County 911 Center in Oswego, New York serves as a notification point for messages from the utilities to appropriate officials in the county. The center can communicate directly to the State Warning Point and also has a radio to communicate directly with the Nine Mile Point and James A. Fitzpatrick Nuclear Stations.
- 4.6 Radiological Emergency Communication System (RECS) - A dedicated telephone system used to provide initial notification of an emergency, and continuing emergency information to New York State, Oswego County, JAFNPP, and the unaffected unit Control Room.
- 4.7 State Warning Point (SWP) - New York State's center for receipt and dissemination of warnings of an attack upon the United States as well as actual or impending natural or man-made disasters. The SWP is located in Albany, New York.

## 5.0 REFERENCES AND COMMITMENTS

### 5.1 Technical Specifications

None

### 5.2 Licensee Documentation

Nine Mile Point Site Emergency Plan

### 5.3 Standards, Regulations, and Codes

- 5.3.1 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 5.3.2 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors
- 5.3.3 10CFR50, Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities

#### 5.4 Policies, Programs, and Procedures

- 5.4.1 EPIP-EPP-01, Classification of Emergency Conditions at Unit 1
- 5.4.2 EPIP-EPP-02, Classification of Emergency Conditions at Unit 2
- 5.4.3 EPIP-EPP-05B, Protected Area Evacuation
- 5.4.4 EPIP-EPP-05C, Exclusion Area Evacuation
- 5.4.4 EPIP-EPP-18, Activation and Direction of Emergency Plans
- 5.4.5 EPIP-EPP-23, Emergency Personnel Action Procedures

#### 5.5 Commitments

<u>Sequence Number</u>	<u>NCTS Number</u>	<u>Description</u>
1	DER NM-2001-4708	To allow determination of % tech specs by any means available.
2	DER NM-2001-4714	To specify Part III is to be sent.

#### 6.0 RECORD REVIEW AND DISPOSITION

- 6.1 The following records generated by this procedure shall be maintained by Records Management for the Permanent Plant File in accordance with NIP-RMG-01, Records Management:

NOTE: This only applies if records are generated as the result of an actual declared emergency at the Nine Mile Point Nuclear Station.

- Attachment 1A NINE MILE POINT NUCLEAR STATION NOTIFICATION FACT SHEET - PART 1
- Attachment 1B NINE MILE POINT NUCLEAR STATION NOTIFICATION FACT SHEET - PART 2
- Attachment 1C PART III - UNIT 1 PLANT STATUS BOARD
- Attachment 1D PART III - UNIT 2 PLANT STATUS BOARD
- Attachment 2 CONTROL ROOM COMMUNICATIONS AIDE FLOWCHART
- Attachment 3 COMMUNICATIONS COORDINATOR CHECKLIST (EOF)
- Attachment 4 EMERGENCY CONTACT FORM
- Attachment 5 EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION
- Attachment 6 NRC EVENT NOTIFICATION WORKSHEET



6.2 The following records generated by this procedure are not required for retention in the Permanent Plant File:

**NOTE:** This only applies when records are not the result of an actual declared emergency. (Such as for training or drills)

Attachment 1B NINE MILE POINT NUCLEAR STATION NOTIFICATION FACT SHEET  
- PART 2

Attachment 1C PART III - UNIT 1 PLANT STATUS BOARD

Attachment 1D PART III - UNIT 2 PLANT STATUS BOARD

Attachment 2 CONTROL ROOM COMMUNICATIONS AIDE FLOWCHART

Attachment 3 COMMUNICATIONS COORDINATOR CHECKLIST (EOF)

Attachment 4 EMERGENCY CONTACT FORM

Attachment 5 EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION

LAST PAGE

THIS PAGE INTENTIONALLY LEFT BLANK

(Do not say items in italics)

Pick up phone, press A\*, wait about 10 seconds, then say,  
"THIS IS / IS NOT (as appropriate) A DRILL. THIS IS TO REPORT AN INCIDENT AT NINE MILE POINT NUCLEAR  
STATION, STAND BY FOR ROLL CALL."

Notification No.	<input type="checkbox"/> New York State Warning Point	<input type="checkbox"/> Oswego County Warning Point	<input type="checkbox"/> JA Fitzpatrick Power Plant	<input type="checkbox"/> Unaffected 9MP Unit
------------------	--	---	--	---

1. This message is being transmitted on: <div style="text-align: right;">           (Date) _____ at (Time) _____         </div>	VIA: A. RECS B. Other _____
--	--------------------------------

EPIP-EPP-20  
Rev 12

**ATTACHMENT 1A INSTRUCTIONS**  
**COMPLETING THE NOTIFICATION FACT SHEET – PART 1**

Sheet 2 of 5

**NOTE:** Complete all applicable sections.

**BLOCK #      INSTRUCTIONS**

1. Communications Aide completes this block using date and time that number was dialed (A then \*).
2. Indicate not an exercise(real event) or exercise(drill) by circling as appropriate.
3. Indicate facility providing information by circling as appropriate.
4. Indicate by circling as appropriate the:
  - Classification Level, or
  - If event is terminated, or
  - If recovery is entered, or
  - If this is for a transportation accident
5. Indicate the date and time the event was classified.
6. Indicate the status of any releases of radioactive materials by circling as appropriate, request Chemistry Technician provide release information then indicate:

**NOTE:** (This section applies to release of radioactive materials that took place DUE to the classified event. IF a radioactive material release is taking place and it is unknown if it is related to the event, THEN assume the release is the result of the event)

- (C1) a. No Release: Circle this selection if there is no release related to the declared event.
  - (C1) b. Release below federally approved operating limits (Technical Specifications): Circle this selection if a release is in progress due to the event AND the release rate has been determined (by any means available) to NOT exceed Technical Specifications.
  - (C1) c. Release above federally approved operating limits (Technical Specifications): Circle this selection if a release is in progress due to the event AND the release rate has been determined (by any means available) to exceed Technical Specifications.
  - d. Unmonitored release requiring evaluation: Circle this selection if evidence exists of a release from a pathway from which a release cannot be readily determined (examples: Emergency Condenser vents, blowout panels)
  7. Indicate Protective Action Recommendations by circling as appropriate:
    - No need for protective actions
    - Evacuate the following ERPAs (indicate appropriate ERPAs as recommended by Dose assessment Advisor/ODAM)
    - If PARs are recommended, then circle SHELTER ALL REMAINING ERPAs.
  8. Write the EAL # that the event was classified as in the box provided for Item #8. Under Additional Information examples of information that should be provided include:
    - Do not repeat the EAL description here.
    - Other conditions if present that could have an effect on future classifications.
    - Other EALs that are applicable to present conditions, ie... if in more than one EAL has been met, indicate additional EAL numbers here.
    - If the EAL requires no additional explanation, the Additional Information section may be left blank.
  9. Indicate the following by circling as appropriate:
    - Stable: No escalation in emergency classification expected. Plant conditions are not degrading.
    - Improving: Plant conditions are such that mitigative actions have been successful and termination is likely.
    - Degrading: Plant conditions are such that mitigative actions have been unsuccessful, escalation of emergency classification is likely. If already at a General Emergency, release may be anticipated or is ongoing.
  10. Indicate not applicable by circling as appropriate or indicate the time the reactor is shutdown (per EOP Definition).
- NOTES:**
1. Meteorological Data to be recorded on the Part I Notification Fact Sheet is the 15 minute average data in accordance with EPIP-EPP-08.
  2. Meteorological Data need not be completed for initial notification if the data is not readily available.
11. Obtain 15 minute average meteorological data from the Dose Assessment Advisor and record.
  12. Obtain 15 minute average meteorological data from the Dose Assessment Advisor and record.
  13. Obtain 15 minute average meteorological data from the Dose Assessment Advisor and record
  14. Communications Aide completes this block listing name and the commercial telephone they use.

**THEN:** Sign the Part 1 Notification Fact Sheet.

**AND:** Provide to Communications Aide.

**For termination of Unusual Events only,**

1. Complete Part I - Notification Fact Sheet (Attachment 1A) through Line 5 and:
  - a. Sign where appropriate
  - b. Provide to the Communications Aide

**ATTACHMENT 1B: NINE MILE POINT NUCLEAR STATION  
NOTIFICATION FACT SHEET - PART 2**

Sheet 3 of 5

**RADIOLOGICAL ASSESSMENT DATA**

THIS IS / IS NOT A DRILL (circle appropriate)

15. Message transmitted at:

Date \_\_\_\_\_ Time \_\_\_\_\_ Location/Facility Transmitted From: \_\_\_\_\_

3. General Release Information

- A. Release > Tech Specs started: Date \_\_\_\_\_ Time \_\_\_\_\_  
 B. Release > Tech Specs expected to end: Date \_\_\_\_\_ Time \_\_\_\_\_ OR ☐ Unknown ☐ Intermittent  
 C. Release > Tech Specs ended: Date \_\_\_\_\_ Time \_\_\_\_\_  
 D. Reactor Shutdown: N/A OR Date \_\_\_\_\_ Time \_\_\_\_\_  
 E. Wind Speed: \_\_\_\_\_ miles/hour OR \_\_\_\_\_ meters/second at elevation \_\_\_\_\_ feet or meters (Circle one)  
 F. Wind Direction from: \_\_\_\_\_ degrees at elevation \_\_\_\_\_ feet or meters (Circle one)  
 G. Stability Class: PASQUIL A B C D E F G OR Other \_\_\_\_\_

17. Atmospheric Release Information

- A. Release from: ☐ Ground ☐ Elevated D. Noble Gas Release Rate \_\_\_\_\_ Ci/sec  
 B. Iodine/Noble Gas Ratio \_\_\_\_\_ E. Iodine Release Rate \_\_\_\_\_ Ci/sec  
 C. Total Release Rate \_\_\_\_\_ Ci/sec F. Particulate Release Rate \_\_\_\_\_ Ci/sec

18. Waterborne Release Information

- A. Volume of Release \_\_\_\_\_ gal or liters C. Radionuclides in Release \_\_\_\_\_  
 B. Total Concentration \_\_\_\_\_  $\mu$ Ci/ml D. Total Activity Released \_\_\_\_\_

19. Dose Calculations (based on a release duration of \_\_\_\_\_ hours)

Calculation is based on (circle one) A. Inplant Measurements B. Field Measurements C. Assumed Source Term

Table below applies to (circle one) A. Atmospheric Release B. Waterborne Release

Distance	Dose	
	TEDE (rem)	CDE - Child Thyroid (rem)
Site Boundary		
2 Miles		
5 Miles		
10 Miles		
____ Miles		

20. Field Measurements of Dose Rates or Surface Contamination/Deposition

Mile/Sector OR Mile/Degrees	Location OR Sampling Point	Time of Reading	Dose Rate OR Contamination (Include Units)

Approved By: (SSS/ED or ED/RM) \_\_\_\_\_

**ATTACHMENT 1C**  
**PART III - UNIT 1 PLANT STATUS BOARD**

Sheet 4 of 5

THIS IS / IS NOT A DRILL	Date (MM/DD/YY)	Time (24 Hour)
--------------------------	-----------------	----------------

<i>Parameter Description</i>	<i>Current Value</i>	<i>Units</i>	<i>Pint ID</i>
Main Steam Line Radiation Monitor 111		mR/Hr.	E469
Main Steam Line Radiation Monitor 121		mR/Hr.	E470
Main Steam Line Radiation Monitor 112		mR/Hr.	E471
Main Steam Line Radiation Monitor 122		mR/Hr.	E472
Reactor Feedwater Total Flow		K#/Hr.	G315
SPDS-APRM		%	H441
SPDS-IRM		%	H442
SPDS-SRM		CPS	H443
SPDS Wide Water Level		Feet	H446
SPDS Acurex FZWLM Level		Inches	H447
SPDS RPV Pressure		PSIG	H448
SPDS Drywell Pressure		PSIG	H449
SPDS Containment Oxygen Concentration		%	H452
SPDS Drywell Temperature		Degrees F	H453
SPDS Torus Water Temperature		Degrees F	H454
SPDS Torus Water Level		Feet	H455
SPDS Offgas Dose Rate		mR/Hr.	H457
SPDS Main Stack		μCi/Sec.	H458
SPDS Containment High Radiation Monitor		R/Hr.	H460
HPCI (No=FW not in HPCI mode; YES=FW in HPCI mode)		-----	W087

**ATTACHMENT 1D  
PART III - UNIT 2 PLANT STATUS BOARD**

Sheet 5 of 5

THIS IS / IS NOT A DRILL	Date (MM/DD/YY)	Time (24 Hour)
--------------------------	-----------------	----------------

<i>Parameter Description</i>	<i>Current Value</i>	<i>Units</i>	<i>Pint ID</i>
Condensate Storage Tank 1A - Level		KGAL	CNSLA100
Condensate Storage Tank 1B - Level		KGAL	CNSLA101
Reactor Feedwater Flow - Line A		KLBH	FWSFU100
Reactor Feedwater Flow - Line B		KLBH	FWSFU101
Reactor Core Isolation Cooling System Flow		GPM	ICSFA100
APRM - Reactor Power		%	SPDSA101
Drywell Temperature		Degrees F	SPDSA103
SRM Output		CPS	SPDSA105
Reactor Water Level		Inches	SPDSA107
Reactor Pressure		PSIG	SPDSA109
Drywell Pressure		PSIG	SPDSA111
Containment Oxygen Concentration		%	SPDSA113
Containment Hydrogen Concentration		%	SPDSA114
Suppression Pool Temperature		Degrees F	SPDSA115
Suppression Pool Water Level		Feet	SPDSA117
Main Stack Activity		μCi/S	SPDSA124
Reactor Building Vent Activity		μCi/S	SPDSA125
Off Gas Activity		μCi/cc	SPDSA126
Drywell High Radiation		R/Hr	SPDSA127
LPCI - A Flow		GPM	SPDSA136
LPCI - B Flow		GPM	SPDSA137
LPCI - C Flow		GPM	SPDSA138
LPCS Flow		GPM	SPDSA139
HPCS Flow		GPM	SPDSA140
Main Steam Radiation Monitor		mR/Hr	SPDSA141
Generator Power		MWE	SPGQA02
Drywell Loop A Pressure Elevation 293 Ft.		PSIG	CMSPA01
Drywell Loop A Pressure Elevation 261 Ft.		PSIG	CMSPA02
Drywell Area Temperature Elevation 307 Ft.		Degrees F	CMSTA01
Drywell Area Temperature Elevation 310 Ft.		Degrees F	CMSTA10

## ATTACHMENT 2: CONTROL ROOM COMMUNICATIONS AIDE FLOWCHART

### HOW TO USE THE RECS LINE

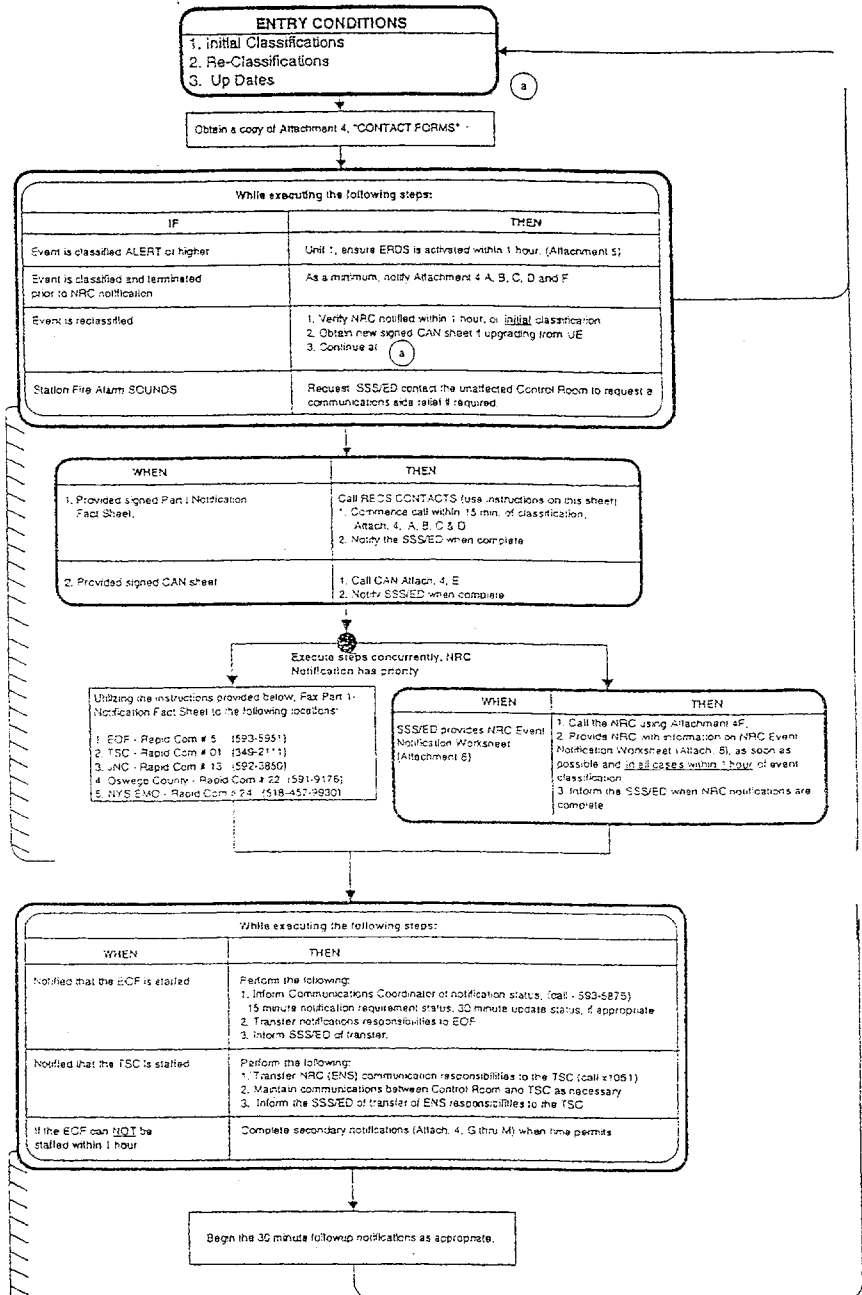
1. Ensure the Notification Fact Sheet - Part 1 is completed and the Emergency Director signature line is signed.
  2. Obtain Emergency Contact Forms Packet (Attachment 4).
  3. Provide the Part 1 data to agencies via the RECS line.
    - a. Lift the handset of RECS telephone (with yellow face plate) and press **A then \*** (example: like you dial a regular telephone, if you make a mistake, hang-up and re-dial correctly)
    - b. Wait about 10 seconds for all responders to answer. (if no answer, or are informed no light and/or ring was received, hang-up momentarily and re-dial)
    - c. Push button in the handset to talk.
    - d. State the following:  
 "THIS IS / IS NOT (as appropriate) A DRILL, THIS IS TO REPORT AN INCIDENT AT THE NINE MILE POINT NUCLEAR STATION, STANDBY FOR ROLL CALL...."
- NOTE:** When each organization answers, they should identify themselves and wait for the Roll Call to begin. (they often do not, so don't wait)
- e. Pause to permit individuals to obtain their copies of forms on which they will record the information you will read to them.
  4. Conduct a roll call by stating "Roll Call: New York State Warning Point" (wait to obtain an answer); then continue to include Oswego County Warning Point (pause) and James A. Fitzpatrick Nuclear Power Plant (pause), and unaffected Nine Mile Point Plant.
  5. For parties that do not respond to call, state the following "recalling (Party) \_\_\_\_\_" if the party still does not respond, then call them using the backup method specified, after completion of RECS call. If a backup method is not specified, continue notifications and inform SSS/ED, EOC/EM as soon as possible.
  6. Upon completion of roll call, read the Notification Fact Sheet - Part 1. Do so by reading each line item number, and the associated information.
  7. Upon completion of message state "This is the end of the message Standby For Verification Roll Call".
  8. Conduct roll call (step 4).
  9. Then ask if N. Y. State and Oswego County have received the message, provide corrected message information if necessary.
  10. After all information is provided state "Nine Mile Point (Unit 1, Unit 2 or ECF) out at time \_\_\_\_\_".
  11. Record the time that the notification is completed.

### FAXING DOCUMENTS

**NOTE:** If performing this portion of the procedure during a DRILL or EXERCISE, ensure the word "DRILL" is written across the form.

1. Insert document in FAX machine face down.
2. Flip over plastic cover to expose Rapid Com numbers 33-48
3. Press button number 48
4. This is equivalent to dialing the rapid com numbers below:
 

05	EOC	(593-5551)
01	TSC	(349-2111)
13	JNC	(592-3850)
22	Oswego County	(581-9176)
24	NYS EMO	(518-457-9930)
5. When the FAX machine provides printout:
  - a. Verify FAX was sent to all agencies listed in step 4 above
  - b. If not sent to all, re-send FAX to those missed.





### ATTACHMENT 3: COMMUNICATIONS COORDINATOR CHECKLIST (EOF)

NAME:	DATE:	<input type="checkbox"/> UNIT 1 <input type="checkbox"/> UNIT 2
-------	-------	---

**NOTE:** A Log should be maintained detailing times notifications made, problems encountered, etc.

	<u>Check Complete</u>	<u>N/A</u>
1. Sign in on the Staffing Board .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Obtain the Emergency Contact Forms (Attachment 4). ....	<input type="checkbox"/>	<input type="checkbox"/>
3. Verify EOF Plant Information Coordinator position is filled and ready to assume responsibilities .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Verify Off-site Dose Assessment Manager (ODAM) position is filled and ready to assume responsibilities .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Verify communications equipment/telephone lines operational .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Inform EOF Administrator or ED/RM you are staffed and ready to assume communications duties .....	<input type="checkbox"/>	<input type="checkbox"/>
7. Contact Control Room Communications Aide: <u>U-1: 349-2841, 2842, 2843</u> <u>U-2: 349-2173</u>		
a. Determine which required initial and follow-up notifications have been made .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Request a copy of latest Part I Notification from the Control Room .....	<input type="checkbox"/>	<input type="checkbox"/>
c. Advise Control Room Communications Aide you are assuming emergency notification duties .....	<input type="checkbox"/>	<input type="checkbox"/>
d. Document status of initial and follow-up notifications (complete as required) .....	<input type="checkbox"/>	<input type="checkbox"/>
8. Inform ED/RM when communications turn over is complete .....	<input type="checkbox"/>	<input type="checkbox"/>
9. Process Notification Fact Sheets (NFS) as follows:		
a. Obtain approved NFS as follows:		
• Part 1 NFS: Emergency Director or EOF Administrator .....	<input type="checkbox"/>	<input type="checkbox"/>
• Part 2 NFS: Emergency Director or ODAM .....	<input type="checkbox"/>	<input type="checkbox"/>
• Part 3 NFS: Fax in Tech Assessment Room .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Transmit Part 1 NFS using the RECS line. (See CommAide flow chart for RECS instructions) .....	<input type="checkbox"/>	<input type="checkbox"/>
c. FAX NFS as follows:		
• Part 1 NFS: Speed dial #10 (Oswego County EOC, New York State EOC, Joint News Center, TSC, JAFNPP Control Room) .....	<input type="checkbox"/>	<input type="checkbox"/>
• Part 2 NFS: Speed dial #10 (Oswego County EOC, New York State EOC, Joint News Center, TSC, JAFNPP Control Room) .....	<input type="checkbox"/>	<input type="checkbox"/>
d. Request EOF clerical staff distribute copy of each new NFS to each EOF "in Basket" ....	<input type="checkbox"/>	<input type="checkbox"/>
e. Provide copies of all transmitted NFS to Plant Information Coordinator for posting in the EOF .....	<input type="checkbox"/>	<input type="checkbox"/>
f. Maintain a legible copy of each NFS in a master file .....	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT 3** (Cont)

**Check**  
**Complete**   **N/A**

- (C2) 10. When requested by other EOF staff to distribute data to the State and/or county (e.g. Part III):
- Fax to speed dial #20 (Oswego County EOC, New York State EOC, Joint News Center, TSC) . . . . . ☐ ☐
  - Maintain a legible copy of each fax in a master file . . . . . ☐ ☐
11. Perform initial and follow-up notifications as required based on emergency classifications and previous notifications status using Attachment 4 (except NRC) . . . . . ☐ ☐
12. Upon completion of initial and/or follow-up notifications, continue to make follow-up notifications at approximately 30 minute intervals as specified in Att 4 A, B, C, D . . . . . ☐ ☐
13. Keep the ED/RM and EOF Administrator apprised of notification status, problems, and questions . . . . . ☐ ☐
14. If the emergency is reclassified, recommence notification activities steps 10 through 14 . . . . . ☐ ☐
15. When the emergency is terminated: communicate the Part I Notification Fact Sheet for termination to notify all other parties (Attachment 4) that the event is terminated by:
- a. Obtaining Part I from EOF Administrator . . . . . ☐ ☐
  - b. Performing cursory review for completeness to Line 5 and ED/RM signature . . . . . ☐ ☐
  - c. Performing notifications per Attachment 4 . . . . . ☐ ☐

**NOTE:** For items A-D, use the RECS Line Instructions of Attachment 2.**A. New York State: Department of Health/State Warning Point/EOC**

<b>REQUIREMENT</b>	1. Notify at <u>all</u> emergency classifications and reclassifications 2. Notification shall be made within 15 minutes of event classification/reclassification 3. Provide follow-up information as required by checklist
<b>PRIMARY CONTACT METHOD</b>	RECS Hot Line - Yellow Face Plate
<b>BACKUP CONTACT METHOD</b>	1. (518) 457-2200 (Warning Point) 2. (518) 457-6811 (Warning Point) (Backup Number) 3. (518) 457-9930 for Fax (Call (518) 457-9997 before using this fax number.)
<b>MESSAGE</b>	Read Part I Notification Fact Sheet.
<b>COMMENTS</b>	

**B. Oswego County 911 Center/EOC**

<b>REQUIREMENT</b>	1. Notify at <u>all</u> emergency classifications and reclassifications 2. Notification shall be made within 15 minutes of event classification/reclassification 3. Provide follow-up information as required by checklist
<b>PRIMARY CONTACT METHOD</b>	RECS Hot Line - Yellow Face Plate
<b>BACKUP CONTACT METHOD</b>	1. 911 (Warning Point)                      4. Radio (Osw. Fire) (KED-569) 2. 343-1313 (Warning Point)            5. 349-8500 3. 591-9189 (EOC)
<b>MESSAGE</b>	Read Part I Notification Fact Sheet.

**C. JAFNPP Control Room**

<b>REQUIREMENT</b>	1. Notify at <u>all</u> emergency classifications and reclassifications 2. Provide follow-up information as required by checklist
<b>PRIMARY CONTACT METHOD</b>	RECS Hot Line - Yellow Face Plate
<b>BACKUP CONTACT METHOD</b>	1. Dedicated CR Line (CSO Desk)            4. 342-3840 (Switchboard) 2. 349-6665                                      5. 349-6323 Fax 3. 349-6666
<b>MESSAGE</b>	Read Part I Notification Fact Sheet.

**D. Unaffected Nine Mile Control Room: ☐ Unit 1/ ☐ Unit 2 SSS**

REQUIREMENT	1. Notify at <u>all</u> emergency classifications and reclassifications 2. Provide follow-up information as required by checklist		
PRIMARY CONTACT METHOD	RECS Hot Line - Yellow Face Plate		
BACKUP CONTACT METHOD	<u>Unit 1 SSS</u> 1. 349-2480 2. 342-3462 3. 349-2478 (CSO)	<u>Unit 2 SSS</u> 1. 349-2170 2. 342-1929 3. 342-3059	4. 349-2168 (CSO)
MESSAGE	Read Part I Notification Fact Sheet.		



F. Nuclear Regulatory Commission: Emergency Operations Center					
<b>REQUIREMENT</b>	{ Normally performed from the Control Room or T.S.C. }				
	Notify at all emergency classifications and reclassifications; provide follow-up information.				
<b>NOTE:</b>	If a backup phone is required to be used because ENS line (Red Phone) is inoperable, the NRC shall be notified (via commercial telephone) within 1 hour that the ENS line is inoperable.				
<b>CONTACT METHOD</b>	ENS Line (Red Phone) using telephone numbers listed:				
	1. (301)816-5100 (Main)		3. (301)415-0550 (Second Backup)		
	2. (301)951-0550 (Backup)		4. (301)816-5151 (Fax)		
	Start Time	Date	Person Contacted		
<b>MESSAGE</b>	Read Event Notification Worksheet (Attachment 6). State that this notification is being performed under 10CFR50.72.				

G. Energy Center			
REQUIREMENT	Notify at Alert, Site Area Emergency or General Emergency; provide follow-up information as requested.		
CONTACT METHOD	1. 349-2637 2. 342-4117		
	Start Time	Date	Person Contacted
MESSAGE	<p>"This <i>(is/is not)</i> a drill. This is Nine Mile Point Nuclear Station Unit (1/2). A _____ <i>(state emergency class)</i> has been declared. Notify the Energy Center Director or designee, and make a PA announcement for Emergency Response personnel to report to their emergency facilities."</p> <p><u><b>At an Alert or SAE add:</b></u> "Inform the Energy Center Director (or designee) to direct all visitors at the Energy Center and surrounding park area to leave the site property".</p> <p><u><b>At a GE add:</b></u> "Inform the Energy Center Director (or designee) to direct all visitors to go to the Reception Center at the NYS Fairgrounds".</p> <p><u>Provide further guidance as directed by the SSS/ED or ED/RM.</u></p>		

H. General Electric BWR Emergency Support Program			
REQUIREMENT	Notify at Alert, Site Area Emergency or General Emergency; provide follow-up information as requested. <div>(ref. GE SIL 324)</div>		
CONTACT METHOD	(408)971-1038		
	Start Time	Date	Person Contacted
MESSAGE	<p>"This <i>(is/is not)</i> a drill. This is Nine Mile Point Nuclear Station <i>(1/2)</i>. This is to notify you that we are in a <i>(state emergency class)</i>."</p> <p>Provide your name, telephone number, and an alternate number they may use.</p> <p><b>NOTE:</b> Once communication is established with the TLAM, no further notification is necessary. (exception is when you are tasked with event termination notifications)</p>		

## I. INPO Emergency Response Center

REQUIREMENT	Notify at Alert, Site Area Emergency or General Emergency; provide follow-up information as requested.		
CONTACT METHOD	1. (800) 321-0614 2. (770) 644-8000 (switchboard) 3. (770) 644-8549 for FAX 4. (770) 644-8732 for FAX Confirmation		
	Start Time	Date	Person Contacted
MESSAGE	"This <i>(is/is not)</i> a drill. This is Nine Mile Point Nuclear Station <i>(1/2)</i> . This is to notify you that we are in a <i>(state emergency class)</i> . When INPO Liaison responding to the emergency arrives in local area, they should contact the Technical Liaison and Advisory Manager located in the EOF at (315) 593-5884 or (315) 593-5818."  <b>NOTE:</b> Once communication is established with the TLAM, no further notification is necessary. (exception is when you are tasked with event termination notifications)		

## J. Oswego County Sheriff's Department

REQUIREMENT	Notify at Alert, Site Area Emergency or General Emergency; provide follow-up information as requested.		
CONTACT METHOD	1. 911                      3. 349-3409 2. 343-5490		
	Start Time	Date	Person Contacted
MESSAGE	"This <i>(is/is not)</i> a drill. This is Nine Mile Point Nuclear Station <i>(1/2)</i> . This is to notify you that we are in a <i>(state emergency class)</i> . (For Initial notification only) Please assign deputies to Lake Road at the east and west site boundaries to establish traffic control points."		

## K. DOE Federal Radiological Monitoring and Assessment Plan (FRMAP)

REQUIREMENT	Notify at Alert, Site Area Emergency or General Emergency; provide follow-up information as requested.		
CONTACT METHOD	1. (631) 344-2200		
	Start Time	Date	Person Contacted
MESSAGE	"This <i>(is/is not)</i> a drill. This is Nine Mile Point Nuclear Station <i>(1/2)</i> . This is to notify you that we are in a <i>(state emergency class)</i> .		

## L. American Nuclear Insurers

REQUIREMENT	Notify at Alert, Site Area Emergency or General Emergency; provide follow-up information as requested.		
CONTACT METHOD	(860) 561-3433 extension 304		
	Start Time	Date	Person Contacted
MESSAGE	"This <i>(is/is not)</i> a drill. This is Nine Mile Point Nuclear Station <i>(1/2)</i> . This is to notify you that we are in a <i>(state emergency class)</i> .  <b>NOTE:</b> Once communication is established with the TLAM, no further notification is necessary. (exception is when you are tasked with event termination notifications)		

## M. Orion Hydro Stations

REQUIREMENT	Notify at Alert, Site Area Emergency. or General Emergency. Initial Notification only, no followup required.		
CONTACT METHOD	1. (315) 413-2832                      4. (315) 461-8671 (Fax)		
	2. (315) 413-2839 3. (315) 413-2841		
	Start Time	Date	Person Contacted
MESSAGE	"This <i>(is/is not)</i> a drill. Nine Mile Point Nuclear Station has declared a _____ (state emergency class). Please tune in to your emergency alert system radio station for important information and updates."		

## ATTACHMENT 5: EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION

Sheet 1 of 2

**NOTES:** The ERDS shall be activated within one hour of the declaration of an alert or higher.

Unit 1 ERDS console is located in the Aux Control Room, Process Computer Room.

Unit 2 ERDS Console is located in the Tech Assessment Room of the TSC.

Step 7 is required only if ERDS System is powered down.

1. Turn on / verify on the following:

- Codex 2235 Modem
- Codex 2171 Modem
- ERDS PC (computer)
- VAX to ERDS PC Modem

Once turned on, after a short delay, the computer screen should display a screen similar to the following:

Nine Mile Point Unit 1 (2)  
Emergency Response Data System (ERDS)  
Authorized Access is Prohibited  
System name: erds 1 (2)  
Console Login:

2. Log on the ERDS computer by entering the following keystrokes:

- Type "erds"
- Depress the "Enter" key

3. When the password prompt appears:

- Type "erdsu1 for Unit 1, and erdsu2 for Unit 2, as appropriate
- Depress the "Enter" key

4. When the system prompt appears (\$), enter the following keystrokes

- Type "erds"

If performing a reconnection, enter the following keystrokes:

- Type "erds -r"

5. Verify the ERDS link is established by observing the following on the screen:

"Handshake complete. Beginning transmission"

"Press DEL to "terminate program manually"



6. Every 60 minutes after initial connection, verify that ERDS is still connected by time, date and sequence as displayed at the bottom center of the screen.
  - This information is contained at the end of the data packet, and should update every 60 seconds.
  - If reconnection is necessary, go to Step 4.
  
7. When it is necessary to terminate the ERDS program, press the "DEL" key. Do not turn any equipment off. Unit 1 ERDS must be always "on".

**TROUBLESHOOTING**

Problem	Solution
Loss of communications (after successful connection)	<ul style="list-style-type: none"> <li>• Reconnect using Steps 4, 5, 6</li> </ul>
NRC host computer busy	<ul style="list-style-type: none"> <li>• Contact NRC Duty Officer (NRC red phone) for instructions</li> </ul>
NRC request you use a different phone number to call ERDS	<ul style="list-style-type: none"> <li>• At Step 4 enter "erdst #####" (where the # represent the area code and telephone number given to you by the NRC).</li> </ul>
Following message appears "Timeout, remote host failed to respond within 1 minute" or "Remote host sent refused"	<ul style="list-style-type: none"> <li>• Wait about 5 minutes after one of these messages first appears (this will give ERDS time to establish a link on its own).</li> <li>• If no connection is made, contact the NRC Duty Officer (NRC red phone) for instructions.</li> </ul>
Loss of source data, <u>or</u> any NMPC ERDS hardware problems.	<ul style="list-style-type: none"> <li>• Inform NRC Duty Officer (NRC red phone) of problems.</li> <li>• Inform SSS/ED or ED/RM of problem.</li> <li>• Have SSS contact computer on call supervisor.</li> </ul>
Computer console locks up.	<ul style="list-style-type: none"> <li>• Reboot and restart. May be accomplished by turning power Off and then back On, or by depressing "Control", "Alt", and "Delete" keys simultaneously.</li> </ul>

## Sheet 1 of 2

NRC FORM 361

(12-2000)

U.S. NUCLEAR REGULATORY COMMISSION

OPERATIONS CENTER

PAGE 1 OF 2

REACTOR PLANT

EVENT NOTIFICATION WORKSHEET

EN #

NRC OPERATION TELEPHONE NUMBER: PRIMARY - 301-816-5100 or 800-532-3469\*, BACKUPS - [1st] 301-951-0550 or 800-449-3894\*, [2nd] 301-415-0550 and [3rd] 301-415-0553

\*Licensees who maintain their own ETS are provided these telephone numbers.

NOTIFICATION TIME	FACILITY OR ORGANIZATION	UNIT	NAME OF CALLER	CALL BACK #

EVENT TIME & ZONE	EVENT DATE	POWER/MODE BEFORE	POWER/MODE AFTER

EVENT CLASSIFICATIONS		1-Hr. Non-Emergency 10 CFR 50.72(b)(1)	(v)(A) Safe SD Capability	ANA
GENERAL EMERGENCY	GENAAEC	TS Deviation	ADEV	ANB
SITE AREA EMERGENCY	SITIAEC	4-Hr. Non-Emergency 10 CFR 50.72(b)(2)		ANC
ALERT	ALEAAEC	(i) TS Required SD	ASHU	AND
UNUSUAL EVENT	UNUAAEC	(iv)(A) ECCS Discharge to RCS	ACCS	AME
50.72 NON-EMERGENCY	(see next columns)	(iv)(B) RPS Actuation (scram)	ARPS	ACOM
PHYSICAL SECURITY (73.71)	DDDD	(xi) Offsite Notification	APRE	60-Day Optional 10 CFR 50.73(a)(1)
MATERIAL EXPOSURE	B???	8-Hr. Non-Emergency 10 CFR 50.72(b)(3)		Invalid Specified System Actuation
FITNESS FOR DUTY	HRT	(ii)(A) Degraded Condition	ADEG	Other Unspecified Requirement (Identify)
OTHER UNSPECIFIED REQMT.	(see last column)	(ii)(B) Unanalyzed Condition	ALNA	NONR
INFORMATION ONLY	NNF	(iv)(A) Specified System Actuation	AESF	NONR

DESCRIPTION

Include: Systems affected, actuations and their initiating signals, causes, effect of event on plant, actions taken or planned, etc. (Continue on back)

NOTIFICATIONS	YES	NO	WILL BE	ANYTHING UNUSUAL OR NOT UNDERSTOOD?	<input type="checkbox"/> YES (Explain above)	<input type="checkbox"/> NO
NRC RESIDENT						
STATE(s)				DID ALL SYSTEMS FUNCTION AS REQUIRED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (Explain above)
LOCAL						
OTHER GOV AGENCIES				MODE OF OPERATION UNTIL CORRECTED:	ESTIMATED RESTART DATE:	ADDITIONAL INFO ON BACK
MEDIA/PRESS RELEASE						<input type="checkbox"/> YES <input type="checkbox"/> NO

## ADDITIONAL INFORMATION

PAGE 2 OF 2

RADIOLOGICAL RELEASES: CHECK OR FILL IN APPLICABLE ITEMS (specific details/explanations should be covered in event description)						
LIQUID RELEASE	GASEOUS RELEASE	UNPLANNED RELEASE	PLANNED RELEASE	ONGOING	TERMINATED	
MONITORED	UNMONITORED	OFFSITE RELEASE	T. S. EXCEEDED	RM ALARMS	AREAS EVACUATED	
PERSONNEL EXPOSED OR CONTAMINATED		OFFSITE PROTECTIVE ACTIONS RECOMMENDED			*State release path in description	
	Release Rate (Ci/sec)	% T. S. LIMIT	HOO GUIDE	Total Activity (Ci)	% T. S. LIMIT	HOO GUIDE
Noble Gas			0.1 Ci/sec			1000 Ci
Iodine			10 uCi/sec			0.01 Ci
Particulate			1 uCi/sec			1 mCi
Liquid (excluding tritium and dissolved noble gases)			10 uCi/min			0.1 Ci
Liquid (tritium)			0.2 Ci/min			5 Ci
Total Activity						
	PLANT STACK	CONDENSER/AIR EJECTOR	MAIN STEAM LINE	SG BLOWDOWN	OTHER	
RAD MONITOR READINGS						
ALARM SETPOINTS						
% T. S. LIMIT (if applicable)						
RCS OR SG TUBE LEAKS: CHECK OR FILL IN APPLICABLE ITEMS: (specific details/explanations should be covered in event description)						
LOCATION OF THE LEAK (e.g., SG #, valve, pipe, etc.)						
LEAK RATE	UNITS: gpm/gpd	T. S. LIMITS	SUDDEN OR LONG-TERM DEVELOPMENT			
LEAK START DATE	TIME	COOLANT ACTIVITY AND UNITS:	PRIMARY	SECONDARY		
LIST OF SAFETY RELATED EQUIPMENT NOT OPERATIONAL						
EVENT DESCRIPTION (Continued from front)						

NINE MILE POINT NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

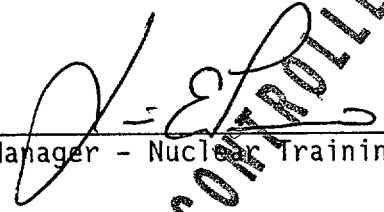
EPIP-EPP-23

REVISION 12

EMERGENCY PERSONNEL ACTION PROCEDURES

TECHNICAL SPECIFICATION REQUIRED

Approved by:  
L. E. Pisano

  
\_\_\_\_\_  
Manager - Nuclear Training

1/14/02  
Date

Effective Date: 01/21/2002

PERIODIC REVIEW DUE DATE: NOVEMBER, 2002

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## 1.0 PURPOSE

The attachments to this procedure list tasks that should be completed by emergency personnel at the Emergency Response Facilities depending on the nature and severity of the emergency situation.

## 2.0 RESPONSIBILITIES

2.1 All Emergency Response Personnel responding to an emergency are responsible for implementing the applicable actions of this attachment when reporting to an Emergency Response Facility.

2.2 The TSC Manager is responsible for coordinating the mitigation of the emergency situation by:

2.2.1 Ensuring communications with the SSS/ED or ED/RM concerning Emergency Classifications as appropriate.

2.2.2 Utilizing engineering resources available in the TSC

2.2.3 Ensuring the safety of personnel within the Protected Area

2.2.4 Providing for necessary damage control functions

2.2.5 Providing for regular and continued communications with the NRC

2.2.6 Coordinating the security needs of the NMPNS with the security department.

2.3 The Technical Data Coordinator is responsible for:

2.3.1 Making the TSC operational

2.3.2 Directing and coordinating Technical Department personnel in the analysis of emergency conditions in support of Emergency Classifications and event mitigation strategies.

2.3.3 Development of plans and procedures in support of station operations personnel.

2.4 The Reactor Analyst Coordinator is responsible for:

2.4.1 Analyzing and resolving reactor physics related problems

2.4.2 Assisting in the development of emergency operating procedures for conducting emergency operations

2.4.3 Performing core damage estimates per EPIP-EPP-09.

2.5 The Maintenance Coordinator is responsible for the management of all maintenance efforts to provide technical and administrative direction to Damage Control Teams through the OSC Damage Control Team Coordinator and/or the Operations Support Center Coordinator

- 2.6 The Radiological Assessment Manager is responsible for managing the on-site dose assessment aspects of an emergency to determine radiological consequences and hazards to station personnel.
- 2.7 The Rad Support Staff is responsible for providing technical and administrative direction to In-Plant monitoring and sampling/survey teams, and post accident sampling team(s).
- 2.8 The Dose Assessment Advisor is responsible for providing:
- 2.8.1 Meteorological data
  - 2.8.2 Determining effluent release rate
  - 2.8.3 Off-site radiological assessment
  - 2.8.4 Protective Action Recommendations for SSS/ED approval.
- 2.9 The Security Liaison is responsible for maintaining:
- 2.9.1 Communications link between Site disciplines
  - 2.9.2 Security Tactical Operations Center (STOC)
  - 2.9.3 Updating the TSC Manager and staff on current, on-going security events
  - 2.9.4 Communicating command directives from the TSC Manager to the Security Coordinator in the STOC (when staffed).
- 2.10 The TSC Communicator is responsible for maintaining liaison with the Control Room Communicator EOF Communicator located in the EOF Technical Assessment Room and providing the technical interface between the EOF, TSC and the Control Rooms.
- 2.11 The NED Coordinator is responsible for coordinating Nuclear Engineering Department support and Licensing.
- 2.12 The Operations Support Center Coordinator is responsible for making the OSC operational, coordinating and supervising the overall emergency response operations of the OSC.
- 2.13 The OSC Communicator is responsible for maintaining communications with the Control Rooms, Technical Support Center (TSC) and Damage Control Teams.
- 2.14 The Personnel Accountability Coordinator is responsible for the accounting of all personnel remaining within the protected area during accountability.
- 2.15 The Radiation Protection Team Coordinator is responsible for providing technical and administrative direction to survey/sample teams and determining OSC habitability.

- 2.16 The Damage Control Team Coordinator is responsible for:
- 2.16.1 Providing technical and administrative direction to Damage Control Teams
  - 2.16.2 Providing an assessment of any damaged equipment and necessary personnel or equipment needs to effect emergency repairs,
  - 2.16.3 Keeping OSC personnel appraised of Damage Control and Repair activities
  - 2.16.4 Assuring that Damage Repair Team leaders maintain accountability of their team members at all times.
- 2.17 The STOC Security Coordinator is responsible for:
- 2.17.1 Maintaining plant security
  - 2.17.2 Instituting appropriate measures per the Site Security Plan or as directed by SSS/ED, TSC Manager or the ED/RM
  - 2.17.3 Assisting the Personnel Accountability Coordinator in search and rescue activities to account for missing personnel.
- 2.18 The Emergency Director/Recovery Manager is responsible for managing all aspects of the NMP response to an emergency at NMPNS.
- 2.19 The Technical Liaison Advisory Manager is responsible for:
- 2.19.1 Advising the ED/RM on technical/engineering matters
  - 2.19.2 Coordinating an advisory group comprised of technical and managerial personnel from government, contract and consultant support organizations.
- 2.20 The Administrative/Logistics Manager is responsible for administrative and logistic functions required to support the entire off-site and on-site emergency organizations. The types of support services could include:
- 2.20.1 General Administration (Non-technical staffing)
  - 2.20.2 Transportation of materials, personnel, etc.
  - 2.20.3 Personnel administration and accommodations
  - 2.20.4 Purchasing
  - 2.20.5 Petty Cash
  - 2.20.6 Outside plant support
  - 2.20.7 Commissary

- 2.20.8 Safety
- 2.20.9 Sanitation
- 2.20.10 Human Resources
- 2.20.11 Communications
- 2.21 The Security Director is responsible for:
  - 2.21.1 Providing overall direction for security and traffic control at the NMP facilities,
  - 2.21.2 Providing additional security personnel (as required),
  - 2.21.3 Coordinating with the Security Coordinator the off-site security and police forces involved in the emergency.
- 2.22 The EOF Administrator is responsible for EOF setup, staffing, operations and equipment and coordinates these activities with the Administrative Logistics Manager (ALM).
- 2.23 The Off-Site Dose Assessment Manager (ODAM) is responsible for managing the off-site dose assessment aspects of an emergency to determine radiological consequences and hazards to the general public for the purpose of protective action recommendations.
- 2.24 The Joint News Center Director (JNC Director) is responsible for:
  - 2.24.1 Preparing news releases,
  - 2.24.2 Coordinating all outgoing public information,
  - 2.24.3 Ensuring news releases are reviewed and approved by the ED/RM or SSS/ED as appropriate,
  - 2.24.4 Ensuring news releases are provided timely and accurate to public officials, the press and the general public.
- 2.25 The EOF-JNC Liaison is responsible for coordinating all outgoing information and ensuring news releases are provided to the ED/RM (as appropriate).
- 2.26 The Environmental Survey/Sample Team Coordinator is responsible for:
  - 2.26.1 Providing technical and administrative direction to environmental monitoring teams during a declared emergency,
  - 2.26.2 Assisting in the evaluation of on-site and off-site dose assessment aspects of an emergency to determine potential or actual radiological impacts to site personnel and the general public based on environmental measurements.

- 2.27 The Control Room Communicator is responsible for providing the Emergency Response Facilities (ERF) with plant conditions/events, systems status, and operator responses and actions.
- 2.28 Dose Assessment Staff are responsible for providing assistance as directed by the ODAM.
- 2.29 EOF Radiation Protection Technician is responsible for providing assistance as directed by the ODAM.
- 2.30 Plant Information Coordinator reports to the EOF Administrator and is responsible for maintaining status boards in the EOF and ensuring the Part I Notification Fact Sheet is completed and provided to the ED/RM.
- 2.31 EOF Tech Staff are responsible for providing assistance as directed by the EOF Administrator.
- 2.32 EOF Communicator is responsible for maintaining contact with the TSC and Control Room Communicator to ensure plant related information is relayed to the EOF.
- 2.33 County Liaison is responsible for reporting to the Oswego County EOC upon notification and providing technical assistance as requested.
- 2.34 State Liaison is responsible for reporting to the New York State EOC when directed and providing technical assistance requested.
- 2.35 Chemistry Support (TSC) personnel are responsible for assisting the RAM as assigned for Chemistry related activities.
- 2.36 Fuels Engineer is responsible for assisting the NED Coordinator as assigned for engineering support functions necessary to address the emergency response activities.
- 2.37 Mechanical and Electrical Engineers are responsible for assisting the NED Coordinator as assigned for engineering support functions necessary to address the emergency response activities in their area of expertise.
- 2.38 HPN Communicator is responsible for assisting the RAM in maintaining necessary contact with and supplying necessary information to the NRC.
- 2.39 Technical Support Staff are responsible for assisting the Technical Data Coordinator as assigned for technical support functions necessary to address the emergency response activities in their area of expertise.
- 2.40 ENS Communicator is responsible for assisting the Technical Data Coordinator in maintaining necessary contact with and supplying necessary information to the NRC.

### 3.0 PROCEDURE

Each individual for which attachments are provided should use the appropriate attachment for that emergency position to perform the unique actions.

### 4.0 DEFINITIONS

None

### 5.0 REFERENCES AND COMMITMENTS

#### 5.1 Licensee Documentation

Nine Mile Point Site Emergency Plan

#### 5.2 Technical Specifications

None

#### 5.3 Standards, Regulations, Codes

NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

#### 5.4 Policies, Programs and Procedures

5.4.1 EPIP-EPP-01/02, Classification of Emergency Conditions at Unit 1/2

5.4.2 EPIP-EPP-03, Search and Rescue

5.4.3 EPIP-EPP-04, Personnel Injury or Illness

5.4.4 EPIP-EPP-05A, Local Area/Building Evacuation

5.4.5 EPIP-EPP-05B, Protected Area Evacuation

5.4.6 EPIP-EPP-05C, Exclusion Area Evacuation

5.4.7 EPIP-EPP-05D, Accountability

5.4.8 EPIP-EPP-06, In-Plant Emergency Surveys

5.4.9 EPIP-EPP-07, Downwind Radiological Monitoring

5.4.10 EPIP-EPP-08, Off-Site Dose Assessment and Protective Action Recommendations

5.4.11 EPIP-EPP-09, Determination of Core Damage Under Accident Conditions

- 5.4.12 EPIP-EPP-12, Re-Entry Procedure
- 5.4.13 EPIP-EPP-13, Emergency Response Facilities Activation and Operation
- 5.4.14 EPIP-EPP-15, Health Physics Procedure
- 5.4.15 EPIP-EPP-16, Environmental Monitoring
- 5.4.16 EPIP-EPP-17, Emergency Communications Procedures
- 5.4.17 EPIP-EPP-18, Activation and Direction of the Emergency Plan
- 5.4.18 EPIP-EPP-20, Emergency Notifications
- 5.4.19 EPIP-EPP-22, Damage Control
- 5.4.20 EPIP-EPP-25, Emergency Reclassification and Recovery
- 5.4.21 EPIP-EPP-27, Emergency Public Information Procedure
- 5.4.22 EPIP-EPP-31, Control Room Support Functions

## 5.5 Commitments

<u>Sequence Number</u>	<u>Commitment Number</u>	<u>Description</u>
1	NCTS 003093-14	OSC Coordinator should assure exterior doors are closed.
2	NCTS 003093-04	Personnel Accountability Coordinator should keep OSC Coordinator informed.
3	NCTS 003093-04	OSC Coordinator should keep Maintenance Coordinator informed of accountability activities.
4	NCTS 003170-14	Technical Data Coordinator should review status boards for accuracy.
5	NCTS 003152-02	Assure that the HPN Hotline is continuously manned by a technically qualified member of the Radiological or Dose Assessment Group. Decide whether the HPN Hotline is to be manned from the TSC or the EOF.
6	NCTS 503911-00	Change emergency procedures to accommodate increased Control Room dose during a LOCA due to increased MSIV Leakage.

