



Entergy Nuclear Northeast  
Entergy Nuclear Operations, Inc.  
Indian Point Energy Center  
295 Broadway, Suite 1  
P.O. Box 249  
Buchanan, NY 10511-0249

April 4, 2002

Re: Indian Point Unit No. 1 and No. 2  
Docket No. 50-003 and No. 50-247  
NL-02-044

U.S. Nuclear Regulatory Commission  
Attn: Document Control Desk  
Mail Station O-P1-17  
Washington, DC 20555-0001

SUBJECT: Revision to Emergency Plan Procedures

Dear Sir:

In accordance with 10 CFR 50.54(q) and 10 CFR 50.4(b)(5), Entergy Nuclear Operations, Inc., submits herewith a controlled copy of changes to the Emergency Plan procedures for Indian Point Units Nos. 1 and 2. These changes do not reduce the effectiveness of the Emergency Plan and the Emergency Plan as a whole continues to meet the standard of 50.47(b) and the requirements of Appendix E to 10 CFR 50.

There are no commitments contained in this letter. Should you or your staff have any questions, please contact Mr. Frank Inzirillo, Manager, Emergency Planning, (914) 271-7418.

Sincerely,

  
Fred Dacimo  
Vice President - Operations  
Indian Point 2

Enclosure

cc: Next page

A045

Enclosure as noted:

cc: Mr. Hubert J. Miller (enclosure - 2 copies)  
Regional Administrator - Region I  
U.S. Nuclear Regulatory Commission  
475 Allendale Road  
King of Prussia, PA 19406-1498

Mr. Patrick D. Milano, Senior Project Manager, Section 1 (without enclosure)  
Project Directorate I  
Division of Licensing Project Management  
U.S. Nuclear Regulatory Commission  
Mail Stop O-8-C-2  
Washington, DC 20555-0001

Senior Resident Inspector (enclosure)  
U.S. Nuclear Regulatory Commission  
Indian Point Unit 2  
P.O. Box 38  
Buchanan, NY 10511

**TO:** Emergency Planning Document Controlled Copy # 14

**Holder/Location**

NRC Document Control Desk (Washington, DC)  
Document Holder Organization

**FROM:** Emergency Planning Document Custodian

**SUBJECT:** Emergency Planning Document Update

Please update your controlled copy of the documents listed below as specified with the copy(s) attached. It is requested that the update be completed within 3 days of the effective date shown on the document cover page.

Please sign this memo indicating that you have completed the update as specified and return to:

Entergy Nuclear  
Indian Point Nuclear Generating Station  
Emergency Planning Department  
Buchanan Service Center  
Broadway & Bleakley Aves.  
Buchanan, NY 10511  
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
TOC	Emergency Plan Implementing Procedures Table of Contents	3/8/02	1/23/02	Replace entire document
IP-1010	Central Control Room	4	3	Replace entire document
IP-1023	Operations Support Center	17	16	Replace entire document
IP-1027	Personnel Accountability and Evacuation	15	14	Replace entire document
IP-1050	Security	2	1	Replace entire document

Update completed as specified:

\_\_\_\_\_  
Signature of Controlled Copy Holder

\_\_\_\_\_  
Date

# Emergency Plan Implementing Procedures

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Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Emergency Notification and Communication	25	9/6/01
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1007	Dose Assessment	11	3/26/01
IP-1008	Personnel Radiological Check and Decontamination	6	9/1/99
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	4	3/6/02
IP-1011	Joint News Center	6	1/23/02
IP-1012	Onsite Medical Emergency	10	5/25/01
IP-1013	Protective Action Recommendations	8	11/1/99
IP-1014	Radiological Check of Equipment Before It Leaves the Site	6	9/1/99
IP-1015	Radiological Surveys Outside the Protected Area (Title Change)	9	3/26/01
IP-1016	Obtaining Meteorological Data	12	9/1/99
IP-1019	Coordination of Corporate Response	10	9/6/01
IP-1020	Airborne Activity Determination	8	01/12/01
IP-1021	Manual Update, Readout and Printout of Proteus Plant Parameter Data	5	9/1/99
IP-1022	Obtaining Meteorological, Radiological and Dose Assessment Data from MIDAS	5	9/1/99
IP-1023	Operations Support Center (OSC)	17	3/6/02
IP-1024	Emergency Classification	8	01/12/01
IP-1025	Cancelled	-	10/17/01
IP-1026	Emergency Data Acquisition	0	01/12/01
IP-1027	Personnel Accountability and Evacuation	15	3/6/02
IP-1030	Emergency Operations Facility (EOF)	5	9/6/01

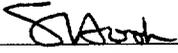
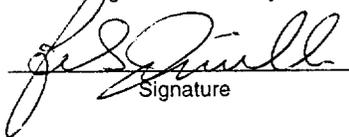
# Emergency Plan Implementing Procedures

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IP-1033	Modular Emergency Assessment & Notification System (MEANS)	0	3/26/01
IP-1035	Technical Support Center (TSC)	16	2/20/01
IP-1036	Estimation of Population dose Within the 10 Mile Emergency Planning Zone	6	9/1/99
IP-1037	Obtaining Offsite Reuter-Stokes Monitor Data	8	9/1/99
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1045	Activation of Alternate Emergency Operations Facility	9	5/18/01
IP-1047	Obtaining Offsite Exposure Rates From Midas Using a Data Terminal	7	9/1/99
IP-1048	Termination and Recovery	9	9/6/01
IP-1050	Security	2	3/8/02

CONTROLLED COPY

**CENTRAL CONTROL ROOM (CCR)**

Prepared by:	<u>Steve Hook</u> Print Name	<u></u> Signature	<u>2/18/02</u> Date
Technical Reviewer:	<u>Bryant Pergerson</u> Print Name	<u></u> Signature	<u>2/19/02</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>2871</u> Meeting Number	<u>T. Walsh</u> Signature Secretary	<u>3/5/02</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u></u> Signature	<u>3/6/02</u> Date

*Reference Use*

Effective Date: 3/6/02

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8.0 ADDENDUM

    None

**CENTRAL CONTROL ROOM (CCR)****1.0 PURPOSE**

To describe emergency response activities and operations of the Central Control Room (CCR).

To provide guidance for the response to emergencies declared at Unit 3.

**2.0 DISCUSSION**

None

**3.0 PRECAUTIONS AND LIMITATIONS**

None

**4.0 EQUIPMENT AND MATERIALS**

The following types of equipment and materials are utilized for emergency response in the CCR:

4.1 SAS, Proteus, Emergency Display Data System (EDDS) and Plant Information (PI) System for accessing plant data.

4.2 MEANS Computer program for performing dose assessment, protective action recommendations and preparing Part I and II NYS Radiological Data Forms.

4.3 Plant Procedures

4.4 Plant Drawings

4.5 Emergency Communication Systems (in addition to normally available systems)

4.5.1 Emergency Management Hotline (SM-EPM-ED)

4.5.2 CCR/TSC/EOF 3-way Ring-down line (CCR-TSC Communicator)

4.5.3 Radiological Emergency Communications System (RECS)

4.5.4 FTS-2001 Emergency Notification System - (NRC)

4.5.5 Local Government Radio (backup to RECS)

4.5.6 Emergency Plan pre-programmed facsimile machine

**5.0 INSTRUCTIONS**

5.1 The Shift Manager (SM) shall follow the instructions outlined in Attachment 1, Shift Manager (Emergency Director) Checklist.

5.2 The CCR Communicator shall follow the instructions outlined in Attachment 2, CCR Communicator Checklist.

- 5.3 The CCR-TSC Communicator shall follow the instructions outlined in Attachment 3, CCR-TSC Communicator Checklist.
- 5.4 The CCR Data Logger shall follow the instructions outlined in Attachment 4, CCR Data Logger Checklist.
- 5.5 The Watch Health Physics Technician shall follow the instructions outlined in Attachment 5, Watch Health Physics Technician Checklist.
- 5.6 The Shift Manager (SM) shall follow the instructions outlined in Attachment 6, Unit 2 Response to a Unit 3 Emergency Checklist.

**6.0 REFERENCES**

- 6.1 IP-1001, "Mobilization of Onsite Emergency Organization"
- 6.2 IP-1002, "Emergency Notification and Communication"
- 6.3 IP-1007 "Dose Assessment"
- 6.4 IP-1013 "Protective Action Recommendations"
- 6.5 IP-1024 "Emergency Classification"
- 6.6 IP-1027 "Personnel Accountability and Evacuation"
- 6.7 IP-1048 "Termination and Recovery"

**7.0 ATTACHMENTS**

- 7.1 Attachment 1, Shift Manager (Emergency Director) Checklist.
- 7.2 Attachment 2, CCR Communicator Checklist
- 7.3 Attachment 3, CCR-TSC Communicator Checklist
- 7.4 Attachment 4, CCR Data Logger Checklist
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**8.0 ADDENDUM**

NONE

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 1 of 9

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Classification of the Emergency</b></p> <p>Authority to classify and declare an emergency is reserved solely for the Emergency Director and may not be delegated. The SM in the role of Emergency Director makes the initial emergency classification.</p> <p>1.1 Classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>1.2 <b>IF</b> a General Emergency is declared, <b>THEN</b> protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p>1.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>1.4 Ensure Unit 3 Control Room is notified of the emergency classification.</p>	
<p><b>2.0 Notification – Unusual Event</b></p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>2.1 <b>IF</b> the initial emergency classification is an Alert or higher <b>THEN</b> proceed to step 3.0.</p> <p>2.2 Assign a qualified operator to act as CCR Communicator. <b>IF</b> no qualified operator is available <b>THEN</b> direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>2.3 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>2.4 Direct notification of offsite authorities:</p> <p>A. Provide the completed and signed NYS Radiological Data Form Part I to the CCR Communicator.</p> <p>B. <b>IF</b> based on Shift Manager judgment the Emergency Response Organization is needed, <b>THEN</b> have the CCR Communicator call in personnel as indicated on Form IP-1002-1 "CCR NUE Notification Checklist."</p> <p>C. Direct the CCR Communicator to perform notifications using Form IP-1002-1 "CCR NUE Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 2 of 9

Initial Responsibility/Activity(cont.)	Notes
<p><b>3.0 Notification &amp; Mobilization - Alert, Site Area or General Emergency</b></p> <p>Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher.</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>3.1 Assign a qualified operator to act as CCR Communicator. <b>IE</b> no qualified operator is available <b>THEN</b> direct Security to provide a qualified individual to serve as CCR Communicator until a qualified operator is available.</p> <p>3.2 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <div data-bbox="196 968 1208 1150" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE</b></p> <p>IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions.</p> </div> <p>3.3 <b>IE</b> personnel assembly is suspended, <b>THEN</b> inform the CCR Communicator prior to directing personnel mobilization and instruct him <b>NOT</b> to sound the site assembly alarm.</p> <div data-bbox="196 1304 1208 1556" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE</b></p> <p><b>IE</b> adverse conditions exist onsite to an extent impacting safety of Emergency Response Organization personnel responding from outside the Protected Area, <b>THEN</b> consider having Security direct responding personnel to the Emergency Operations Facility rather than reporting directly to their assigned emergency facility.</p> </div> <p>3.4 Direct the CCR Communicator to initiate Emergency Response Organization mobilization and to perform notifications using Form IP-1002-2 "CCR Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 3 of 9

Initial Responsibility/Activity(cont.)	Notes
<p><b>4.0 Establish Personnel Accountability</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTES</p> <p>Accountability rosters are located in the Shift Manager Position Binder.</p> <p>The Shift Manager may call for accountability to be completed any time conditions (hazards in the plant such as fire, toxic gas high radiation levels, earthquake etc.) are present where personnel safety may be in question.</p> </div> <p>4.1 <b>IF</b> a Site Area Emergency or General Emergency has been declared, and personnel accountability has not already been established, <b>THEN</b> initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation.</p> <p>4.2 <b>IF</b> any individuals are missing, <b>THEN</b> direct available personnel and Security to conduct search and rescue operations to locate the missing individuals.</p>	
<p><b>5.0 Assess Any Radiological Release</b></p> <p>The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations.</p> <p>5.1 <b>IF</b> any indications exist of abnormal radiological release as a result of the emergency, <b>THEN</b> assess offsite consequences in accordance with IP-1007, Dose Assessment.</p> <p>5.2 <b>IF</b> dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines <b>THEN</b> declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Addendum 8.1 of IP-1013. Protective Action Recommendations.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 4 of 9

<p><b>Continuous Responsibility/Activity (Emergency Director)</b></p>	<p><b>Notes</b></p>
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>NOTE:</b></p> <p><b>IF</b> while performing the Continuous Responsibility/Activity steps as Emergency Director, you are relieved of Emergency Director duties by the EPM or On-Call ED, <b>THEN</b> exit this section and enter the Continuous Responsibility/Activity (Shift Manager) section at step 11.0.</p> </div> <p><b>6.0 Re-Classify the Emergency if Necessary</b></p> <p>6.1 <b>IF</b> plant conditions change or other events occur which may warrant upgrade of the emergency classification, <b>THEN</b> re-classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>6.2 <b>IF</b> a General Emergency is declared, <b>THEN</b> protective action recommendations must be made in accordance with IP-1013, Protective Action Recommendations.</p> <p>6.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>6.4 Complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>6.5 Direct the CCR Communicator to perform notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	
<p><b>7.0 Establish Radiological Controls and Maintain Onsite Personnel Safety</b></p> <p>7.1 Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel.</p> <p>7.2 Once established, maintain personnel accountability.</p> <p>7.3 <b>IF</b> the potential for abnormal radiological conditions in-plant or onsite exists, <b>THEN</b>:</p> <p style="padding-left: 20px;">A. Direct the Watch Health Physics Technician to establish radiological controls for the Central Control Room and initiate habitability monitoring for the Central Control Room.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 5 of 9

<p><b><u>Continuous Responsibility/Activity (Emergency Director)</u></b></p>	<p><b>Notes</b></p>
<p>B. Evaluate the need to perform a site evacuation per IP-1027, Personnel Accountability and Evacuation.</p> <p>C. Authorize emergency exposure, if necessary, per Form IP-1023-6, Emergency Exposure Authorization.</p> <p>7.4 <b>IF</b> an on-site medical emergency occurs, <b>THEN</b> implement IP-1012, On-site Medical Emergency.</p>	
<p><b>8.0 Perform Periodic Update Notifications</b></p> <p>8.1 Periodic update notifications to offsite authorities should be made approximately every 30 minutes or more frequently when plant conditions change.</p> <p>8.2 For each update notification, complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>8.3 <b>IF</b> there has been a radiological release to the environment, <b>THEN</b> complete (or have completed) and sign a Form IP-1030-1 "NYS Radiological Data Form, <b>Part II</b>."</p> <p>8.4 For periodic update notifications during an <b>Unusual Events</b>, direct the CCR Communicator to perform update notifications using Form IP-1002-1 "CCR NUE Notification Checklist".</p> <p>8.5 For periodic update notifications during an <b>Alert or higher</b> classifications, direct the CCR Communicator to perform update notifications using Form IP-1010-3 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 6 of 9

<b>Continuous Responsibility/Activity (Emergency Director)</b>	<b>Notes</b>
<p><b>9.0 Turnover Emergency Director Responsibilities</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>For Unusual Events, the Shift Manager will normally maintain the Emergency Director responsibilities until the classification is terminated per IP-1048, Termination &amp; Recovery. For Alert and higher classifications, the Emergency Plant Manager will relieve the Shift Manager of Emergency Director duties in the Control Room. However, the On-Call Emergency Director in the EOF may, at his discretion, assume Emergency Director duties directly from the Shift Manager via telephone turnover.</p> </div> <p>9.1 Provide a status briefing to the Emergency Plant Manager upon his arrival in the Central Control Room. The Emergency Plant Manager will request status on all of the information specified on Form IP-1035-2, Essential Information Checklist.</p> <p>9.2 Provide copies of all completed nys radiological Emergency Data forms to the Emergency Plant Manager.</p> <p>9.3 Resume duties as Shift Manager and proceed to step 11.0 in the Continuous Responsibility/Activity (Shift Manager) section.</p>	
<p><b>10.0 Terminate the Emergency (Unusual Event Only)</b></p> <p>10.1 When conditions warrant termination of the Unusual Event, enter IP-1048 Termination &amp; Recovery and terminate the emergency per section 5.1 "Transition and Recovery Following an Unusual Event."</p> <p>10.2 Exit this section after termination of the emergency and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1

**Shift Manager (Emergency Director) Checklist**

Sheet 7 of 9

<b><u>Continuous Responsibility/Activity (Shift Manager)</u></b>	<b>Notes</b>
<p><b>11.0 Evaluate Emergency Action Levels</b></p> <p>11.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification.</p> <p>11.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.</p>	
<p><b>12.0 Maintain Communications with the Emergency Plant Manager and Emergency Director</b></p> <p>12.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations.</p> <p>12.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis.</p> <p>12.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.</p>	
<p><b>13.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC</b></p> <div data-bbox="207 1440 1214 1692" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability.</p> </div> <p>13.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.</p>	<p>Operations Coordinator telephone # in OSC: <b>734-5556</b></p>

Attachment 1  
**Shift Manager (Emergency Director) Checklist**  
Sheet 8 of 9

<b><u>Continuous Responsibility/Activity (Shift Manager)</u></b>	<b>Notes</b>
<p>13.2 For operations teams already dispatched and in the field prior to the OSC being activated, coordinate the transfer of team control to the OSC with the Operations Coordinator.</p> <p>13.3 Direct requests for in-plant operational support IMMEDIATELY to the Operations Coordinator in the OSC to facilitate prompt response to Control Room needs. Keep the Emergency Plant Manager informed of all requests.</p> <p>13.4 Re-enforce Control Room priorities and needs with the Emergency Plant Manager if in-plant team support is not being provided in a timely and effective manner.</p>	
<p><b>14.0 Request Technical Support as Needed to Mitigate the Emergency</b></p> <p>14.1 Request the TSC Manager to provide forward-looking technical support as needed to assist the Control Room staff in responding to the emergency.</p> <p>14.2 Provide the Emergency Plant Manager and TSC Manager with periodic briefs on current mitigation strategies and emergency procedures currently being implemented.</p>	
<p><b>15.0 Exit to Recovery Phase</b></p> <p>15.1 Upon notification from the Emergency Director that the emergency has been terminated, exit this section and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1  
Shift Manager (Emergency Director) Checklist  
Sheet 9 of 9

<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<b>16.0 Direct the Control Room staff to return all equipment utilized in the response to proper storage locations</b>	
<b>17.0 Review all documentation the Control Room staff generated during the emergency:</b>  17.1 Ensure all logs, forms and other documentation are complete.  17.2 Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for long-term restoration.  17.3 Collect all computer printouts and strip charts.	
<b>18.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</b>	

Attachment 2  
**CCR Communicator Checklist**  
 Sheet 1 of 5

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Assume the Duties of CCR Communicator</b></p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>1.1 Upon being notified to fulfill the CCR Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 <b>IF</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager (Emergency Director) and the Control Room staff that you have assumed the duties of CCR Communicator.</p> <p>1.4 <b>IF</b> the emergency classification is an Unusual Event, <b>THEN</b>, proceed to step 2.0.</p> <p>1.5 <b>IF</b> the emergency classification is an Alert or higher, <b>THEN</b>, proceed to step 3.0.</p> <p style="padding-left: 20px;">A. Unusual Event – Form IP-1002-1, CCR NUE Notification Checklist</p> <p style="padding-left: 20px;">B. Alert or higher – Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist</p>	
<p><b>2.0 Perform Initial Unusual Event Notifications</b></p> <p>2.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 20px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p style="padding-left: 20px;">B. Determine if the Shift Manager wants full Emergency Response Organization activation at the Unusual Event level (not normally required).</p> <p>2.2 Using Form IP-1002-1, CCR NUE Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Unusual Event.</p>	

Attachment 2

CCR Communicator Checklist

Sheet 2 of 5

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p>2.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>2.4 Complete the remaining notifications as specified on the Form IP-1002-1 checklist. <b>IF</b> the Shift Manager wanted full Emergency Response Organization activation, <b>THEN</b> initiate the call in per Form IP-1002-1 and Form IP-1002-5.</p> <p>2.5 <b>Fax copies</b> of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p><b>3.0 Perform Initial Alert/SAE/GE Notifications</b></p> <p>3.1 Determine if personnel accountability is being suspended from the Shift Manager.</p> <div data-bbox="224 961 1230 1220" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist is used <b>only</b> once. After notifications are complete using this form, all subsequent upgrade and update notifications shall be made using Form IP-1002-3, Upgrade/Update Notification Alert/SAE/GE Checklist.</p> </div> <p>3.2 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>3.3 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>3.4 Using Form IP-1002-2, CCR Alert/SAE/GE Initial Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Alert, SAE or GE.</p> <p>3.5 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p>	

Attachment 2  
**CCR Communicator Checklist**  
 Sheet 3 of 5

<b><u>Initial Responsibility/Activity</u></b>	<b><u>Notes</u></b>
3.6 Complete the remaining notifications as specified on the checklist. 3.7 <b>Fax copies</b> of the NYS Radiological Data Form to State/counties/EOF.	Fax numbers can be found in the Emergency Telephone Directory
<b><u>Continuous Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<b>4.0 Perform Periodic Update Notifications – Unusual Event</b>  <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>NOTE:</b>                      Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> 4.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.  A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.  4.2 Using Form IP-1002-1, CCR NUE Notification Checklist, perform <b>ONLY the circled items</b> , to make the periodic update notifications.  4.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).  4.4 <b>Fax copies</b> of the NYS Radiological Data Form to State/counties/EOF.	Fax numbers can be found in the Emergency Telephone Directory
<b>5.0 Perform Periodic Update Notifications – Alert/SAE/GE</b>  <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>NOTE:</b>                      Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> 5.1 Obtain the completed NYS Radiological Emergency Data Form Part I (Part II if a radiological release has occurred or is in progress) from the Shift Manager.	

Attachment 2

CCR Communicator Checklist

Sheet 4 of 5

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p>A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>5.2 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties.</p> <p>5.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>5.4 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p><b>6.0 IF the Emergency Classification is Upgraded, THEN Perform Upgrade Notifications</b></p> <p>6.1 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, initiate notification of personnel located in the Protected Area and the Emergency Response Organization.</p> <p>6.2 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p>A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>6.3 Using Form IP-1002-3, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties within 15 minutes of upgrade of the emergency classification.</p> <p>6.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>6.5 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2  
CCR Communicator Checklist  
Sheet 5 of 5

<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<b>7.0 When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations</b>	
<b>8.0 Review all documentation the generated during the emergency:</b>  8.1 Ensure all logs, forms and other documentation are complete.  8.2 Collect all forms, logs and other documentation..	
<b>9.0 Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.</b>	

Attachment 3  
**CCR-TSC Communicator Checklist**

Sheet 1 of 2

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Assume the Duties of CCR-TSC Communicator</b></p> <p>1.1 Upon being notified to fulfill the CCR-TSC Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 <b>IF</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR-TSC Communicator.</p> <p>1.4 If not already established, establish an open line of communications with the TSC Communicator and EOF (EOF may not always be on line) over the 3-way ring down phone:</p> <p>A. Remove handset from cradle (may use headset if available).</p> <p>B. Press button labeled "TSC-CCR-EOF"</p> <p>C. Press SIGNAL button to ring other locations.</p> <p>D. Listen to ensure other parties pick up (it may take additional time for the TSC Communicator to arrive in TSC)</p> <p>E. Inform other parties that you are establishing an open line from the CCR.</p> <p>F. Stay on line or inform other parties any time you will be offline.</p> <p>1.5 Inform the Shift Manager that you have established communications with the TSC and EOF.</p>	
<b>Continuous Responsibility/Activity</b>	<b>Notes</b>
<p><b>2.0 Maintain Communications with the TSC and EOF</b></p> <div data-bbox="224 1535 1235 1791" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>The primary responsibility of the CCR-TSC Communicator is to provide an open line of communication between the CCR and TSC, however, the Technical Advisor to the Emergency Director in the EOF will periodically monitor the communications line or will request information from the CCR and TSC.</p> </div> <p>2.1 Transmit information as requested by the TSC and EOF.</p>	

Attachment 3  
**CCR-TSC Communicator Checklist**  
 Sheet 2 of 2

<b><u>Continuous Responsibility/Activity (cont.)</u></b>		<b>Notes</b>
<p>2.2 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <p>A. Log the time when you assumed the duties of CCR0TSC Communicator</p> <p>B. Log significant communications pertaining to plant operations and emergency events.</p>		
<b><u>Closeout Responsibility/Activity</u></b>		<b>Notes</b>
<p>3.0 <b>When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations</b></p>		
<p>4.0 <b>Review all documentation the generated during the emergency:</b></p> <p>4.1 Ensure all logs, forms and other documentation are complete.</p> <p>4.2 Collect all forms, logs and other documentation..</p>		
<p>5.0 <b>Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>		

Attachment 4  
**CCR Data Logger Checklist**

Sheet 1 of 3

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Assume the Duties of CCR-Data Logger</b></p> <p>1.1 Upon being notified to fulfill the CCR-Data Logger role, IMMEDIATELY report to the Control Room.</p> <p>1.2 <b>IF</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR Data Logger.</p>	
<p><b>2.0 Initiate Data Acquisition</b></p> <p>2.1 Begin manual data collection and entry into EDDS:</p> <p>A. Activate the manual overlay functions of EDDS as specified in Step 5.3.1 of IP-1026, Emergency Data Acquisition.</p> <p>B. Begin manual data collection and entry into EDDS as specified in Step 5.3.2 of IP-1026, Emergency Data Acquisition</p> <p>2.2 <b>IF</b> EDDS is not functional, <b>THEN</b>:</p> <p>A. Begin collection and manual entry of plant parameter data into Proteus as specified in Step 5.1.5 of IP-1021, Manual Update, Readout and Printout of Proteus Plant Parameter Data.</p> <p>B. Begin manual collection of Form IP-1026-2, Equipment Status – 42B data for manual transmittal to the TSC.</p> <p>C. Completed Form 1026-2 should be faxed or physically delivered to the TSC.</p> <p>2.3 <b>IF BOTH EDDS AND</b> Proteus are not functional, <b>THEN</b> begin manual collection of data for the following forms for manual transmission to the TSC:</p> <p>A. Form IP-1026-1, Plant Parameters – 42A</p> <p>B. Form IP-1026-2, Equipment Status – 42B</p> <p>C. Form IP-1026-3, Radiological Data – 42C</p> <p>Completed forms should be faxed or physically delivered to the TSC.</p>	

Attachment 4  
CCR Data Logger Checklist  
Sheet 2 of 3

<b><u>Continuous Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>3.0 Maintain Up-to-Date Plant Data Transmissions</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>The primary responsibility of the CCR-Data Logger is to provide constant updates of manually acquired plant data for input into EDDS. If EDDS is not functional the CCR-Data Logger is responsible for manual acquisition and transmission of plant data as needed. However, additional requests for plant information may be made by the TSC or EOF.</p> </div> <p>3.1 Maintain EDDS manual input data up-to-date:</p> <ul style="list-style-type: none"> <li>A. Update manual data points at least every <b>15 minutes</b> and any time there is a significant change in value or status.</li> <li>B. If there is any important qualifying information that may be important or useful for the TSC or EOF to be aware of regarding data being manually entered into EDDS, pass that information on via the CCR-TSC Communicator.</li> </ul> <p>3.2 <b>IF</b> EDDS is not functional, <b>THEN</b> continue manual data entry into Proteus and manual completion of Form IP-1026-2 as specified in Step 2.2.</p> <p>3.3 <b>IF BOTH EDDS AND</b> Proteus are not functional, <b>THEN</b> continue manual collection of data for the following forms for manual transmission to the TSC:</p> <ul style="list-style-type: none"> <li>A. Form IP-1026-1, Plant Parameters – 42A</li> <li>B. Form IP-1026-2, Equipment Status – 42B</li> <li>C. Form IP-1026-3, Radiological Data – 42C</li> </ul> <p>Completed forms should be faxed or physically delivered to the TSC.</p>	
<p><b>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</b></p> <ul style="list-style-type: none"> <li>A. Log the time when you assumed the duties of CCR-TSC Communicator</li> <li>B. Log significant communications pertaining to plant operations and emergency events.</li> </ul>	

Attachment 4  
CCR Data Logger Checklist

Sheet 3 of 3

<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
5.0 When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
6.0 Review all documentation the generated during the emergency: 6.1 Ensure all logs, forms and other documentation are complete. 6.2 Collect all forms, logs and other documentation..	
7.0 Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 5

Watch Health Physics Technician Checklist

Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p><b>1.0 Assume the Duties of Watch Health Physics Technician</b></p> <p>1.1 Upon being notified of a classified emergency, IMMEDIATELY report to the Control Room.</p> <p>A. <b>IE</b> the declared emergency is an Alert or higher, <b>THEN</b> first proceed to HP1 and determine who has NOT signed out of the RCA by accessing the computer (Option 3 main menu, option 1 sub-menu).</p> <p>B. Report list of personnel still in RCA to the Shift Manager.</p> <p>1.2 <b>IE</b> site accountability has been directed, <b>THEN</b> sign the CCR accountability roster.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of Watch Health Physics Technician.</p>	
<p><b>2.0 Establish Initial CCR Radiological Protection</b></p> <p>2.1 Evaluate the need and make a recommendation to establish radiological access control for the Control Room</p> <p>A. Ask the Shift Manager if there is potential for abnormal radiological conditions outside of the RCA.</p> <p>B. Evaluate PRM-ARM instrumentation.</p> <p>2.2 <b>IE</b> the Shift Manager directs that Control Room radiological controls be established, <b>THEN</b>:</p> <p>A. Set up step off pad (SOP) requiring shoe check and frisker at the entrance from the turbine floor to SFS Office and at the side entrance.</p> <p>B. Place SOPs in a position that does not preclude opening the door while standing on the SOP.</p> <p>C. Perform periodic contamination surveys on both sides of the SOP</p> <p>D. Perform periodic airborne contamination checks.</p> <p>E. Record results on applicable forms.</p>	

Attachment 5

Watch Health Physics Technician Checklist

Sheet 2 of 3

<b>Continuous Responsibility/Activity</b>	<b>Notes</b>
<p><b>3.0 Provide Radiological Protection</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>The actions and responsibilities listed in this procedure are intended to assist the Watch Health Physics Technician in the performance of his/her duties. While some items are performed once, others are repeated over the duration of the event.</p> </div> <p>3.1 Provide radiological support, such as issuance of dosimetry, determination of respiratory and protective clothing requirements, and performance of radiological surveys for the following activities, as directed by the Shift Manager:</p> <ul style="list-style-type: none"> <li>A. Search and rescue</li> <li>B. Repair and corrective actions</li> <li>C. Response to fires by Fire Brigade (includes survey /decontamination of Fire Department personnel and equipment)</li> <li>D. Personnel and equipment decontamination</li> <li>E. As requested by the Shift Manager</li> </ul> <p>3.2 Conduct outside surveys per IP-1015, Radiological Surveys Outside the Protected Area as requested by the Shift Manager</p> <p>3.3 Provide Radiological Support for Personnel Medical Emergencies</p> <ul style="list-style-type: none"> <li>A. Upon notification that a personnel medical emergency has occurred onsite, report to the scene with the HP Plant Medical Emergency Kit (stored in the HPT Office/Counting Room Area).</li> <li>B. Implement Step 5.4 of IP-1012, On-Site Medical Emergency.</li> </ul>	
<p><b>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</b></p> <ul style="list-style-type: none"> <li>A. Log the time when you assumed the duties of Watch Health Physics Technician.</li> <li>B. Log significant communications pertaining to personnel radiological conditions and actions.</li> </ul>	

## Attachment 5

## Watch Health Physics Technician Checklist

Sheet 3 of 3

<b><u>Continuous Responsibility/Activity (Cont)</u></b>		<b><u>Notes</u></b>
<b>5.0</b>	<b>Turnover to OSC Radiation Protection Coordinator</b>	
5.1	Once the OSC has been activated, upon direction from the Shift Manager, report to the OSC Radiation Protection Coordinator in the OSC.	
<b><u>Closeout Responsibility/Activity</u></b>		<b><u>Notes</u></b>
<b>6.0</b>	<b>When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations</b>	
<b>7.0</b>	<b>Review all documentation the generated during the emergency:</b>	
7.1	Ensure all logs, forms and other documentation are complete.	
7.2	Collect all forms, logs and other documentation..	
<b>8.0</b>	<b>Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.</b>	

Attachment 6

Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 1 of 3

<b>Initial Responsibility/Activity</b>		<b>Notes</b>
<p><b>1.0 Notification of the Emergency</b></p> <p>Upon notification from Unit 3 Control Room that an event has been declared at Indian Point 3:</p> <p>A. Announce the information to Control Room personnel.</p> <p>B. Based upon the Unit 3 emergency conditions, evaluate the need to declare an emergency at Unit 2 in accordance with IP-1024. If you determine that an EAL is met for current Unit 2 conditions, notify the Emergency Director in Unit 3.</p>		
<p><b>2.0 Notification of Unit 2 Personnel</b></p> <p><b>2.1 UNUSUAL EVENT</b></p> <p>Make an announcement providing information regarding the Unit 3 event and any additional information as required restricting access to Unit 3 areas affected by the emergency.</p> <p><b>2.2. ALERT</b></p> <p>2.2.1 <b>IF</b> personnel are in jeopardy due to a Unit 3 emergency, <b>THEN</b> Sound the Site Assembly Alarm for 30 seconds and instruct personnel to move to safety immediately.</p> <p>2.2.2 <b>IF</b> there is no hazard for Unit 2 personnel, <b>THEN</b> sound the Site Assembly Alarm for 30 seconds and make the following announcement 3 times over the public address system:</p> <p>“Attention all personnel, Attention all personnel, an Alert has been declared at Unit 3, All essential personnel report to your assigned emergency facility. All other personnel assemble at the Energy Education Center.”</p>		

Attachment 6

Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 2 of 3	
<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>2.3. SITE AREA EMERGENCY or GENERAL EMERGENCY</b></p> <p>2.3.3 <b>IE</b> personnel are in jeopardy due to a Unit 3 emergency, <b>THEN</b> Sound the Site Assembly Alarm for 30 seconds and instruct personnel to move to safety immediately.</p> <p>2.3.3 <b>IE</b> there is no hazard for Unit 2 personnel, <b>THEN</b> sound the Site Assembly Alarm for 30 seconds and make the following announcement 3 times over the public address system:</p> <p>“Attention all personnel, Attention all personnel, a (<i>Site Area Emergency / General Emergency</i>) has been declared at Unit 3, All essential personnel report to your assigned emergency facility. All other personnel assemble at the Energy Education Center.”</p> <p>2.3.3 Perform Personnel Accountability per IP-1027</p>	
<p><b>3.0 Provide Support to Unit 3</b></p> <p>3.1 Upon notification of an Alert or higher classification from Unit 3 Emergency Director, initiate a callout of the Joint News Center Staff using the password and scenario found in Dialogic Envelope for “Activation of the Joint News Center.”</p> <p>3.2 Upon request from the Unit 3 Emergency Director, provide a Shift HP Technician to support Unit 3 response.</p> <p>3.3 Upon request from the Unit 3 Emergency Director, call-out and dispatch Offsite Field Monitoring Teams to support Unit 3 field monitoring activities. Direct offsite monitoring personnel to report to the EOF and inform the Unit 3 Emergency Director of their availability. Refer to the Emergency Telephone Directory for names and telephone numbers of qualified individuals.</p>	
<b>Continuous Responsibility/Activity</b>	<b>Notes</b>
<p><b>4.0 Provide Support to Unit 3 as Requested</b></p> <p>Upon request from the Unit 3 Emergency Director, provide Unit 2 personnel, equipment and resources available to you.</p>	

Attachment 6

**Unit 2 Response to a Unit 3 Emergency Checklist**

Sheet 3 of 3

Sheet 3 of 3	
<b>Continuous Responsibility/Activity</b>	<b>Notes</b>
<p><b>5.0 Provide updates to personnel in Unit 2 with information provided by the Unit 3 Emergency Director</b></p> <p>When information is provided to you, use the public address system to disseminate that information to the personnel within the Unit 2 fence line.</p>	
<p><b>6.0 Evaluate Emergency Action Levels</b></p> <p>Continue to evaluate current plant condition and events relative to the Emergency Action Levels as specified in IP-1024, "Emergency Classification."</p>	

CONTROLLED COPY

OPERATIONS SUPPORT CENTER

Prepared by:	<u>Mary Ann Wilson</u> Print Name	<u><i>Mary Ann Wilson</i></u> Signature	<u>3/5/02</u> Date
Technical Reviewer:	<u>Steve Hook</u> Print Name	<u><i>Steve Hook</i></u> Signature	<u>3/5/02</u> Date
Reviewer:	<u>Erin Woody</u> Print Name	<u><i>E. Woody</i></u> Signature	<u>3-5-02</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>#2871</u> Meeting Number	<u><i>T. Walsh</i></u> Signature Secretary	_____ Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>Frank Inzirillo</i></u> Signature	<u>3/6/02</u> Date

**Reference Use**

Effective Date: 3/6/02

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**OPERATIONS SUPPORT CENTER (OSC)**

**1.0 PURPOSE**

To describe the activation and operation of the Operations Support Center (OSC)

**2.0 DISCUSSION**

None

**3.0 PRECAUTIONS AND LIMITATIONS**

None

**4.0 EQUIPMENT AND MATERIALS**

4.1 The following type of equipment and materials are kept in the emergency lockers located in the stairwell at 53" elevation:

4.1.1 Protective Clothing

4.1.2 Respirators

4.1.3 KI Tablets

4.2 Portable radios and some radiation monitoring equipment is located in the TSC Lockers.

4.3 Keys for TSC Cabinets are contained in the TSC key locker. The key to the key locker is kept in the FSS Office. A backup key is located in a break glass container in the TSC.

**5.0 INSTRUCTIONS**

- 5.1 The OSC Manager shall follow the instructions outlined in Attachment 1, OSC Manager Checklist.
- 5.2 The Radiation Protection Coordinator shall follow the instructions outlined in Attachment 2, RP Coordinator Checklist.
- 5.3 The Maintenance Coordinator shall follow the instructions outlined in Attachment 3, Maintenance Coordinator Checklist.
- 5.4 The I&C Coordinator shall follow the instructions outlined in Attachment 4, I&C Coordinator Checklist.
- 5.5 The Team Coordinator shall follow the instructions outlined in Attachment 5, Team Coordinator Checklist.
- 5.6 The Operations Coordinator shall follow the instructions outlined in Attachment 6, Operations Coordinator Checklist.
- 5.7 The Accountability Clerk shall follow the instructions outlined in Attachment 7, Accountability Clerk Checklist.

**6.0 REFERENCES**

- 6.1 IP-1027, "Site Personnel Accountability and Evacuation"
- 6.2 IP-1035, "Technical Support Center"
- 6.3 IP-1041, "Use of the Triton to Monitor Radiogas"
- 6.4 IP-1020, "Airborne Iodine-131 Determination"
- 6.5 System Operating Procedure 11.1, Ventilation System Operation

**7.0 ATTACHMENTS**

- 7.1 Attachment 1, OSC Manager Checklist.
- 7.2 Attachment 2, Rad Protection Coordinator Checklist.
- 7.3 Attachment 3, Maintenance Coordinator Checklist.
- 7.4 Attachment 4, I&C Coordinator Checklist.
- 7.5 Attachment 5, Team Coordinator Checklist.
- 7.6 Attachment 6, Operations Coordinator Checklist
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**8.0 ADDENDUM**

- 8.1 Addendum 1, OSC / TSC Complex Layout
- 8.2 Addendum 2, OSC / TSC Radiological Set Up
- 8.3 Addendum 3, Task Assignment Log (Form IP-1023-1)
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- 8.12 Addendum 12, OSC Guidelines (Form IP-1023-10)
- 8.13 Addendum 13, Sample Patient Package Insert for THRO-BLOCK Tablets
- 8.14 Addendum 14, Assembly Area Coordinator Instructions (Form IP-1023-11)

Attachment 1  
**OSC Manager Checklist**  
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<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Initial Accountability</b></p> <p><b>IF</b> The event has been classified as a Site Area Emergency or General Emergency <b>AND</b> Initial Accountability has not been performed <b>THEN</b> direct accountability to be performed in accordance Section 6 of this checklist.</p>	
<p><b>2.0 Assume the duties of the OSC Manager.</b></p> <p>2.1 Sign in on the facility organization chart.</p> <p>2.2 Review TSC/OSC status boards if available</p> <p>2.3 <b>IF</b> the OSC has not yet been activated <b>THEN</b> activate the OSC as follows:</p> <p>A. Receive a briefing from the EPM or the Shift Manager in the CCR on plant conditions and any Repair/Operations personnel currently in the field.</p> <p>B. Verify that the following minimum staffing is available before activating:</p> <ol style="list-style-type: none"> <li>1. OSC Manager</li> <li>2. Team Coordinator</li> <li>3. Rad Protection Coordinator</li> <li>4. 1 HP Technician (may be in field at time of activation)</li> </ol> <p>C. <b>IF</b> the Team Coordinator is not present <b>THEN</b> assume the duties of the Team Coordinator per Attachment 5.</p> <p>D. <b>IF</b> additional personnel are required <b>THEN</b>:</p> <ol style="list-style-type: none"> <li>1. <b>IF</b> it is during normal working hours <b>THEN</b> call or assign someone to call the Assembly Areas for additional personnel</li> <li>2. <b>IF</b> it is <b>NOT</b> during normal working hours <b>THEN</b> assign someone to call the EOF or AEOF for needed personnel.</li> </ol>	

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**OSC Manager Checklist**  
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<b>Initial Responsibility/Activity (cont.)</b>	<b>Notes</b>
<p>3. <b>IE</b> needed individuals are not available onsite <b>THEN</b> assign someone to call individuals at home using the Emergency Telephone Directory (Appendix A of Emergency Plan Implementing Procedures, Emergency Roster.)</p> <p>E. Determine when the OSC staff is prepared to assume primary functions of OSC (dispatching and accounting of operations, HP, maintenance Teams into the plant).</p> <p>F. When ready to activate the OSC, formally relieve the CCR of the responsibilities to track inplant teams as follows:</p> <ol style="list-style-type: none"> <li>1. Call the Shift Manager and request a complete listing of personnel currently performing tasks outside the CCR.</li> <li>2. Inform the Shift Manager that you are now activating the OSC and assuming responsibility for accountability of all personnel inside the Protected Area and outside the CCR.</li> <li>3. Inform the EPM that the OSC has been activated.</li> <li>4. Make an announcement to the OSC, TSC, and inform the EOF that the OSC has been activated.</li> </ol> <p>G. Augment the OSC staff as necessary:</p> <ol style="list-style-type: none"> <li>1. <b>IE</b> OSC staffing is less the that shown on Form IP-1023-7, Normal OSC Staffing <b>THEN</b> call for additional personnel per above steps.</li> <li>2. Call in as many additional resources (in addition to that called for normal staffing) as needed for the event in progress.</li> </ol> <p>H. Direct Accountability Clerk to contact warehouse personnel to be available by:</p> <ol style="list-style-type: none"> <li>1. <b>IE</b> during normal working hours <b>THEN</b> call the Material Control Storekeeper at Indian Point Stores and notify him/her of the emergency and direct him/her to arrange for continuous staffing of the warehouse until the emergency is terminated.</li> </ol>	

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Initial Responsibility/Activity (cont.)	Notes
<p>2. <b>IE</b> during off-hours <b>THEN</b> call in a Material Control Storekeeper.</p> <p>I. Designate an individual to report to the Energy Education Center and act as Assembly Area Coordinator. Provide them with a copy of the Assembly Area Coordinator Instructions (Form IP-1023-11) and direct them to:</p> <ol style="list-style-type: none"> <li>1. Call the Assembly Area Coordinator and establish a communications path between OSC and Assembly Area. Another individual at the Assembly Area should be selected to act as a communicator.</li> <li>2. Have personnel stand-by in the Assembly Area until directed to leave site or return to work.</li> <li>3. Coordinate movement of personnel to the Buchanan Service Center if directed.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>Note:</b> OSC Guidelines (Form IP-1023-10) information should be provided to each OSC Technician.</p> </div> <p>J. Conduct, or have the Team Coordinator conduct, a briefing for the OSC Technicians:</p> <ol style="list-style-type: none"> <li>1 Provide a brief explanation of the event that caused the emergency.</li> <li>2 Inform personnel not to leave the TSC/OSC Complex without checking out with the OSC Team Coordinator.</li> <li>3. Inform personnel that they will be briefed by one of the OSC Coordinators prior to being sent into the field to perform a task.</li> <li>4. When briefed and dispatched by a Coordinator they <b>MUST</b> check out with the OSC Team Coordinator before they leave the TSC/OSC Complex.</li> <li>5. When returning from a mission they <b>MUST</b> check in with the OSC Team Coordinator and report any radiation exposure received while dispatched.</li> </ol>	

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<p>2.4 <b>IE</b> relieving another OSC Manager <b>THEN</b> perform a formal turnover with the current OSC Manager.</p> <p>A. Review the OSC Manager’s activity log</p> <p>B. Obtain a briefing on the emergency and any actions that have been completed or are in progress.</p> <p>C. Make a formal announcement to OSC/TSC when the turnover takes place.</p> <p>2.5 <b>IE</b> relieving another OSC Manager <b>AND</b> there has been a shift change of OSC Technicians <b>THEN</b> brief the OSC Technicians per step 2.3.1 above.</p>	
<p><b>Continuous Responsibility/Activity</b></p>	<p><b>Notes</b></p>
<p>3.0 <b>Inform EPM and OSC Coordinators when temporarily leaving the work area.</b></p> <p>3.1 Direct the TSC Communicator or Clerk to answer your phone while you are away.</p> <p>3.2 <b>IE</b> you are leaving the TSC/OSC Complex (the restroom is within complex) <b>THEN</b></p> <p>A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p>B. Inform the OSC Team Coordinator when you return.</p> <p>3.3 Upon return, obtain a briefing from the EPM on any events which have occurred while away.</p>	
<p>4.0 <b>Use Form IP-1023-4, ERO Log Sheet, to maintain a log</b></p> <p>4.1 Log when OSC is activated or when there is a manager change.</p> <p>4.2 Log major decisions and any important details of actions taken</p>	

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<b>Continuous Responsibility/Activity (cont.)</b>	<b>Notes</b>
<p><b>5.0 Supervise the activities of the OSC Coordinators and team personnel.</b></p> <p>5.1 The EPM is responsible for overall control of the onsite emergency response. Obtain EPM concurrence prior to directing any actions which may affect the operability of a plant system.</p> <p>5.2 Coordinate activities of operations personnel in the OSC with the Operations Coordinator and the Central Control Room.</p> <p>5.3 Inform the EPM immediately of any operations teams requested to be dispatched from the OSC by the CCR.</p> <p>5.4 Maintain adequate personnel and material resources for the onsite response.</p> <p>5.5 <b>IF</b> any necessary materials or supplies are not available on site <b>THEN</b> request assistance in obtaining items from the Material Control Storekeeper and/or the Administrative and Logistics Director at the corporate offices.</p> <p>5.6 Ensure that priorities are consistent with the priorities established by the EPM</p> <p>A. Task fall into the following three general categories:</p> <ol style="list-style-type: none"> <li>1. High (H): The task is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.</li> <li>2. Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission (for example, there is a leak, or there is a secondary plant problem, and so forth).</li> <li>3. Low (L): Any task which can be worked on when resources permit (for example, getting meals).</li> </ol> <p>B. Within each of the general categories (H, M or L), rank the priority of the tasks with numbers (1, 2 ,3 etc.) when assigning tasks to the OSC Coordinators.</p>	

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**OSC Manager Checklist**  
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<b>Continuous Responsibility/Activity (cont.)</b>	<b>Notes</b>
<p>5.7 Assign task to OSC Coordinators. The OSC Manager's Task Assignment Log (Form IP-1023-1) may be used to track task assignments.</p> <p>5.8 Keep the Coordinators, Team Leaders, and Team Members informed of the overall focus of the emergency, task priorities and existing radiological conditions.</p> <p>5.9 Remind the Coordinators to maintain an awareness of the activities and concerns of OSC team members and team leaders.</p> <p>5.10 Verify that the Mission Status Board is updated as new tasks are assigned, old tasks are completed, and as priorities are changed.</p> <p>5.11 Obtain approval from the EPM prior to deviating from any existing plant procedure dealing with changing plant configuration or personnel safety or prior to performing an action for which no procedure exists, but would normally require a procedure.</p>	
<p><b>6.0 Establish and Maintain ongoing accountability</b></p> <p>6.1 <b>IF</b> the emergency classification is changed to a Site Area Emergency or General Emergency <b>OR</b> if directed by the Emergency Plant Manager <b>THEN</b> establish or re-establish initial accountability as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Initial Accountability shall be completed within approximately 30 minutes from the time the Site Assembly Alarm is sounded <b>AND</b> accountability is called for.</p> </div> <p>A. <b>IF</b> Accountability Rosters have not been completed <b>THEN</b> Direct all ERO members in the TSC/OSC Complex to sign an Accountability Roster (Form IP-1027-1)</p> <p>B. Obtain the completed Accountability Rosters from the CCR</p> <p>C. Ensure completed Rosters are faxed to the Lead Accountability Officer (LAO)</p>	

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<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>D. <b>WHEN</b> notified by the LAO that there are individuals who are <b>NOT</b> accounted for <b>THEN</b>:</p> <ol style="list-style-type: none"><li>1. Inform the EPM</li><li>2. Review HP Computer Printout for any missing individuals within the Radiological Control Area.</li><li>3. Attempt to locate missing personnel by using the public address system.</li><li>4. Notify the LAO when any listed personnel are located.</li></ol>	

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<b>Continuous Responsibility/Activity (cont.)</b>	<b>Notes</b>
<div data-bbox="180 415 1206 632" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Search and Rescue missions should attempt to locate anyone thought to be within the Radiological Control and damaged plant areas first <b>AND</b> Security and Operations personnel trained in first aid should be used on search and rescue teams if possible.</p> </div> <p>6.2 <b>IE</b> directed by the EPM <b>THEN</b></p> <ul style="list-style-type: none"> <li>A. Commence search and rescue operations by directing the OSC Team Coordinator to assemble and dispatch search and rescue teams.</li> <li>B. Instruct search and rescue teams not to move an incapacitated victim without a Medical Representative or qualified first responder <b>UNLESS</b> the potential harm from radiation or other hazards outweighs the potential harm of moving the victim.</li> <li>C. <b>IE</b> there has been a release of radioactive materials <b>THEN</b> direct the RP Coordinator to dispatch an HP Technician to the Energy Education Center to verify habitability.</li> <li>D. Inform the Emergency Plant Manager or Shift Manager of any habitability concerns in the Energy Education Center.</li> </ul> <div data-bbox="191 1220 1214 1367" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>NOTE</b></p> <p>Ongoing Accountability is required at the Site Area Emergency level, but may be relaxed by Emergency Plant Manager at the Alert level.</p> </div> <p>6.3 Direct OSC Staff to maintain accountability of all OSC personnel through the use of status boards, team assignments, Form IP-1023-3, Individual Exposure Tracking Log and Form IP-1023-8, ERO Tracking Log.</p> <p>6.4 Inform the LAO immediately of any personnel discovered missing</p> <p>6.5 Maintain accountability throughout the remainder of the emergency unless directed by the EPM to relax the accountability process.</p>	

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<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>7.0 Inform the EPM of changing situations in the plant based on information received from teams out in the field.</p>	
<p>8.0 Participate in periodic briefings of TSC/OSC staff. 8.1 Update the Material Control Storekeeper on briefing items 8.2 Ensure personnel in the field are updated.</p>	
<p>9.0 Assist EPM and TSC Staff in developing ad hoc procedures and defining tasks to mitigate the emergency.</p>	
<p>10.0 Evaluate the need to evacuate the TSC/OSC and evacuate as necessary.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>An organized evacuation of the TSC/OSC Complex should be started when the following radiological conditions occur:</p> <ul style="list-style-type: none"> <li>• Exposure rates &gt; 80 mRem/Hr TEDE <b>OR</b> 500mRem/Hr TODE</li> <li>• Projected Whole Body Dose for a 12 hour period is &gt; 1 Rem TEDE <b>OR</b> Thyroid Dose &gt;5 Rem TODE</li> <li>• Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.</li> </ul> <p>Evacuation may be performed at rates below those listed based on plant conditions and response needs.</p> </div> <p>10.1 Determine a suitable alternate location should the recommendation to relocate the OSC be made by the RP Coordinator.</p>	

Attachment 1  
**OSC Manager Checklist**  
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<b><u>Continuous Responsibility/Activity (cont.)</u></b>	
<p>10.2 Determine the speed at which the relocation of personnel should occur giving consideration to the following items:</p> <ul style="list-style-type: none"> <li>A. The impact of immediate relocation vs. projects in progress.</li> <li>B. Current radiological conditions within the TSC/OSC</li> <li>C. Radiological conditions at the proposed relocated TSC/OSC.</li> <li>D. Radiological conditions en route.</li> <li>E. The adequacy of response from the alternate location.</li> </ul> <p>10.3 Coordinate evacuation of the TSC/OSC with the EPM and TSC Manager.</p> <p>10.4 Request that the EPM announce the decision to evacuate, times and new location over the Station PA system.</p> <p>10.5 Inform the CCR and Material Control Storekeeper of the change in location of the OSC.</p> <p>10.6 Notify Security to instruct incoming personnel to report to the alternate TSC/OSC.</p> <p>10.7 Direct that all equipment and materials needed for the alternate OSC be packaged and delivered to the new location.</p>	
<p><b>11.0 Set up second shift of Emergency Response Organization</b></p> <p>11.1 Direct the Accountability Clerk to complete an ERO Shift Roster (Form IP-1023-9).</p> <p>11.2 Review the completed form with the TSC Manager to ensure all required individuals are identified.</p> <p>11.3 Request the EPM to establish a shift turnover time with the ED</p> <p>11.4 Direct Accountability Clerk to use the Emergency Telephone Directory to call a 2<sup>nd</sup> shift and notify them when to report to their assigned facility.</p>	

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OSC Manager Checklist  
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<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>12.0 Direct OSC personnel to return all equipment to proper storage locations.</b></p>	
<p><b>13.0 Review all documentation:</b></p> <p>13.1 Verify that logs, forms and other documentation are complete</p> <p>13.2 Verify that all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or plant recovery operations.</p>	
<p><b>14.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 2  
**Rad Protection Coordinator Checklist**  
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<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Assume the position of Rad Protection Coordinator.</b></p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 <b>IF</b> the OSC has not yet been activated <b>THEN</b> perform the following:</p> <ul style="list-style-type: none"> <li>A. Contact the Watch HP and receive a briefing of radiological conditions and status of any ongoing jobs.</li> <li>B. Determine if any personnel are currently in the field.</li> <li>C. Request the CCR to align the TSC/OSC ventilation system for incident operation per procedure SOP 11.1, Ventilation System Operation.</li> <li>D. Direct a TSC/OSC habitability survey and that radiological controls be set up as shown in Addendum 2 if necessary.</li> <li>E. Establish contamination controls for the CCR if necessary.</li> <li>F. Assign an HP Technician to obtain TLDs and dosimeters from the Control Point for all OSC/TSC personnel.</li> <li>G. <b>IF</b> individuals have not been previously issued TLDs <b>THEN</b> have TLDs issued to them.</li> </ul> <p>1.3 Report readiness status to the OSC Manager when prepared to assume the Rad Protection Coordinator position.</p> <p>1.4 <b>IF</b> relieving another Rad Protection Coordinator <b>THEN</b>. perform a formal turnover:</p> <ul style="list-style-type: none"> <li>A. Review the RP Coordinator's activity log.</li> <li>B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.</li> <li>C. Relieve current Rad Protection Coordinator</li> </ul> <p>1.5 Inform OSC staff that you are now the Rad Protection Coordinator.</p>	

Attachment 2  
**Rad Protection Coordinator Checklist**  
 Sheet 2 of 7

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Establish and Maintain radiological habitability.</b></p> <p>2.1 Direct periodic monitoring of Emergency Response Facilities within the Protected Area and other occupied areas as necessary, particularly when a release of radioactive material into plant environments is in progress or suspected.</p> <p>A. At a minimum, verify habitability in the Main Control Room, TSC, OSC, and Security Building.</p> <p>B. <b>IF</b> the following conditions exist in the TSC/OSC or CCR <b>THEN</b> inform the EPM to implement restrictions on eating and drinking in the effected areas.</p> <ul style="list-style-type: none"> <li>• Contamination Levels above background</li> <li>• Airborne contamination levels above background</li> </ul> <p>C. Insure TSC/OSC personnel are aware of any restrictions in place.</p> <p>D. <b>IF</b> any of the following conditions exist <b>THEN</b> Inform the OSC Manager immediately to consider a planned evacuation of the TSC/OSC Complex:</p> <ul style="list-style-type: none"> <li>• TSC/OSC (or other occupied area) Dose rates &gt; 80 mRem/Hr:TEDE or 500 mRem/hr TODE.</li> <li>• Projected doses &gt; 1 Rem TEDE or 5 Rem TODE over a 12 hour period</li> <li>• Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.</li> </ul> <p>2.2 <b>IF</b> any of the above limits are reached <b>THEN</b> Coordinate with the OSC/TSC Managers to survey alternate locations for habitability prior to relocation if possible.</p> <p>2.3 <b>IF</b> a chemical release is detected <b>THEN</b> direct Chemistry Technician or individual qualified in hazardous material response to assist in establishing chemical habitability prior to sending individuals into affected area.</p>	

Attachment 2  
**Rad Protection Coordinator Checklist**  
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<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>3.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</b></p> <p>3.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>3.2 <b>IF</b> you are leaving the TSC/OSC Complex (the restroom is within complex) <b>THEN</b></p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>3.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p><b>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log</b></p> <p>4.1 Record the time you assume position of Rad Protection Coordinator.</p> <p>4.2 Record any significant and unusual indications from the Plant RMS.</p> <p>4.3 Record any significant changes in radiological conditions reported from field teams.</p> <p>4.4 Record any communications outside the Protected Area Fence or significant communications to facilities outside the OSC</p>	
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>NOTES:</b></p> <p>Documentation on ERWPs and Team Briefing Forms may be deferred when immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety. Documentation shall be finished as soon as possible after team dispatch.</p> <p>The HP Technician accompanying the team becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.</p> </div> <p><b>5.0 Suspend normal RWP requirements for performing work in radiological controlled areas if necessary. Emergency Radiation Work Permits (ERWP) will then be used for team dispatch.</b></p>	

Attachment 2  
**Rad Protection Coordinator Checklist**  
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<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>6.0 Suspend radiological posting requirements, if necessary, for areas outside the RCA that are affected by the accident until the Recover Phase is entered.</b></p>	
<p><b>7.0 Document radiological readings taken by HP Technicians or other meter qualified individuals in the field on survey maps.</b></p>	
<p><b>8.0 Establish and maintain dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel.</b></p> <p>8.1 Use ERWPs (Form IP-1023-5) to control radiological requirements for personnel sent into the plant.</p> <p>8.2 Start ERWPs for anticipated activities in various plant areas.</p> <p>8.3 If possible, based on your judgement, use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment.</p> <p>8.4 Verify the Team Coordinator is tracking individual exposure data on Individual Exposure Tracking Log (Form IP-1023-3)</p> <p>8.5 Direct radiological control personnel to read TLDs for personnel whose exposure limits are approached.</p>	
<p><b>9.0 Direct Health Physics Personnel in the following activities:</b></p> <p>9.1 Assign Radiation Control personnel to assist in emergency response support activities.</p> <p>9.2 Use Form IP-1023-2, Emergency Team Briefing Form to prepare and document team assignments.</p> <p>9.3 Assign personnel to conduct in-plant radiological surveys as required to support ERO activities.</p> <p>9.4 Assign HP Technicians to accompany Damage Control Teams requiring radiological support.</p>	

Attachment 2  
Rad Protection Coordinator Checklist  
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<b><u>Continuous Responsibility/Activity (cont.)</u></b>	<b><u>Notes</u></b>
<p><b>10.0 IE there are contaminated injured personnel THEN perform the following:</b></p> <p>10.1 Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.</p> <p>10.2 Monitor patients for contamination and decontaminate as appropriate.</p> <p>10.3 Make arrangements to pick up RP personnel at the hospital.</p> <p>10.4 Follow proper procedures to retrieve radioactive waste from offsite treatment locations.</p> <p>10.5 Obtain concurrence from the EPM prior to releasing the hospital's Radiological Emergency Room or the ambulance for uncontrolled use.</p>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> <p><b>NOTE</b></p> <p>Team Briefing Forms may be completed after team dispatch if time does not allow. Briefings shall still take place.</p> </div> <p><b>11.0 Ensure emergency team receive proper briefs on radiological conditions and requirements.</b></p> <p>11.1 Depending on conditions the ERWP should state who will give radiological brief to emergency teams</p> <p>11.2 Request that the Team Coordinator attend briefings to ensure continuous accountability of dispatched Team personnel.</p> <p>11.3 Use the ERWP to discuss dose limits, expected and maximum dose rates, and stay times. Advise team members to immediately contact or return to the OSC when dose rates or stay times approach the established limits.</p> <p>11.4 Discuss dosimetry requirements.</p> <p>11.5 Discuss protective clothing and respiratory protection requirements.</p> <p>11.6 Discuss travel route requirements and if there are any releases in progress.</p> <p>11.7 Advise team members on monitoring and decontamination procedures following mission completion.</p>	

Attachment 2  
**Rad Protection Coordinator Checklist**  
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<b>Continuous Responsibility/Activity (cont.)</b>	<b>Notes</b>
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>For events that do involve an increase in plant radiation levels above those found during normal plant operations, normal exposure controls may be used vs. implementation of emergency exposure controls.</p> </div> <p><b>12.0 Maintain onsite emergency exposure controls as follows:</b></p> <p>12.1 <b>IF</b> emergency exposure controls are implemented <b>THEN</b> Maintain individual emergency exposures as follows:</p> <ul style="list-style-type: none"> <li>A. Request the EPM to authorize emergency exposures up to 1 Rem TEDE for all OSC and Operations Personnel.</li> <li>B. Track individuals doses to ensure no one receives more than 1 Rem TEDE during the emergency unless further exposure is authorized.</li> <li>C. Request the EPM to authorize additional exposure 1 Rem at a time, up to 5 Rem.</li> <li>D. Notify and ensure the EPM authorizes any emergency radiation exposures expected to exceed 5 Rem TEDE or when entry into areas where exposure rates &gt; 25 Rem/Hr may be encountered.</li> <li>E. With EPM authorization volunteers may receive up to 10 REM TEDE to protect valuable property <b>OR</b> 25 REM TEDE to save a life or protect large populations.</li> </ul> <p>12.2 An HP Technician escort or qualified self-monitor is required for any team to be sent into an area where any of the following conditions present:</p> <ul style="list-style-type: none"> <li>A. Radiological conditions are unknown. Surveys or ARMs may be used to predict radiological conditions.</li> <li>B. Radiation field in excess of 1 R/hr are expected.</li> </ul> <p>12.3 Clearly state exposure limits on ERWPs</p>	

Attachment 2  
**Rad Protection Coordinator Checklist**  
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<b>Continuous Responsibility/Activity (cont.)</b>	<b>Notes</b>
<p><b>13.0 IE individuals receive or are expected to receive large Radioiodine Uptakes (~25REM) THEN:</b></p> <p>13.1 Control the specified issuance of KI to onsite emergency workers as follows:</p> <ul style="list-style-type: none"> <li>A. Get approval of the EPM for issuance of KI</li> <li>B. Direct team members to read Patient Package Insert prior to taking KI (see Addendum 13 for sample).</li> <li>C. Administer KI</li> <li>D. Record KI issuance information on Individual Exposure Tracking Log</li> </ul> <p>13.2 Evaluate iodine uptakes for persons issued KI.</p>	
<p><b>14.0 Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate.</b></p>	
<p><b>15.0 Ensure adequate materials and supplies are available for assigned missions.</b></p> <p>15.1 Obtain needed materials from normal station supply locations.</p> <p>15.2 <b>IE</b> additional supplies are needed <b>THEN</b> request any materials, supplies, or personnel needs from the OSC Manager.</p>	
<b>Closeout Responsibility/Activity</b>	<b>Notes</b>
<p><b>16.0 IE radiological conditions allow THEN Direct HP Technicians:</b></p> <p>16.1 To return emergency equipment to proper storage areas and restock supplies as needed.</p> <p>16.2 Review radiological conditions in the plant and update postings as required.</p> <p>16.3 Review any open RWPs to ensure conditions have not changed which may effect their use.</p>	
<p><b>17.0 Provide all logs and records to the OSC Manager upon termination of the emergency.</b></p>	

Attachment 3  
**Maintenance Coordinator Checklist**  
 Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of Maintenance Coordinator.</b></p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Report readiness status to the OSC Manager when prepared to assume the Maintenance Coordinator position.</p> <p>1.3 <b>IE</b> relieving another Maintenance Coordinator <b>THEN</b>, perform a formal turnover:</p> <p style="padding-left: 40px;">A. Review the activity log.</p> <p style="padding-left: 40px;">B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.</p> <p style="padding-left: 40px;">C. Relieve current Maintenance Coordinator</p> <p>1.4 Inform OSC staff that you are now the Maintenance Coordinator.</p>	

Attachment 3  
Maintenance Coordinator Checklist  
Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</b></p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 <b>IF</b> you are leaving the TSC/OSC Complex (the restroom is within complex) <b>THEN</b></p> <p>A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p>B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p><b>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities:</b></p> <p>3.1 Record the time you assume position of Maintenance Coordinator</p> <p>3.2 Record Maintenance Team activities undertaken with information on repairs performed and pending actions to ensure repairs are completed. (need not repeat items on team briefing forms)</p> <p>3.3 Record all communications outside the Protected Area Fence.</p>	
<p><b>4.0 Assist OSC Manager is planning and preparing for any mechanical and/ or electrical maintenance activities needed to return the plant to a safe condition.</b></p>	

Attachment 3  
Maintenance Coordinator Checklist  
Sheet 3 of 3

<b><u>Continuous Responsibility/Activity (cont.)</u></b>	<b><u>Notes</u></b>
<p><b>5.0 Participate in Team dispatch and field operations:</b></p> <p>5.1 Choose maintenance personnel who are best qualified to conduct assigned tasks(s).</p> <p>5.2 Use Form IP-1023-2, Emergency Team Briefing Form to prepare and document team assignments.</p> <p>5.3 Ensure Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.</p> <p>5.4 Participate in Team briefings to ensure team members properly understand assigned task.</p> <p>5.5 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.6 Debrief mechanical and electrical maintenance team members when they return and ensure actions are properly documented.</p>	
<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>6.0 Assist OSC personnel to return all equipment to proper storage locations.</b></p>	
<p><b>7.0 Review all documentation the Maintenance Coordinators maintained during the emergency:</b></p> <p>7.1 Ensure logs, forms and other documentation are complete</p> <p>7.2 Ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations and/or plant recovery operations.</p>	
<p><b>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 4  
**I&C Coordinator Checklist**  
 Sheet 1 of 3

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Assume the position of I&amp;C Coordinator.</b></p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Report readiness status to the OSC Manager when prepared to assume the I&amp;C Coordinator position.</p> <p>1.3 <b>IF</b> relieving another I&amp;C Coordinator <b>THEN</b>, perform a formal turnover:</p> <ul style="list-style-type: none"> <li>A. Review the activity log.</li> <li>B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.</li> <li>C. Relieve current I&amp;C Coordinator</li> </ul> <p>1.4 Inform OSC staff that you are now the I&amp;C Coordinator.</p>	

Attachment 4  
**I&C Coordinator Checklist**  
 Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</b></p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 <b>IF</b> you are leaving the TSC/OSC Complex (the restroom is within complex) <b>THEN</b></p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p><b>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities.</b></p> <p>3.1 Record the time you assume position of I&amp;C Coordinator</p> <p>3.2 Record I&amp;C Team activities undertaken with information on repairs performed and pending actions to ensure repairs are completed. (you need not repeat information on team briefing forms.)</p> <p>3.3 Record all communications outside the Protected Area Fence.</p>	
<p><b>4.0 Assist OSC Manager in planning and preparing for any I&amp;C maintenance activities needed to return the plant to a safe condition.</b></p>	

Attachment 4  
**I&C Coordinator Checklist**  
 Sheet 3 of 3

<b><u>Continuous Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>5.0 Participate in Team dispatch and field operations:</b></p> <p>5.1 Choose I&amp;C personnel who are best qualified to conduct assigned task(s)</p> <p>5.2 Use Form IP-1023-2, Emergency Team Briefing Form to prepare and document team assignments.</p> <p>5.3 Ensure Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.</p> <p>5.4 Participate in Team briefings to ensure team members properly understand assigned task</p> <p>5.5 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:                      Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.6 Debrief I&amp;C maintenance team members when they return and ensure actions are properly documented.</p>	
<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>6.0 Assist OSC personnel to return all equipment to proper storage locations.</b></p>	
<p><b>7.0 Review all documentation the I&amp;C Coordinators maintained during the emergency:</b></p> <p>7.1 Ensure logs, forms and other documentation are complete</p> <p>7.2 Ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.</p>	
<p><b>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 5  
**Team Coordinator Checklist**  
 Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>NOTE</b>                      If there is no OSC Manager present perform the steps in Attachment 1, OSC Manager Checklist in conjunction with this checklist.</p>	
<p><b>1.0 Assume the position of Team Coordinator.</b></p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Review TSC/OSC status boards if available</p> <p>1.3 Inform the OSC Manager that you are ready to activate and assist in OSC activation as needed.</p> <p>1.4 Obtain a briefing from the OSC Manager on the status of any personnel or teams currently in the field.</p> <p>1.5 Coordinate taking control of personnel and/or teams by establishing communications with field personnel and informing them that they are now under the control of the OSC.</p> <p>1.6 <b>IF</b> relieving another Team Coordinator <b>THEN</b> perform a formal turnover with current Team Coordinator.</p> <p style="padding-left: 20px;">A. Review the Team Coordinator activity log.</p> <p style="padding-left: 20px;">B. Obtain a briefing on the emergency and any actions that have been completed or are in progress.</p> <p style="padding-left: 20px;">C. Review field operations and take control of accountability for personnel in the field.</p> <p style="padding-left: 20px;">D. Inform the TSC Manager you are now the Team Coordinator.</p> <p style="padding-left: 20px;">E. Make a formal announcement to OSC Staff when relief takes place.</p>	

Attachment 5  
**Team Coordinator Checklist**  
 Sheet 2 of 4

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</b></p> <p>2.1 Request another OSC Coordinator to assume the Team Coordinator duties while you are away.</p> <p>2.2 <b>IF</b> you are leaving the TSC/OSC Complex (the restroom is within complex) <b>THEN</b></p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from acting Team Coordinator on any events which have occurred while away.</p>	
<p><b>3.0 Ensure ongoing accountability (unless directed otherwise) for TSC and OSC personnel.</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>A computer spreadsheet may be used in place of the ERO Tracking Log and Individual Exposure Tracking Log to keep records of teams sent into the field from the OSC</p> <p><b>IF</b> the spreadsheet is used <b>THEN</b> printout copies often to maintain hard copy records of team activities.</p> </div> <p>3.1 Track all individuals leaving TSC/OSC Complex on the ERO Tracking Log (Form IP-1023-8)</p> <p>3.2 <b>IF</b> individuals are going to be receiving emergency radiation exposure <b>THEN</b> track radiation exposures on Individual Exposure Tracking Log (Form IP-1023-3).</p> <p>3.3 Inform the OSC Manager immediately of any missing personnel.</p> <p>3.4 <b>IF</b> anyone is unaccounted for <b>THEN</b> assist in search and rescue operations utilizing teams</p>	

Attachment 5  
**Team Coordinator Checklist**  
 Sheet 3 of 4

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>4.0 Monitor the activities of the team personnel in the field.</b></p> <p>4.1 Keep informed on team mission priorities</p> <p style="padding-left: 20px;">A. The OSC Manager will inform you which task is the number 1 priority and which are numbers 2 &amp; 3.</p> <p style="padding-left: 20px;">B. Place (or direct the Accountability Clerk to place) the priority number on the Mission Status board.</p> <p style="padding-left: 20px;">C. Continually remind OSC personnel dispatched to perform task of current priorities and any changes to priorities.</p> <p>4.2 <b>IE</b> team tracking task allows the time <b>THEN</b> participate in team briefings to ensure you are aware of the teams assigned task and expected hazards.</p> <p>4.3 Maintain the Mission Status Board. Update as tasks are assigned, old tasks are completed, and as priorities are changed.</p> <p>4.4 Maintain communications with teams once they are dispatched from the OSC.</p> <p>4.5 Keep track of team radiation exposure while they are in the field using spreadsheet or manual forms (transfer information to Individual Exposure Tracking Log (Form IP-1023-3) when teams return.</p> <p>4.6 <b>IE</b> team tracking task allows the time <b>THEN</b> participate in Team Debriefings when they return to the OSC to keep informed on field conditions.</p> <p>4.7 Immediately update teams of any change in emergency classifications or changing conditions which may affect their safety, such as the start of a release.</p> <p>4.8 Immediately update RP Coordinator of any changing or unexpected conditions reported by teams in the field.</p>	
<p><b>5.0 Direct the Accountability Clerk to assist you in maintaining records as necessary.</b></p>	

Attachment 5  
**Team Coordinator Checklist**  
 Sheet 4 of 4

<b><u>Continuous Responsibility/Activity (cont.)</u></b>		<b><u>Notes</u></b>
<p><b>6.0 Inform the OSC Manager and other OSC Coordinators of changing situations in the plant based on information received from dispatched teams.</b></p> <p>6.1 Unexpected radiation levels.</p> <p>6.2 Unreported hazardous conditions.</p> <p>6.3 Important equipment status.</p>		
<b><u>Closeout Responsibility/Activity</u></b>		<b><u>Notes</u></b>
<p><b>7.0 Assist OSC personnel to return all equipment to proper storage locations.</b></p>		
<p><b>8.0 Review all documentation the OSC Team Coordinators maintained during the emergency:</b></p> <p>A. Ensure logs, forms and other documentation are complete</p> <p>B. Work with other OSC Coordinators to ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.</p>		
<p><b>9.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>		

Attachment 6  
Operations Coordinator Checklist  
Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p><b>1.0 Assume the position of Operations Coordinator.</b></p> <p>1.1 Sign in on the facility organization chart.</p> <p>1.2 Report readiness status to the Shift Manager and the OSC Manager when prepared to assume the Operations Coordinator position.</p> <p>1.3 <b>IF</b> relieving another Operations Coordinator <b>THEN</b>, perform a formal turnover:</p> <ul style="list-style-type: none"> <li>A. Review the Operations Coordinator activity log.</li> <li>B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.</li> <li>C. Relieve the current Operations Coordinator</li> </ul> <p>1.4 Inform Shift Manager and OSC staff that you are now the Operations Coordinator.</p>	

Attachment 6  
**Operations Coordinator Checklist**  
 Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</b></p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 <b>IF</b> you are leaving the TSC/OSC Complex (the restroom is within complex) <b>THEN</b></p> <p style="padding-left: 40px;">A Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p><b>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities.</b></p> <p>3.1 Record the time you assume position of Operations Coordinator.</p> <p>3.2 Record Operations Team activities undertaken with information on plant operations performed and repairs performed.</p> <p>3.3 Communications outside the OSC.</p>	
<p><b>4.0 Assist Control Room and OSC Manager in planning and preparing for any operations maintenance activities needed to return the plant to a safe condition.</b></p> <p>4.1 Establish communications with the CCR. Keep the CCR informed of field team activities currently underway or that are planned.</p> <p>4.2 Coordinate operations and repair activities with the CCR.</p> <p>4.3 Provide operational guidance to other OSC Staff and inplant teams.</p>	

Attachment 6  
**Operations Coordinator Checklist**  
 Sheet 3 of 3

<b><u>Continuous Responsibility/Activity (cont.)</u></b>	<b><u>Notes</u></b>
<p><b>5.0 Participate in Team dispatch and field operations:</b></p> <p>5.1 Choose Operations personnel who are best qualified to conduct assigned task(s).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:                      For urgent operations requirements – the Emergency Team Briefing Form may be completed after team dispatch.</p> </div> <p>5.2 <b>IF</b> you are the Lead Coordinator for a team <b>THEN</b> complete an Emergency Team Briefing Form (Form IP-1023-2) for the team dispatched from the OSC.</p> <p style="margin-left: 20px;">A Ensure Team is properly equipped to conduct assigned task, including procedures, drawings and tools.</p> <p style="margin-left: 20px;">B Participate in Team briefings to ensure team members properly understand assigned task.</p> <p>5.3 Keep the control room staff aware of all teams progress.</p> <p>5.4 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task(s).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:                      Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.5 Debrief operations team members when they return and ensure actions are properly documented.</p>	
<b><u>Closeout Responsibility/Activity</u></b>	<b><u>Notes</u></b>
<p><b>6.0 Assist OSC personnel in returning all equipment to proper storage locations.</b></p>	
<p><b>7.0 Review all documentation the Operations Coordinators maintained during the emergency:</b></p> <p style="margin-left: 20px;">A. Ensure logs, forms and other documentation are complete</p> <p style="margin-left: 20px;">B. Ensure all activities performed by OSC Teams that deviated from normal station procedures are properly documented</p>	
<p><b>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</b></p>	

Attachment 7  
Accountability Clerk Checklist  
Sheet 1 of 5

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Initial Accountability</b></p> <p>1.1 <b>IF</b> the event has been classified as a Site Area Emergency or General Emergency <b>AND</b> Initial Accountability has not been performed <b>THEN IMMEDIATELY</b> perform accountability in accordance with section 4.0 of this checklist</p>	
<p><b>2.0 Assume the position of Accountability Clerk.</b></p> <p>2.1 Sign in on the facility organization chart.</p> <p>2.2 Report readiness to assume position to the OSC Manager.</p> <p>2.3 <b>IF</b> relieving another Accountability Clerk <b>THEN</b> perform a formal turnover:</p> <p>A. Review the Team Coordinator's activity log.</p> <p>B. Obtain a briefing on the emergency, radiological conditions and current status of personnel accountability.</p> <p>C. Relieve the current Accountability Clerk.</p> <p>2.4 Inform OSC Manager that you are now the Accountability Clerk.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p><b>3.0 Inform an OSC Coordinator when temporarily leaving the work area.</b></p> <p>3.1 Request another OSC Staff Member to answer your phone while you are away.</p> <p>3.2 <b>IF</b> you are leaving the TSC/OSC Complex (the restroom is within complex) <b>THEN</b></p> <p>A Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes).</p> <p>B Inform the OSC Team Coordinator when you return.</p> <p>3.3 Upon return, obtain a briefing from an coordinator on any events which have occurred while away.</p>	

Attachment 7  
**Accountability Clerk Checklist**  
 Sheet 2 of 5

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p><b>4.0 Establish and Maintain ongoing accountability</b></p> <p>4.1 <b>IF</b> the emergency classification is changed to a Site Area Emergency or General Emergency <b>OR</b> if directed by the Emergency Plant Manager <b>THEN</b> establish or re-establish initial accountability as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Initial Accountability shall be completed within approximately 30 minutes from the time the Site Assembly Alarm is sounded <b>AND</b> accountability is called for.</p> </div> <p>A. <b>IF</b> Accountability Rosters have not been completed <b>THEN</b> Direct all ERO members remaining in the TSC/OSC Complex to sign an Accountability Roster (Form IP-1027-1)</p> <p>B. Obtain the completed Accountability Rosters from the CCR</p> <p>C. Fax the completed Accountability Rosters to the LAO (All TSC/OSC &amp; CCR Accountability Rosters must be faxed to the LAO to resolve their list of missing personnel).</p>	

Attachment 7  
**Accountability Clerk Checklist**  
 Sheet 3 of 5

<b><u>Continuous Responsibility/Activity (cont.)</u></b>	<b><u>Notes</u></b>
<p>D. <b>IF</b> there are individuals who are <b>NOT</b> accounted for <b>THEN</b>:</p> <ol style="list-style-type: none"> <li>1. Contact the Security Guard House for Accountability Rosters or computer report of individuals who may have left the Protected Area since Security Access Report was printed and printout of individuals within the Protected Area sorted by location.</li> <li>2. Send an HP to obtain the Health Physics Computer Printout of individuals within the Radiological Control Area.</li> <li>3. Check off names of possible missing individuals who have left Protected Area to narrow the list of actually missing persons and review HP Computer Printout for any missing individuals within the Radiological Control Area.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b>                      Search and Rescue missions should attempt to locate anyone thought to be within the Radiological Control Areas first.</p> </div> <ol style="list-style-type: none"> <li>4. Assemble and dispatch search and rescue teams using guidance provided in IP-1023, Operations Support Center, procedure for team dispatch.</li> </ol>	

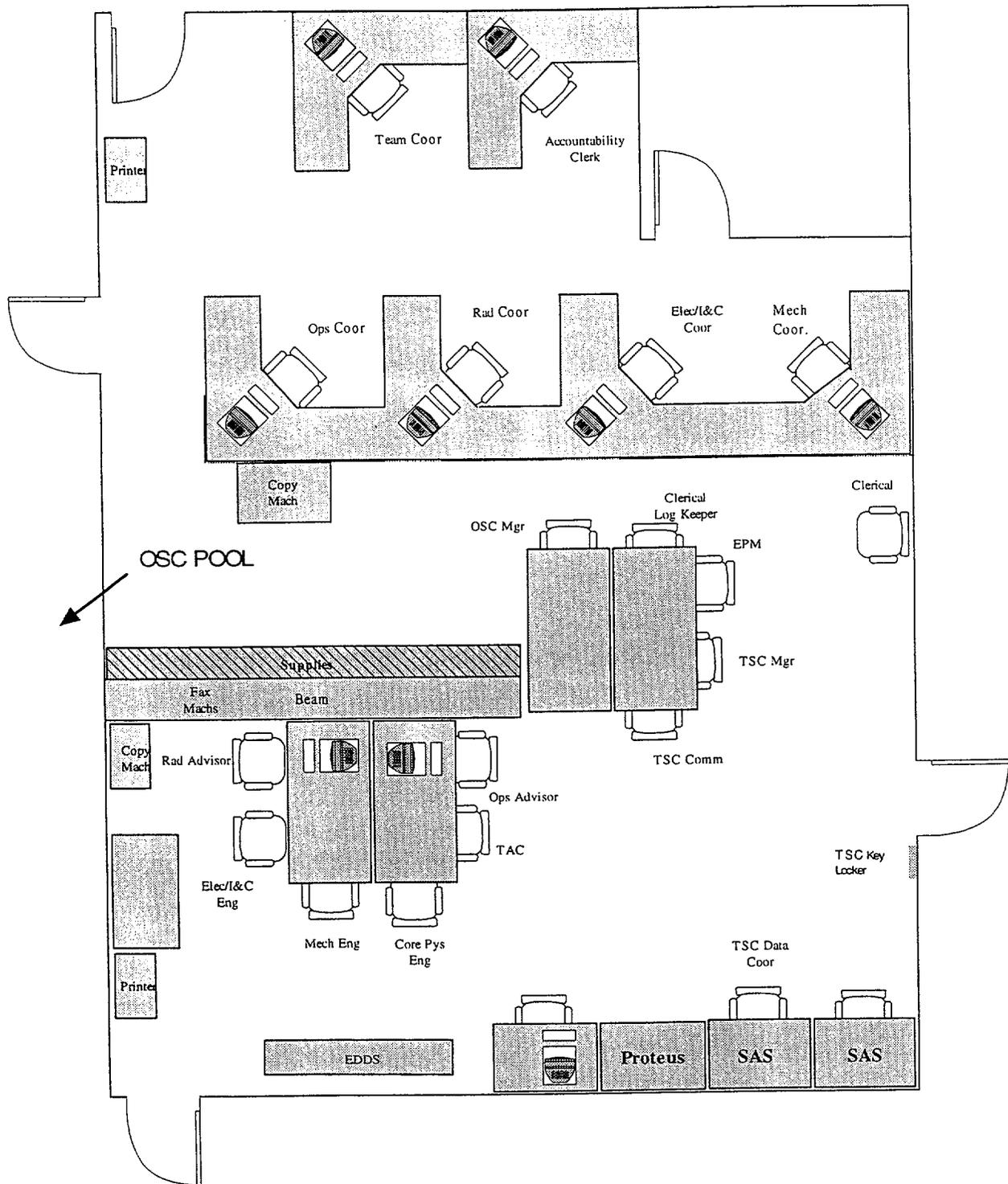
Attachment 7  
**Accountability Clerk Checklist**  
 Sheet 4 of 5

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> <p><b>NOTE</b></p> <p>Ongoing Accountability is required at the Site Area Emergency level, but may be relaxed by Emergency Plant Manager at the Alert level.</p> </div> <p>4.2 Assist OSC Staff to maintain accountability of all OSC personnel through the use of status boards, team assignments, Form IP-1023-3, Individual Exposure Tracking Log and Form IP-1023-8, Non-Exposure Tracking Log.</p> <p>4.3 Inform the EPM immediately of any personnel are discovered missing</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> <p><b>NOTE</b></p> <p>Security and Operations personnel trained in first aid should be used on search and rescue teams if possible.</p> </div> <p>4.4 <b>IF</b> anyone is unaccounted for <b>THEN</b></p> <p style="margin-left: 40px;">A. Attempt to determine individuals location through Security, contacting person's fellow workers, confirming they are not in the EEC, CCR or TSC/OSC Complex</p> <p style="margin-left: 40px;">B. <b>IF</b> individuals cannot be located within approximately 5 minutes <b>THEN</b> Inform the OSC Manager who is unaccounted for.</p>	
<p>5.0 <b>Work with the OSC Coordinators to maintain Continuing Accountability</b></p> <p>5.1 Assist Team Coordinator in maintaining Individual Exposure Tracking Logs (Form IP-1023-3) and Non-Exposure Tracking Log (Form IP-1023-8).</p> <p>5.2 Assist Team Coordinators in maintaining OSC Status boards.</p>	

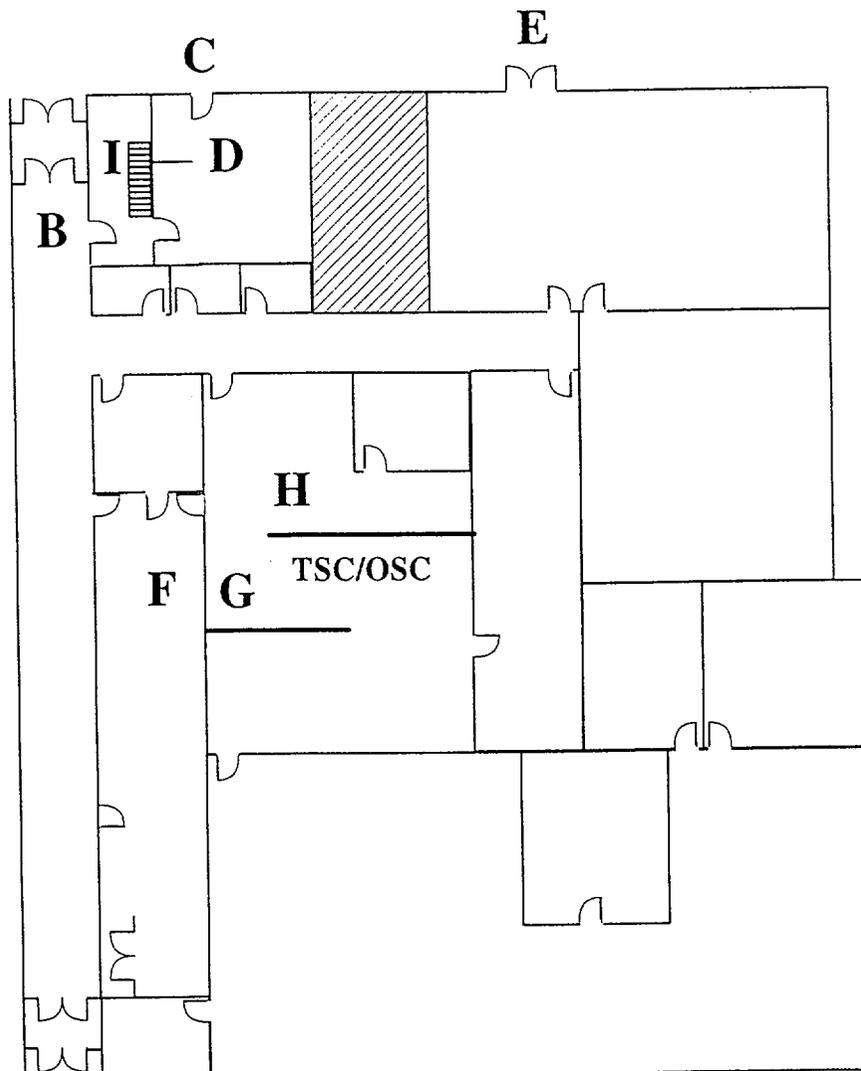
Attachment 7  
Accountability Clerk Checklist  
Sheet 5 of 5

<b><u>Continuous Responsibility/Activity (cont.)</u></b>		<b><u>Notes</u></b>
<b>6.0</b>	<b>Develop Second Shift Rosters for ERO and contact second shift</b>	
6.1	Use ERO Shift Rosters (Form 1023-9) to list individuals currently on the first shift in the TSC and OSC.	
6.2	Request EOF Clerical Staff to identify the current EOF personnel.	
6.3	Work with TSC and OSC Managers to identify personnel to fill second shift and ensure all needed positions are identified and establish time second shift is to be called in.	
6.4	Use Emergency Telephone Directory to identify and contact individuals to fill positions on second shift. TSC and EOF Clerical Staff may be used to assist in notifications.	
6.5	Inform the OSC Manager when notifications are completed and if there are any problems filling required positions.	
<b><u>Closeout Responsibility/Activity</u></b>		<b><u>Notes</u></b>
<b>7.0</b>	<b>Assist OSC personnel to return all equipment to proper storage locations.</b>	

Addendum 1  
TSC & OSC Layout  
Sheet 1 of 1



Addendum 2  
 TSC / OSC Complex Radiological Setup  
 Sheet 1 of 1



**A** If there is no indication of contamination outside the normal RCA the TSC/OSC Complex set up may be only the restricting of access and egress through point A and E.

If hallway contamination < 1000 dpm/100cm<sup>2</sup>

- A - No Entry / No Exit
- B - Exit Only
- C - Entry to TSC/OSC, No Exit, White Step Off Pad & Frisk shoes before stepping here sign
- D - Nothing is installed here
- E - No Entry / No Exit
- F - HPT Station
- G - Equipment Cabinet
- H - OSC Coordinators
- I - Place sign at top of the stairway no entry / no exit without permission from RPC

If hallway contamination > 1000 dpm/100cm<sup>2</sup>

- A - No Entry / No Exit
- B - Exit Only
- C - Entry to TSC/OSC, No Exit, White Step Off Pad & Frisk shoes before stepping here sign
- D - White Step Off Pad & Frisk shoes before stepping here sign
- E - No Entry / No Exit
- F - HPT Station
- G - Equipment Cabinet
- H - OSC Coordinators
- I - Place sign at top of the stairway no entry / no exit without permission from RPC

Addendum 3

Task Assignment Log (Form IP-1023-1)

Sheet 1 of 1

OSC Manager's Task Assignment Log

Task Description / Lead Coordinator		Date/ Time Assigned	Date/ Time Completed
<hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/>			
Priority	Lead Coordinator		
<hr/> <hr/>			
Priority	Lead Coordinator		

Priorities:

**High (H):** The mission is necessary to protect the immediate health and safety of the public.

**Medium (M):** Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission.

**Low (L):** Any mission which can be worked on when resources permit.

Form IP-1023-1 Rev 0

Addendum 4  
Emergency Team Briefing (Form IP-1023-2)  
Sheet 1 of 2

Emergency Team Briefing Form

Team #: \_\_\_\_\_

Lead Coordinator: <input type="checkbox"/> I&C <input type="checkbox"/> Rad <input type="checkbox"/> Main <input type="checkbox"/> Ops		Date: _____ Time: _____	Location of Work:
Task: _____ _____ _____ _____ _____ _____ _____ _____			
Attach any additional supporting documentation			
Tools, Equipment and Supplies: _____ _____ _____			
Team Members: * _____ _____ _____			
* Designate one member as the Team Leader			
Technical Brief: <input type="checkbox"/> Complete	Rad. Brief: <input type="checkbox"/> Complete <input type="checkbox"/> N/A ERWP: <input type="checkbox"/> N/A or # _____ Estimated Dose:	Team Number: _____ Assigned by Team Coordinator	
Method(s) of Communications: <input type="checkbox"/> Radio <input type="checkbox"/> Phone <input type="checkbox"/> Other:			
Recommended Route to Work:			
Status / Debrief Items: <input type="checkbox"/> Completed _____ _____ _____			

Addendum 4  
Emergency Team Briefing (Form IP-1023-2)  
Sheet 2 of 2

**Emergency Team Briefing Form**

Team Dispatch Guidelines: (completed by Team Coordinator)

- 1. Have they received **Technical Briefing**
- 2. Have they received **Radiological Briefing**
- 3. Tell them their **Team Number**
- 4. Do they know the **Location of Job and Route**
- 5. Do they know the **Scope of Job & Approximate Duration**
- 6. Do they have their **Tools**
- 7. Do they have **HP Coverage**
- 8. Tell them their **Available Dose**
- 9. Give them Coordinators **Phone Numbers**
- 10. Tell them to **Report Back Every 20 - 30 Minutes**
- 11. Have them perform a **Radio Check**

Team Check-In Guidelines: (completed by Team Coordinator)

- 1. Ensure **All Team Members Returned**
- 2. Record **Dose Received**
- 3. Ask about **Job Status**
- 4. Have them **Return Radio to Charger**
- 5. Tell them to **Report to Lead Coordinator for Debriefing**

Team Debriefing Guidelines: (completed by Lead Coordinator)

- 1. Are there any outstanding safety issues to address?
- 2. Were any Non-Quality or Non-Standard Parts used?
- 3. Were any Temporary Facility Changes made?
- 4. Was any excess torque or force applied to components?
- 5. Was any valve position or equipment status changed?
- 6. Was any work performed which would normally require follow-up Testing

Yes

Attach further details as needed to ensure outstanding issues can be addressed during Recovery Phase.

Addendum 5  
**Individual Exposure Tracking Log (Form IP-1023-3)**  
 Sheet 1 of 1

**Individual Exposure Tracking Log**

Name: _____		TLD # _____		
		Employee # _____		
Location / Team / Times	Available Exposure (mrem)	Time of Reading	Dosimeter Reading	Emergency Exposure (mrem)
_____				
<b>Team #:</b> _____				
<b>Time Out:</b> _____				
<b>Time In:</b> _____				
_____				
<b>Team #:</b> _____				
<b>Time Out:</b> _____				
<b>Time In:</b> _____				
_____				
<b>Team #:</b> _____				
<b>Time Out:</b> _____				
<b>Time In:</b> _____				
_____				
<b>Team #:</b> _____				
<b>Time Out:</b> _____				
<b>Time In:</b> _____				

**NOTES:**

1. Use this form along with Team Briefing Form to account for ERO members dispatched from OSC/TSC and track individual's exposure
2. Initial Exposure Limit will be 1000 mrem for duration of emergency. EPM may authorized more exposure.
3. If Form is filled transfer Name, TLD # and remaining available exposure to new form and staple this completed form to it.

Form IP-1023-3 Rev 0



Addendum 7

Emergency Radiation Work Permit (Form IP-1023-5)

Sheet 1 of 1

Emergency Radiation Work Permit

ERWP Number: _____ Date: _____	Written By: _____ Approved By: _____ (RP Coordinator)
-----------------------------------	---

Work Area: \_\_\_\_\_  
\_\_\_\_\_

Radiation Readings:  Based on recent survey (post emergency)      Survey Time: \_\_\_\_\_  
 Based on Old Surveys & Plant Conditions (update as soon as possible)

High General Area Reading: \_\_\_\_\_ mR/Hr    Updates: \_\_\_\_\_ mR/Hr    \_\_\_\_\_ mR/Hr  
High Equipment Contact Readings: \_\_\_\_\_ / \_\_\_\_\_ mR/Hr    On: \_\_\_\_\_

Surface Contamination Levels: \_\_\_\_\_ DPM/100CM<sup>2</sup>    \_\_\_\_\_ DPM/100CM<sup>2</sup>

Internal System Contamination Expected:  Yes  No    Airborne Levels\*:  Yes  No

\* Attach Sample Results -- Consider giving KI prior to dispatching teams **IF** thyroid dose is expected to be > 25 Rem

Recommended Respirator Protection: \_\_\_\_\_  
To be Worn When: \_\_\_\_\_

Dosimetry Required:  TLD  SRD Range(s)       Alarming Set At: \_\_\_\_\_

Recommended Protective Clothing: \_\_\_\_\_  
\_\_\_\_\_

Hold Radiation Limit: \_\_\_\_\_ mR/Hr    \_\_\_\_\_ mrem  
Turn Back Radiation Limit: \_\_\_\_\_ mR/Hr    \_\_\_\_\_ mrem

RP Technician Required:  No       Until on location (survey)  
 Self Monitoring       Continuously       To Open System

Other Instructions: \_\_\_\_\_  
\_\_\_\_\_

Addendum 8

Emergency Exposure Authorization (Form IP-1023-6)

Sheet 1 of 1

**Emergency Exposure Authorization**

Emergency Exposure Guidelines:

1. All Emergency Exposures shall be authorized by the Emergency Director or Emergency Plant Manager.
2. All individuals may be authorized up to 5 Rem emergency exposure for a given emergency event. Historical occupational exposure is not totaled into this limit.
3. Procedures allow for the Emergency Plant Manager to give a blanket authorization of up to 5 Rem emergency exposure for Alert or higher classifications.
4. Any emergency exposure greater than 5 Rem Whole Body, 50 Rem Extremities or 50 Rem Skin of Whole Body, shall be authorized on an individual basis for a specific task.
5. All emergency exposures are voluntary. - For higher doses individuals over the age of 45 are preferable. - Fertile women shall not be used, - Individuals should be briefed that these exposures may increase their chances of cancer during their lifetime.
6. Volunteers may be authorized up to 10 Rem to protect valuable property.
7. Volunteers may normally be authorized up to 25 Rem for life saving or the protection of large populations.
8. Individuals may volunteer to receive greater than 25 Rem to save a life.
9. For any expected or actual Thyroid Exposure > 25 Rem CDE, the issuance of KI should be considered.

<b>Task:</b> _____ _____	<b>Date:</b> _____  <b>Time:</b> _____
-----------------------------	--

The following personnel have volunteered to perform the above task(s)  
 They are authorized to receive up to \_\_\_\_\_ Rem

Name	SSN	Received Briefing Signature

**Approval Signature:** \_\_\_\_\_  
 Emergency Director or Emergency Plant Manager

Addendum 9  
**Normal OSC Staffing (Form 1023-7)**  
 Sheet 1 of 1

<b>Normal OSC Staffing</b>				
<b>At least 2 individuals shall be members of the First Aid Team</b>				
No.	Positions	Number Present	Number Needed	Called
1	OSC Manager			
1	Team Coordinator			
2	Accountability Clerks			
1	Rad Protection Coordinator			
1	Operations Coordinator			
1	Maintenance Coordinator			
1	I&C Coordinator			
1	I&C Planner			
1	I&C Supervisor			
2	I&C Technicians			
1	Chemistry Supervisor			
1	Chemistry Technician			
1	Electrical Planner			
1	Electrical Supervisor			
2	Electrical Technicians			
1	Mechanical Supervisor			
1	Mechanical Planner			
2	Mechanical Technicians			
1	HP Supervisor			
4	HP Technicians			
-	Operations Personnel			
-	Other			
27	Total number of individuals assigned to OSC			

OSC Manager should enter number of each positions needed based on event.

Form IP-1023-7 Rev 1

Addendum 10  
**ERO Tracking Log (Form IP-1023-8)**  
 Sheet 1 of 1

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

**ERO Tracking Log**

Team Coordinator: \_\_\_\_\_

Team #	Location / Task	Time Out	Due Back	Time In	Team Member Name(s)	Avail. Exposure	Dose Rec.	New Avail. Exposure	Job Status
		Lead Coordinator							
		Lead Coordinator							
		Lead Coordinator							
		Lead Coordinator							

**NOTES:**

1. Use this form to track individuals located outside the TSC/DSC Complex, CCR or Security Posts.
2. Individuals emergency exposures should be tracked on Individual Exposure Tracking Log (IP-1023-3)

Form IP-1023-8 Rev 1

Addendum 11  
**ERO Shift Rosters (Form IP-1023-9)**  
 Sheet 1 of 4

<b>Onsite ERO Shift Rosters</b>			
<b>EOF POSITION</b>	<b>Shift 1 Individual(s)</b>	<b>Shift 2 Individual(s)</b>	
Emergency Director			
EOF Manager			
ORAD			
Dose Assessment HP			
ED Technical Advisor			
MIDAS Operator			
Information Liaison			
EOF Communicator #1			
EOF Communicator #2			
EOF SAS Proteus Operator			
EOF Offsite Liaison			
State EOC Technical Liaison			
Westchester EOC Technical Liaison			
Putnam EOC Technical Liaison			
Rockland EOC Technical Liaison			
Orange EOC Technical Liaison			
Admin and Logistics Manager			
Offsite Monitoring Teams (4)			
Onsite Monitoring Team (2 HPs)			
EOF Clerical Staff (3)			

Addendum 11  
**ERO Shift Rosters (Form IP-1023-9)**  
 Sheet 2 of 4

<b>Onsite ERO Shift Rosters</b>			
<b>TSC POSITION</b>	<b>Shift 1 Individual(s)</b>	<b>Shift 2 Individual(s)</b>	<b> </b>
Emergency Plan Manager			
TSC Manager			
Technical Assessment Coordinator			
Operations Advisor			
Radiological Advisor			
Core Physics Engineer			
Mechanical Engineer			
Elec / I&C Engineer			
TSC Data Coordinator			
TSC Communicator			
TSC Communicator CCR			
Data Processor CCR			
Document Controller			
TSC Clerical Staff (2)			
Others			

Addendum 11  
**ERO Shift Rosters (Form IP-1023-9)**  
 Sheet 3 of 4

Onsite ERO Shift Rosters			
OSC POSITION	Shift 1 Individual(s)		Shift 2 Individual(s)
OSC Manager			
Team Coordinator			
Operations Coordinator			
RP Coordinator			
Maintenance Coordinator			
I&C Coordinator			
Accountability Clerk			
HP Supervisor			
HP Technicians			
Chemistry Supervisor			
Chemistry Technicians			
I&C Supervisor			
I&C Planner			
I&C Technicians			

Addendum 11  
**ERO Shift Rosters (Form IP-1023-9)**  
 Sheet 4 of 4

<b>Onsite ERO Shift Rosters</b>			
<b>OSC POSITION</b>	<b>Shift 1 Individual(s)</b>	<b>Shift 2 Individual(s)</b>	<b> </b>
Mechanical Supervisor			
Mechanical Planner			
Electrical Planner			
Mechanical / Electrical Technicians			
Material Storekeeper			
Others			
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. Call the EOF Clerical Staff and or Fax them the EOF Section of this form to obtain names of individuals filling EOF positions on the first shift</li> <li>2. Call individuals filling Misc. positions outside the EOF, TSC or OSC</li> <li>3. With the Support of the facility clerical staffs use Emergency Telephone Book to call in individuals to fill second shift.</li> </ol>			

Addendum 12  
**OSC Guidelines (Form IP-1023-10)**  
 Sheet 1 of 1

<b>OSC Guidelines</b>	
<b>General Guidelines</b>	<b>BE CAREFUL</b>
1. Always ensure your name appears on an Accountability Roster when you arrive at the Operations Support Center.	
2. Maintain a quiet professional manner throughout the event.	
3. Pay attention to the facility briefings and maintain awareness of conditions and events.	
4. <b>DO NOT</b> leave the TSC/OSC Complex without checking out with the Team Coordinator. or the Accountability Clerk <b>NOTE:</b> The restrooms at the top of the stairs are still within the TSC/OSC Complex, but you should inform a coworker when going there.	
<b>• Team Dispatch</b>	<b>WORK SAFE</b>
1. When selected to perform a task in the field, receive job briefing from the Lead Coordinator (Operations, Maintenance, I&C or Radiation Protection) for your assigned task. <b>IF</b> the job involves possible radiological exposures <b>THEN</b> the Radiation Protection Coordinator or an HP Supervisor will provide a you with a radiological briefing.  <i>These briefs should be conducted in one of the briefing rooms.</i>  The Lead Coordinator will give you the Team Briefing Form when you are being dispatched after completion of briefing.	
2. <b>ALWAYS</b> check out with the Team Coordinator prior to leaving TSC/OSC Complex to perform a task – Always take a radio and test it before going out into the field unless directed otherwise by the Team Coordinator.  Give the Team Coordinator the Team Briefing Form when you are checking out.	
3. Maintain communications with the Team Coordinator while in the field. Report any unexpected conditions or events immediately.	
4. <b>ALWAYS</b> check in with the Team Coordinator and report any exposure you received <b>IMMEDIATELY</b> upon your return to the TSC/OSC Complex after performing a task.  <b>REPORT</b> any safety concerns which may be important for future work or to teams currently in the field  The Team Coordinator will return the Team Briefing Form to you after you have checked in with him/her.	
5. Report to the Lead Coordinator (Operations, Maintenance, I&C or Radiation Protection) for a de-briefing after you have completed checking in with the Team Coordinator. Report:  Status of the assigned task  Any deviations taken from normal work practices or quality control processes  Any follow-up task(s) you feel are needed to ensure assignment goal is completed	
6. After the team de-briefing return to the pool area and await further assignment. Brief other Technicians in the pool on tasks you performed and conditions in the field.	

Form IP-1023-10 Rev 0

Addendum 13  
**Sample Patient Package Insert for THYRO-BLOCK Tablets**  
 Sheet 1 of 1

<b>Information on use of Potassium Iodide</b> <b>IOSAT™ Tablets</b> Potassium Iodide Tablets	
<ul style="list-style-type: none"> <li>TAKE POTASSIUM IODIDE ONLY WHEN PUBLIC HEALTH OFFICIALS TELL YOU. IN A RADIATION EMERGENCY RADIOACTIVE IODINE COULD BE RELEASED INTO THE AIR. POTASSIUM IODIDE ( A FORM OF IODINE) CAN HELP PROTECT YOU.</li> <li>IF YOU ARE TOLD TO TAKE THIS MEDICINE, TAKE IT ONE TIME EVERY 24 HOURS. DO NOT TAKE IT MORE OFTEN. MORE WILL NOT HELP YOU AND MAY INCREASE THE RISK OF SIDE EFFECTS. NOT TAKE THIS DRUG IF YOU KNOW YOU ARE ALLERGIC TO IODIDE (SEE SIDE EFFECTS BELOW)</li> </ul>	<p style="text-align: center;"><b>WARNING</b></p> <p>POTASSIUM IODIDE SHOULD NOT BE USED BY PEOPLE ALLERGIC TO IODIDE. Keep out of the reach of children. In case of overdose or allergic reaction, contact a physician or public health authority.</p>
<p style="text-align: center;"><b>DIRECTIONS FOR USE</b></p> <p>Use only when directed by Emergency Management, State, Local or Public Health Officials</p>	<p style="text-align: center;"><b>HOW POTASSIUM IODIDE WORKS</b></p> <p>Certain forms of iodine help your thyroid gland work right. Most people get the iodine they need from foods like iodized salt or fish. The thyroid can "store" or hold only a certain amount of iodine.</p> <p>In a radiation emergency radioactive iodine may be released in the air. If this air is breathed or swallowed it may enter the thyroid and damage it. The damage may not show itself for years. Children are the most likely to have thyroid damage.</p> <p>If you take potassium iodide, it will fill up you thyroid gland. This reduced the chances that radioactive iodine will enter your thyroid.</p>
<p style="text-align: center;"><b>DOSE</b></p> <p>ADULTS AND CHILDREN ONE YEAR OF AGE OR OLDER:                      One (1) tablet once a day. Crush for small children.</p> <p>BABIES UNDER ONE YEAR OF AGE:                      One-half (1/2) tablet once a day. Crush first.</p>	<p style="text-align: center;"><b>WHO SHOULD NOT TAKE POTASSIUM IODIDE</b></p> <p>The only people who should not take tablets when directed to do so are people who know they are allergic to iodine. Pregnant women, nursing women, children and babies may take this drug.</p>
<p style="text-align: center;"><b>DOSAGE</b></p> <p>Take for 10 days unless directed otherwise.                      Store your supply at room temperature between 59° F and 86° F. Keep package dry and foil packets intact.</p> <p style="text-align: center;"><i>KEEP YOUR SUPPLY OUT OF REACH OF CHILDREN.</i></p>	<p style="text-align: center;"><b>HOW AND WHEN</b></p> <p>Potassium Iodide should be taken as soon as possible after authorities tell you to take it.                      You should take one dose every 24 hours.  <b>MORE WILL NOT HELP YOU, AND WILL INCREASE THE CHANCES OF SIDE EFFECTS.</b>                      Continue to take the drug for 10 days.</p>
<p style="text-align: center;"><b>SIDE EFFECTS</b></p> <p>Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.</p> <p>Possible side effects include skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes stomach upset and diarrhea).</p>	<p style="text-align: center;"><b>WHAT TO DO IF SIDE EFFECT OCCUR</b></p> <p>STOP taking the drugs and contact a doctor or public health officials for instructions.</p>
	<p style="text-align: center;"><b>DESCRIPTION AND USE</b></p> <p>Each IOSATTM Tablet contains 130 mg. of potassium iodide.                      Thyroid blocking in radiation emergency only.</p>

Addendum 14  
**Assembly Area Coordinator Instructions (Form IP-1023-11)**  
 Sheet 1 of 1

<b>Assembly Area Coordinator Instructions</b>	
<b>Instructions</b>	<b>Notes</b>
1. Review any special instructions with OSC Manager and insure you have a full understanding of priorities Record OSC Manager Contact Number: _____	
2. Assume the duties of the Energy Education Center (EEC) Assembly Area Coordinator. A. Report to the EEC B. Establish telephone communications with the OSC Manager, i. Using the phone located under round access control desk in upper level EEC call the OSC Manager to inform them you are in place, provide them with phone number at your location. ii. Draft an individual to remain at phone and communicate messages to you as necessary. iii. Set up, or direct assistance to set up, EEC PA System, stored in the security area behind the access control desk.	
3. Draft at least 3 Management personnel to assist in controlling personnel located at the EEC. Have them direct assembled personnel to form groups by disciplines and stand by for further information and instructions.	
4. Direct the assembling personnel to enter the EEC and remain indoors.	
5. Do not allow personnel to leave the EEC until you have verified with the OSC Manager that there has been no release of Radioactive Materials.	
6. Periodically (~every 30 min) contact the OSC Manager for brief overview of events and plant conditions.	
7. Periodically (~every 30 min) brief personnel in the EEC on events and plant conditions.	
8. Locate and dispatch additional personnel to respond inside the Protected Area or to the EOF as needed.	
9. When directed by the OSC Manager either: A. Dismiss Individuals from the Site B. Release individuals back to work C. Direct individuals to a designate location (on or offsite)	
10. When all personnel have departed from the EEC Assembly Area A. Return Portable PA System to it's storage location. B. Return Assembly Area Phone to it's storage location. C. Document any problems with equipment, personnel or procedures observed during event.	

**CONTROLLED COPY**

### Personnel Accountability and Evacuation

Prepared by:	<u>Mary Ann Wilson</u> Print Name	<u><i>[Signature]</i></u> Signature	<u>3/5/02</u> Date
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Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	<u>2871</u> Meeting Number	<u><i>[Signature]</i></u> Signature Secretary	<u>3/5/02</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>[Signature]</i></u> Signature	<u>3/6/02</u> Date

### Reference Use

Effective Date: 3/6/02

Extensively Revised

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**Site Personnel Accountability and Evacuation**

**1.0 PURPOSE**

- 1.1 To describe the method and procedures used to initially account for individuals within the Protected Area whenever the Site Assembly Alarm is sounded and/or accountability is called for.
- 1.2 To describe the method of handling continuing accountability during the emergency.
- 1.3 To describe method of conducting Site Evacuation.

**2.0 DISCUSSION**

2.1 Accountability Philosophy

2.1.1 Accountability is defined as accounting for (knowing the location of) all personnel within the Protected Area OR knowing they are within the Protected area but missing.

2.1.2 For the purpose of this procedure the following groups of personnel are defined:

A. Essential Personnel individuals assigned to the Emergency Response Organization (ERO) and NRC. This includes:

- (2) All members of the onshift watch (SROs, ROs, NPOs, Watch Engineer, Watch HP and Chemist)
- (3) All members of the Security Force.
- (4) All TSC/OSC ERO staff members,
- (5) