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**ENTERGY NUCLEAR NORTHEAST  
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 DOCUMENT TRANSMITTAL AND RECEIPT ACKNOWLEDGEMENT FORM**

**DATE: February 25, 2002**  
 CONTROLLED COPY NUMBER: 34

**TO: U.S.N.R.C. Document Center/Washington, DC**

**FROM: CATHY IZYK - EMERGENCY PLANNING DEPARTMENT**

**SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES**

Enclosed are revisions to your assigned copy of the JAFNPP Emergency Plan and Implementing Procedures. Please remove and **DISCARD** the old pages. Insert the attached, initial and date this routing sheet and return the completed routing sheet to **Cathy Izyk in the Emergency Planning Department within 15 days**. If this transmittal is not returned within 15 days, your name will be removed from the controlled list.

**VOLUME 1 Update List Dated N/A**

DOCUMENT	PAGES	REV. #	INITIALS/DATE
	N/A		

**VOLUME 2 Update List February 25, 2002**

DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-8	REPLACE ALL	55	
EAP-17	REPLACE ALL	99	

**VOLUME 3 Update List Dated February 25, 2002**

DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-43	REPLACE ALL	55	

A045



## REVISION SUMMARY SHEET

## REV. NO.

- 55 • Quarterly update of the Emergency Response Organization.
- 54 • Quarterly update of the Emergency Response Organization.
- 53 • Quarterly update of the Emergency Response Organization.
  - In section 4.7.5 added the words "and/or Accountability Clerks".
- 52 • Section 4.6 and **NOTE** that follows - changed wording to conform with Security Activity Management System's computer.
  - Section 4.9, - change "badges" to "computers".
  - Attachment 1 number 2 - changed "badge-out rack cards" to SAMS Computer.
  - Attachment 1 number 9 - deleted (check of badges) and added "the (SAMS) or" to the end of sentence.
- 51 • Quarterly update of the Emergency Response Organization.
- 50 • Quarterly update of Emergency Response Organization
  - Adjusted the cover sheet to reflect the company change.
- 49 • Update of the Emergency Response Organization
- 48 • Quarterly update of Emergency Response Organization
- 47 • Quarterly update of Emergency Response Organization

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**1.0 PURPOSE**

This procedure provides the instructions necessary to account for plant personnel, visitors, and contractors.

**2.0 REFERENCES****2.1 Performance References**

None

**2.2 Developmental References**

2.2.1 EAP-9, SEARCH AND RESCUE OPERATIONS

2.2.2 EAP-10, PROTECTED AREA EVACUATION

2.2.3 EAP-11, SITE EVACUATION

**3.0 INITIATING EVENTS**

3.1.1 Site Area Emergency, or

3.1.2 General Emergency, or

3.1.3 Emergency Director's request, or

3.1.4 Completion of Protected Area Evacuation or Site Evacuation for personnel without emergency assignments.

**4.0 PROCEDURE**

4.1 A list of missing personnel shall be made available within 30 minutes via personnel accountability or other means as determined by the individual assigned to lead accountability. Personnel accountability shall be accomplished in two phases:

Phase 1 - The total number of personnel accounted for in the protected area are compared with the total number of persons indicated as being in the protected area.

Phase 2 - The names of missing persons unaccounted for in the protected area are compared to the names of persons indicated as being in the protected area.

4.2 The Emergency Director shall request the Security Shift Coordinator/Sergeant to initiate accountability.

- 4.3 The Security Shift Coordinator/Sergeant will enable the accountability readers in accordance with Security procedures and request (when those facilities are activated) the Communications and Records Coordinator to dispatch an accountability clerk to the Control Room, TSC and OSC to assist personnel in completing Attachment 3 and badging in the readers.
- 4.4 The Emergency Director shall request the Control Room to make the following announcement (twice):

ATTENTION. ATTENTION. ALL PERSONNEL IN THE PROTECTED AREA COMMENCE ACCOUNTABILITY USING BADGE READERS AND SIGN-IN SHEETS.

- 4.5 The Security Shift Coordinator/Sergeant, who may designate security personnel to lead the accountability process if required, shall use Attachment 1 or Attachment 2 to accomplish personnel accountability.
- 4.6 The individual assigned to lead accountability shall compile a list of persons on site by name and badge number using either the Security Activity Management System (SAMS) computer or Security Access Computer which is a badge number only list of personnel on site.

**NOTE:** The (SAMS) computer shall be the primary means of compiling the on site list by name and badge number. The security access computer shall be used as a secondary means and is a "badge number only" list of personnel on site.

The onsite personnel list should also include visitors to the site and shall note their escort names.

Accountability for security personnel may be accomplished by contacting them individually.

4.7 Phase 1 of accountability shall be accomplished in the following manner:

**NOTE:** Manual method will be used if a computer failure occurs.

- 4.7.1 The individual assigned to lead accountability shall activate the "Personnel Onsite Report" which will indicate who is onsite.

As personnel badge in the accountability readers, they will be deleted from the "Unaccounted Personnel Report." This report will reflect continually who has not badged in an accountability reader.

- 4.7.2 Accountability clerks shall be established in the Control Room, Technical Support Center and Operational Support Center and shall contact the Emergency Security Coordinator in the Technical Support Center at extension 6168.

- 4.7.3 These clerks shall provide the following information to the Emergency Security Coordinator:

- A. Total number of persons assembled in that area obtained from Attachment 3.
- B. A copy of Attachment 3. The originals shall continue to be used for continuous accountability.
- C. Telefax of Attachment 3 forms to EOF Staffing Coordinator (to assist in long-term staffing assessment).

- 4.7.4 The individual assigned to lead accountability shall compare the total number of personnel accounted for on the Attachment 3 forms to the total number onsite from the security computer. These numbers and any discrepancies shall be reported to the Emergency Director. In addition, the individual assigned to lead accountability shall request the Security Shift Coordinator/Sergeant or designee prepare an "unaccounted for" log from the accountability system reader output.

- 4.7.5 Security personnel and/or Accountability Clerks shall establish continuous accountability logs using Attachment 3 at the following locations:
- A. 300 ft. elevation of Old Admin. Building near the Control Room entrance. This position shall record personnel who exit or enter via the Fan Room or Turbine building doors.
  - B. OSC control point near portal monitors. This position shall record personnel who exit or enter the RCA.
  - C. Old Admin. Building foyer. This position shall record personnel who exit or enter via the foyer.

**NOTES:** 1. Personnel traveling between the TSC, OSC and Control Room are NOT required to sign in/out on Continuous Accountability Log Sheet, Attachment 3 after the completion of initial accountability.

2. Entry and exit via doors with operable card readers do NOT require sign in on Attachment 3. In the event of a Security computer failure, entry and exit via carded doors that allow access to areas outside the Emergency Response Facilities (combined TSC, OSC and Control Room areas) shall require sign in on Attachment 3.

4.8 Phase 2 of accountability shall be accomplished in the following manner:

4.8.1 The individual assigned to lead accountability shall compare the security computer list of onsite persons against those in the Control Room, TSC and OSC and compile a list of unaccounted for individuals. (The manual method will utilize Attachment 3.)

4.8.2 The individual assigned to lead accountability shall provide to the Emergency Security Coordinator a list of unaccounted badges and names from the readers, which should match the list of unaccounted individuals.

- 4.9 The individual assigned to lead accountability shall verify that persons on the "Unaccounted Personnel Report" lists have not left the protected area by a check of the security computers. The last known location of these persons shall be obtained from the security computer.
- 4.10 The individual assigned to lead accountability shall attempt to locate any persons unaccounted for by calling them on the plant page system. The page should be repeated every two minutes. If the unaccounted for personnel do not respond within 5 minutes, the following announcement shall be made twice over the P.A. system:

ATTENTION, ATTENTION: IF ANYONE KNOWS THE PRESENT LOCATION OF (name of missing individual), CALL SECURITY AT EXTENSION (specify).

- 4.11 The individual assigned to lead accountability shall contact the missing individuals' supervisors or co-workers for further information. If these attempts are unsuccessful, the names of the missing persons shall be forwarded to the Emergency Director who shall immediately initiate search and rescue activities in accordance with EAP-9, SEARCH AND RESCUE OPERATIONS\*.

#### 5.0 ATTACHMENTS

1. ACCOUNTABILITY CHECKLIST - MANUAL METHOD
2. ACCOUNTABILITY CHECKLIST - COMPUTER METHOD
3. ACCOUNTABILITY LOG

ACCOUNTABILITY CHECKLIST - MANUAL METHOD

Initials/Time

1. \_\_\_\_\_ / \_\_\_\_\_ Received notification from the Emergency Director to implement personnel accountability procedure.
2. \_\_\_\_\_ / \_\_\_\_\_ Compile list of persons onsite using either the SAMS Computer or the security computer. Total number of persons onsite: \_\_\_\_\_.

PHASE 1

3. \_\_\_\_\_ / \_\_\_\_\_ Contact each of the primary assembly areas and obtain a head count:

<u>AREA</u>	<u>EXTENSIONS</u>	<u>PERSON CONTACTED</u>	<u>NUMBER OF PERSONS</u>
Control Room	6665	_____	_____
Technical Support Center	6168	_____	_____
Operational Support Center	6833/6837	_____	_____
Security Bldg	6413/6416	_____	_____

Total number of persons accounted for: \_\_\_\_\_

4. \_\_\_\_\_ / \_\_\_\_\_ Difference between total head count and persons onsite as indicated by security (step 3): \_\_\_\_\_.
5. \_\_\_\_\_ / \_\_\_\_\_ Report totals from step 2, 3, and 4 to the Emergency Director.

ACCOUNTABILITY CHECKLIST - MANUAL METHOD

PHASE 2

Initials/Time

6. \_\_\_\_\_ / \_\_\_\_\_ Contact each assembly area. Using the list of persons onsite, check off each person in the assembly area.

7. \_\_\_\_\_ / \_\_\_\_\_ List the names and badge numbers of persons unaccounted for:

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8. \_\_\_\_\_ / \_\_\_\_\_ Notify the Emergency Director of the names of persons unaccounted for.

9. \_\_\_\_\_ / \_\_\_\_\_ Verify that persons unaccounted for have not left the site. Determine last known location using the (SAMS) or the security computer.

10. \_\_\_\_\_ / \_\_\_\_\_ Call persons unaccounted for on the plant paging system (repeat announcement).

11. \_\_\_\_\_ / \_\_\_\_\_ Contact supervisors, co-workers. Attempt to determine last known location of persons unaccounted for.

12. \_\_\_\_\_ / \_\_\_\_\_ Advise Emergency Director of missing persons and information determined in steps 9, 11.

**RETAIN THIS FORM. IT SHALL BE TURNED IN TO THE EMERGENCY DIRECTOR.**

ACCOUNTABILITY CHECKLIST - COMPUTER

Page 1 of 1

Initials/Time

1. \_\_\_\_\_ / \_\_\_\_\_ Received notification from the Emergency Director to implement personnel accountability procedure.
2. \_\_\_\_\_ / \_\_\_\_\_ Security Central Alarm Station (CAS) or Secondary Alarm Station (SAS) operator to activate accountability card readers by activating the (F6) key on the security computer.

PHASE 1/2

3. \_\_\_\_\_ / \_\_\_\_\_ Individual assigned to lead accountability to activate "Personnel Onsite Report."
4. \_\_\_\_\_ / \_\_\_\_\_ Individual assigned to lead accountability to activate the "Unaccounted Personnel Report."
5. \_\_\_\_\_ / \_\_\_\_\_ Advise the Emergency Security Coordinator in the Technical Support Center of missing person(s) unaccounted for.
6. \_\_\_\_\_ / \_\_\_\_\_ Verify that person(s) unaccounted for have not left the site.
7. \_\_\_\_\_ / \_\_\_\_\_ Call person(s) unaccounted for on the plant paging system.
8. \_\_\_\_\_ / \_\_\_\_\_ Contact supervisors and co-workers to attempt to learn last location of the persons unaccounted for.
9. \_\_\_\_\_ / \_\_\_\_\_ Advise Emergency Director of missing person(s)

ACCOUNTABILITY LOG

DATE \_\_\_\_\_

FACILITY \_\_\_\_\_

	NAME	Badge Number	Continuous Accountability Time/DRD Readings					
			IN	OUT	IN	OUT	IN	OUT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
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**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
UPDATE LIST**

CONTROLLED COPY # **34**

Date of Issue: February 25, 2002

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 19	02/98	N/A
IAP-1	EMERGENCY PLAN IMPLEMENTATION CHECKLIST	REV. 25	09/01	Continuous
IAP-2	CLASSIFICATION OF EMERGENCY CONDITIONS	REV. 21	09/01	Continuous
EAP-1.1	OFFSITE NOTIFICATIONS	REV. 45	09/01	Informational
EAP-2	PERSONNEL INJURY	REV. 24	01/01	Informational
EAP-3	FIRE	REV. 22	10/01	Informational
EAP-4	DOSE ASSESSMENT CALCULATIONS	REV. 29	12/98	Reference
EAP-4.1	RELEASE RATE DETERMINATION	REV. 13	09/01	Reference
EAP-5.1	DELETED (02/94)			
EAP-5.2	DELETED (04/91)			
EAP-5.3	ONSITE/OFFSITE DOWNWIND SURVEYS AND ENVIRONMENTAL MONITORING	REV. 7	07/00	Informational
EAP-6	IN-PLANT EMERGENCY SURVEY/ENTRY	REV. 15	02/98	Informational
EAP-7.1	DELETED (02/94)			
EAP-7.2	DELETED (02/94)			
EAP-8	PERSONNEL ACCOUNTABILITY	REV. 55	02/02	Reference
EAP-9	SEARCH AND RESCUE OPERATIONS	REV. 9	02/98	Informational
EAP-10	PROTECTED AREA EVACUATION	REV. 15	02/02	Informational
EAP-11	SITE EVACUATION	REV. 17	02/02	Informational
EAP-12	DOSE ESTIMATED FROM AN ACCIDENTAL RELEASE OF RADIOACTIVE MATERIAL TO LAKE ONTARIO	REV. 10	08/99	Reference
EAP-13	DAMAGE CONTROL	REV. 13	12/98	Informational
EAP-14.1	TECHNICAL SUPPORT CENTER ACTIVATION	REV. 21	08/00	Informational
EAP-14.2	EMERGENCY OPERATIONS FACILITY ACTIVATION	REV. 19	07/00	Informational
EAP-14.5	OPERATIONAL SUPPORT CENTER ACTIVATION AND OPERATION	REV. 14	03/00	Informational

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
UPDATE LIST**

Date of Issue: February 25, 2002

<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>	<b>Use of Procedure</b>
EAP-14.6	HABITABILITY OF THE EMERGENCY FACILITIES	REV. 14	10/98	Informational
EAP-15	EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL	REV. 10	02/00	Informational
EAP-16	PUBLIC INFORMATION PROCEDURE	REV. 6	02/98	Informational
EAP-16.2	JOINT NEWS CENTER OPERATION	REV. 0	02/02	Informational
EAP-17	EMERGENCY ORGANIZATION STAFFING	REV. 99	02/02	Informational
EAP-18	DELETED (12/93)			
EAP-19	EMERGENCY USE OF POTASSIUM IODINE (KI)	REV. 21	04/01	Informational
EAP-20	POST ACCIDENT SAMPLE, OFFSITE SHIPMENT AND ANALYSIS	REV. 8	02/98	Reference
EAP-21	DELETED (12/85)			
EAP-22	DELETED (02/98)			
EAP-23	EMERGENCY ACCESS CONTROL	REV. 10	02/98	Informational
EAP-24	EOF VEHICLE AND PERSONNEL DECONTAMINATION	REV. 8	02/98	Informational
EAP-25	DELETED (02/94)			



## REVISION SUMMARY SHEET

## REV. NO.

- 99
  - Quarterly update of the Emergency Response Organization.
  - Updated Operations titles from: Non-Licensed Operator to Nuclear Plant Operator and changed Licensed Operator (SNO or NCO) to Senior Nuclear Operator.
  - Added position in the TSC - TSC Support
  - Added position in the JNC - RP Briefer
- 98
  - Deleted the JAFNPP Typical E-Plan Staff Call out Matrix by position (Attachment 2) due to the reorganization of the ERO and plant on call schedule.
  - Updated all of the attachments due to the deletion of the Call Out Matrix (previously Att. 2)
  - Deleted the words "On Call Employees" and replaced it with "pager" in section 4.6.
  - Removed section 5.0, Emergency Plan on call employees and schedules.
  - In sections 5.1.1 - 5.1.7, listed steps for personnel being on call and information on the schedule, switching weeks, where a list of pager codes are found, what day of the week the duty starts, and corporate on call information.
  - In section 6.1.2.C - added words to start with team 1 members.
  - In section 6.1.3, reworded the instructions to all personnel assigned an E-Plan pager.
  - Deleted section 6.1.4 that dealt with On Duty Individuals - section 5.1 that was also deleted.
  - On E-Plan Employee Call Out, Attachment 2 and Attachment 4 - changed the "WPO Nuclear Generation Duty Officer" to "Recovery Support Group Manager." Replaced "NGDO" with "RSGM:."
  - On Attachment 1 - Changed titles of Operators per AP-12.03 changes.
- 97
  - Quarterly update of the Emergency Response Organization.

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## 1.0 PURPOSE

The purpose of this procedure is to designate the emergency organization for specific emergency classification and to describe the activation of the designated principal emergency response personnel.

**NOTE:** THIS PROCEDURE IS INTENDED ONLY FOR EMERGENCY PLAN ACTIVATION AND MAY BE ALTERED BY THE EMERGENCY PLANNING COORDINATOR FOR PURPOSES OF EMERGENCY PLAN DRILLS OR EXERCISES.

## 2.0 REFERENCES

### 2.1 Performance References

2.1.1 EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING

2.1.2 SAP-20, EMERGENCY PLAN ASSIGNMENTS

### 2.2 Developmental References

2.2.1 James A. FitzPatrick Nuclear Power Plant Emergency Plan, SECTION 5, ORGANIZATION

2.2.2 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS

2.2.3 EAP-22, OPERATION AND USE OF RADIO PAGING DEVICE

2.2.4 SAP-20, EMERGENCY PLAN ASSIGNMENTS

## 3.0 INITIATING EVENTS

An emergency has been declared in accordance with IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS

3.1 A call-out test is being conducted as directed by the Emergency Planning Coordinator (EPC) or designee.

## 4.0 RESPONSIBILITIES

4.1 **Vice President - Operations** (VPO), General Manager - Plant Operations (GMPO), General Manager - Operations (GMO), Director - Safety Assurance (DSA).

- 4.1.1 Either the VPO, GMPO, GMO, or the DSA will be in the general area (within approximately 60 minutes travel time to the plant) unless, and as approved by the VPO, special circumstances dictate that they will be absent. Their location is known via the weekly staff schedule, or other means.
- 4.1.2 The VPO, GMPO, GMO, and the DSA shall make their schedules available to the Operations Manager via the weekly staff schedule, or other means as appropriate.
- 4.2 Shift Manager**
- 4.2.1 During an emergency, the Emergency Director is responsible for the direction of all emergency actions at the James A. FitzPatrick Nuclear Power Plant. During normal hours, sufficient supervisory and support personnel are available to respond to an emergency condition; during off-hours, this support is diminished as shown in Attachment 1. When the Shift Manager/Emergency Director determines that additional personnel are necessary to respond to an onsite emergency, he will direct Security to initiate a recall of personnel in accordance with this procedure and EAP-1.1, section 4.2.1. Pagers should be activated for both normal working hours and off hour emergencies. It will be the responsibility of the Security Force to make the necessary telephone calls to initiate this site recall. Other personnel may be directed to perform this function if a Security event prevents Security from making the recall.
- 4.3 Human Resources Manager**
- 4.3.1 The JAFNPP Human Resources Manager is responsible to maintain an up-to-date list of all plant employees, their titles, and home phone numbers. Each calendar year quarter, the Human Resources Manager shall provide this listing to the Emergency Planning Coordinator (EPC).
- 4.3.2 The JAFNPP Human Resources Manager is responsible to ensure Oswego County I.D. cards for terminated or transferred employees are returned to the EPC after the personnel action.

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#### 4.4 Emergency Planning Coordinator

- 4.4.1 The Emergency Planning Coordinator shall quarterly update Attachment 5.
- 4.4.2 The Emergency Planning Coordinator shall issue an Emergency Plan Employee Call-Out Form (Attachment 2). This form will be filed at the SAS console.
- 4.4.3 The Emergency Planning Coordinator, or designee, shall, at least quarterly, update and distribute the Emergency Plan On-call Employee Call-out Schedule.

#### 4.5 Security

It is the responsibility of the Secondary Alarm Station (SAS) security officer to conduct the notifications to Emergency Plan On-Call Employees if so directed by the Shift Manager or Emergency Director. The security officer shall use the appropriate pager codes for emergency call-out for Attachment 2 (located at the SAS console). Any information needed regarding plant status shall be obtained from the Shift Manager. The call-out system Community Alert Network, "CAN", shall also be used as appropriate.

#### 4.6 Personnel Assigned an Emergency Plan Pager

It is the responsibility of each individual assigned an Emergency Plan pager to perform their duties in accordance with this procedure. This includes maintaining an operable radio pager within notification range. If the employee is "on duty" (on-call) he/she must remain within approximately one hour of their assigned facility and be fit for duty in accordance with plant/JAF procedures.

#### 5.0 EMERGENCY PLAN ON-CALL EMPLOYEES AND SCHEDULES

- 5.1 A roster and schedule of on-call personnel is initiated and published by the Emergency Planning Coordinator on at least a quarterly basis.
  - 5.1.1 Individuals filling positions listed in the on-call roster are issued Emergency Plan pagers and are scheduled for "on-duty" periods.

- 5.1.2 It is the responsibility of each individual assigned an on-call duty to be aware of the on-call schedule, their "on-duty" status and be aware of the pager codes.
- 5.1.3 An on-duty week shall normally run from 0700 Monday until 0700 the following Monday. Pagers shall be kept within hearing/notification range of "on-duty" personnel at all times.
- 5.1.4 If an individual wishes to switch a duty period with another equally ERO qualified person, it is the individual's responsibility to ensure adequate coverage is maintained. No official notifications are necessary.
- 5.1.5 Pager codes as listed in Attachment 3 are issued to each individual assigned a pager. The codes indicate if it is a real event, a drill or a pager/on-call test. (All individuals issued Emergency Plan pagers are expected to respond to the pager codes).
- 5.1.6 The on-call schedule for the WPO Recovery Support Group Manager (RSGM) is maintained by the Corporate Emergency Preparedness Group.

## 6.0 PROCEDURE

### 6.1 Activation of the Emergency Plan

#### 6.1.1 Shift Manager/Emergency Director

- A. The Control Room will activate pagers and CAN during times of a declared Security event.
- B. The Shift Manager or designee shall instruct the SAS Security Officer (at extension 3456) to initiate the call out of Emergency Response Organization personnel in accordance with this procedure and EAP-1.1, Section 4.2.1.

#### 6.1.2 Secondary Alarm Station (SAS) Security Officer (or designated Security Officer)

**NOTE:** Activation of BOTH pagers and CAN (if needed) should be performed concurrently to ensure timely ERO notification.

A. Notification of Emergency Plan On-Call Employees via pagers.

**NOTE:** Pager and/or CAN notifications NOT performed in SAS will be performed in accordance with Attachment 4 from the Control Room.

1. The SAS Security Officer, upon being instructed to do so by the Shift Manager/Emergency Director, shall notify all the Emergency Plan On-Call Employees. This shall be accomplished by using the Emergency Plan Employee Call-Out Form (Attachment 2). Activate the paging system a minimum of three (3) times. Separate pages by an interval of 2 minutes, or when the page is received in SAS.

B. Community Alert Network (CAN)

**NOTE:** Activation of BOTH pagers and CAN (if needed) should be performed concurrently to ensure timely ERO notification.

Activate "CAN" during off-hours when directed to do so by the Shift Manager and/or Emergency Director.

**NOTE:** The Password and Call Back verification Phone Numbers are the same number.

1. Notify "CAN" at 800-552-4226. The "CAN" operator will request your name and affiliation - Entergy - James A. FitzPatrick NPP (JAF Security).
2. The "CAN" operator will ask for a Password and a call back verification number. Provide "CAN" operator with one of the following phone numbers:
  - a. SAS Phone (315-349-6420) or
  - b. SAS Phone (315-349-6415) or
  - c. SAS Cellular Phone (315-593-4767) or
  - d. Security Sergeant (315-349-6422) or

- e. Control Room Phone, near RECS line,  
(315-349-6261)

(The "CAN" operator will then hang up and call you back for verification of the facilities and messages. If cellular phone number is given, ensure cellular phone is turned on.)

3. On the call back from "CAN," provide the following information:

- a. The "CAN" operator will request which call-out list(s) to call. Answer "Call out the (depending on which facilities are requested to be activated).

**NOTE:** The JAF list includes Security Personnel.

- 1) "Group 1 call-out list" (This list includes CR/TSC/OSC/JAF); **or**
  - 2) "Group 2 call-out list" (This list includes CR/TSC/OSC/JAF and EOF/JNC); **or**
  - 3) Individually Selected:  
"CR TSC OSC EOF JNC JAF call-out list(s)"
- b. Instruct the "CAN" operator to activate:
- 1) Message 1 for actual emergencies  
**OR**
  - 2) Message 2 for drills  
**OR**
  - 3) Message 3 for call-out TESTS
- c. The CAN operator will ask if you want to be notified when the activation is complete or if a problem occurs during activation, ANSWER "yes".
- d. Provide the CAN operator with the current local time when requested.

4. The backup phone number to call "CAN" is 1-877-786-8478. The secondary backup number is (800) 992-2331. This is an answering service and is to be used only in the event of a malfunction of the computerized prompt/recording. Tell the answering service your name/affiliation and a call back number. This person will contact the "CAN" operations staff who will return your call to get the detailed information.
5. Notify the Shift Manager/ED when "CAN" has been activated.
6. CAN notifications **NOT** performed in **SAS** will be performed in accordance with Attachment 4.

#### C. Manual Call-Out/Verification

**IF** CAN was activated, **THEN** verify CAN activation was successful by calling ten (10) individuals on Attachment 5 and verify that CAN activation was successful, **OR** by receiving CAN call at SAS.

**IF** CAN activation was NOT successful, **THEN** call all listed team members, starting with Team 1 and read the appropriate CAN message to each individual. (Use additional personnel to expedite call-out if necessary.)

#### 6.1.3 Individuals Assigned an E-Plan Pager

- A. ALL individuals assigned an E-plan pager whether assigned an on-call duty or not shall:
  1. Maintain an operable radio pager and ensure that he/she can be notified at all times (ie. hear the pager) while both onsite and offsite.
  2. Respond to random pager/on-call tests at the time the test is conducted as indicated by the pager code, unless a response has already been made to the "CAN" system.

B. All on-call individuals, in addition to 6.1.3 A, shall:

1. Be aware of their "on-duty" status and be aware of the pager codes.
2. While on-duty, remain fit for duty and be within approximately one hour from their assigned emergency response facility.
3. While on-duty, respond to the appropriate emergency response facility as soon as possible (approximately one hour), and/or follow directions given via coded message on the pager and/or CAN system.

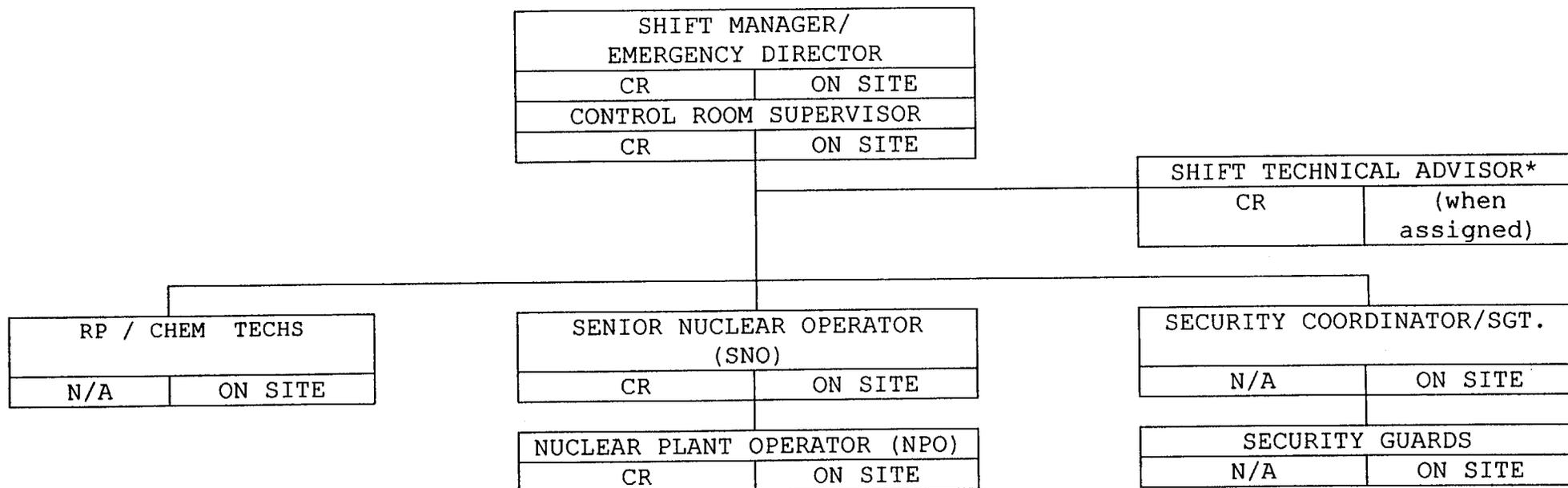
6.1.4 Emergency Director

- A. The Emergency Director should establish that the emergency organization staffing applicable to the level of emergency is in place (ref. SAP-20 for facility organizational charts or adjust according to need).
- B. As soon as practical after declaring an emergency condition and activating the Emergency Response Organization, the Emergency Director shall attempt to determine if any additional staff is required to maintain the emergency response.
- C. The Emergency Director may delegate the staffing responsibilities to a Staffing Coordinator. Refer to EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING

7.0 ATTACHMENTS

1. JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION
2. EMERGENCY PLAN EMPLOYEE CALL-OUT
3. "CAN" MESSAGES AND PAGER ACTIVATION CODES
4. CONTROL ROOM: PAGER ACTIVATION/COMMUNITY ALERT NETWORK (CAN) EMERGENCY CALL-OUT DURING SECURITY EVENT
5. EMERGENCY ORGANIZATION ASSIGNMENTS

JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION



CODE KEY


←TITLE

↑ AVAILABILITY ↑

OPERATIONAL LOCATION

COMMAND CONTROL \_\_\_\_\_

OPERATION KEY CODE

CR = CONTROL ROOM  
N/A = NOT APPLICABLE

\* S.T.A. may not be present under certain conditions, or role may be fulfilled by SM or CRS

**A. INITIATING INFORMATION:**

Type of event: Actual Drill/Exercise Pager/On-call Test

Emergency Classification: None NUE Alert SAE GE

Facility(s) To Activate: Group 1 call-out list **OR**  
 Group 2 call-out list **OR**  
 Individually Selected: CR TSC OSC EOF JNC JAF

Activate Pagers?: Yes No

Activate CAN?: Yes No

Three Digit Event Code: \_\_\_\_\_ (From Shift Manager/ED)

Requested by: SM ED Other \_\_\_\_\_ (name) \_\_\_\_\_ (Date / Time)

**B. JAF Pager Activation:**

**NOTE:** Activation of BOTH pagers and CAN (if needed) should be performed concurrently to ensure timely ERO notification.

1. Pager Activation START Date/Time: \_\_\_\_\_ / \_\_\_\_\_
2. Obtain "Pager" number from Lock Box/Envelope and record on line 6.
3. Obtain "Password" from Lock Box/Envelope and record on line 7.
4. Record Three Digit Event Code from section A above on line 8.
5. Dial 1-800-836-2337
6. Enter "Pager" number \_\_\_\_\_ when prompted ("Please enter the pager number").
7. Enter "Password" \_\_\_\_\_ when prompted ("Please enter your caller password").
8. Wait for tones; enter "Three Digit Event Code" \_\_\_\_\_
9. Hang up the phone.
10. Repeat above steps 5-9 two (2) more times - Separate page intervals by 2 minutes **OR** when pager in SAS activates. Call CAN/RSGM between pages as applicable.

**C. Notify the Support Group Manager (RSGM):**

Activate the RSGM pager as follows:

1. From a plant switched phone dial 7243 (Backup from any phone 1-800-436-2732)
2. When prompted, "Please enter the pager number", enter 718-4040.
3. Enter the number you wish to be called back on, include area code (eg. 315-3496xxx) and hang-up.
4. Report plant status to RSGM when call is returned.

**D. Information:**

Time **ERO** Page's (3) and RSGM Pager Activation Completed: \_\_\_\_\_ (inform Shift Manager/ED).

Time RSGM returned call: \_\_\_\_\_

Pager Activation Performed by: \_\_\_\_\_ Print/Sign

**E. IF CAN is to be activated, THEN continue on the reverse side of this sheet.**

**F. CAN Activation:**

**OTE:** Activation of BOTH pagers and CAN (if needed) should be performed concurrently to ensure timely ERO ation.

1. Select (Circle) the following information provided by the Shift Manager/ED/Other as found in section "A" on the reverse side of this form:
  - Facilities required for activation (step 6) **AND**
  - Message to be used (step 7)
2. Call Community Alert Network (CAN): **1-800-552-4226** (Backup number 1-877-786-8478)
3. Tell the CAN operator Your Name **AND** Where Your Calling from: **Entergy - James A. FitzPatrick Nuclear Power Plant - Security**
4. When prompted for the password and call back verification number by the CAN operator, use one of the following:

**NOTE: THE PASSWORD AND CALL-BACK NUMBERS ARE THE SAME NUMBER**

SAS Phone	315-349-6420	SAS Cell Phone	315-593-4767
SAS Phone	315-349-6415	Sec. Sergeant	315-349-6422

5. The CAN Operator will then hang-up and call you back at the number you provided.
6. On call back from "CAN" provide the call-out lists for the facilities the Shift Manager directed to be activated:
  - Group 1 call-out list **OR**
  - Group 2 call-out list **OR**
  - Individually Selected: CR TSC OSC EOF JNC JAF (JAF is the Security personnel)
7. Instruct the CAN operator to activate:
  - Message one(1) for actual emergencies, **OR**
  - Message two (2) for drills, **OR**
  - Message three (3) for call-out TESTS
8. The CAN operator will ask if you want to be notified when the call-out has been completed, or if a problem occurs preventing CAN activation - Answer **"YES"**.
9. The CAN operator will ask for the current local time: \_\_\_\_\_ (Record time)
10. Notify the Shift Manager when you have completed the CAN call.
11. Notify the Shift Manager when the CAN operator notifies you that the CAN activation has completed.

**G. Manual Calls/Verification:**

1. If CAN was activated, verify successful activation by calling ten (10) individuals, at random, listed on Attachment 5, or by receiving CAN call at SAS.
2. If CAN activation was not successful, call all individuals on Attachment 5 and read the appropriate CAN message (Attachment 3). (Call Team 1 members then Team 2 then Team 3 - use additional people if available).

**H. Information:**

Time CAN Activation Completed: \_\_\_\_\_ (inform Shift Manager/ED)

Call-Out Verification: Time complete \_\_\_\_\_ SAT UN-SAT (Circle one)

CAN Activation Performed by: \_\_\_\_\_  
 \_\_\_\_\_  
 Print/Sign

MESSAGE #1      (Use to activate a facility during an Actual Event)

This is an emergency message from the James A. FitzPatrick Nuclear Power Plant. This is an emergency message from the James A. FitzPatrick Nuclear Power Plant. An emergency has been declared at the plant! An emergency has been declared at the plant! Report to your assigned emergency facility. Fitness For Duty requirements apply. Report to your assigned emergency facility. Fitness For Duty requirements apply.

**ACTIVATION**

MESSAGE #2      (Use to activate a facility during a drill)

This is a drill message from the James A. FitzPatrick Nuclear Power Plant. This is a drill! This is a drill! An emergency has been declared at the plant. Report to your assigned emergency facility. Fitness For Duty requirements apply. An emergency has been declared at the plant. Report to your assigned emergency facility. Fitness For Duty requirements apply. This is a drill. This is a drill.

**DRILL**

MESSAGE #3      (Use to initiate a call-out test)

This is a message from the JAF Nuclear Power Plant. This is a drill! This is a drill! This message applies to personnel assigned a JAF pager. This message applies to personnel assigned a JAF pager. This is a drill! This is a drill!

**TEST**

**PAGER ACTIVATION CODES**

<b>FIRST DIGIT INFORMATION</b>	<b>SECOND DIGIT CLASSIFICATION</b>	<b>THIRD DIGIT FACILITY ACTIVATED</b>
1 = Actual Event	1 = NUE	1 = Report to CR/OSC/TSC
2 = Drill or Exercise	2 = Alert	2 = Report to CR/OSC/TSC/EOF/JNC
9 = Pager/On-call test only	3 = SAE	3 = On duty only report to CR/OSC/TSC/EOF/JNC
	4 = GE	7 = Personnel assigned a pager call CAN 800- 205-5175 (respond to CAN prompts as directed)
	9 = None	8 = All personnel report to EOF for further instructions.
		9 = No response required

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST

CONTROLLED COPY # 34

Date of Issue: February 25, 2002

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 23	12/98	N/A
EAP-26	PLANT DATA ACQUISITION SYSTEM ACCESS	REV. 11	02/98	Informational
EAP-27	ESTIMATION OF POPULATION DOSE WITHIN 10 MILE EMERGENCY PLANNING ZONE	REV. 9	02/98	Informational
EAP-28	EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION	REV. 6	07/00	Reference
EAP-29	EOF VENTILATION ISOLATION DURING AN EMERGENCY	REV. 5	02/98	Informational
EAP-30	EMERGENCY TERMINATION AND TRANSITION TO RECOVERY*	REV. 0	12/98	Informational
EAP-31	RECOVERY MANAGER*	REV. 1	07/01	Informational
EAP-32	RECOVERY SUPPORT GROUP*	REV. 8	02/02	Informational
EAP-33	DEVELOPMENT OF A RECOVERY ACTION PLAN*	REV. 0	12/98	Informational
EAP-34	ACCEPTANCE OF ENVIRONMENTAL SAMPLES AT THE EOF/EL DURING AN EMERGENCY	REV. 3	02/98	Informational
EAP-35	EOF TLD ISSUANCE DURING AN EMERGENCY	REV. 6	02/98	Informational
EAP-36	ENVIRONMENTAL LABORATORY USE DURING AN EMERGENCY	REV. 4	02/98	Informational
EAP-37	SECURITY OF THE EOF AND EL DURING DRILLS, EXERCISES AND ACTUAL EVENTS	REV. 6	07/01	Informational
EAP-39	DELETED (02/95)			
EAP-40	DELETED (02/98)			
EAP-41	DELETED (12/85)			
EAP-42	OBTAINING METEOROLOGICAL DATA	REV. 16	02/02	Informational
EAP-43	EMERGENCY FACILITIES LONG TERM STAFFING	REV. 55	02/02	Informational
EAP-44	CORE DAMAGE ESTIMATION	REV. 4	02/98	Informational
EAP-45	EMERGENCY RESPONSE DATA SYSTEM (ERDS CONFIGURATION CONTROL PROGRAM)	REV. 6	07/00	Informational
SAP-1	MAINTAINING EMERGENCY PREPAREDNESS	REV. 15	02/00	Informational
SAP-2	EMERGENCY EQUIPMENT INVENTORY	REV. 33	10/01	Reference
SAP-3	EMERGENCY COMMUNICATIONS TESTING	REV. 70	09/01	Reference

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST

Date of Issue: February 25, 2002

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
SAP-4	NYS/OSWEGO COUNTY EMERGENCY PREPAREDNESS PHOTO IDENTIFICATION CARDS	REV. 8	03/00	Informational
SAP-5	DELETED (3/98)			
SAP-6	DRILL/EXERCISE CONDUCT	REV. 16	01/01	Informational
SAP-7	MONTHLY SURVEILLANCE PROCEDURE FOR ON-CALL EMPLOYEES	REV. 35	11/00	Informational
SAP-8	PROMPT NOTIFICATION SYSTEM FAILURE/SIREN SYSTEM FALSE ACTIVATION	REV. 12	10/01	Informational
SAP-9	DELETED (02/94)			
SAP-10	METEOROLOGICAL MONITORING SYSTEM SURVEILLANCE	REV. 10	02/02	Informational
SAP-11	EOF DOCUMENT CONTROL	REV. 10	08/00	Informational
SAP-13	EOF SECURITY AND FIRE ALARM SYSTEMS DURING NORMAL OPERATIONS	REV. 3	03/98	Informational
SAP-14	DELETED (02/95)			
SAP-15	DELETED (11/92)			
SAP-16	UTILIZING EPIC IDT TERMINALS FROM DESTINY SYSTEM	REV. 3	02/98	Informational
SAP-17	EMERGENCY RESPONSE DATA SYSTEM (ERDS) QUARTERLY TESTING	REV. 7	07/00	Continuous
SAP-19	SEVERE WEATHER	REV. 4	01/01	Informational
SAP-20	EMERGENCY PLAN ASSIGNMENTS	REV. 19	01/01	Informational
SAP-21	DELETED (04/01)			
SAP-22	EMERGENCY PLANNING PROGRAM SELF ASSESSMENT	REV. 1	10/98	Informational

ENTERGY NUCLEAR NORTHEAST  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY FACILITIES LONG TERM STAFFING  
EAP-43  
REVISION 55

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE: N/A

APPROVED BY: *[Signature]*  
RESPONSIBLE PROCEDURE OWNER

DATE: 2-18-02

EFFECTIVE DATE: February 25, 2002

FIRST ISSUE

FULL REVISION

LIMITED REVISION

***** * * INFORMATIONAL USE * *****	***** * * * * TSR * * *****
***** * * ADMINISTRATIVE * *****	***** * * * *****

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PERIODIC REVIEW DUE DATE: FEBRUARY 2007

## REVISION SUMMARY SHEET

## REV. NO.

- 55
  - Quarterly Update of the Emergency Response Organization
  - Updated Operations titles from: Non-Licensed Operator to Nuclear Plant Operator and changed Licensed Operator (SNO or NCO) to Senior Nuclear Operator.
  - Added position in the TSC - TSC Support
  - Added position in the JNC - RP Briefer
- 54
  - Quarterly update of the Emergency Response Organization.
- 53
  - Quarterly update of the Emergency Response Organization.
  - Added position within the JNC to read Communications/Writers.
- 52
  - Quarterly update of the Emergency Response Organization.
- 51
  - Quarterly update of the Emergency Response Organization.
  - The cover sheet reflects the current company name change.
- 50
  - Update of Emergency Response Organization.
- 49
  - Quarterly update of Emergency Response Organization.
- 48
  - Quarterly update of Emergency Response Organization.
  - Added Section 4.10.
  - Added Asterisks after Procedure title in Section 2.2.2 per AP-02.04.

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## 1.0 PURPOSE

This procedure provides instructions to provide long term staffing for JAFNPP Emergency Facilities

## 2.0 REFERENCES

### 2.1 Performance References

2.1.1 AP-11.03, CONTROL OF OVERTIME\*

### 2.2 Developmental References

2.2.1 Section 5, JAF EMERGENCY PLAN\*

2.2.2 EAP-17, EMERGENCY ORGANIZATION STAFFING\*

## 3.0 INITIATING EVENTS

All Emergency Facilities have been activated.

## 4.0 PROCEDURE

### 4.1 Responsibility

It is the responsibility of the Staffing Coordinator to establish long term staffing for all the JAFNPP Emergency Facilities (C.R., O.S.C., T.S.C., E.O.F., Security and J.N.C.). The Staffing Coordinator shall fill positions in accordance with Attachment 1 developing a two shift rotation of qualified employees as a minimum and three shifts whenever possible.

**NOTE:** Personnel who are designated as "in training" for a position are considered to be qualified when all training requirements for that position are completed.

4.2 The Staffing Coordinator shall complete Attachment 1, Emergency Organization Assignments, using a copy of Attachment 3 of EAP-8 that has been completed at JAF for accountability, as a reference.

4.3 The staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME\*, are considered when making staffing assignments