## 5.5 (Cont)

<u>Sequence Number</u>	<u>Commitment Number</u>	<u>Description</u>
7	DER NM-2001-4704	Actions to obtain dosimetry for all facility personnel if habitability is suspect.
8	DER NM-2001-5794	Placement of step-off pads to form TSC envelope.
9	DER NM-2001-5797	Long-term EOF staffing plan development.
10	DER NM-2001-4714	Initial Issuance of Part II notification time specification.
11	DER NM-2001-4717	JNC information posting to be reviewed to prevent posting of inaccurate information.

## 6.0 RECORD REVIEW AND DISPOSITION

- 6.1 The following records generated by this procedure shall be maintained by Records Management for the Permanent Plant File in accordance with NIP-RMG-01, Records Management.

NOTE: This section only applies when records are generated as the result of an actual emergency declared at Nine Mile Point.

- ATTACHMENT 2 thru ATTACHMENT 40

- 6.2 The following records generated by this procedure are not required for retention in the Permanent Plant File.

NOTE: This section only applies when records are generated as the result of activities other than actual events (such as drills and training).

- ATTACHMENT 2 thru ATTACHMENT 40

LAST PAGE



## ATTACHMENT 1: ERF GENERAL ACTIVITIES

1. Observe and adhere to frisking requirements as required.
2. If responding within five hours of alcohol consumption (NIP-FFD-01, 3.7), inform the Security Director and cooperate with Security for Fitness for Duty determination.
3. Upon arrival at the ERF, or upon hearing the announcement for accountability, card in at the accountability card reader. (Card in one time only for accountability).
4. Adhere to posted requirements for eating/drinking restrictions.
5. Assist in the activation of the facility if needed.
6. Perform respective duties per the Emergency Plan Implementing Procedures.
7. Sign in on the ERF staffing board.
8. Give/Receive complete turnover of emergency situation before being relieved or assuming ERO duties.
9. Maintain a log of activities performed for the emergency.
10. As necessary, update personnel within your area of responsibility on changing plant conditions.
11. Ensure personnel actively assigned to you are accounted for at all times.
12. IF: You are located in or normally report to the TSC or OSC,  
AND: The TSC/OSC are reported to be uninhabitable,  
THEN: Report to the control room of the unit declaring the event, and continue ERO duties
13. As necessary, determine need for additional equipment, supplies and/or personnel.
14. Ensure travel restrictions due to safety or radiological conditions are provided to responding personnel.
15. Inform Security Director if responding personnel do not have required identification to gain access to NMPNS.
16. Upon termination of the emergency or at shift change:
  - a. Sign out at registration log or card out at accountability card reader.
  - b. Turn in dosimetry.
17. Retain for inclusion in the Permanent Plant File all records generated as a result of an actual declared emergency.

# ATTACHMENT 2: TSC MANAGER

Page 1 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

- |   | <u>Complete</u>          | <u>N/A</u>               |
|---|--------------------------|--------------------------|
| 1. Contact SSS/ED for status report on the following topics:  |                          |                          |
| • Plant Status/Indicators . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assessment of radiological conditions/concerns . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • EOPs/other procedures in use . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • In plant teams/operators dispatched . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assistance needed . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • NRC Communication status . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other information pertinent to plant conditions status during the event . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Control room clock time . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Upon arrival at the TSC, declare the facility operational in accordance with EPIP-EPP-13 . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. When time permits, insure that all ERO members qualification status is current using the following actions:  |                          |                          |
| a. Utilize the instructions on the first page of the ERO qualification list.  |                          |                          |
| b. If an ERO members qualification status is lapsed OR cannot be determined:  |                          |                          |
| 1. Immediately replace the ERO member with a qualified individual, OR   |                          |                          |
| 2. Provide direct oversight of the unqualified individual until such time that a qualified replacement can be obtained.   |                          |                          |
| <b>NOTE:</b> Personnel who are not ERO qualified may perform required actions ONLY with direct oversight from an ERO member qualified in the action(s) being performed . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Direct the Tech. Data Coordinator to assume NRC/ENS communications responsibilities in accordance with EPIP-EPP-20 . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Implement appropriate emergency implementing procedures for the conditions at hand. . . . .  |                          | <b>CONTINUOUS</b>        |
| 6. If there is a failure of the security computer following commencement of accountability, THEN direct all TSC coordinators to provide a list of their personnel to the Personnel Accountability Coordinator . . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Determine adequate staffing needed in the TSC based on the emergency conditions in accordance with EPIP-EPP-13 . . . . .   |                          | <b>CONTINUOUS</b>        |
| 8. When it is known that a release to the environment in excess of technical specifications has begun, request the SSS make a status announcement in accordance with EPIP-EPP-18. . . . .                               | <input type="checkbox"/> | <input type="checkbox"/> |

# ATTACHMENT 2: TSC MANAGER

Page 2 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------	-------	--

- |   | <u>Complete</u>          | <u>N/A</u>               |
|---|--------------------------|--------------------------|
| 9. Should a radiological problem exist, request from the RAM the status of habitability in the TSC . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. <u>IF</u> : The TSC/OSC is or becomes inoperable for any reason including habitability,   |                          |                          |
| <u>THEN</u> : Declare the TSC/OSC inoperable,   |                          |                          |
| <u>AND</u> : a. Inform the SSS/ED and or the ED/RM . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Coordinate with the RAM to determine appropriate route for personnel to take to get to the affected unit control room while ensuring dose remains ALARA . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Direct personnel to . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 1) Take the necessary materials to do their jobs,   |                          |                          |
| 2) Go to the affected unit control room using the route determined,   |                          |                          |
| 3) Card in upon arrival.  |                          |                          |
| d. Ensure disruption of control room activities is minimized by instructing personnel where to stage upon arrival. Personnel are to stage within the control room envelope. Consider . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • <u>For Unit 1</u> :   |                          |                          |
| TSC personnel stage behind control room panels  |                          |                          |
| OSC personnel stage in aux control room   |                          |                          |
| • <u>For Unit 2</u> :   |                          |                          |
| TSC personnel stage behind control panels in rear of control room, or operations break room   |                          |                          |
| OSC personnel stage in relay room or in hallway surrounding the control room  |                          |                          |
| e. Using available communications equipment and other materials brought with them, continue ERO duties from these locations. . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. When notified by the SSS of a plant status change, ensure you review:   |                          |                          |
| a. Corrective actions in progress, associated priority and status of those actions . . . . .  |                          | CONTINUOUS               |
| b. Determine what additional corrective actions are required and associated priority . . . . .  |                          | CONTINUOUS               |
| c. Convey to the TSC staff new or changed actions and associated priorities . . . . .   |                          | CONTINUOUS               |
| 12. Ensure status updates to station emergency personnel are made as appropriate. . . . .   |                          | CONTINUOUS               |
| 13. Direct TSC Staff to provide updates (approximately every 30 minutes) of the status of events in their area of responsibility over the TSC P.A. system. Provide them with about 5 minutes advance notice to allow them time to prepare their reports (use Attachment 2, Figure 1 as a guide) . . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Contact RAM for in-plant and environmental (downwind) Survey Team results   |                          |                          |
| a. In plant survey data received . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |

# ATTACHMENT 2: TSC MANAGER

Page 3 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

14. (Cont)
  - b. Environmental (downwind) survey data received . . . . . ☐ ☐
15. Evaluate plant status and effectiveness of emergency actions.  
As appropriate, redirect emergency actions or recommend to  
the ED/RM terminating the emergency in accordance with  
EPIP-EPP-25, "Emergency Reclassification and Recovery" . . . . . **CONTINUOUS**
16. If advised by the RAM direct initiation of Control Room(s),  
and TSC Emergency Ventilation (if appropriate and  
not already accomplished) . . . . . ☐ ☐
17. Contact Control Room(s) (via the Directors phone)- obtain  
update of situation, as appropriate . . . . . **CONTINUOUS**
18. Continue corrective actions as required . . . . . **CONTINUOUS**
19. Ensure Damage Control Teams are dispatched in accordance  
with EPIP-EPP-22, as appropriate . . . . . **CONTINUOUS**
20. When contacted by the ED/RM, provide update as to  
plant/emergency status information to include:
  - Plant Status . . . . . ☐ ☐
  - Assessment of in plant radiological conditions and concerns . ☐ ☐
  - DCT status, mitigative actions underway . . . . . ☐ ☐
  - Core damage estimates (when available) . . . . . ☐ ☐
  - Additional personnel needs (if any) . . . . . ☐ ☐
21. Request the ED/RM obtain assistance, if any, required from  
JAFNPP or other organizations . . . . . ☐ ☐
22. As plant conditions change update the ED/RM . . . . . **CONTINUOUS**
23. In consultation with the ED/RM and TSC staff, review organizational  
requirements and ensure sufficient qualified personnel are  
available for 24-hour coverage. Arrange schedules and obtain  
extra personnel as necessary. . . . . ☐ ☐
24. Direct retention for inclusion in the Permanent Plant File all  
records generated as a result of an actual declared emergency . . . . ☐ ☐

INGREDIENTS FOR A GOOD UPDATE

- ☐ "Attention in the TSC; This (is/is not) a drill; This is an Update." - by TSCM
- ☐ Emergency Classification - by TSCM
- ☐ Plant Status (should take <2 minutes per discipline)
  - Briefly - Where we've been.... - by TSCM
  - Where we are - by TSCM
  - Where we are going.....time frame if known - by TSCM
- ☐ Release information - provided by RAM
- ☐ DCT Priorities and status - provided by Maintenance Coordinator
- ☐ Mitigative Strategies (what are we trying to do, and why?) - Tech Data Coordinator
- ☐ Security Activities - provided by Security Liaison
- ☐ "What other information or corrections does anyone have that relate to our status or plan?" - by TSCM
- ☐ "Any questions?" - by TSCM
- ☐ "End of update" - by TSCM

# ATTACHMENT 3: TECHNICAL DATA COORDINATOR

Page 1 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

- |  | <u>Complete</u>          | <u>N/A</u>               |
|--|--------------------------|--------------------------|
| 1. Activate the TSC as necessary per EPIP-EPP-13. . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Verify that sufficient numbers of secondary responders are available and are reporting to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax. . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If an exclusion area evacuation has been ordered, perform actions in accordance with EPIP-EPP-05C . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Coordinate with the Technical Liaison Advisory Manager in the EOF and enter information onto the INPO Nuclear Network System . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Determine need for and request additional equipment, supplies and manpower (use Attachment 3, Table 1) . . . . .  |                          | <b>CONTINUOUS</b>        |
| 6. Obtain briefing from TSC Manager on plant status, corrective actions in progress, and identified or anticipated needs from the technical group . . . . .  |                          | <b>CONTINUOUS</b>        |
| 7. Verify sufficient personnel are present to assist in the following duties:  |                          |                          |
| • Reactor Analyst Coordinator . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • ENS Communicator . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Support Staff . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • TSC Communicator . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Control Room Communicator . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Control Room Support Functions . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Assign individuals to act as aides to the TSC Manager and to act as data loggers for status boards (Plant Status and Emergency Events). . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Assign personnel as required to perform control room support functions in accordance with EPIP-EPP-31, Control Room Support Functions.  |                          |                          |
| a. Determine control room support requirements based on the nature of the event and the procedures in use. . . . .   |                          | <b>CONTINUOUS</b>        |
| b. If an Emergency Operating Procedure (EOP) or Severe Accident Procedure (SAP) entry condition occurs, assign personnel to monitor execution of EOPs and SAPs. . . . .  |                          | <b>CONTINUOUS</b>        |

### ATTACHMENT 3: TECHNICAL DATA COORDINATOR

Page 2 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------	-------	--

Complete   N/A

10. Coordinate support for major decisions required by EOPs and SOPs . . . **CONTINUOUS**
11. Brief staff on plant status, corrective actions in progress,  
and identified or anticipated technical needs. . . . . **CONTINUOUS**
12. Assign/direct TSC technical Staff to assist in the development  
of corrective/mitigative actions for Damage Control Teams  
in accordance with EPIP-EPP-22, as necessary. . . . . **CONTINUOUS**
13. Assign a member of your staff to staff the Tech Info Line, as  
the TSC Communicator.   Name:\_\_\_\_\_ . . . . . ☐   ☐
14. Assign a plant qualified member of your staff to man the NRC  
ENS Hotline and perform duties per EPIP-EPP-20 Section 3.4.2  
if necessary.   Name:\_\_\_\_\_ . . . . . ☐   ☐
15. Verify the NRC Event Notification Worksheet is completed  
as required per EPIP-EPP-20,. . . . . **CONTINUOUS**
16. Ensure shutdown margin is communicated to the Control Room  
(if required) . . . . . ☐   ☐
17. Brief the TSC Communicator periodically on TSC activities  
(e.g., engineering assessment, planned on-going activities,  
onsite protective actions) . . . . . **CONTINUOUS**
- (C4) 18. Ensure all relevant data received is posted on the appropriate  
status board . . . . . **CONTINUOUS**
19. Assess plant conditions against the EALs and recommend  
emergency classifications to the TSCM . . . . . **CONTINUOUS**
20. Direct and coordinate the efforts of the assigned technical  
staff in analyzing problems and developing solutions, guidance,  
and emergency operating procedures for operations personnel . . . . **CONTINUOUS**
21. Provide the interface between the TSC Manager on technical  
problems, analyses and resolutions . . . . . **CONTINUOUS**
22. Periodically brief the TSC Manager on actions/assessments  
and status/results . . . . . **CONTINUOUS**
23. Continuously analyze plant conditions and recommend  
re-prioritization of emergency response activities as  
necessary . . . . . **CONTINUOUS**

### ATTACHMENT 3: TECHNICAL DATA COORDINATOR

Page 3 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete   N/A

- 24. Assist the TSC Manager in developing termination and/or  
recovery criteria per EPIP-EPP-25 . . . . . ☐   ☐
  
- 25. Develop long term staffing plans for Technical Support as  
appropriate. . . . . ☐   ☐
  
- 26. Recover technical data developed during the emergency for  
later use . . . . . ☐   ☐
  
- 27. Retain for inclusion in the Permanent Plant File records  
generated as a result of an actual declared emergency . . . . . ☐   ☐



ATTACHMENT 3: TABLE 1

Page 4 of 4

NMP TECHNICAL SUPPORT  
TECHNICAL DATA COORDINATOR  
SECONDARY RESPONDER ASSIGNMENT MATRIX

Event Description:

Date:

POSITION

INDIVIDUAL ASSIGNED

Tech Data Coord. Unit 1

\_\_\_\_\_

Tech Data Coord. Unit 2

\_\_\_\_\_

Control Room Communicator

\_\_\_\_\_

TSC Communicator

\_\_\_\_\_

Tech Staff Coordinator

\_\_\_\_\_

Computer Staff Support

\_\_\_\_\_

Plant Status Boards

Event Status

\_\_\_\_\_

Plant Status/Trending

\_\_\_\_\_

Support

\_\_\_\_\_

ENS Communicator

\_\_\_\_\_

EOP/SAP Tracking

\_\_\_\_\_

S.A.M. Support:

Parameter/Assessment Engineer

\_\_\_\_\_

Safety system Status Engineer

\_\_\_\_\_

Action Level Assessment Engineer

\_\_\_\_\_

Rx. Engineer

\_\_\_\_\_

Clerical Support

\_\_\_\_\_

Problem Troubleshooters

Mechanical

\_\_\_\_\_

Electrical

\_\_\_\_\_

I & C

\_\_\_\_\_

Misc.

\_\_\_\_\_

Misc.

\_\_\_\_\_

# ATTACHMENT 4: REACTOR ANALYST COORDINATOR

Page 1 of 7

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. At the direction of the TSC Manager or the Technical Data Coordinator, and in consultation with the Shift Technical Advisor (STA), analyze problems, determine alternate solutions, and design and coordinate the installation of short term modifications . . . . . CONTINUOUS
2. Operate Control Room cameras as necessary for determining plant status . . . . . CONTINUOUS
3. Monitor trends in plant parameters for early detection of core damage . . . . . CONTINUOUS
4. Perform core damage estimates and calculations per EPIP-EPP-09, and provide to Technical Data Coordinator . . . . . CONTINUOUS
5. If Severe Accident Procedure entry condition occurs, monitor for RPV breach by core debris in accordance with EPIP-EPP-31, Control Room Support Functions . . . . . CONTINUOUS
6. As necessary, consult fuel vendor on issues regarding failed fuel . . . ☐ ☐
7. Develop long term action plan for core monitoring and continued assessment (as necessary) . . . . . ☐ ☐
8. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency . . . . . ☐ ☐

# ATTACHMENT 5: MAINTENANCE COORDINATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

**Complete N/A**

1. Activate the TSC as necessary per EPIP-EPP-13. . . . . ☐ ☐
2. Ensure coordination with the OSC Coordinator. . . . . **CONTINUOUS**
3. Upon activation of the Operations Support Center ensure that the following positions are staffed:
  - OSC Coordinator . . . . . ☐ ☐
  - OSC Communicator . . . . . ☐ ☐
  - Damage Control Team Coordinator . . . . . ☐ ☐
4. Establish communications with the OSC Coordinator and keep the TSC Manager informed relative to OSC activities such as:
  - Activation status . . . . . ☐ ☐
  - Manpower status . . . . . ☐ ☐
  - Habitability status of OSC areas . . . . . ☐ ☐
  - Damage Control Activities . . . . . ☐ ☐
5. Complete Damage Control activities in accordance with EPIP-EPP-22 . **CONTINUOUS**
6. Assist in coordinating the installation of special structures, systems, and components as required or in the coordination of contamination control activities as the need arises . . . . . **CONTINUOUS**
7. If a "Exclusion Area Evacuation" is ordered, coordinate the use of maintenance personnel for the decontamination of evacuating vehicles with the Radiological Assessment Manager . . . . . ☐ ☐
8. Keep TSC Manager and Technical Data Coordinator apprised of information received from Damage Control Teams. . . . . **CONTINUOUS**
9. Develop long term staffing plan for maintenance support as appropriate. . . . . ☐ ☐
10. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency . . . . . ☐ ☐

# ATTACHMENT 6: RADIOLOGICAL ASSESSMENT MANAGER

Page 1 of 6

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------	-------	--

- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

\*\*\*\*\*

## CAUTION

IF notified that a LOCA has occurred,  
THEN go to Step 7.

\*\*\*\*\*

1. Activate the TSC as necessary in accordance with EPIP-EPP-13 . . . . . ☐ ☐
2. Verify that sufficient numbers of secondary responders are available and are reporting to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax. . . . . ☐ ☐
- (C6) 3. Request that the TSC Communicator ask the Control Room if a LOCA has occurred. IF a LOCA has occurred, THEN go to Step 7 . . . . . ☐ ☐
4. Ensure that the HPN Hotline is continuously staffed as required . . . . . CONTINUOUS
5. Ensure exposure control is in accordance with EPIP-EPP-15. . . . . CONTINUOUS
6. Obtain briefing from the TSC Manager on plant status, corrective actions in progress, identified or anticipated survey/sample needs, and dose assessment requirements. . . . . ☐ ☐

# **ATTACHMENT 6: RADIOLOGICAL ASSESSMENT MANAGER**

Page 2 of 6

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------	-------	--

Complete   N/A

\*\*\*\*\*

## **CAUTION**

Step 7 pertains ONLY to Unit 2  
in the event of a LOCA.

\*\*\*\*\*

7. Perform the following:
  - a. Evaluate the air intake pathway (either the East or West side of the Control Building) to the Unit 2 Control Room to determine the least contaminated air intake to the Control Room Special Filter Train. The higher potentially contaminated pathway should be isolated. Evaluation should include consideration of:
    - release point(s) . . . . . **CONTINUOUS**
    - wind direction . . . . . **CONTINUOUS**
  - b. Make recommendation to the TSC Manager on appropriate control room actions based upon this evaluation . . . . . ☐   ☐
  - c. IF unable to determine the higher potentially contaminated pathway, THEN recommend isolation of the East intake. . . . . ☐   ☐
  - d. Advise the OSC Radiation Protection Team Coordinator to direct Control Room personnel AND those reporting to the Control Room to don protective clothing and eyewear for the purpose of reducing beta dose (as appropriate) . . . . . ☐   ☐
- (C6) e. Ensure Control Room(s) and TSC Emergency Ventilation Systems are operating (as appropriate) . . . . . ☐   ☐
8. Verify personnel are present to fill the following positions:
  - Radiation Protection Team Coordinator (OSC) . . . . . ☐   ☐
  - Off-Site Dose Assessment Manager (EOF) . . . . . ☐   ☐
  - Rad Support Staff (as needed)(TSC) . . . . . ☐   ☐
  - (C5) • HPN Communicator (TSC) . . . . . ☐   ☐
9. Request additional personnel as needed from the OSC (preferably Chemistry and Radiation Protection Department personnel) to assist in performing the following activities:
  - Radiological control activities . . . . . ☐   ☐
  - On-site dose projections . . . . . ☐   ☐
  - Communications (radio and dedicated lines) . . . . . ☐   ☐
  - Habitability surveys of emergency response facilities . . . . . ☐   ☐
  - Source Term Assessment . . . . . ☐   ☐
  - Post Accident Chemistry Samples . . . . . ☐   ☐

# ATTACHMENT 6: RADIOLOGICAL ASSESSMENT MANAGER

Page 3 of 6

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**Complete N/A**

10. Designate an individual to coordinate the issuance of dosimetry to non-site personnel if and when appropriate . . . . . ☐ ☐
11. Brief RP Team Coordinator and ODAM on plant status, corrective action in progress, and identified or anticipated survey/sample needs. Discuss survey/sample strategy and develop plans. . . . . ☐ ☐
12. Contact on-call Chemistry Supervisor if additional chemistry support is required. . . . . **CONTINUOUS**
13. Before dispatch of emergency teams ensure that appropriate measures are implemented to adequately monitor and control personnel exposures. (Refer to EPIP-EPP-15). . . . . **CONTINUOUS**
14. Ensure on-site protective actions (shelter or evacuation) are being evaluated and implemented. . . . . **CONTINUOUS**
15. If it is determined that safety or radiological hazards exist offsite or onsite:
  - a. Consult with ODAM regarding best possible ingress and egress routes. . . . . ☐ ☐
  - b. Determine the need for an Exclusion Area Evacuation using EPIP-EPP-15 and EPIP-EPP-05C. . . . . ☐ ☐
  - c. Coordinate with the TSC Manager and the ED/RM the implementation of onsite protective actions. . . . . ☐ ☐
16. If an Exclusion Area Evacuation is to be implemented, determine best route to leave site, and inform the SSS/ED or ED/RM as appropriate. . . . . ☐ ☐
17. Assign priorities using Table 6.1 as a guide. . . . . ☐ ☐
18. If radiological conditions warrant, ensure a general announcement is made prohibiting smoking, eating and drinking when deemed appropriate . . . . . ☐ ☐
19. Ensure TSC habitability surveys are performed using EPIP-EPP-13. . . . . **CONTINUOUS**
- (C7) a. IF: TSC/OSC habitability is suspect, ensure all personnel in the facility have dosimetry, or provide as necessary.
- b. IF: The habitability surveys show the TSC/OSC to be uninhabitable
- c. THEN: Inform the TSCM of the survey results,
- d. AND:
  1. Request TSCM direct personnel to leave the TSC/OSC, . . . ☐ ☐
  2. Report to the control room of the unit declaring the event . . . . . ☐ ☐
  3. Continue ERO duties in accordance with applicable procedures . . . . . ☐ ☐

# **ATTACHMENT 6: RADIOLOGICAL ASSESSMENT MANAGER**

Page 4 of 6

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete   N/A

20. If radiological conditions warrant, ensure step off pads and monitors are set up at the entrances to TSC. . . . . CONTINUOUS
21. To ensure TSC habitability for 30 days following a Loss of Coolant Accident (LOCA), Direct an air sample to be taken for I-131 concentration following TSC emergency ventilation system initiation. If the LOCA occurs at Unit 2, you may compare the I-131 results with EPIP-EPP-13, Determination of TSC Habitability following a Design Basis Accident (DBA). . . . . ☐   ☐
22. Perform onsite dose assessment activities outlined in EPIP-EPP-15. . . . . CONTINUOUS
23. Consult with ODAM, if necessary, on results of assessment activities. . . . . CONTINUOUS
24. Consult with the Environmental Survey/Sample Team Coordinator (ESSTC), as necessary, on on-site and off-site environmental monitoring results. . . . . CONTINUOUS
25. Ensure on-site dose rates and protective actions are posted. . . . . CONTINUOUS
26. Assist Environmental Survey/Sample Team Coordinator in selecting proper monitoring locations and assessing radiological conditions expected in the field. . . . . CONTINUOUS
27. Assist Rad Support Staff in selecting proper monitoring and sample collection points, data required, and the assessment of radiological conditions at those points. . . . . CONTINUOUS
28. Consult with Chemistry Supervisor to assess the release rate and required sampling. . . . . CONTINUOUS
29. Maintain interface with the Rad Support Staff in the following matters:
  - Required survey/sample activities . . . . . CONTINUOUS
  - Disposition of results (including disposition of various samples) . . . . . CONTINUOUS
  - Requests for outside assistance, (such as JAF, Ginna, INPO, FRMAP) are to be made through the TSC Manager interfacing with the ALM in the EOF . . . . . CONTINUOUS

# ATTACHMENT 6: RADIOLOGICAL ASSESSMENT MANAGER

Page 5 of 7

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

30. Implement use of RWPs for on-site activities through the Rad Support Staff and additional staff in TSC (i.e., repair and damage control, assessment activities, operations, etc.). . . . . **CONTINUOUS**
31. Provide technical and administrative direction to the ESSTC during re-entry operations in accordance with EPIP-EPP-12. . . . . **CONTINUOUS**
32. Assist the TSC Manager and the ED/RM in developing termination and/or recovery criteria per EPIP-EPP-25. . . . . ☐ ☐
33. Develop a long term staffing plan for Radiological Protection support as appropriate. Utilize JAF personnel as appropriate. . . . . ☐ ☐
34. Collect Radiological Protection data developed during the emergency for later review and analysis. . . . . **CONTINUOUS**
35. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐



ATTACHMENT 6: TABLE 6.1

Sheet 6 of 6

RADIOLOGICAL ASSESSMENT MANAGER ACTIVITY PRIORITIES <sup>(1)</sup>

<u>Priority</u>	<u>Task</u>	<u>Procedure to Implement</u>
1	Search and Rescue and First Aid: <u>Lifesaving Only</u>	EPIP-EPP-03, EPIP-EPP-04, EPIP-EPP-15
2	Initial On-site protective actions	EPIP-EPP-15
3	In-Plant Surveys	EPIP-EPP-06
4	Provide Personnel to accompany Damage Control Team	EPIP-EPP-06, EPIP-EPP-22
5	Provide Personnel to Monitor Areas for Radiation/Contamination during evacuations and accountability	EPIP-EPP-05A,B,C,D
6	Emergency First Aid and Decontamination: <u>not</u> Lifesaving	EPIP-EPP-04, EPIP-EPP-15
7	Provide Personnel to Accompany Follow-Up Re-entry Teams	EPIP-EPP-22
8	Personnel Exposure Control (Routine Dosimetry Issuance and Completion of Special Radiation Work Permits)	EPIP-EPP-15, EPIP-EPP-22
9	Follow-Up In-Plant/On-Site Monitoring and Sample Collection	EPIP-EPP-06, EPIP-EPP-07
10	Sample Analysis	EPIP-EPP-15
11	Minor First Aid and Decontamination	EPIP-EPP-04, EPIP-EPP-15
12	Personnel Re-entry to Site	EPIP-EPP-12

<sup>(1)</sup> This list of activity priorities is sequenced in a "likely order" for a fast breaking radiological emergency when personnel resources may be limited. Personnel assignments should be made as needed by the specific plant and personnel requirements.

# ATTACHMENT 7: RAD SUPPORT STAFF

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. First Rad support staff person to arrive should complete this checklist
  2. All steps should be performed.
  3. Use N/A or N/R if appropriate.
  4. Maintain a log documenting other activities.
  5. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Activate the TSC as necessary in accordance with EPIP-EPP-13. . . . . ☐ ☐
2. Contact the RAM to indicate you are present and are available for assignment . . . . . ☐ ☐
3. Assist the RAM as necessary and as assigned. Typical assignments may include (as example) . . . . . **CONTINUOUS**
  - Radio Operator • Radiation/Process Monitoring
  - Habitability Surveys • Assistance with Damage Control Teams
4. Determine need for and request additional equipment, supplies and staff. . . . . **CONTINUOUS**
5. Ensure exposure control is in accordance with EPIP-EPP-15. . . . . **CONTINUOUS**
6. Obtain briefing from Radiological Assessment Manager on plant status and corrective actions in progress. . . . . ☐ ☐
7. Assess plant status and communicate these conditions to appropriate personnel. . . . . **CONTINUOUS**
8. Establish communications with the Radiation Protection Team Coordinator in the OSC. . . . . **CONTINUOUS**
9. Request the Rad Protection Team Coordinator assign personnel to perform In-Plant monitoring as directed by the Radiological Assessment Manager. Priorities for assignment will depend on plant conditions; the following order of tasks is provided as a guide:
  - Support of source term calculations needed for initial dose projection when radiation monitors are inoperable . . . . . ☐ ☐
  - In-Plant surveys . . . . . ☐ ☐
  - Accompany initial Damage Control Teams (EPIP-EPP-06, 22) . . . . . ☐ ☐
  - Accompany subsequent Damage Control Teams (EPIP-EPP-06, 22) . . . . . ☐ ☐
  - In-Plant sample collection (EPIP-EPP-06, 15) . . . . . ☐ ☐
  - Sample analysis (EPIP-EPP-15) . . . . . ☐ ☐
  - Other missions as required . . . . . ☐ ☐
10. Provide radiological control for the facility in accordance with standing radiological procedures. . . . . **CONTINUOUS**

# **ATTACHMENT 7: RAD SUPPORT STAFF**

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**Complete   N/A**

11. Provide Rad Protection Team Coordinator with appropriate precautions on expected or potential hazards, protective clothing requirements, and exposure control (in accordance with EPIP-EPP-06 and EPIP-EPP-15). . . . . **CONTINUOUS**
  
12. Keep Radiological Assessment Manager apprised of all data received. . . . . **CONTINUOUS**
  
13. Ensure a radiation protection technician is dispatched with any emergency team to provide radiation protection coverage. Arrange for this through the Radiation Protection Team Coordinator in the OSC. . . . . **CONTINUOUS**
  
14. In the event of an evacuation, request Rad Protection Team Coordinator dispatch survey team(s) to monitor personnel evacuating as required by EPIP-EPP-05A,B,C,. . . . . ☐   ☐
  
15. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐   ☐

# **ATTACHMENT 8: DOSE ASSESSMENT ADVISOR**

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.

**Complete   N/A**

1. Report to the control room when notified of an emergency. . . . . ☐   ☐
2. Notify the on call Chemistry Supervisor if additional assistance is required. . . . . ☐   ☐
3. Implement dose assessment activities in accordance with EPIP-EPP-08. . . . . ☐   ☐
4. Provide meteorological information as requested by the SSS/ED . . . **CONTINUOUS**
5. Perform Dose Assessment activities and PARs per EPIP-EPP-08 until relieved by the ODAM . . . . . **CONTINUOUS**
6. Assist the SSS/ED in the control room as directed. . . . . **CONTINUOUS**
7. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐   ☐

## ATTACHMENT 9: SECURITY LIAISON

Page 1 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete   N/A

1. Activate the TSC as necessary in accordance with EPIP-EPP-13. . . . . ☐   ☐
2. Determine need for and request additional equipment, supplies and personnel. . . . . **CONTINUOUS**
3. Obtain briefing by TSC Manager or his designee on emergency status and any security needs. . . . . ☐   ☐
4. Contact the Security Coordinator in the Security Tactical Operations Center (STOC) located in the Security Building to determine status of station security and update the TSC Manager of the status of applicable security and contingency procedures. . . . . ☐   ☐
5. Ensure that requests for assistance are provided to the Personnel Accountability Coordinator in accounting for station personnel in accordance with EPIP-EPP-05D, "Accountability", and security procedures, if appropriate. . . . . ☐   ☐
6. Ensure that requests for access and traffic control for Off-Site ERF locations are communicated to the Security Director. . . . . **CONTINUOUS**
7. Consult with the Radiological Assessment Manager on protective measures that should be taken by security department personnel, as appropriate. . . . . **CONTINUOUS**
8. Maintain liaison with the Security Director. . . . . **CONTINUOUS**
9. Communicate, in a timely manner, all TSC Manager directions for the use of security personnel on site to the Security Coordinator. . . . . **CONTINUOUS**

# ATTACHMENT 9: SECURITY LIAISON

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

10. Coordinate the assignment of security personnel to Damage Control Teams during security related events as directed/requested. . . . . **CONTINUOUS**
11. Assist the TSC Manager and the ED/RM in developing termination and/or recovery criteria as needed. . . . . ☐ ☐
12. Develop long term staffing plan for security in conjunction with the Security Coordinator, as needed. . . . . ☐ ☐
13. Collect all paperwork developed during the emergency for later review and analysis. . . . . ☐ ☐
14. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 10: TSC COMMUNICATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

**NOTE:** The purpose of the TSC Communicator is for the receipt of Technical data only. This position should not be used for "command and control" activities, requests for actions, or Communications Aide activities.

1. Determine and request additional support as needed from the Technical Data Coordinator. . . . . ☐ ☐
2. Obtain the names of individuals filling the emergency positions in the Control Room and provide this information to the Technical Data Coordinator for posting. . . . . ☐ ☐
3. Receive briefing from the TSC Manager or his designee on plant status and corrective actions in progress. . . . . ☐ ☐
4. As plant status/conditions/actions change obtain information from the Control Room Communicator and keep the TDC informed of development and relevant data/information received in a timely manner, use Attachment 10, Figure 1 . . . . . **CONTINUOUS**
5. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

ATTACHMENT 10 (Cont)

FIGURE 1 - PLANT INFORMATION UPDATE

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

Time: \_\_\_\_\_

Plant equipment change:

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Major plant parameter change:

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Changes in actions being taken:

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Information requested:

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# ATTACHMENT 11: NED COORDINATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

**Complete N/A**

1. Determine need for and obtain additional equipment, supplies and personnel. . . . . ☐ ☐
2. Obtain a briefing from the TSC Manager on plant status, corrective actions in progress, and identified or anticipated problem areas. . . . . ☐ ☐
3. Establish and maintain contact with the Technical Liaison Advisory Manager in EOF, and brief on current situation and corrective actions in progress. . . . . CONTINUOUS
4. Analyze mechanical, electrical, structural, instrumentation and control and radiological problems; determine alternate solutions; design and assist in the coordination of short-term modifications. . . . . CONTINUOUS
5. Analyze thermohydraulic and thermodynamic problems and develop problem resolutions. . . . . CONTINUOUS
6. Assist in the development of Emergency Operating Procedures, Operating Procedures, etc. as necessary for conducting emergency operations. . . . . CONTINUOUS
7. Analyze conditions and develop guidance for the TSC Manager and operations personnel for protection of the reactor core. . . . CONTINUOUS
8. Develop long term staffing plan for engineering support as needed. . . . ☐ ☐
9. Collect paperwork developed during the emergency for later review and analysis. . . . . ☐ ☐
10. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 12: OPERATIONS SUPPORT CENTER COORDINATOR

Page 1 of ?

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

**Complete N/A**

1. Activate the OSC in accordance with EPIP-EPP-13. . . . . ☐ ☐
2. When OSC is activated, announce: "This is \_\_\_\_\_ (your name),  
I am the OSC Coordinator". . . . . ☐ ☐
3. Ensure proper use of communications equipment in  
accordance with EPIP-EPP-17. . . . . **CONTINUOUS**
4. Establish communications with Technical Support Center  
(TSC) or Control Room and request information on plant  
status and corrective actions in progress. . . . . **CONTINUOUS**
5. If a radioactive release has occurred, or is in progress, ensure  
a general announcement is made prohibiting smoking, eating,  
and drinking until habitability surveys have been completed  
and found to be satisfactory. . . . . ☐ ☐
6. If the OSC is reported as being uninhabitable, and the TSCM  
directs personnel to report to the affected unit control room:
  - a. Direct all OSC personnel to report to the affected unit  
control room. . . . . ☐ ☐
  - b. Ensure radios and necessary equipment are brought to the control  
room . . . . . ☐ ☐
  - c. Ensure disruption of control room activities is minimized by  
instructing personnel where to stage upon arrival. Personnel are  
to stage within the control room envelope. Coordinate with the  
TSCM and consider staging OSC personnel:
    - For Unit 1, in the aux control room
    - For Unit 2, in the relay room or the hallway outside the  
control room . . . . . ☐ ☐
  - d. Using available communications equipment and other DCT equipment,  
continue ERO duties from these locations . . . . . ☐ ☐
7. Direct Radiation Protection to survey the facility and provide  
radiological control in accordance with standing radiological  
procedures. Notify TSC Manager immediately of results. . . . . **CONTINUOUS**
- (C1) 8. Ensure all exterior doors to the Unit 1 Administration Building  
are closed during a radiological emergency. . . . . ☐ ☐

# ATTACHMENT 12: OPERATIONS SUPPORT CENTER COORDINATOR

Page 2 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

9. When sufficient numbers of personnel are available to support emergency functions, notify the Maintenance Coordinator the OSC is operational. . . . . ☐ ☐
10. When time permits, insure that all ERO members qualification status is current using the following actions:
  - a. Utilize the instructions on the first page of the ERO qualification list.
  - b. If an ERO members qualification status is lapsed OR cannot be determined:
    1. Immediately replace the ERO member with a qualified individual, OR
    2. Provide direct oversight of the unqualified individual until such time that a qualified replacement can be obtained.

**NOTE:** Personnel who are not ERO qualified may perform required actions ONLY with direct oversight from an ERO member qualified in the action(s) being performed . . . . . ☐ ☐
11. Keep Maintenance Coordinator informed of all available information concerning repairs, staff, surveys, etc. . . . . CONTINUOUS
12. Provide appropriate announcements in OSC to keep personnel informed. . . . . CONTINUOUS
13. When provided by the Maintenance Coordinator with Emergency DCT Summary Forms (EPIP-EPP-22) for each DCT dispatched prior to TSC/OSC activation:
  - a. Direct OSC Communicator to establish and maintain communications with each team (or operator) . . . . . ☐ ☐
  - b. Ensure OSC staff is made aware of activities in progress (provide a briefing) . . . . . ☐ ☐
  - c. Direct posting of Emergency DCT Summary Form on whiteboard (indicate as "activities in progress", no team # assignment is required) . . . ☐ ☐
14. When provided by the Maintenance Coordinator with Emergency DCT Summary Form for a **New** mission:
  - a. Verify mission statement is well defined and understood . . . . . CONTINUOUS
  - b. Verify approval signatures have been obtained, and priority is clear . . . . . CONTINUOUS
  - c. Assign a team number . . . . . CONTINUOUS
  - d. If Work Plan development is required:
    - 1) Obtain needed assistance from Operations (SRO) and "Planners (one from each discipline) . . . . . ☐ ☐
    - 2) Direct development of Work Plan per GAP-PSH-01 as necessary to accomplish mission . . . . . CONTINUOUS

# ATTACHMENT 12: OPERATIONS SUPPORT CENTER COORDINATOR

Page 3 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

14.d (Cont)

- 3) If a tagout is required, direct completion of tagout per GAP-OPS-02 . . . . . CONTINUOUS
- e. Ensure a copy of the summary form is provided to:
  - 1) Maintenance Coordinator . . . . . CONTINUOUS
  - 2) DCT Coordinator . . . . . CONTINUOUS
  - 3) RPT Coordinator . . . . . CONTINUOUS
  - 4) OSC Communicator . . . . . CONTINUOUS
  - 5) OSC Clerk for posting on whiteboard . . . . . CONTINUOUS
- f. Direct DCT and RPTC to initiate actions to dispatch DCT for mission as appropriate.
- g. Monitor progress of DCTs:
  - 1) Upon initiation of DCT, direct posting of summary form on whiteboard . . . . . CONTINUOUS
  - 2) Upon completion of DCT briefing:
    - Direct posting on whiteboard "briefed" . . . . . CONTINUOUS
    - Inform Maintenance Coordinator . . . . . CONTINUOUS
  - 3) Upon dispatch of DCT:
    - Direct posting on whiteboard of "dispatched" . . . . . CONTINUOUS
    - Inform Maintenance Coordinator . . . . . CONTINUOUS
  - 4) Upon start of repair activities:
    - Direct posting on whiteboard of "in progress" . . . . . CONTINUOUS
    - Inform Maintenance Coordinator . . . . . CONTINUOUS
  - 5) Upon return of DCT to OSC:
    - Direct posting on whiteboard of "debriefing" . . . . . CONTINUOUS
    - Inform Maintenance Coordinator . . . . . CONTINUOUS
  - 6) Upon completion of all DCT activities:
    - Direct the members names be returned to the "pool" of available personnel . . . . . CONTINUOUS

- (C3) 15. Obtain information from the Personnel Accountability Coordinator on the status of the efforts to find missing people and provide this information to the Maintenance Coordinator in the TSC, if necessary, implement EPIP-EPP-03. . . . . ☐ ☐
16. If notified that the security computer has failed, direct OSC coordinators to provide a list of their personnel to the Personnel Accountability Coordinator . . . . . ☐ ☐
17. In conjunction with the Maintenance Coordinator, develop long term staffing plans for maintenance support. . . . . ☐ ☐
18. Collect all paperwork developed during the emergency for later review and analysis. . . . . ☐ ☐
19. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 13: OPERATIONS SUPPORT CENTER COMMUNICATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Ensure proper use of communications equipment in accordance with EPIP-EPP-17 . . . . . CONTINUOUS
2. Establish communications as necessary with the TSC (normal hours), Control Room (off-hours), and damage control teams as appropriate. . . . . CONTINUOUS
3. Prior to DCT dispatch, test communications capability . . . . . CONTINUOUS
4. Frequently request status updates from DCT's and provide information to OSC Coordinator for disbursement to OSC staff. . . . . CONTINUOUS
5. Assist in the development of OSC staffing schedules as requested . . . . . ☐ ☐
6. Remind OSC Coordinator to conduct OSC briefings to ensure OSC staff is kept up to date . . . . . ☐ ☐
7. Answer phones as necessary to assist OSC staff . . . . . ☐ ☐
8. Assist in OSC operations as directed by OSC Coordinator . . . . . ☐ ☐
9. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency . . . . . ☐ ☐

# ATTACHMENT 14: PERSONNEL ACCOUNTABILITY COORDINATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Inform the OSC Coordinator that the Personnel Accountability Coordinator position is staffed and ready to perform accountability when requested. . . . . ☐ ☐
2. Carry out actions required in accordance with EPIP-EPP-05D . . . . . ☐ ☐
3. Establish contact with Security Liaison located in TSC to coordinate the computerized accountability process as necessary. . . . . ☐ ☐
- (C2) 4. Keep the Security Liaison in TSC and the OSC Coordinator informed of accountability activities, including the status of finding missing people. . . . . ☐ ☐
5. Coordinate with the OSC Coordinator and implement search and rescue actions of EPIP-EPP-03 as necessary. . . . . ☐ ☐
6. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 15: RADIATION PROTECTION TEAM COORDINATOR

Page 1 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

**Complete N/A**

1. Activate the OSC in accordance with EPIP-EPP-13 as necessary. . . . . ☐ ☐
2. Contact Radiological Assessment Manager or the Rad Support Staff in the Technical Support Center (TSC) and receive briefing and instructions. . . . . ☐ ☐
3. Verify that secondary responders
  - a. Are available and are reporting in sufficient numbers to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax . . . . . ☐ ☐
  - b. Are Respiratory qualified as necessary (use RSR) . . . . . ☐ ☐
  - c. Have dose deltas sufficient to respond as required (use REM report) . ☐ ☐
4. Ensure exposure control (including use of KI) is in accordance with EPIP-EPP-15. . . . . **CONTINUOUS**
5. Assign radiation protection technicians to the following tasks as appropriate and log the assignments:
  - Downwind Survey Team A, B, C (per EPIP-EPP-07) . . . . . ☐ ☐
  - In-Plant Survey Teams 1-6 (per EPIP-EPP-06) . . . . . ☐ ☐
  - Repair/Damage Control Team (per EPIP-EPP-22) . . . . . ☐ ☐
  - Fire Brigade response (per EPIP-EPP-28) . . . . . ☐ ☐
  - Search/Rescue response (per EPIP-EPP-03) . . . . . ☐ ☐
  - Medical Brigade response (per EPIP-EPP-04) . . . . . ☐ ☐
  - Evacuation Access control in accordance with EPIP-EPP-05A,B,C as appropriate . . . . . ☐ ☐
  - PASS Team (per EPIP-EPP-22 and EPIP-EPP-06) . . . . . ☐ ☐
6. Direct survey teams to prepare for dispatch and inform when ready, THEN
  - a. Review equipment needs with team (Attachment 15, Figure 1 may be used as a guide to review equipment requirements) . . . . . ☐ ☐
  - b. Provide briefing in accordance with EPIP-EPP-07 . . . . . ☐ ☐
  - c. Dispatch team . . . . . ☐ ☐

# ATTACHMENT 15: RADIATION PROTECTION TEAM COORDINATOR

Page 2 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------	-------	--

Complete N/A

7. Advise OSC Coordinator when downwind teams have been dispatched . . . . ☐ ☐

8. Advise the ESSTC (in the EOF) that downwind teams have been dispatched . . . . . ☐ ☐

9. Report OSC habitability survey results to the OSC Coordinator. . . . . CONTINUOUS

(C1,C8) 10. If radiological conditions warrant;

a. Set up step-off pads and monitors by the employee and lobby entrances to the Unit 1 Administration Building and the Unit 1 entrance to the bridge connecting Unit 1 and 2 (to ensure continued availability of entire OSC area) . . . . . ☐ ☐

b. Provide step off pads for entrances to the TSC as necessary to ensure continued habitability of the TSC envelope . . . . . ☐ ☐

c. Inform the OSC Coordinator when and where these areas are established. . . . . ☐ ☐

(C6) 11. In the event that a Unit 2 LOCA has occurred, or as directed by the RAM, Direct Unit 2 Control Room personnel and others who may report to the Unit 2 Control Room to don protective clothing and eyewear for the purpose of reducing beta dose . . . . . ☐ ☐

12. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐



ATTACHMENT 15  
FIGURE 1

Page 3 of 3

SURVEY TEAM KIT EQUIPMENT

The following items should be considered for inclusion in the equipment and supplies contained in the Survey Team "Kit":

EQUIPMENT

- ☐ Count Rate Meter
- ☐ Dose Rate Meter (0-5 R/hr)
- ☐ Dose Rate Meter (0-50 R/hr)
- ☐ High Range Dose Rate Meter (0-1000 R/hr)
- ☐ Silver Zeolite Air Sample Pack
- ☐ Charcoal Air Sample Pack
- ☐ Radeco AC Air Sampler
- ☐ O<sub>2</sub> Meter

DOSIMETRY

- ☐ TLDs
- ☐ Finger Rings
- ☐ Dosimeter (0-5 R/hr)
- ☐ Dosimeter (0-50 R/hr)
- ☐ Dosimeter (0-200 R/hr)
- ☐ Dosimeter Charger
- ☐ Electronic Dosimeter

PROTECTIVE EQUIPMENT

- ☐ Protective Clothing (PCs)
- ☐ Full Face Respirator
- ☐ Spare canisters
- ☐ Flashlights
- ☐ KI Tablets

SUPPLIES

- ☐ Radeco DC Air Sampler
- ☐ Maps
- ☐ Tape
- ☐ Smears
- ☐ Plastic Bags
- ☐ Maslin Cloth
- ☐ Extension Cord
- ☐ Latex Gloves
- ☐ Rubber Boots
- ☐ Rain Suit
- ☐ Gym Bag
- ☐ Rad Rope
- ☐ Step Off Pads
- ☐ Rad Tags (as appropriate)
- ☐ Rad Signs (as appropriate)
- ☐ Plastic Booties

# ATTACHMENT 16: DAMAGE CONTROL TEAM COORDINATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Activate the OSC in accordance with EPIP-EPP-13 as needed. . . . . ☐ ☐
2. Verify that sufficient numbers of secondary responders are available and are reporting to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax. . . . . ☐ ☐
3. Ensure proper use of communications equipment in accordance with EPIP-EPP-17. . . . . **CONTINUOUS**
4. Obtain up to date Task Qualification Matrix for each discipline (Elect/Mech/I&C). . . . . ☐ ☐
5. Contact Maintenance Coordinator in TSC for briefing and any instructions. . . . . ☐ ☐
6. In consultation with OSC Coordinator, determine any preparations necessary for damage control teams in accordance with EPIP-EPP-22 and advise the Damage Control Teams as appropriate. . . . . **CONTINUOUS**
7. Assign Maintenance personnel to standby as teams for any necessary repair/damage control activities. . . . . **CONTINUOUS**
8. Advise OSC Coordinator of team assignments. . . . . **CONTINUOUS**
9. If it is determined that On-Site security is needed for assistance with access control or personnel protection, request assistance through the Security Liaison in the TSC. . . . . ☐ ☐
10. Obtain additional support as needed from system engineering, operations, maintenance, etc. . . . . **CONTINUOUS**
11. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 17: STOC SECURITY COORDINATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. On a continuing basis, inform and update Security Liaison in TSC, and the Security Director in EOF of current security events. . . . . CONTINUOUS
2. Ensure that all personnel actively assigned to you are accounted for at all times. . . . . CONTINUOUS
3. Maintain a log of Security related activities. . . . . CONTINUOUS
4. Determine need for and request additional equipment, supplies and personnel . . . . . ☐ ☐
5. Assist the Personnel Accountability Coordinator in search and rescue efforts. . . . . ☐ ☐
6. Develop long term staffing plans for security as needed . . . . . ☐ ☐
7. Provide access and traffic control check points at EOF and coordinating on-Site security emergency activities. . . . . CONTINUOUS
8. Collect paperwork developed during the emergency for later review and analysis. . . . . ☐ ☐
9. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 18: EMERGENCY DIRECTOR/RECOVERY MANAGER

Page 1 of 7

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------	-------	--

- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

- |  | <u>Complete</u>          | <u>N/A</u>               |
|--|--------------------------|--------------------------|
| 1. Call for information from the following as appropriate:   |                          |                          |
| • Technical Support Center . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Unit 1 Control Room . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Unit 2 Control Room . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Establish communications with the SSS/ED in the control room, and obtain plant status as follows:   |                          |                          |
| • Plant Status/Indicators (short summary of events) . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assessment of radiological conditions/concerns . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • EOPs/other procedures in use . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Actions completed in the SSS/SED checklist . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Protective Action Recommendation status . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Status of news releases approved/issued . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Control room clock time . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Ensure communications with State and Oswego County are transferred to the EOF in accordance with EPIP-EPP-20. . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Obtain Plant Status updates as necessary from Technical Staff . . .   |                          | <b>CONTINUOUS</b>        |
| 5. Brief EOF staff on initial accident conditions. Attachment 18, Figure 1, "Ingredients for a Good Update" should be utilized for this . . . . .  |                          | <b>CONTINUOUS</b>        |
| 6. Direct EOF managers to evaluate resource needs. . . . .   |                          | <b>CONTINUOUS</b>        |
| 7. When sufficient numbers of personnel are available in the EOF to support emergency functions, assume overall direction, control and authority of Nine Mile Point's emergency response activities. . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Transfer responsibility from the SSS/ED to the ED/RM. . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |

# ATTACHMENT 18: EMERGENCY DIRECTOR/RECOVERY MANAGER

Page 2 of 7

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

9. Direct the SSS to make the announcement to emergency personnel that the Emergency Director is in the EOF. . . . . ☐ ☐

10. Make announcement in the EOF (see below for an example of the EOF announcement). . . . . ☐ ☐

## Transfer of Emergency Direction and Control from the control room to the EOF

"Attention. This is/is not a drill. This is (name), Emergency Director. As of \_\_\_\_\_ hrs, I have relieved the SSS/Emergency Director, (name) \_\_\_\_\_ of overall direction and control of the emergency." (Provide brief status of the emergency situation) "This is/is not a drill." (EOF is activated at this point)

11. Advise State and County Emergency Operations Centers of this formal transfer. . . . . ☐ ☐

12. Classify and upgrade the emergency as necessary and in accordance with EPIP-EPP-01 or EPIP-EPP-02 . . . . . CONTINUOUS

13. Implement appropriate evacuations/accountability using Figure 3 as a guide, coordinate onsite announcement with SSS . . . . CONTINUOUS

Local Area Evac.		Protected Area Evac.		Exclusion Area Evac.		Accountability	
Y	N	Y	N	Y	N	Y	N
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Review and approve NMP Protective Action Recommendations (PARs). . . . . CONTINUOUS

**NOTE:** THE ED/RM SHALL NOT DELEGATE THE APPROVAL OF NOTIFICATIONS OR PROTECTIVE ACTIONS TO OFF-SITE AGENCIES.

15. Verify with EOF Administrator that State and County Liaisons have been assigned to report to the State and County EOCs. . . . . ☐ ☐

16. Direct TLAM to interface with the J. A. FitzPatrick Nuclear Power Plant Liaison to obtain support as necessary. . . . . ☐ ☐

# ATTACHMENT 18: EMERGENCY DIRECTOR/RECOVERY MANAGER

Page 3 of ~

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

17. Continuously evaluate plant status, and when appropriate, implement actions in accordance with EPIP-EPP-25 for reclassification, termination and/or recovery. . . . . CONTINUOUS
18. Ensure periodic briefings are conducted (use area managers) regarding emergency status and progress. Attachment 18, Figure 1, "Ingredients for a Good Update" may be utilized for this. . . . . CONTINUOUS
19. Meet with Federal, State and County officials to discuss plant status, the prognosis of the emergency, and protective action recommendations, if appropriate. Utilize Attachment 18, Figure 2, "ED/RM Guidelines for NRC and Offsite Agency Interface". . . . . CONTINUOUS
20. Review and approve all press releases. . . . . CONTINUOUS
21. Periodically brief appropriate corporate officer . . . . . CONTINUOUS
22. Assist the TSC Manager in continued assessment of emergency conditions and in determining and directing actions per the Site Emergency Plan and Procedures. . . . . CONTINUOUS
23. Authorize emergency exposures as necessary in accordance with EPIP-EPP-15. . . . . CONTINUOUS
24. Direct the TLAM to interface as needed with representatives of the Legal, Claims and Risk Management Departments. . . . . CONTINUOUS
25. Direct the TLAM to establish communications with INPO and/or other vendor organizations as conditions warrant and request their assistance, if deemed necessary. . . . . CONTINUOUS
26. Coordinate SORC/SRAB review as appropriate, of any emergency actions, procedures, modifications, etc. . . . . ☐ ☐
27. Approve all outside technical and vendor contracts. . . . . ☐ ☐
28. Authorize purchases of necessary equipment and supplies, as appropriate. . . . . CONTINUOUS
29. Coordinate with the Recovery Organization to schedule recovery meetings and prepare agenda per EPIP-EPP-25. . . . . ☐ ☐

# ATTACHMENT 18: EMERGENCY DIRECTOR/RECOVERY MANAGER

Page 4 of 7

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

30. Direct the TLAM to arrange for legal and technical interface as necessary, if outside groups are to conduct investigations (e.g., NRC, Congressional Subcommittees, etc.). Also, determine the advisability of conducting an independent and parallel in-house investigation and direct same as appropriate. . . . . ☐ ☐
31. If required, request D.O.E. assistance through FRMAP (Federal Radiological Monitoring and Assessment Plan) via the TLAM. . . . . ☐ ☐
32. Ensure the initiation of the development of environmental impact studies. . . . . ☐ ☐
33. Direct the ODAM to ensure an evaluation of a release is performed in accordance with 10CFR140.84, Radiological Criteria for Extraordinary Nuclear Occurrence per EPIP-EPP-16, Environmental Monitoring. . . . . ☐ ☐
34. Direct the ODAM to ensure an estimate of the total population dose is made per EPIP-EPP-16, Environmental Monitoring. . . . . ☐ ☐
- (C9) 35. Develop a long term staffing plan for the EOF and review staffing plans for other ERF's. . . . . ☐ ☐
36. Ensure collection of paperwork developed during the emergency for later review and analysis. . . . . ☐ ☐
37. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

INGREDIENTS FOR A GOOD UPDATE

- ☐ "Attention in the EOF; This (is/is not) a drill; This is an Update."
- ☐ Emergency Classification
- ☐ Plant Status
  - Briefly - Where we've been....
  - Where we are
  - Where we are going.....time frame if known
- ☐ Release information
- ☐ Protective Action status...Clarify NMP PARs versus County Actions
- ☐ Outside involvement...NRC, INPO, GE, Others?
- ☐ "What other information or corrections does anyone have that relate to our status or plan?"
- ☐ "Any questions?"
- ☐ "End of update"



ED/RM GUIDELINES FOR NRC AND OFFSITE AGENCY INTERFACE

**NOTE:** This guideline refers to NRC, County or State (hereafter referred to as NRC/Offsite) emergency response personnel.

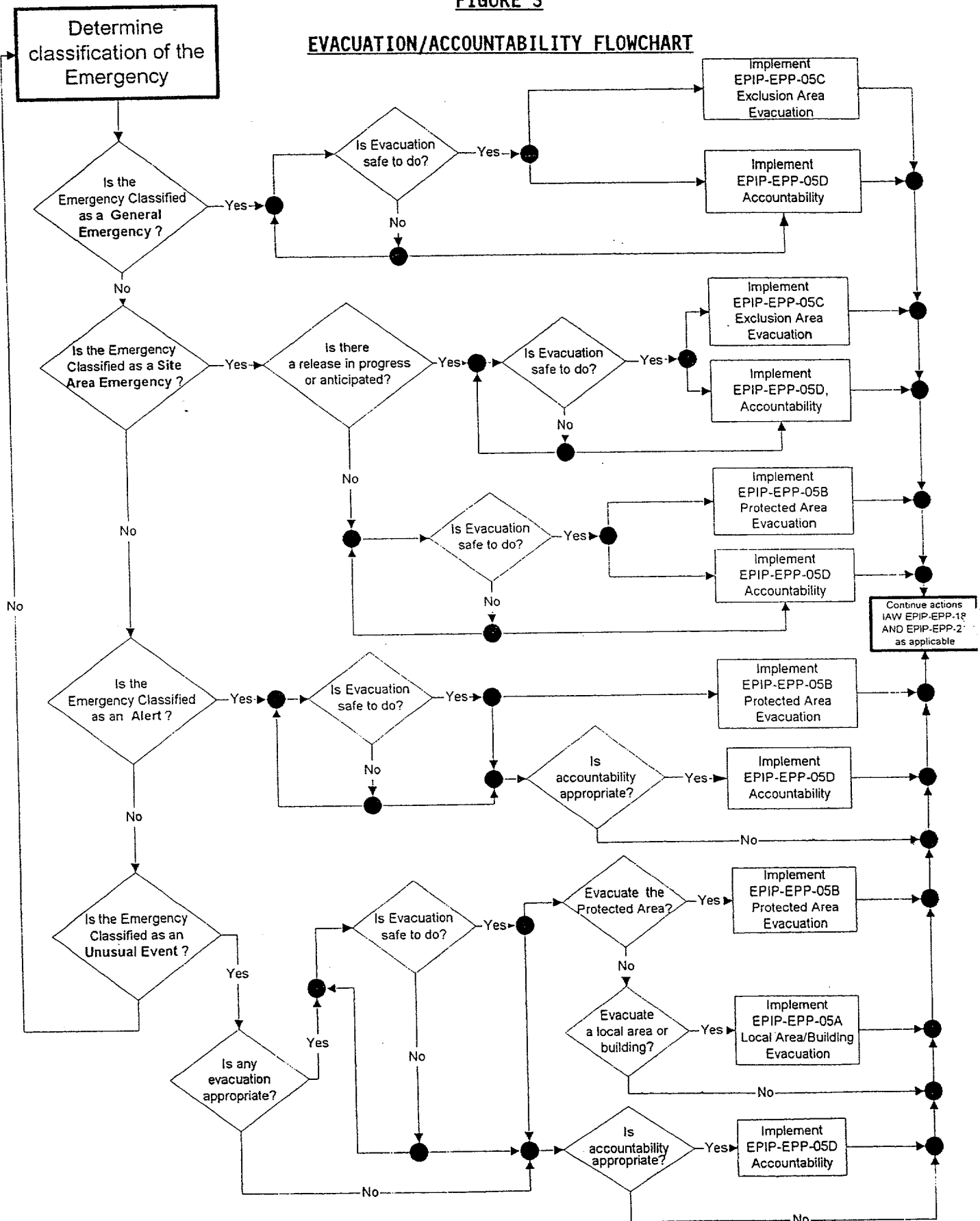
1. IF an additional ED/RM is available, direct them to complete the actions contained in this guideline.
2. Introduce yourself to arriving NRC/offsite personnel.
3. Direct EOF Administrator to show above personnel to their respective EOF rooms.
4. Assign Nine Mile Point ERO personnel as contacts in each of the following areas:
  - dose assessment (request persons name from the ODAM)
  - plant assessment (request persons name from the EOF Administrator)
  - command/control (assign this person yourself)
5. Announce the following over the EOF PA system:

"Attention in the EOF. The following persons have been assigned as primary contacts for the NRC, State and County EOF responders (state the name of each contact person and their area of responsibility). I would request that all NRC, State and County personnel direct all questions to those individuals. Thank you.
6. Periodically update NRC/Offsite personnel regarding plant and radiological conditions, as well as intended protective actions for onsite and offsite.

**NOTE:** The assignment of contact personnel does NOT preclude the NRC/Offsite personnel from talking with other NMP EOF staff.

FIGURE 3

## EVACUATION/ACCOUNTABILITY FLOWCHART



# ATTACHMENT 19: TECHNICAL LIAISON ADVISORY MANAGER

Page 1 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

**Complete N/A**

1. Activate the EOF per EPIP-EPP-13 as needed. . . . . ☐ ☐
2. Obtain initial briefing from the NED Coordinator . . . . . ☐ ☐
3. Notify the appropriate corporate officer of the event at NMPNS . . . . . ☐ ☐
4. Contact representatives of the Legal Department and advise the individual contacted of the emergency situation. If necessary, request that an Attorney and a Claims Department representative be dispatched to the EOF. . . . . ☐ ☐

**NOTE:** Provide proper travel direction (to avoid radioactive plume) as appropriate. Also determine if individuals have an Oswego County Access Control ID card. If not, coordinate obtaining these cards through the EOF Security Director.

5. Contact the American Nuclear Insurers (ANI) and provide a technical briefing on the accident situation. Provide the names and phone numbers of Risk Management personnel. . . . . ☐ ☐
6. Inform the Communications Coordinator in the EOF that you have taken over the notifications to ANI. . . . . ☐ ☐
7. Interface with G.E. representative . . . . . **CONTINUOUS**
8. Contact a representative of the Risk Management Department and advise the individual contacted of the emergency situation and of your conversation with ANI. . . . . ☐ ☐
9. Contact a representative of the Quality Assurance Department and advise the individual contacted of the emergency situation. . . . . ☐ ☐
10. When contacted by the INPO Liaison, make arrangements for entry into the EOF. . . . . ☐ ☐
11. Interface with the INPO Liaison on matters relating to assistance requests made to INPO and/or the industry. . . . . **CONTINUOUS**
12. Contact the EOF/JNC Liaison and coordinate release of information to public. . . . . **CONTINUOUS**

# ATTACHMENT 19: TECHNICAL LIAISON ADVISORY MANAGER

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

13. Establish an advisory group of engineers and technicians (including outside consultants, Legal and Claims personnel) to provide assistance to the Emergency Director/Recovery Manager. . . . ☐ ☐
14. Ensure that necessary plant modifications, designs, etc. are appropriately reviewed by the Quality Assurance Department. . . . . CONTINUOUS
15. Authorize purchases of necessary equipment and supplies, as appropriate. . . . . CONTINUOUS
16. Ensure all engineering-related activities and support are properly initiated and carried out. . . . . CONTINUOUS
17. Ensure appropriate review of all necessary plant modifications, designs, etc. Interface with the SORC and SRAB, as applicable. . . . . CONTINUOUS
18. Periodically interface with the Work Control groups to assure appropriate scheduling and prioritization of activities. . . . . CONTINUOUS
19. After the emergency condition has subsided, assist the ED/RM in the development of termination and/or recovery criteria in accordance with EPIP-EPP-25. . . . . ☐ ☐
20. If outside groups are to conduct investigations (e.g., NRC, Congressional Subcommittees, etc.) coordinate with the Emergency Director/Recovery Manager, Legal Department, and others as necessary to arrange for legal and technical interface. . . . . ☐ ☐
21. Determine the advisability of conducting an independent and parallel in-house investigation, and direct same as appropriate. . . . ☐ ☐
22. Develop long term staffing plans for support organizations as needed. . . . . ☐ ☐
23. Collect paperwork developed during the emergency for later review and analysis. . . . . ☐ ☐
24. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

- |  | <u>Complete</u>          | <u>N/A</u>               |
|--|--------------------------|--------------------------|
| 1. Activate the EOF in accordance with EPIP-EPP-13. . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Verify that sufficient numbers of secondary responders are available and are reporting to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax. . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Obtain a briefing from the ED/RM or the TLAM and determine administrative/logistics needs . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Make an announcement in the EOF using the PA System that all EOF Staff ensure they have registered at the EOF Registration Desk . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. For each classification and as appropriate . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Complete Figure 1, then Fax it to the NLC (349-7977)   |                          |                          |
| • Call the NLC Receptionist (349-2080) and direct them to perform Attachment 10 of EPIP-EPP-13 using the Figure 1 as the announcement. . . . .   |                          | <b>CONTINUOUS</b>        |
| 6. When time permits, insure that all ERO members qualification status is current using the following actions:   |                          |                          |
| a. Utilize the instructions on the first page of the ERO qualification list.   |                          |                          |
| b. If an ERO members qualification status is lapsed OR cannot be determined:   |                          |                          |
| 1. Immediately replace the ERO member with a qualified individual, OR  |                          |                          |
| 2. Provide direct oversight of the unqualified individual until such time that a qualified replacement can be obtained.  |                          |                          |
| <b>NOTE:</b> Personnel who are not ERO qualified may perform required actions ONLY with direct oversight from an ERO member qualified in the action(s) being performed . . . . .                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Contact each of the following groups and advise the contact of the situation and relate any current or anticipated assistance that may be needed:   |                          |                          |
| • NMP Admin. Support/Services Name: _____ # _____ . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • NMP Purchasing Name: _____ # _____ . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Decarolis Truck Rental Inc.: _____ #315-433-2311 . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • NMP Treasury Name: _____ # _____ . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • NMP Materials Management Name: _____ # _____ . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • NMP Network Management Name: _____ # _____ . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |

**NOTE:** Provide proper travel direction (to avoid radioactive plume) as appropriate. Also determine if individuals contacted have an Oswego County Access Control ID card. If not, coordinate obtaining these cards through the EOF Security Director.

# ATTACHMENT 20: ADMINISTRATIVE/LOGISTICS MANAGER

Page 2 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**Complete N/A**

8. Instruct EOF staff to verify the qualification status of all ERO members being utilized for the emergency. . . . . ☐ ☐
9. Establish general administrative activities, as required or requested, for all emergency response/recovery centers, including the following:
  - Typing services . . . . . ☐ ☐
  - Xerox services . . . . . ☐ ☐
  - Stenographic support . . . . . ☐ ☐
  - Facsimile services . . . . . ☐ ☐
  - Audio/visual aids, graphics, printing and photography . . . . . ☐ ☐
  - Communications services . . . . . ☐ ☐
  - Office furniture . . . . . ☐ ☐
10. Establish a commissary (if appropriate) and arrange for food service and water supply support for personnel at each emergency response/recovery facility. . . . . ☐ ☐
11. Establish areas for handling transportation and housing functions, and evaluate their needs daily. . . . . ☐ ☐
12. Secure use of the aircraft services as necessary (see Attachment 21, Table 1). . . . . ☐ ☐
- NOTE:** Consult with the Environmental Sample/Survey Team Coordinator before requesting the helicopter so that radiological conditions at and in route to the helipad may be evaluated.
13. Arrange for office facilities as necessary which may include the following:
  - Additional trailers (including power supplies, HVAC, etc.) . . . . . ☐ ☐
  - General maintenance, housekeeping and janitorial services . . . . . ☐ ☐
  - Lavatory and sanitation facilities . . . . . ☐ ☐
  - Trash removal . . . . . ☐ ☐
  - Mail delivery . . . . . ☐ ☐
  - Communications . . . . . ☐ ☐
  - Repair of office equipment . . . . . ☐ ☐
14. Periodically review human resources and needs, including the following:
  - Work schedules . . . . . ☐ ☐
  - Staff replacement . . . . . ☐ ☐
  - Payroll and petty cash . . . . . ☐ ☐
15. Arrange for miscellaneous resources, including the following:
  - Laboratory supplies . . . . . ☐ ☐
  - Additional dosimetry and radiation equipment . . . . . ☐ ☐
  - Additional Staff . . . . . ☐ ☐

**ATTACHMENT 20: ADMINISTRATIVE/LOGISTICS MANAGER**

Page 3 of 4

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**Complete    N/A**

- 16. Arrange for the coordination and supply of materials and equipment from the NMPNS stores facilities, as appropriate . . . . . ☐    ☐
- 17. Coordinate with the Work Control groups in developing work schedules and prioritizing administrative/logistics activities . . . . . ☐    ☐
- 18. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐    ☐

ATTACHMENT 20  
FIGURE 1

Page 4 of 4

**NUCLEAR LEARNING CENTER EMERGENCY ANNOUNCEMENTS**

**A. Classification / Evacuation Notification** [use a new copy of this form for each announcement]

1. **ATTENTION - ATTENTION**
2. This \_\_\_\_\_ (is/is not) a drill.
3. The Nine Mile Point Nuclear Station Unit \_\_\_\_\_ (1 or 2)
4. Has declared a(n) \_\_\_\_\_ (emergency classification).

5. **[Check Appropriate messages to include at all Emergency Classification levels]**

**[Receptionist, read only the information from the checked boxes]**

- ☐ All emergency personnel are to report to their emergency posts.
- ☐ All other personnel are to continue with normal duties and await further instructions.
- ☐ A Protected Area Evacuation is in effect at the station
- ☐ An Exclusion Area Evacuation has been directed. All personnel are to leave the Learning Center and go,
  - ☐ Home
  - ☐ To the Offsite Assembly Area.

6. This \_\_\_\_\_ (is/is not) a drill.

**B. Event/drill termination**

1. **ATTENTION - ATTENTION**
2. This \_\_\_\_\_ (is/is not) a drill.
3. The \_\_\_\_\_ (event /drill) at Nine Mile Point Nuclear Station has been terminated.



ATTACHMENT 21: SECURITY DIRECTOR

Page 1 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete   N/A

1. Perform, or arrange for performance of, breath analysis of individuals declaring alcohol consumption within 5 hours of reporting for duty by qualified breathalyzer technique. . . . . ☐   ☐
2. Notify appropriate Security personnel of the situation at NMPNS. . . . ☐   ☐
3. Obtain briefing from the ED/RM or TLAM of plant status and Security needs. . . . . ☐   ☐
4. Ensure the EOF registration desk is manned as necessary and SFM is performing post duties . . . . . **CONTINUOUS**
5. Call in (or put on standby) additional security personnel to establish/maintain security (site, EOF, JNC, etc.). . . . . ☐   ☐
6. As applicable, communicate regularly with the Security Coordinator, TSC Security Liaison, Legal departments and involved local law enforcement representatives, as needed assist in coordinating security efforts at the site . . . . . ☐   ☐

**NOTES:**      Requests for any outside law enforcement assistance must be coordinated through the Oswego County Sheriff.

7. Ensure that appropriate security measures (including badging) have been established and maintained at all emergency response/recovery facilities
  - JNC/Site Badging . . . . . ☐   ☐
  - Roadblocks . . . . . ☐   ☐
8. Establish and maintain traffic-control patterns (flow) at all onsite NMPNS facilities as necessary involved in the emergency response/recovery. . . . . ☐   ☐
9. Consult with the ODAM on protective measures to be taken by Security Department personnel. . . . . **CONTINUOUS**
10. Provide updates of security activities to the Emergency Director/Recovery Manager (status of roadblocks, accountability etc.). . . . . **CONTINUOUS**
11. Upon request, assist securing the aircraft services if the Administrative/Logistics Manager is not available to carry out this responsibility (see Attached Table 1) . . . . . ☐   ☐

# ATTACHMENT 21: SECURITY DIRECTOR

Page 2 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

**NOTE:** Consult with the Environmental Sample/Survey Team Coordinator before requesting the helicopter so that radiological conditions at and in route to the helipad may be evaluated.

12. Assist the ED/RM as necessary in developing termination and/or recovery criteria as needed. . . . . ☐ ☐
13. In conjunction with the Security Coordinator, develop long term staffing plans as necessary. . . . . ☐ ☐
14. Collect paperwork developed during the emergency for later review and analysis. . . . . ☐ ☐
15. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

AIRCRAFT SERVICES

Purchase Orders are in place and aircraft services may be obtained from any of the following vendors as necessary to support the emergency:

Aviation Services Unlimited  
West Corporate Hangar  
Oneida County Airport  
PO Box 629  
Oriskany, NY 13424  
1-800-626-4392 (pin #1209)

Syracuse Executive Air Service  
1899 Malden Road  
Syracuse, NY 13211  
1-315-455-6617

## ATTACHMENT 22: EOF ADMINISTRATOR

Page 1 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**NOTES:**

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

**Complete   N/A**

1. Activate the EOF in accordance with EPIP-EPP-13. . . . . ☐   ☐
2. Maintain a chronological log of events. . . . . ☐   ☐
3. Synchronize clocks in the EOF with control room clock. . . . . ☐   ☐
4. Verify that sufficient numbers of secondary responders are available and are reporting to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax. . . . . ☐   ☐
5. Direct the following to implement their respective EPIP-EPP-23 Attachments
  - Tech Staff . . . . . ☐   ☐
  - Plant Information Coordinator . . . . . ☐   ☐
  - EOF Communicator . . . . . ☐   ☐
  - County Liaison . . . . . ☐   ☐
6. Direct the unaffected unit EOF Communicator to act as the State Liaison in accordance with this procedure.
  - a. If both units are affected, then locate another qualified EOF Communicator and assign them as State Liaison . . . . . ☐   ☐
7. Ensure communication notifications with outside agencies are transferred to the EOF and maintained as per EPIP-EPP-20. . . . . ☐   ☐
8. Ensure that EOF Tech Staff continuously update ED/RM on plant and critical systems status . . . . . ☐   ☐
9. Periodically evaluate status boards for technical accuracy. . . . **CONTINUOUS**
10. When members of the NRC arrive during an emergency situation, notify the Emergency Director/Recovery Manager and escort the NRC Team to a conference room for a briefing. Utilize Attachment 22, Figure 1, "EOF Administrator Guidelines for NRC and Offsite Agency Interface". . . . . ☐   ☐
11. Obtain support from computer support personnel for equipment problems. . . . . ☐   ☐
12. Collect paperwork developed during the emergency for later review and analysis. . . . . ☐   ☐
13. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐   ☐

**EOF ADMINISTRATOR GUIDELINES FOR NRC AND OFFSITE AGENCY INTERFACE**

**NOTE:** This guideline refers to NRC, County or State (hereafter referred to as NRC/Offsite) emergency response personnel.

1. When directed by the ED/RM, assign a contact person to meet the needs of NRC/Offsite personnel responding to the EOF.
2. Assign that contact person to complete the remainder of this guideline.

**NOTE:** The remainder of this guideline is to be completed by the Technical Assessment offsite contact person.

3. Introduce yourself and the EOF Technical Staff to NRC/Offsite personnel.
4. Request that any questions or concerns be directed to you.

**NOTE:** It is acceptable for the NRC/Offsite personnel to ask questions of the tech assessment staff. Tech assessment staff may answer any questions they feel appropriate.

5. Respond to any questions, requests for information or other needs as requested by NRC/Offsite.
6. Verify that NRC/Offsite personnel are aware of emergency classification changes and significant changes in plant conditions.

# ATTACHMENT 23: OFF-SITE DOSE ASSESSMENT MANAGER

Page 1 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Activate the EOF as necessary in accordance with EPIP-EPP-13. . . ☐ ☐
2. Verify that sufficient numbers of secondary responders are available and are reporting to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax. . . . . ☐ ☐
3. Ensure the following positions are filled:
  - One Radiological Assessment staff member . . . . . ☐ ☐
  - Meteorological Advisor . . . . . ☐ ☐
  - Environmental Survey Sample Team Coordinator (ESSTC) . . . ☐ ☐
4. Obtain a briefing from the ED/RM, and RAM . . . . . ☐ ☐
5. Implement EPIP-EPP-08. . . . . CONTINUOUS
6. Direct the Dose Assessment staff to maintain radiologically status boards as needed. . . . . CONTINUOUS
7. Continually update the ED/RM on adverse radiological conditions, dose assessment activities and PARs . . . . . CONTINUOUS
8. Review radiological effluent EALs with ED/RM . . . . . CONTINUOUS
- (C10) 9. IF radiological release rate exceeds Technical Specification Limits, a Part II Notification Fact Sheet should be completed, approved by the ED/RM, provided to the Communication Coordinator and faxed to the County EOC within approximately 30 minutes, then . . . . . ☐ ☐
  - a. Provide updated Part II approximately every 30 minutes or when significant changes to source term or meteorological data . . . . . CONTINUOUS
10. Coordinate dose projection activities with New York State and Oswego County representatives in the EOF. . . . . CONTINUOUS
11. Verify that county protective actions status board is kept up to date . . . . . CONTINUOUS

# ATTACHMENT 23: OFF-SITE DOSE ASSESSMENT MANAGER

Page 2 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

12. Interface with offsite agency personnel as directed by the ED/RM using Attachment 23, Figure 1, "ODAM Guidelines for NRC and Offsite Agency Interface", as a guide. . . ☐ ☐
13. Provide the following information to the Communications Coordinator and request faxing to the Oswego County EOC, NYS EOC Dose Assessment, TSC and JNC:
  - Downwind Survey Team data and associated calculations **CONTINUOUS**
  - Completed EDAMS Data Entry Forms (From EPIP-EPP-08) . **CONTINUOUS** and associated maps
  - Any other data as requested by the State or County . . **CONTINUOUS**
14. Maintain hard copies of status board updates, dose calculations, meteorological data and downwind survey team results for later review and analysis. . . . . **CONTINUOUS**
15. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

ODAM GUIDELINES FOR NRC AND OFFSITE AGENCY INTERFACE

**NOTE:** This guideline refers to NRC, County or State (hereafter referred to as NRC/Offsite) emergency response personnel.

1. When directed by the ED/RM, assign a contact person to meet the needs of NRC/Offsite personnel responding to the EOF.
2. Assign that contact person to complete the remainder of this guideline.

**NOTE:** The remainder of this guideline is to be completed by the Assessment offsite contact person.

3. Introduce yourself and the EOF Dose Assessment Team to NRC/Offsite personnel.
4. Request that any questions or concerns be directed to you.

**NOTE:** It is acceptable for the NRC/Offsite personnel to ask questions of the dose assessment staff. Dose assessment staff may answer any questions they feel appropriate.

5. Respond to any questions, requests for information or other needs as requested by NRC/Offsite.
6. Resolve differences in NRC/Offsite dose projections or protective actions.
7. Verify that NMPNS dose projections, downwind survey team results, meteorology forecasts and source term data are provided to NRC, County and State.



# ATTACHMENT 24: JOINT NEWS CENTER DIRECTOR

Page 1 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Notify appropriate personnel within your department of the situation at NMPNS and any actions to be taken. (Use PACC On-Call schedule). . . . . ☐ ☐
2. Inform customer service of the event and have calls directed to PACC . . . . . ☐ ☐
3. Report to the Joint News Center (JNC) when notified . . . . . ☐ ☐
4. Verify that sufficient numbers of secondary responders are available and are reporting to the emergency facility by reviewing the fax from Community Alert Network (CAN) located at the CAN designated fax. . . . . ☐ ☐
5. Activate the JNC in accordance with EPIP-EPP-27 . . . . . ☐ ☐
6. Instruct the JNC Administrative Manager to verify the qualifications of all ERO members used for the emergency. . . . . ☐ ☐
- (C11) 7. Review and approve all posted information prior to posting. . . . . CONTINUOUS
8. Direct the Technical Briefer to provide a briefing on initial event conditions to JNC Staff, include State County Staff . . . . . ☐ ☐
9. Establish and maintain communications with the PACC Department and keep them informed on the status of the emergency. . . . . CONTINUOUS
10. Establish and maintain coordination with the Emergency Director/Recovery Manager directly or through the EOF-JNC Liaison and ensure that all press releases are reviewed and approved. . . . . CONTINUOUS
11. Maintain coordination with the EOF-JNC Liaison located in the EOF. . . . . CONTINUOUS
12. Assist in the preparation of news releases. . . . . CONTINUOUS
13. Ensure a copy of every news release is sent to the PACC offices in Syracuse. . . . . CONTINUOUS
14. Ensure all JNC activities detailed in EPIP-EPP-27 are accomplished. . . . . CONTINUOUS

# ATTACHMENT 24: JOINT NEWS CENTER DIRECTOR

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

15. Ensure that the Joint News Center, Media Response and Rumor Control Programs are being activated for an Alert, Site Area Emergency or General Emergency. . . . . **CONTINUOUS**
16. Establish contact and coordinate activities with both State and local Public Information Officers (PIOs). . . . . **CONTINUOUS**
17. Develop, as soon as possible, a schedule for press briefings. . . ☐ ☐
18. Ensure legal department representative is available for providing consultation regarding public information as necessary . . . . . ☐ ☐
19. If possible, periodically arrange for a knowledgeable senior company official to attend press conferences . . . . . ☐ ☐
20. Develop long term staffing plans as necessary for the JNC staff. ☐ ☐
21. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 25: EOF-JNC LIAISON

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Contact the TLAM or EOF Technical Staff and receive a briefing on initial accident conditions. . . . . ☐ ☐
2. Establish and maintain communications with the JNC staff and keep them informed of the status of the emergency. **CONTINUOUS**
3. Establish and maintain coordination with the Emergency Director/Recovery Manager to ensure review and approval of all press releases. . . . . **CONTINUOUS**
4. For press releases issued jointly by NMPNS and JAFNPP, ensure press release is routed to JAFNPP Emergency Director (or designee) for review after ED/RM. . . . . **CONTINUOUS**
5. Assist in the preparation of news releases . . . . . **CONTINUOUS**
  - a. Ensure information to be released to the public has been reviewed by the TLAM and is both technically accurate and easily understandable. . . . **CONTINUOUS**
  - b. Press releases may be reviewed by Legal Department staff, if available. . . . . **CONTINUOUS**
  - c. Direct copy clerk to distribute copy of approved News Releases to all personnel in EOF . . . . . **CONTINUOUS**
6. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐ ☐

# ATTACHMENT 26: ENVIRONMENTAL SURVEY/SAMPLE TEAM COORDINATOR

Page 1 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. As necessary, activate the EOF in accordance with EPIP-EPP-13. . ☐ ☐
2. Obtain a briefing as to plant conditions, radiological data and other information as appropriate. . . . . ☐ ☐
3. Ensure proper use of communications equipment in accordance with EPIP-EPP-17. . . . . CONTINUOUS
4. Ensure exposure control is in accordance with EPIP-EPP-15. . CONTINUOUS
5. Interface with the ODA for corrective actions in progress and for projected off-site doses to the public based on the type of accident. . . . . CONTINUOUS
6. Interface with the ODA to discuss a survey strategy that would verify projected off-site doses. . . . . CONTINUOUS
7. Assign personnel to perform environmental monitoring as directed by Radiological Assessment Manager per guidance provided in EPIP-EPP-07. Priorities for assignment will depend on plant conditions; the following order of tasks is provided as a guide:
  - Dose Rate Confirmation - EPIP-EPP-07 . . . . . ☐ ☐
  - Off-Site Monitoring - EPIP-EPP-07 and EPIP-EPP-16 . . . . ☐ ☐
  - Monitoring of Evacuating Vehicles and Personnel EPIP-EPP-05B,C . . . . . ☐ ☐
8. Establish communications with environmental (downwind) survey teams. Assess their availability and location. Indicate survey team locations on maps provided. . . . . CONTINUOUS
9. Provide appropriate precautions and directions on expected or potential hazards, protective clothing requirements, and exposure control (per EPIP-EPP-15, "Health Physics Procedure"). . . . . CONTINUOUS

**ATTACHMENT 26: ENVIRONMENTAL SURVEY/SAMPLE TEAM COORDINATOR**

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete    N/A

10. Provide data to the ODAM for dose projections. . . . . CONTINUOUS
11. Ensure all data received is logged on status boards. . . . . CONTINUOUS
12. Ensure survey teams are briefed periodically on  
plant conditions (use discretion so as not to alarm the  
public). . . . . CONTINUOUS
13. Notify downwind teams as soon as you know that a  
release has occurred. . . . . ☐    ☐
14. Coordinate environmental monitoring activities with local,  
state and federal agencies. . . . . CONTINUOUS
15. Ensure that the EOF radio operator is recording all data  
reported by the survey teams on the Survey Team Report form. CONTINUOUS
16. Ensure that data received from the survey teams is being  
transmitted to the TSC . . . . . CONTINUOUS
17. Provide copies of survey team report data logged on the  
status board sheet to county, state and federal personnel  
located in the EOF as well as the ODAM and public  
information personnel . . . . . CONTINUOUS
18. Periodically update instructions to the survey teams as  
new information becomes available. . . . . CONTINUOUS
19. Ensure that meteorological data is being posted on status  
boards and survey maps. . . . . CONTINUOUS
20. Ensure forecasts are being obtained. . . . . CONTINUOUS
21. Provide administrative and technical direction to the  
re-entry teams in accordance with EPIP-EPP-12. . . . . CONTINUOUS
22. Retain for inclusion in the Permanent Plant File records  
generated as a result of an actual declared emergency. . . . . ☐    ☐

## ATTACHMENT 27: CONTROL ROOM COMMUNICATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.

Complete   N/A

**NOTE:**      The purpose of the Control Room Communicator is for the transmission of technical data only. This position should not be used for "command and control" activities, requests for action or Communications Aide activities.

1. Enter affected control Room and inform the SSS that the Control Room Communicator position is now staffed. . . . . ☐   ☐
2. Inform the TSC Communicator in the TSC that the Control Room Communicator position is now staffed . . . . . ☐   ☐
3. Establish and maintain communications with the following, using the Tech Information Line or telephone:
  - TSC Communicator . . . . . ☐   ☐
  - EOF Communicator . . . . . ☐   ☐
  - JNC (Tech Briefer) . . . . . ☐   ☐
4. Provide plant status/events, systems status, alarms, and operator responses/actions to all ERFs as they occur or as requested. . . . . **CONTINUOUS**
5. Complete the Notification Fact Sheet, Part III found in EPIP-EPP-20, and fax to all appropriate locations using rapid dial button 48 every 30 minutes . . . . . **CONTINUOUS**
6. Respond to any requests for information from the ERFs. . . . **CONTINUOUS**
7. Retain for inclusion into the Permanent Plant File records generated as a result of an actual declared emergency. . . . . ☐   ☐

# ATTACHMENT 28: DOSE ASSESSMENT STAFF

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Assist in activation of the EOF in accordance with EPIP-EPP-13 . ☐ ☐
2. Verify operability of
  - a. EDAMS computer(s) . . . . . ☐ ☐
  - b. Commercial telephone . . . . . ☐ ☐
3. Obtain current copy of EPIP-EPP-08 . . . . . ☐ ☐
4. Obtain briefing from ODAM regarding plant and radiological conditions and position expectations . . . . . ☐ ☐
5. Contact the affected Unit Chemistry Technician/Dose Assessment Advisor regarding:
  - status of any radiological releases . . . . . ☐ ☐
  - dose assessment efforts to date . . . . . ☐ ☐
  - impending/actual Protection Action Recommendations (PAR) . ☐ ☐
6. Complete activities in accordance with EPIP-EPP-08, as directed by the ODAM . . . . . ☐ ☐
7. When dose calculations have been performed, verify accuracy of calculations via use of a checker . . . . . ☐ ☐
8. If time permits, perform postulated dose calculations using current meteorological conditions, a LOCA accident and a 1 Ci/sec release rate . . . . . ☐ ☐
9. If sufficient personnel exist, utilize one EDAMS computer for postulated dose assessments, and one EDAMS computer to track actual releases . . . . . ☐ ☐
10. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency . . . . . ☐ ☐

# ATTACHMENT 29: EOF RADIATION PROTECTION TECHNICIAN

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Report to ODAM for assignment . . . . . ☐ ☐
2. If requested by ODAM, act as radio operator for downwind survey terms . . . . . ☐ ☐
3. Perform radiological surveys of the EOF as directed by the ODAM . . . . . ☐ ☐
4. If directed by ODAM and, if qualified, utilize DRMS terminal or ARM data to assist in dose assessment activities . . . . . ☐ ☐



# ATTACHMENT 30: PLANT INFORMATION COORDINATOR

Page 1 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Inform the EOF Administrator of your arrival . . . . . ☐ ☐
2. Locate and post the following status boards:
  - Emergency Events Status log . . . . . ☐ ☐
  - Protective Actions Status . . . . . ☐ ☐
  - Major plant parameters/trending . . . . . ☐ ☐
3. Maintain the following status boards as follows:

Status Board	Update Frequency	Posting procedure
Emergency Events Status Log	As needed but at least every 15 min	Obtain information from EOF Communicator or from EOF Tech Staff. Direct the EOF Tech Communicator to update status board.
Protective Actions Status	As protective actions are made by utility or County	Obtain from ODAM, County Liaison or Emergency Director (ED)
Plant Status Board	Every 15 min	Obtain information from EOF Communicator or from EOF Tech Staff. Clerical staff may be assigned to this function if they are informed of the source of data
Part 1 Notification Fact Sheets	Each time one is generated	Obtain from Communications Coordinator, enlarge on poster maker and post. Clerical staff may be assigned to this function
Part 2 Notification Fact Sheets	Each time one is generated	Obtain from Communications Coordinator, enlarge on poster maker and post. Clerical staff may be assigned to this function
Part 3 Notification Fact Sheets	Each time one is generated	Obtain from Communications Coordinator, enlarge on poster maker and post. Clerical staff may be assigned to this function

# ATTACHMENT 30: PLANT INFORMATION COORDINATOR

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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Complete N/A

## 4. Process Part 1 Notification Fact Sheets (NFS) as follows:

- a. When the Emergency director (ED/RM) declares an emergency classification THEN:
  1. Develop a Part 1 NFS in accordance with step 4c of this Attachment, AND
  2. Provide the completed Part 1 NFS to the ED/RM for approval within approximately 10 minutes of the time at declaration
- b. Perform updates to the Part 1 NFS approximately every 30 minutes as follows:
  1. Develop a Part 1 NFS in accordance with Step 4c of this Attachment, AND
  2. Provide the completed Part 1 NFS to the ED/RM for approval within approximately 25 minutes of the time the most recent Part 1 NFS was developed.
- c. Develop Part 1 NFS as follows:
  1. Obtain the following data from the following sources:

Part 1 Item	Source of information
2-5,8,9,10	Tech Staff
6,7	ODAM
11-13	Met Advisor
1,14	Leave Blank

2. When input to the draft Part 1 NFS is complete, then verify for completeness and legibility.
3. Provide to ED/RM for approval.
5. Direct questions to the EOF Administrator. . . . . ☐ ☐
6. Retain for inclusion in the Permanent Plant File records generated as a result of an actual declared emergency . . ☐ ☐

# ATTACHMENT 31: EOF TECH STAFF

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Inform the EOF Administrator of your arrival . . . . . ☐ ☐
2. Establish contact the EOF Technical Communicator . . . . . ☐ ☐
3. Assign unaffected unit Tech Staff member to monitor SPDS . . . . ☐ ☐
4. Monitor plant status briefings provided by EOF Communicator . . . . . ☐ ☐
5. Continuously update the ED/RM on plant and critical systems status . . . . . **CONTINUOUS**
6. Continually assess information received against the emergency action levels . . . . . ☐ ☐
7. Immediately inform the ODAM and the Emergency Director of any potential release pathways or any indication or a radiological release . . . . . ☐ ☐
8. Immediately brief Emergency Director regarding emergency action levels that have been met or may be met . . . . . ☐ ☐
9. Support requests for information as requested . . . . . ☐ ☐

# **ATTACHMENT 32: EOF COMMUNICATOR**

Page 1 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete   N/A

- NOTES:**
1. The purpose of the Tech Info line is to obtain and exchange information related to plant systems and parameters.
  2. The nature of the technical information obtained should be general in nature, such that it provides a comprehensive overview of plant/systems status. . . . . Additionally, the information should be oriented toward emergency action levels and information that may impact the public.

1. Inform the EOF Administrator of your arrival . . . . . ☐ ☐
2. Establish communication on the Tech Info line . . . . . ☐ ☐
3. IF the Tech Info line in not functioning, then:
  - a. request that the Admin/Logistics Manager have the line repaired in accordance with EPIP-EPP-17 . . . ☐ ☐
  - b. contact the TSC Communicator in the TSC by commercial telephone OR portable radio (using "Nine Mile Point Admin" channel) . . . . . ☐ ☐
4. Solicit information regarding:
  - Overall plant status . . . . . CONTINUOUS
  - Critical systems status . . . . . CONTINUOUS
  - Safety parameter values . . . . . CONTINUOUS
  - Emergency Action Levels met or projected to be met . . . . . CONTINUOUS
5. Update EOF Tech Staff on plant and critical systems status . CONTINUOUS
6. Summarize significant events on the Events Log in accordance with direction provided by the Plant Information Coordinator . . . . . ☐ ☐

**ATTACHMENT 32: EOF COMMUNICATOR**

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**Complete   N/A**

7.      Refer any questions regarding the following to  
          the Emergency Director:
  - protective actions taken or being considered . . . . ☐      ☐
  - requests regarding mitigation or damage repair . . . . ☐      ☐
  
8.      Direct any other questions to the EOF Administrator . . . ☐      ☐

# ATTACHMENT 33: COUNTY LIAISON

Page 1 of 2

Name:	Date:	Unit	<input type="checkbox"/> 1	<input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

**NOTES:** Information concerning the Oswego County EOC, and its resources may be obtained from Attachment 33 Figure 1.

1. Gain access to the EOC utilizing your Oswego County Emergency Management Office identification card ("Green Card") OR company ID . . . . . ☐ ☐
2. Introduce yourself to the person in charge of the EOC. This can be accomplished by requesting the name and location of this person to the registration clerk as you enter the facility . . . . . ☐ ☐
3. Request from the person in charge of the EOC a telephone number at which you can be contacted . . . . . ☐ ☐
4. Contact the EOF Administrator and inform him of your arrival. Use the Nine Mile Point emergency telephone directory to obtain the phone number . . . . . ☐ ☐
  - a. Inform the EOF Administrator of your EOC telephone number . . . . . ☐ ☐
5. Utilizing the Technical Information Line and faxed Part 1 and 3 Notification Fact Sheets available in the EOC, determine the following:
  - General plant condition . . . . . CONTINUOUS
  - Status of radiological releases to the environment . . . . . CONTINUOUS
  - Major plant equipment out of service . . . . . CONTINUOUS
  - Projected plant, equipment and radiological conditions . . . . . CONTINUOUS
6. Utilize any necessary contacts to continuously obtain updated information, and report this information to the person in charge of the EOC OR whoever you have been instructed to interface with . . . . . CONTINUOUS

INFORMATION ON THE OSWEGO COUNTY EOC

1. The reporting location is the Oswego County EOC at the Oswego County Branch Office Building, 200 North Second Street in Fulton. The office is located across from Mimi's Restaurant on Route 481. Enter through the main entrance on the back of the building.
2. The County Liaison shall arrive at the County EOC within one hour of being notified.
3. The kit for the County Liaison should contain the Nine Mile Point Site and Emergency telephone directory.
4. The following Nine Mile Point controlled documents are available in the EOC Dose Assessment Room:
  - Emergency Plan Implementing Procedures (EPIP's)
  - Emergency Plan Maintenance Procedures (EPMP's)
  - Site Emergency Plan
  - Unit 1 UFSAR
  - Unit 2 USAR
  - Unit 1 and Unit 2 P&ID's
5. The "Technical Information Line" is located in the County EOC Dose Assessment Room. This communication loop ties in phone talkers at the following Nine Mile Point locations:
  - Control Rooms
  - TSC
  - EOF
  - JNC

# ATTACHMENT 34: STATE LIAISON

Page 1 of 3

Name:	Date:	Unit	<input type="checkbox"/> 1	<input type="checkbox"/> 2
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- NOTES:**
1. All steps should be performed.
  2. Use N/A or N/R if appropriate.
  3. Maintain a log documenting other activities.
  4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

**NOTES:** Information concerning the New York State EOC, and its resources may be obtained from Attachment 34 Figure 1.

1. Make contact with the EOF Administrator and receive the assignment . . . . . ☐ ☐
2. Have the EOF Admin/Logistics arrange transportation and lodging. If necessary, utilize available aircraft resources . . . . . ☐ ☐
3. Gain access to the EOC utilizing your Oswego County Emergency Management Office identification card ("Green Card") OR company ID . . . . . ☐ ☐
4. Introduce yourself to the person in charge of the EOC. This can be accomplished by requesting the name and location of this person to the registration clerk as you enter the facility . . . . . ☐ ☐
5. Request from the person in charge of the EOC a telephone number at which you can be contacted . . . . . ☐ ☐
6. Contact the EOF Administrator and inform him of your arrival. Use the Nine Mile Point emergency telephone directory to obtain the phone number . . . . . ☐ ☐
  - a. Inform the EOF Administrator of your EOC telephone number . . . . . ☐ ☐
7. Utilize ERDS and faxed Part 1 and 3 Notification Fact Sheets available in the EOC, determine the following:
  - General plant condition . . . . . CONTINUOUS
  - Status of radiological releases to the environment . . . . . CONTINUOUS
  - Major plant equipment out of service . . . . . CONTINUOUS
  - Projected plant, equipment and radiological conditions . . . . . CONTINUOUS



**ATTACHMENT 34: STATE LIAISON**

Page 2 of 3

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
-------	-------	--

Complete   N/A

8.      For additional technical information, contact  
         the Tech staff in the EOF using telephone  
         numbers obtained from the Nine Mile Point Site  
         and Emergency telephone directory . . . . . ☐   ☐
  
9.      Utilize any necessary contacts to continuously  
         obtain updated information, and report this  
         information to the person in charge of the EOC,  
         OR whoever you have been instructed to interface  
         with. . . . . ☐   ☐

INFORMATION ON THE NEW YORK STATE EOC

1. This position is filled by the unaffected Unit EOF Communicator position, who shall arrive at the EOF within one hour of being notified.
2. The initial reporting location for this position is the EOF.
3. The State EOC is located in Building 22, State Campus, Washington Avenue, Albany. To get there: take Interstate 90 east to Albany; get off at exit 22; go through the toll booths and follow the signs to 90 east. Take the exit for "State Offices" and follow the direction to building 22.
4. The kit for the State Liaison should contain the Nine Mile Point Site and Emergency telephone directory.
5. The following Nine Mile Point controlled documents are available in the EOC Assessment and Evaluation Room.
  - Emergency Plan Implementing Procedures (EPIP's)
  - Emergency Plan Maintenance Procedures (EPMP's)
  - Site Emergency Plan
  - Unit 1 UFSAR
  - Unit 2 USAR
  - Unit 1 and Unit 2 P&ID's
  - Unit 1 and 2 simplified plant diagrams
  - Unit 1 and 2 Technical Specifications
6. The State EOC has an Emergency Response Data System (ERDS) link which will provide real time plant parameters.

# ATTACHMENT 35: CHEMISTRY SUPPORT (TSC)

Page 1 of 1

Name:	Date:	Unit	<input type="checkbox"/> 1	<input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete   N/A

1. Contact the Radiological Assessment Manager (RAM) to indicate you are present and are available for assignment . . . . . ☐ ☐
2. Assist the RAM as necessary and as assigned . . . . . **CONTINUOUS**
  - a. Typical assignments may include (for example):
 

**NOTE:** Ensure the following activities are performed in accordance with EPIP-EPP-22, Damage Control.

    - Effluent monitoring
    - Coolant sampling and/or analysis
    - Post Accident Sampling System (PASS) related activities
    - Assistance with Damage Control Teams
3. Routinely keep the RAM, and anyone else you are assigned to assist, informed of your activities, progress and status . . . . . **CONTINUOUS**
4. Keep detailed notes, indicating times, actions, and personnel you have interacted with . . . . . ☐ ☐
  - a. Save all paperwork generated and ensure it is given to EP at event termination . . . . . ☐ ☐

# **ATTACHMENT 36: FUELS ENGINEER**

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**NOTES:**

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

**Complete   N/A**

1. Contact the Nuclear Engineering Design (NED) Coordinator to indicate you are present and are available for assignment . . . . . ☐   ☐
2. If you are assigned Emergency Operating Procedure (EOP) or Severe Accident Management (SAM) duties, use EPIP-EPP-31 as guidance . . . . . ☐   ☐
3. Coordinate with the Reactor Analyst, as appropriate, to validate fuel failure and/or shutdown margin calculations . . . . . ☐   ☐
4. Routinely keep the NED Coordinator, and anyone else you are assigned to assist, informed of your activities, progress and status . . . . . **CONTINUOUS**
5. Keep detailed notes, indicating times, actions, and personnel you have interacted with . . . . . ☐   ☐
  - a. Save all paperwork generated and ensure it is given to EP at event termination . . . . . ☐   ☐

# ATTACHMENT 37: ELECTRICAL/MECHANICAL ENGINEER

Page 1 of 1

Name:	Date:	Unit	<input type="checkbox"/> 1	<input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete   N/A

1. Contact the Nuclear Engineering Design (NED) Coordinator to indicate you are present and are available for assignment . . . . . ☐ ☐
2. If you are assigned Emergency Operating Procedure (EOP) or Severe Accident Management (SAM) duties, use EPIP-EPP-31 as guidance . . . . . ☐ ☐
3. Familiarize yourself with the systems that are being challenged or experiencing problems, as time permits, in preparation to provide any required assistance . . . . . ☐ ☐
4. IF not familiar with the system you are assigned to address THEN ensure the NED Coordinator takes necessary actions to have a "system expert" report to the TSC for support . . . . . ☐ ☐
5. Routinely keep the NED Coordinator, and anyone else you are assigned to assist, informed of your activities, progress and status . . . . . **CONTINUOUS**
6. Keep detailed notes, indicating times, actions, and personnel you have interacted with . . . . . ☐ ☐
  - a. Save all paperwork generated and ensure it is given to EP at event termination . . . . . ☐ ☐

# ATTACHMENT 38: HPN COMMUNICATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. Contact the NRC using the dedicated HPN phone located in the Technical Assessment room . . . . . ☐ ☐
  - a. Ascertain from the NRC if they would prefer you: Stay on the line continuously, OR how often they would like to be contacted back with information . . . . . ☐ ☐
  - b. Inform the RAM and TSCM that this is accomplished and the status of (a) above . . . . . ☐ ☐
2. Provide any requested information by the NRC on a continuous basis, OR until the NRC indicates they no longer require you to maintain an open line with them . . . . . **CONTINUOUS**
3. When the event (drill) is terminated, call the NRC back, if you are not already on the line, and inform them that the event (drill) is terminated . . . . . ☐ ☐

# ATTACHMENT 39: TECHNICAL STAFF

Page 1 of 2

Name:	Date:	Unit	<input type="checkbox"/> 1	<input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete   N/A

1. Contact the Technical Data Coordinator (TDC) to indicate you are present and are available for assignment . . . . . ☐ ☐
2. Activate the TSC Emergency Ventilation if not already completed . . . . . ☐ ☐
3. Activate process computers in TSC as applicable . . . . . ☐ ☐
4. Activate appropriate control room camera . . . . . ☐ ☐
5. Obtain status board forms as assigned . . . . . ☐ ☐
6. As directed by the TDC,
  - a. Assist in the development of corrective/mitigative actions for Damage Control Teams (DCTs) in accordance with EPIP-EPP-22 . . . . . **CONTINUOUS**
  - b. Provide technical expertise for DCTs during briefings and in the field as requested/directed in accordance with EPIP-EPP-22 . . . . . **CONTINUOUS**
7. Strive to keep status boards updated approximately every 30 minutes and be sure to communicate trends as appropriate to TDC and TSCM . . . . . **CONTINUOUS**
8. At the end of the event be sure everything is turned off and returned to normal as appropriate . . . . . ☐ ☐
9. If you are assigned Emergency Operating Procedure (EOP) or Severe Accident Management (SAM) duties, use EPIP-EPP-31 as guidance . . . . . ☐ ☐

# ATTACHMENT 39: TECHNICAL STAFF

Page 2 of 2

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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**NOTE:** Recommend EOP/SAP person be on same line as TSC Communicator.

**Complete N/A**

10. Routinely keep the TDC, and anyone else you are assigned to assist, informed of your activities, progress and status . . . . . **CONTINUOUS**
11. Keep detailed notes, indicating times, actions, and personnel you have interacted with . . . . . ☐ ☐
  - a. Save all paperwork generated and ensure it is given to EP at event termination . . . . . ☐ ☐



# ATTACHMENT 40: ENS COMMUNICATOR

Page 1 of 1

Name:	Date:	Unit <input type="checkbox"/> 1 <input type="checkbox"/> 2
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## NOTES:

1. All steps should be performed.
2. Use N/A or N/R if appropriate.
3. Maintain a log documenting other activities.
4. Ensure actions required by Attachment 1, ERF General Actions are accomplished.

Complete N/A

1. IF this is a Unit 2 event,  
THEN activate the U-2 ERDS per Attachment 5 in  
EPIP-EPP-20 . . . . . ☐ ☐
2. Call the Communications Aide in the affected Control  
Room (U-1 X2841, U-2 X2173) and transfer the ENS  
communications responsibilities from the Control Room  
to the TSC . . . . . ☐ ☐
  - a. Inform the TDC and TSCM that this is accomplished . . ☐ ☐
- NOTE: IF the dedicated ENS line is inoperable,  
THEN establish contact by backup means using  
EPIP-EPP-20, Attachment 4.
3. Establish contact with the NRC using the Emergency  
Notification System (ENS) hotline (red phone) located  
in the Technical Assessment room . . . . . ☐ ☐
  - a. Inform them of our current plant and emergency  
status . . . . . ☐ ☐
  - b. As a minimum, report the information found on  
EPIP-EPP-20, Attachment 6, "NRC Event  
Notification Worksheet" . . . . . ☐ ☐
  - c. Ascertain from the NRC if they would prefer you:  
Stay on the line continuously,  
OR how often they would like to be contacted  
back with information . . . . . ☐ ☐
4. Provide any requested information by the NRC on a continuous  
basis, OR until the NRC indicates they no longer require  
you to maintain an open line with them . . . . . **CONTINUOUS**
5. Monitor ERDS every 60 minutes. . . . . **CONTINUOUS**  
If the link is lost, restart per EPIP-EPP-20, Attachment 5
6. When the event (drill) is terminated, call the NRC back,  
if you are not already on the line, and inform them  
of this fact . . . . . ☐ ☐

NINE MILE POINT NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURE


EPIP-EPP-27

REVISION 09

EMERGENCY PUBLIC INFORMATION PROCEDURE

TECHNICAL SPECIFICATION REQUIRED

Approved by:  
L. E. Pisano

  
\_\_\_\_\_  
Manager - Nuclear Training

1/14/02  
Date

Effective Date: 01/21/2002

PERIODIC REVIEW DUE DATE JANUARY, 2003

# LIST OF EFFECTIVE PAGES

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## 1.0 **PURPOSE**

To provide guidance to personnel on the development and dissemination of public information during declared emergencies at the Nine Mile Point Nuclear Station.

## 2.0 **RESPONSIBILITIES**

### 2.1 **Joint News Center (JNC) Director**

2.1.1 Maintains overall command and control of Joint News Center operations, including media response and rumor control functions.

2.1.2 Designates qualified assistant JNC Director.

2.1.3 Performs actions in accordance with EPIP-EPP-23.

(C1) 2.1.4 Reviews and approves technical information.

### 2.2 **Director of Emergency Preparedness**

Ensures the JNC facilities, procedures and staff are maintained in accordance with the Site Emergency Plan.

### 2.3 **Nuclear Communications and Public Affairs (NUCAPA) Staff**

Maintains responsibility for all notifications to the news media in the event of a declared emergency.

### 2.4 **Public Affairs and Corporate Communications (PACC)**

Assists NUCAPA in the public information function during a declared emergency, drill or exercise.

### 2.5 **JNC Administrative Manager**

Directs all clerical/administrative/security support activities and functions at the Joint News Center (JNC) to include:

2.5.1 Opening/activating the JNC building when notified

2.5.2 Verifying and reporting JNC operational readiness to the JNC Director

2.5.3 Supervising all support activities and functions at the JNC

## 2.6 JNC Technical Briefer

Supports the JNC Director by providing detailed technical information at pre-briefings to include:

- 2.6.1 Providing technically accurate information on the incident and plant operations for use by NUCAPA personnel during media briefings.
- 2.6.2 Participating in preparations for news briefings
- 2.6.3 Review of news release information for technical accuracy.

## 2.7 JNC Radiological Briefer

Supports the JNC Director by providing detailed information at pre-briefings to include:

- 2.7.1 Providing technically accurate information associated with the radiological aspects on the incident and plant operations for use by NUCAPA personnel during media briefings.
- 2.7.2 Participating in preparations for news briefings
- 2.7.3 Review of news release information for accuracy associated with the radiological aspects of the incident.

## 2.8 JNC Writer

Prepares written material including news releases, briefing summaries and other materials as directed by the JNC Director.

## 2.9 JNC Rumor Control Coordinator

Coordinates the efforts of rumor control, media inquiry and media monitoring to ensure rumors are addressed and questions from both the media and general public are accurately answered.

## 3.0 **PROCEDURE**

### 3.1 Initial Actions (prior to JNC activation)

- 3.1.1 The Director NUCAPA, or designee will be notified of a declared emergency by normal ERO notification methods (pager, telephone call).
- 3.1.2 The Director NUCAPA, or designee should perform the following:
  - a. Develop a press release appropriate to the event. See Attachment 2 Figures 1 through 4 for sample of a press release.

### 3.1.2 (Cont)

- b. Obtain approval (verbal OR written) of the press release contents from the SSS/ED.
- c. Relay the press release to the PACC on-call representative for transmission to the media.
- d. If appropriate, inform PACC on-call representative that they will be responsible for all news media inquiries until the JNC is declared operational.
- e. Inform NMPC Customer Service representatives of the emergency and instruct them to direct all media inquiries to PACC.
- f. Periodically obtain updated information from the SSS/ED and make press releases in accordance with Steps 3.1.2.a-d.
- g. If the event is terminated, then perform appropriate notifications in accordance with Steps 3.1.2.a-d.
- h. If appropriate, provide information to local and state officials.
- i. When the EOF is activated, then obtain approval of all press releases from the Emergency Director/Recovery Manager (ED/RM) in the EOF.

### 3.2 JNC Activation

- 3.2.1 The JNC shall be activated upon declaration of an Alert emergency classification or higher, or any event expected to attract significant media attention.
- 3.2.2 If the JNC is being activated for causes other than a declared emergency, the JNC Director should ensure each unit SSS is notified.
- 3.2.3 The JNC Director should travel to and ensure that the JNC commences activation in accordance with Attachment 1.



3.2.4 The JNC Director should verify the JNC is staffed with the following positions:

- \*JNC Director
- \*Rumor Control/Media Inquiry Staff (2)
- \*Media Monitoring Staff (2)
- \*Clerical staff (2)(assigned by EOF Administrative Logistics Manager)
- Rad Briefer
- Technical Briefer
- Rumor Control Coordinator (assigned from the rumor control or media monitoring staff)
- JNC Administrative Manager
- JNC Writer
- Security (2)
- (\* positions are required in order to declare the JNC operational)

### 3.3 JNC Operation

3.3.1 JNC Director should ensure press releases are developed in accordance with Attachment 2, "Press Release Checklist". See Attachment 2, Figures 1 through 4 for sample press release.

3.3.2 The JNC Technical Briefer should perform actions in accordance with Attachment 4, JNC Technical Briefer Checklist.

3.3.3 The JNC Radiological Briefer should perform actions in accordance with Attachment 5, JNC Radiological Briefer Checklist.

3.3.4 The JNC Director shall:

- a. Assign a rumor control/media response person to perform the duties of the Rumor Control Coordinator
- b. Direct that person to perform actions in accordance with Attachment 6, Rumor Control Coordinator Checklist.

3.3.5 Rumor Control Staff shall complete actions in Attachment 8.

3.3.6 Media Response Staff shall complete actions in Attachment 7.

3.3.7 JNC Administrative Manager shall complete actions in Attachment 3.

3.3.8 JNC Media Monitoring shall complete actions in Attachment 9.

#### 4.0 DEFINITIONS

None

#### 5.0 REFERENCES AND COMMITMENTS

##### 5.1 Technical Specifications

None

##### 5.2 Licensee Documentation

Nine Mile Point Site Emergency Plan

##### 5.3 Standards, Regulations, and Codes

NUREG-0654, Rev 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

##### 5.4 Policies, Programs, and Procedures

None

##### 5.5 Commitments

<u>Sequence Number</u>	<u>Commitment Number</u>	<u>Description</u>
1	DER-NM-2001-4717	JNC Director review of technical information to verify accuracy (fatal flaw)

## **6.0 RECORD REVIEW AND DISPOSITION**

- 6.1 The following records generated by this procedure shall be maintained by Records Management for the Permanent Plant File in accordance with NIP-RMG-01, Records Management:

**NOTE:** This section only applies if records are generated during an actual emergency.

Attachment 1, JNC Activation Checklist  
Attachment 2, Press Release Checklist  
Attachment 3, JNC Administrative Manager Checklist  
Attachment 3, Figure 1, JNC Registration Checklist  
Attachment 4, JNC Technical Briefer Checklist  
Attachment 5, JNC Radiological Briefer Checklist  
Attachment 6, JNC Rumor Control Coordinator Checklist  
Attachment 7, Media Response Checklist  
Attachment 8, Rumor Control Checklist  
Attachment 9, Media Monitoring Checklist  
Attachment 10, Rumor Control Media Response Inquiry and Off Air Monitor Form  
Attachment 11, JNC Audio Visual Checklist  
Attachment 12, JNC Staff Sign-In  
Attachment 13, JNC Shutdown Checklist  
Attachment 15, JNC Security Officer Checklist

- 6.2 The following records generated by this procedure are not required for retention in the Permanent Plant File:

**NOTE:** This section only applies if records are generated for any reason other than an actual emergency.

Attachment 1, JNC Activation Checklist  
Attachment 2, Press Release Checklist  
Attachment 3, JNC Administrative Manager Checklist  
Attachment 3, Figure 1, JNC Registration Checklist  
Attachment 4, JNC Technical Briefer Checklist  
Attachment 5, JNC Radiological Briefer Checklist  
Attachment 6, JNC Rumor Control Coordinator Checklist  
Attachment 6, Figure 1, Rumor Control Log  
Attachment 7, Media Response Checklist  
Attachment 8, Rumor Control Checklist  
Attachment 9, Media Monitoring Checklist  
Attachment 10, Rumor Control Media Response Inquiry and Off Air Monitor Form  
Attachment 11, JNC Audio Visual Checklist  
Attachment 12, JNC Staff Sign-In  
Attachment 13, JNC Shutdown Checklist  
Attachment 15, JNC Security Officer Checklist

# ATTACHMENT 1: JNC ACTIVATION CHECKLIST

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NAME:	DATE:
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- NOTE:**
1. The first qualified JNC Director, JNC Administrative Manager or their designee to arrive at the JNC should initiate the actions required by this checklist.
  2. If there is a power failure at the JNC, report it to the Central Regional Control Center (CRCC) in accordance with step 10 of this check list.

Complete NA

1. Verify the following staff are available and have signed in on the JNC Staffing sign-in sheet:

(\* indicates position required for JNC to be declared operational)

- |    |  |                          |                          |
|----|--|--------------------------|--------------------------|
| a. | *JNC Director .....                            | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | *Rumor Control/Media Inquiry Staff (2) .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | *Media Monitoring Staff (2) .....              | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | *Clerical Staff (2) .....                      | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Rad Briefer .....                              | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Technical Briefer .....                        | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Rumor Control/Media Response Coordinator ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | JNC Administrative Manager .....               | <input type="checkbox"/> | <input type="checkbox"/> |
| i. | JNC Writer .....                               | <input type="checkbox"/> | <input type="checkbox"/> |
| j. | Security (2) .....                             | <input type="checkbox"/> | <input type="checkbox"/> |
2. Perform or direct the performance of steps 1 through 7 in Attachment 11,  
JNC Audio Visual Checklist ..... ☐ ☐
  3. In media monitoring room:
 

a.	Turn on all TVs and VCRs .....	<input type="checkbox"/>	<input type="checkbox"/>
b.	Verify the VCRs are monitoring TV stations as labeled .....	<input type="checkbox"/>	<input type="checkbox"/>
c.	Start up the computer used to monitor the internet .....	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 1 (Cont)

Page 2 of 3

NAME:	DATE:
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Complete   NA

4. In the copier room, turn on or verify power on to all fax machines and copiers ..... ☐   ☐
5. When the JNC Technical Briefer arrives direct them to synchronize clocks throughout the JNC with the control room via the Tech Info line ..... ☐   ☐
6. In the electrical/mechanical rooms verify water supplies are available and full. If not call for service per instructions on tanks ..... ☐   ☐

**NOTE: DO NOT UNLOCK THE JNC DOORS UNTIL JNC SECURITY IS ASSURED.**

7. Verify main door is unlocked and other doors are locked and remain locked ..... ☐   ☐
- a. Ensure pre-briefing areas are provided with security personnel to ensure privacy of pre-briefing sessions. .... ☐   ☐
8. In all rooms, power up or verify all computers, printers and other equipment is powered up as required ..... ☐   ☐

NAME:	DATE:
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Complete NA

## 9. In the Main Briefing room:

- a. Turn on rear projection screen video projector by pushing the PJ button and then the "power on" push-button on the remote control for the video projector (verify by ensuring a picture is displayed on the rear projection screen, this may take several seconds for the projector to warm up and light). ..... ☐ ☐
- b. Turn on the computer located on the stage and log in using your own ID and password ..... ☐ ☐
- c. Select the computer display by pressing the "S" (source) button on the video projector remote control until the computer display is presented ..... ☐ ☐
- e. Using the computer mouse, double click on:
- My Computer
  - common on nmcom2(S:)
  - Emergency Prep
  - JNC Presentations
  - JNC Power Point Presentations
  - The appropriate icon for the unit (Unit 1 or Unit 2) having the emergency
  - Verify the program cycles through the power point presentation ..... ☐ ☐

## 10. IF the JNC experiences a loss of power,

THEN call the CRCC Shift Supervisor at 460-2421 ..... ☐ ☐

## a. Identify who you are, why you are calling, and provide the following information:

1. State the facility status, i.e. unoccupied, drill, exercise actual event, etc.
2. State the location of the facility as:

*"This is the 9 Mile Point Emergency Media Center located on Route 176 (Whitaker Road) Fulton. We are supplied by the Whitaker Rd. feeder number 29652. Our service pole is 55-1 and we are located adjacent to the Airport and the Nuclear Emergency Center."*

## ATTACHMENT 2: PRESS RELEASE CHECKLIST

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NAME:	DATE:
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- NOTES:**
1. Complete a new checklist for each press release.
  2. Templates for press releases, (Figures 1 through 4) can be found at the following computer address: S:/Emergency Prep/JNC Presentations/Press Release templates.
  3. Make a copy of the template for your own use.

- |  | <u>Complete</u>          | <u>NA</u>                |
|--|--------------------------|--------------------------|
| 1. Ensure that all press releases contain the following information (if appropriate) See figures 1 through 4 for format: |                          |                          |
| a. Basic information about the plant .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Concisely describes the event and states whether the event is:  |                          |                          |
| i. Nuclear related .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Safety related .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Of radiological significance .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. When the incident took place and, if possible, how long the situation is expected to last .....                       | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Identifies information contacts at NMPNS and, if necessary, emergency response agencies .....                         | <input type="checkbox"/> | <input type="checkbox"/> |
| e. The Inquiry Response telephone numbers, if appropriate .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| f. The location of the Joint News Center, with travel instructions .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| g. The current status of the plant .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Prior to transmitting the press release, ensure the press release is:   |                          |                          |
| a. Reviewed by the JNC Director .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Reviewed by the Technical Briefer (if appropriate) .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Reviewed by the Radiological Briefer (if appropriate) .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Reviewed and approved by the SSS/ED (prior to EOF activation), or the ED/RM (after EOF activation) .....              | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Dated and initialed by the ED .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. As necessary and if available, a representative of the Legal Department should review the press release .....         | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Correct any inaccurate information in a subsequent press release and in a press conference .....                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Forward to all affected agencies (State, County, and Utilities) in a timely manner .....                              | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 1: Unusual Event (Sample Press Release)

**Joint News Center**  
Phone: 315-592-3740  
Fax: 315-592-3850

**News Release**

For release \_\_\_\_\_ EDT, Date: \_\_\_\_\_

**"UNUSUAL EVENT" DECLARED AT NINE MILE POINT UNIT \_\_\_\_\_**

**SCRIBA** An "Unusual Event" was declared at \_\_\_\_\_ am/pm today by officials at Nine Mile Point Unit \_\_\_\_\_ when a \_\_\_\_\_  
\_\_\_\_\_. The plant is being shutdown officials said.

The "Unusual Event" is the least serious of four emergency classifications defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the classifications are: Unusual Event, Alert, Site Area Emergency, General Emergency.

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit \_\_\_\_\_ is an \_\_\_\_\_ megawatt boiling water reactor, owned and operated by Nine Mile Point Nuclear Station, LLC.



Figure 2: Alert (Sample Press Release)

**Joint News Center**  
Phone: 315-592-3740  
Fax: 315-592-3850

**News Release**

For release \_\_\_\_\_ EDT, Date: \_\_\_\_\_

**"ALERT" DECLARED AT NINE MILE POINT UNIT \_\_\_\_\_**

**SCRIBA** An "Alert" was declared at \_\_\_\_\_ am/pm today by officials at Nine Mile Point Unit \_\_\_\_\_ when a \_\_\_\_\_. The plant is being shutdown officials said.

The "Alert" is second most significant of four emergency classifications defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the classifications are: Unusual Event, Alert, Site Area Emergency, General Emergency.

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit \_\_\_\_\_ is an \_\_\_\_\_ megawatt boiling water reactor, owned and operated by Nine Mile Point Nuclear Station, LLC.

Figure 3: Site Area Emergency (Sample Press Release)

**Joint News Center**  
Phone: 315-592-3740  
Fax: 315-592-3850

**News Release**

For release \_\_\_\_\_ EDT, Date: \_\_\_\_\_

**"SITE AREA EMERGENCY" DECLARED AT NINE MILE POINT UNIT \_\_\_\_\_**

**SCRIBA** A "Site Area Emergency" was declared at \_\_\_\_\_ am/pm today by officials at Nine Mile Point Unit \_\_\_\_\_ when a \_\_\_\_\_. The plant is being shutdown officials said.

The "Site Area Emergency" is the third most serious of four emergency classifications defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the classifications are: Unusual Event, Alert, Site Area Emergency, General Emergency.

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit \_\_\_\_\_ is an \_\_\_\_\_ megawatt boiling water reactor, owned and operated by Nine Mile Point Nuclear Station, LLC.

Figure 4: General Emergency (Sample Press Release)

**Joint News Center**  
Phone: 315-592-3740  
Fax: 315-592-3850

**News Release**

For release \_\_\_\_\_ EDT, Date: \_\_\_\_\_

**"GENERAL EMERGENCY" DECLARED AT NINE MILE POINT UNIT \_\_\_\_\_**

**SCRIBA** A "General Emergency" was declared at \_\_\_\_\_ am/pm today by officials at Nine Mile Point Unit \_\_\_\_\_ when a \_\_\_\_\_. The plant is being shutdown officials said.

The "General Emergency" is the most serious of four emergency classifications defined by the federal Nuclear Regulatory Commission. In order of increasing seriousness, the classifications are: Unusual Event, Alert, Site Area Emergency, General Emergency.

There is no release of radiation into the atmosphere, and there are no injuries.

All appropriate local, state and federal agencies have been notified of the plant's status.

Nine Mile Point Unit \_\_\_\_\_ is an \_\_\_\_\_ megawatt boiling water reactor, owned and operated by Nine Mile Point Nuclear Station, LLC.

# ATTACHMENT 3: JNC ADMINISTRATIVE MANAGER CHECKLIST

Page 1 of 2

NAME:	DATE:
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- |  | <u>Complete</u>          | <u>NA</u>                |
|--|--------------------------|--------------------------|
| 1. Upon notification of JNC activation, proceed to JNC and activate the JNC in accordance with Attachment 1, JNC Activation Checklist.....                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Pickup cordless telephone (ext. 3715) in the NMP/JAFNPP room and keep it with you at all times to allow for personnel to contact you as needed while in the JNC.....      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Assign first available JNC clerical staff to registration and direct them to perform actions in accordance with Attachment 3 Figure 1, JNC Registration Checklist.....    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Verify the staffing chart (located on north wall of conference area) is filled out as staff members arrive and assume their positions in the JNC .....                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Using the JNC staffing sign in log (Attachment 12) as verification, inform and update the JNC Director (ext. 3712) as staffing of the JNC continues.....                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. When time permits, insure that all ERO members qualification status is current using the following actions:   |                          |                          |
| a. Utilize the instructions on the first page of the ERO qualification list.   |                          |                          |
| b. If an ERO members qualification status is lapsed OR cannot be determined:   |                          |                          |
| 1. Immediately replace the ERO member with a qualified individual OR   |                          |                          |
| 2. Provide direct oversight of the unqualified individual until such time that a qualified replacement can be obtained.  |                          |                          |
| <u>NOTE:</u> Personnel who are not ERO qualified may perform required actions ONLY with direct oversight from an ERO member qualified in the action(s) being performed. .... | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Supervise and manage the following activities/functions:  |                          |                          |
| a. Registration (Attachment 3, Fig 1).....   | <b>CONTINUOUS</b>        |                          |
| b. Clerical services including fax, telephone, copy and poster enlargement functions .....   | <b>CONTINUOUS</b>        |                          |
| c. Security needs (Attachment 15) .....  | <b>CONTINUOUS</b>        |                          |

# ATTACHMENT 3 (Cont)

Page 2 of 2

NAME:	DATE:
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Complete NA

7. (Cont)

d. Maintenance of JNC including:

- Equipment setup..... CONTINUOUS
- Distribution and posting of news releases and briefing summaries in all areas of the JNC..... CONTINUOUS
- Post sufficient copies of all press releases and briefing summaries in the bins located in the main briefing area for number of personnel present. ... CONTINUOUS

e. Videotape and photo services, including off-air monitoring..... ☐ ☐

f. Coordinate needed auxiliary services (as necessary) with the Admin. Logistics Manager (593-5876) in the EOF to include: ..... ☐ ☐

- Catering
- Messenger services
- Additional stenographic/typing
- Transportation
- Lodging
- Laundry services
- Additional equipment

8. In conjunction with JNC Director develop 1st and 2nd shift staff assignment schedules, using duty rosters and qualification lists and report these to the TSC Tech Data Coordinator (Phone # 349-1355)..... ☐ ☐

9. Upon termination of the event and termination of required activities at the JNC, perform the following:
- a. Collect registration logs and ensure all badges are returned and accounted for ..... ☐ ☐
  - b. Turn over any documentary logs and related materials to JNC Director ..... ☐ ☐
  - c. Identify any adverse conditions or supply needs ..... ☐ ☐
  - d. Perform an inventory of the JNC using JNC Inventory Form from EPMP-EPP-02, and correct discrepancies in accordance with EPMP-EPP-02 ..... ☐ ☐
  - e. Perform JNC shutdown checklist(Attachment 13)..... ☐ ☐
  - f. Report completion of termination activities to JNC Director..... ☐ ☐

ATTACHMENT 3 (Cont)

Figure 1: JNC Registration Checklist

Page 1 of 2

NAME:	DATE:
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Complete NA

1. Start-up

a. Set out individual registration sheets and badges with holders for:

- observers and visitors - blue ..... ☐ ☐
- media representatives - pink ..... ☐ ☐
- JNC staff (including state/county/federal officials) - yellow ..... ☐ ☐

b. Ensure NMPNS media kit and JNC information sheet are available for

use by media ..... ☐ ☐

c. Report readiness to JNC Administrative Manager (Ext. 3715) ..... ☐ ☐

2. Operation

NOTE: Prior to permitting any visitors or media personnel to enter the JNC, ensure that security personnel are in the JNC:

a. Request identification from every individual entering the JNC ..... **CONTINUOUS**

b. Determine and provide badge color for each individual entering the JNC ..... **CONTINUOUS**

c. Ensure Utility, County, State and Federal employees have picture identification either issued by a county or state disaster preparedness office, or from a federal agency (yellow badge) ..... **CONTINUOUS**

d. If a question arises regarding authorization of an individual, contact the JNC Director (ext. 3712) ..... **CONTINUOUS**

ATTACHMENT 3 (Cont)

Figure 1 (Cont)

Page 2 of 2

NAME:	DATE:
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Complete NA

2. (Cont)

- e. Issue each person a color-coded badge and holder filled in with his or her name, and affiliation:
- Blue - observers and visitors ..... CONTINUOUS
  - Pink - media: a separate log (pink) should be kept for print, radio and television media ..... CONTINUOUS
  - Yellow - all JNC staff ..... CONTINUOUS
- f. Record badge number on appropriate color-coded log sheet ..... CONTINUOUS
- g. Offer each media representative and visitor a press kit. Point out the media press telephones room and briefing area ..... CONTINUOUS
- h. Ensure people leaving the JNC return their badges and check the returned column on the respective log ..... CONTINUOUS

3. Close down

- a. Return unused registration materials to the proper place on the shelves or file cabinets behind registration desk ..... ☐ ☐
- b. Separate returned badges and then return holders to inventory ..... ☐ ☐
- c. File pre-made badges, and destroy and dispose of used badges ..... ☐ ☐
- d. Perform an inventory of registration supplies and report needs to the JNC Administrative Manager ..... ☐ ☐
- e. Turn over registration logs to the JNC Administrative Manager and report registration closure complete ..... ☐ ☐

# ATTACHMENT 4: JNC TECHNICAL BRIEFER CHECKLIST

Page 1 of 2

NAME:	DATE:
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Complete NA

1. Obtain information on plant status and events via the Tech Information Line Headset ..... CONTINUOUS
2. Obtain and review plant information with JNC Director and JNC staff ensuring all are kept up to date (use tech info line or travel to EOF as necessary) ..... CONTINUOUS
3. Maintain a log of events ..... CONTINUOUS
4. Complete Attachment 4, Figure 1 initially and update the Emergency Status Report (about every 30 minutes or as necessary) ..... CONTINUOUS
5. Assist in the identification and organization of topics for the next media briefing..... CONTINUOUS
6. Review all press releases for technical accuracy ..... CONTINUOUS
7. Attend all pre-briefing conferences to share information and coordinate with state and county representatives at the JNC ..... CONTINUOUS
  - a. Present information at pre-briefing sessions on the plant status and events, response of the station staff, and background on plant systems and design, as requested ..... CONTINUOUS
  - b. Participate in a pre-briefing session question and answer session, coordinated by the JNC Director ..... CONTINUOUS
10. Update the JNC Director and JNC staff on events and changes in plant status that occurred during each briefing ..... CONTINUOUS
11. Obtain responses to reporters' questions that remained unanswered during briefing ..... CONTINUOUS
12. Begin gathering and organizing information for the next news briefing ..... CONTINUOUS
13. Upon termination of the event, ensure the JNC Director is notified ..... ☐ ☐
14. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file ..... ☐ ☐



# ATTACHMENT 4 (Cont)

Page 2 of 2

Figure 1: Emergency Status Report (Sample)

**Nine Mile Point Unit No. \_\_\_\_**  
**Nuclear Power Station**  
**Emergency Status Report**

**No.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Posted by:** \_\_\_\_\_

1. This ____ is / ____ is not a drill	6. Off-site radiological monitoring teams: <input type="checkbox"/> have not been sent out. <input type="checkbox"/> will be sent out. <input type="checkbox"/> have been sent out.
2. Classification <input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> Site area emergency <input type="checkbox"/> General emergency <input type="checkbox"/> Recovery phase	7. Primary containment integrity is: <input type="checkbox"/> secure <input type="checkbox"/> not secure
3. Changes since last status report: _____ _____ _____	8. Secondary containment integrity is: <input type="checkbox"/> secure  <input type="checkbox"/> not secure
4. The plant status is: <input type="checkbox"/> stable <input type="checkbox"/> improving <input type="checkbox"/> degrading	Wind is blowing from _____ degrees at _____ miles per hour
5. Radiation levels at the plant site boundary are: <input type="checkbox"/> normal <input type="checkbox"/> above normal comments: _____ _____	

# ATTACHMENT 5: JNC RADIOLOGICAL BRIEFER CHECKLIST

Page 1 of 1

NAME:	DATE:
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Complete NA

1. Obtain information on radiological status and release status from the EOF Dose Assessment Staff as necessary (travel to EOF as necessary)..... **CONTINUOUS**
2. Review radiological information with JNC Director and JNC staff ensuring all are kept up to date ..... **CONTINUOUS**
3. Maintain a log of events ..... **CONTINUOUS**
4. Assist in the identification and organization of topics for the next media briefing ..... **CONTINUOUS**
5. Review all press releases for accuracy ..... **CONTINUOUS**
6. Attend all pre-briefing conferences to share information and coordinate with state and county representatives at the JNC ..... **CONTINUOUS**
7. Participate in pre-briefing question and answer sessions, coordinated by the JNC Director to include:
  - information on the radiological status,
  - events at the plant
  - response of the station HP staff, ..... **CONTINUOUS**
8. Begin gathering and organizing information for the next news briefing ..... **CONTINUOUS**
9. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file ..... ☐ ☐

ATTACHMENT 6: JNC RUMOR CONTROL COORDINATOR CHECKLIST

Page 1 of 2

NAME:	DATE:
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Complete NA

1. Pick up cordless telephone (ext. 3767) and keep it with you while  
in the JNC ..... ☐ ☐
2. Verify all monitors (video and audio) are set to the appropriate electronic  
media outlet as below: (VCRs provide the channel number for the monitors)  
TV Stations

Channel 3 .....	<input type="checkbox"/>	<input type="checkbox"/>
Channel 5 .....	<input type="checkbox"/>	<input type="checkbox"/>
Channel 9 .....	<input type="checkbox"/>	<input type="checkbox"/>
Primestar on CNN .....	<input type="checkbox"/>	<input type="checkbox"/>

Radio Stations

WSGO (1410 AM) .....	<input type="checkbox"/>	<input type="checkbox"/>
WZZZ (1300 AM) .....	<input type="checkbox"/>	<input type="checkbox"/>
WSCP (1070 AM) .....	<input type="checkbox"/>	<input type="checkbox"/>
WSYR (570 AM) .....	<input type="checkbox"/>	<input type="checkbox"/>
WNDR (1260 AM) .....	<input type="checkbox"/>	<input type="checkbox"/>
WKFM (104.7 FM) .....	<input type="checkbox"/>	<input type="checkbox"/>
WSGO (105.5 FM) .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure that video tapes are inserted in VCRs as necessary to  
monitor and record broadcasts involving information concerning the  
event at Nine Mile Point ..... ☐ ☐
4. Ensure audio tapes are inserted in tape players as necessary to monitor and record  
broadcasts involving information concerning the event at Nine Mile Point. .... ☐ ☐
5. Maintain a log of all actions taken associated with rumor control ..... **CONTINUOUS**
6. Ensure that rumor control staff record all reports by the Media  
on the Rumor Control Form, Attachment 10 ..... **CONTINUOUS**

ATTACHMENT 6 (Cont)

Page 2 of 2

NAME:

DATE:

Complete NA

7. Ensure that the Media Monitoring Staff use the PC in the media monitoring room to monitor the Internet and log all reports concerning the event on the Attachment 10 ..... **CONTINUOUS**
8. Provide immediate feedback to the JNC Director (ext. 3712) of any inaccurate or incorrect reports. .... **CONTINUOUS**
9. Secure video/audio tapes/print internet page with inaccurate coverage for further review ..... **CONTINUOUS**
10. Ensure the media response team is adequately staffed by the Media Response Team composed of personnel from NMPNS, State and County ..... ☐ ☐
11. Ensure each member of the media inquiry team is supplied with the information and materials to handle inquiries ..... ☐ ☐
12. Ensure the Rumor Control Center is staffed by the Rumor Control Team composed of personnel from NMPNS, State and County ..... ☐ ☐
13. Ensure corrections to inaccurate reports are part of the briefings by the appropriate spokesperson, or by contacts directly with the responsible station or publication..... **CONTINUOUS**
14. Ensure that the "Public Rumor Control" telephone number is announced at the all news briefing ..... **CONTINUOUS**
15. Ensure that the "Public Rumor Control" number is distributed to the state, county, and utility telephone operators for public inquiry referral ..... ☐ ☐

# ATTACHMENT 7: MEDIA RESPONSE CHECKLIST

Page 1 of 1

NAME:	DATE:
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Complete NA

1. Each member of the media inquiry team should:
  - a. Log all contacts using Attachment 10, including time of inquiry, identity, affiliation and telephone number of the caller and nature of the inquiry and response ..... CONTINUOUS
  - b. Provide authorized statements and answer questions based on approved information available at the time ..... CONTINUOUS
  - c. Provide authorized facts about Nine Mile Point which are in their data and fact sheets, news releases and annual reports, if they are requested ..... CONTINUOUS
  - d. Provide times and locations of press conferences and briefings, as well as names and telephone numbers of appropriate contacts in other agencies ..... CONTINUOUS
2. Refer inquiries requiring further elaboration or special response to the appropriate source ..... CONTINUOUS
3. If the appropriate sources are unavailable, a return call should be offered, "as soon as feasible". Do not make guarantees to meet deadlines, but every effort should be made to do so. .... CONTINUOUS
4. Review papers to identify articles pertaining to the events at the plant ..... CONTINUOUS
5. Clip and post appropriate articles on bulletin boards, retain for permanent plant file ..... CONTINUOUS
6. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file..... ☐ ☐
  - a. Provide one copy of all response logs to the NY State PIO ..... ☐ ☐

# ATTACHMENT 8: JNC RUMOR CONTROL CHECKLIST

Page 1 of 1

NAME:	DATE:
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Complete NA

**NOTE:** Ensure that information provided comes from written informational materials, EAS messages, and press releases. Any message agreed upon by the state, county, or utility may be used, thus providing for the ability to address specific incorrect or inaccurate information.

1. Ensure the monitoring of the broadcast and print media for news report accuracy ..... **CONTINUOUS**
2. Ensure appropriate response to misinformation or rumors circulating through the public using Attachment 10 as appropriate..... **CONTINUOUS**
3. Work under the guidance and direction of the Rumor Control Coordinator. .... **CONTINUOUS**
4. Answer the phone, saying "Joint News Center (if appropriate add, **THIS IS A DRILL**), may I help you" ..... **CONTINUOUS**
5. Respond to inquiries using only the materials and information provided by the Rumor Control Coordinator. .... **CONTINUOUS**
6. Provide only factual information relative to the caller's questions or concerns..... **CONTINUOUS**
7. If you are unsure how best to answer the caller's question, ask the Rumor Control Coordinator (Ext. 3767) ..... **CONTINUOUS**
8. Document all appropriate information on Attachment 10 ..... **CONTINUOUS**
9. Turn in log sheets as they are completed to the Rumor Control Coordinator..... **CONTINUOUS**

# ATTACHMENT 9: JNC MEDIA MONITORING CHECKLIST

Page 1 of 1

NAME:	DATE:
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Complete NA

1. Ensure audio/video equipment at the Joint News Center is used to monitor and record news broadcasts and bulletins carried by radio, television stations and the internet ..... **CONTINUOUS**
2. Log all reports concerning the event at Nine Mile Point on Attachment 10 ..... **CONTINUOUS**
3. Ensure all broadcasts, as well as news reports in the print media, are reviewed for accuracy ..... **CONTINUOUS**
4. Review and monitor off-air monitoring and recording capability to ensure every opportunity for prompt identification of inaccurate or incorrect information is utilized ..... **CONTINUOUS**
5. Use the PC in the media monitoring room to monitor the Internet and log all reports concerning the event on Attachment 10 ..... **CONTINUOUS**  
Typical web sites include:
 

• www.cnn.com	• www.cbs.com	• www.bbs.com
• www.abc.com	• www.msnbc.com	
• www.nbc.com	• www.fox.com	
6. Ensure any reports requiring correction are brought to the attention of the Rumor Control Coordinator ..... **CONTINUOUS**
7. Upon termination of JNC activities, ensure all logs, status boards and all paperwork is forwarded to the JNC Director for inclusion in the permanent plant file ..... ☐ ☐

**ATTACHMENT 10: RUMOR CONTROL-MEDIA RESPONSE INQUIRY AND OFF AIR MONITOR FORM**

**FIGURE 1: OFF-AIR MONITORING LOG**

Report prepared by: \_\_\_\_\_

Station or Newspaper monitored: \_\_\_\_\_

Time / Date of Broadcast: \_\_\_\_\_

Name of Reporter: \_\_\_\_\_

Nature of Inaccuracy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Correct information and source: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reported to Rumor Control Coordinator at: \_\_\_\_\_

Rumor Control Coordinator notes: \_\_\_\_\_

Further action required: Yes No

Referred to: \_\_\_\_\_

Action completed by: \_\_\_\_\_

Copy of form returned to Rumor Control Coordinator: Yes No



ATTACHMENT 10 (Cont)

FIGURE 2: PUBLIC INQUIRY SHEET

Date of call: \_\_\_\_\_

Time of call: \_\_\_\_\_

Name of responder: \_\_\_\_\_

Source of call:

Public: \_\_\_\_\_ (Name) \_\_\_\_\_

Professional: \_\_\_\_\_ (Name) \_\_\_\_\_

Media: \_\_\_\_\_ (Name) \_\_\_\_\_

Question(s) asked: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response given: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source of response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is call back required: Yes No

If Yes, call back completed at: \_\_\_\_\_ by \_\_\_\_\_

Was the call referred? Yes No

If yes, to whom? \_\_\_\_\_

Was the action completed? Yes No By \_\_\_\_\_

ATTACHMENT 10 (Cont)

FIGURE 3: MEDIA RESPONSE SHEET

Date of call: \_\_\_\_\_

Time of call: \_\_\_\_\_

Name of responder: \_\_\_\_\_

Caller's name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Question(s) asked: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response given: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source of response: \_\_\_\_\_

\_\_\_\_\_

Is call back required: Yes No

If yes, call back completed at: \_\_\_\_\_ By \_\_\_\_\_

Was the call referred: Yes No

If yes, to whom? \_\_\_\_\_

Was this action completed? Yes No By \_\_\_\_\_

# ATTACHMENT 11: JNC AUDIO VISUAL (CONTROL BOOTH) CHECKLIST

Page 1 of 2

NAME:	DATE:
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Complete NA

- NOTE:**
- Should any AV equipment fail, notify the EP Department at 349-4444 and leave a message, then call for assistance from Univisions at 437-0301.
  - An equipment setup manual for the entire audio visual system may be found in the Equipment Manuals drawer in the file cabinet located in the NMP/JAFNPP room.

## START-UP

- Obtain key (labeled JNC Master)for control booth from key cabinet located in the NMP/JAFNPP room and unlock door to booth..... ☐ ☐
- Turn on the audio system (green button, labeled main power switch, top section of the audio rack) ..... ☐ ☐
- If wireless microphones are to be used:
  - Turn on wireless mic. power switch (black button on power supply located just below top section of audio rack) ..... ☐ ☐
  - Obtain wireless mic's from bottom drawer of audio rack..... ☐ ☐
  - Replace batteries (new batteries located on back shelf) in wireless mic units..... ☐ ☐
- Turn on video recording and Internal Cable TV (ICTV) by placing power switches labeled power 2 and power 3 on video rack bottom to ON)..... ☐ ☐
- Verify that the video camera powers up. If not, turn the DC power switch to RCU located at the top rear panel of the camera..... ☐ ☐
- Verify on or turn on the VCRs (3) used to record press briefings..... ☐ ☐
- Turn on overhead lighting as needed during briefings using the three switches located on the wall opposite to the camera ..... ☐ ☐

# ATTACHMENT 11 (Cont)

Page 2 of 2

NAME:	DATE:
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Complete NA

## OPERATION

1. Coordinate setup of media cameras/equipment as necessary to ensure adequate coverage of briefings ..... ☐ ☐
2. Record all press briefings including all question and answer sessions ..... ☐ ☐
3. Ensure that media is provided with access to both video and audio outputs ..... ☐ ☐
4. Ensure that media cabling is routed through cable tray located on back stage and not run through doors ..... ☐ ☐
5. Ensure that safety is considered during the setup of cameras and recording equipment used by the media including tripping and shock hazards ..... ☐ ☐
6. Provide assistance to media personnel as requested ..... ☐ ☐

## SHUTDOWN

1. Turn off power supplies
  - Turn off green switch labeled main power switch ..... ☐ ☐
  - Turn off red switches labeled power 2 and power 3 ..... ☐ ☐
  - Verify camera, VCRs and sound equipment, power down ..... ☐ ☐
2. Turn off lights, lock door, return key to key cabinet ..... ☐ ☐
3. Report any equipment problems, issues or needs to JNC Director ..... ☐ ☐

**ATTACHMENT 12: JOINT NEWS CENTER STAFF SIGN IN (SAMPLE)**

<b>JOINT NEWS CENTER STAFF SIGN IN</b>			
<b>POSITION</b>		<b>1ST SHIFT</b>	<b>2ND SHIFT</b>
NMPNS JNC Director			
Spokesperson	NMPNS (Asst JNC Director)		
	JAFNPP		
	Oswego County		
	New York State		
	FEMA		
	NRC		
	Others		
NMPNS Technical Briefer			
NMPNS Radiological Briefer			
NMPNS JNC Writer			
NMPNS Rumor Control Coordinator			
Rumor Control Phones			
NMPNS Audio Visual (as required)			
NMPNS Security Staff			
NMPNS JNC Administrative Manager			
Clerical Support	Registration		
	Typist		
	Posters		
	Copy Room		
	Fax Machines		
	Other		
Oswego County Staff			
New York State Staff			
FEMA Liaison			
NRC Liaison			

ATTACHMENT 13: JNC SHUTDOWN CHECKLIST

Page 1 of 2

NAME:	DATE:
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**NOTE:** The JNC Administrative Manager or designee shall ensure the completion of this checklist prior to leaving the JNC.

- |  | <u>Complete</u>          | <u>NA</u>                |
|--|--------------------------|--------------------------|
| 1. Using Lotus Notes, place ISR request to buildings and grounds for general cleanup/trash removal in the JNC. Record ISR # _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Using Lotus Notes, place ISR request to buildings and grounds and request they have the dumpster emptied. Record ISR # _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Turn off lights throughout the JNC  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Adjust heating/cooling systems temperatures to 68 F   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Turn off all TVS and VCRs in media monitoring room  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Turn off video projector by pushing the PJ push-button (it should light) and then holding the power off push-button on the remote control for the video projector until a message appears on the screen stating, "wait a few moments" | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Verify water supply is available and full. If not call for service per instructions on tanks  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Verify main door is locked and other doors are locked and remain locked   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Shutdown or verify all computers, printers and other equipment are shutdown   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Call for septic tank to be pumped using number provided in utility room  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Verify that all coffee pots/urns are turned off, emptied and cleaned   | <input type="checkbox"/> | <input type="checkbox"/> |

NAME:	DATE:
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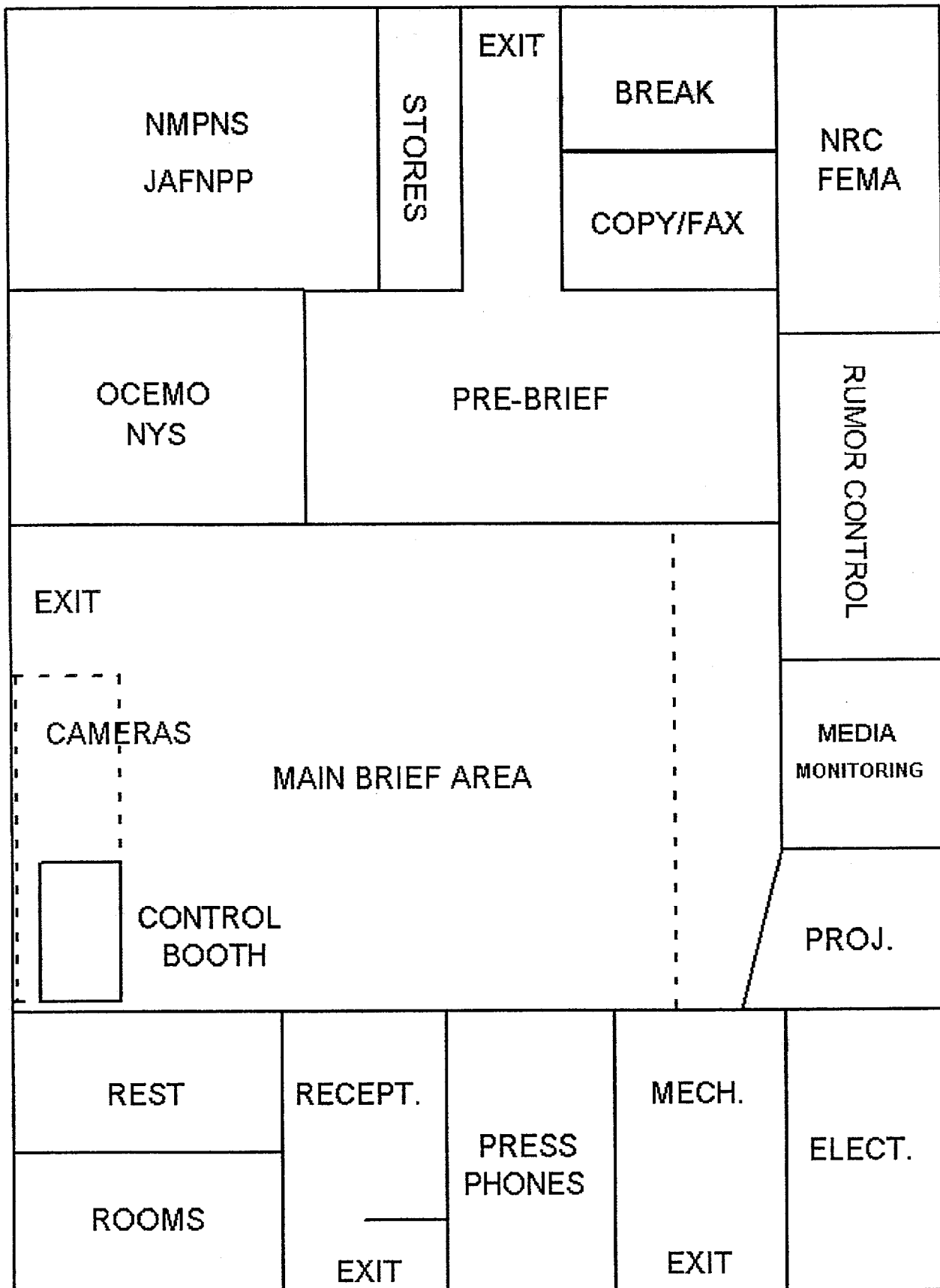
Complete NA

12. Review supply needs, specifically:

- a. Copier paper                      needed\_\_\_\_\_ adequate\_\_\_\_\_
- b. Bottled water                    needed\_\_\_\_\_ adequate\_\_\_\_\_
- c. Condiments                      needed\_\_\_\_\_ adequate\_\_\_\_\_
- d. Other specific needs            \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

- 13. Verify water in the bathroom facilities is not running..... ☐      ☐
- 14. Forward this checklist to Emergency Preparedness. .... ☐      ☐

ATTACHMENT 14: JNC WORK AREAS





# ATTACHMENT 15: JNC SECURITY OFFICER CHECKLIST

Page 1 of 1

NAME:	DATE:
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Complete NA

1. Inform the Security Director (593-5890) in the EOF when you have arrived in the JNC ..... ☐ ☐
2. Inform the JNC Director that you have arrived ..... ☐ ☐
3. Establish security for the pre-brief area, allowing only utility, federal, state and county personnel to enter this areas (yellow badges) ..... ☐ ☐
4. Check all personnel and ensure they have registered at the registration desk (evidence is they are badged) ..... ☐ ☐
5. Ask all personnel if they have consumed alcohol within the last 5 hours, if so, contact the JNC Director for instructions on handling ..... ☐ ☐
6. Verify all building entrances are locked except the main entrance ..... ☐ ☐
7. Ensure media personnel are permitted access through the side entrance as required for equipment setup ..... ☐ ☐
8. Should anyone become unruly, or disruptive, politely ask them to leave the premises. If they refuse, call 911 and request assistance ..... ☐ ☐
9. Provide any comments/logs to JNC Director upon termination of JNC activities ..... ☐ ☐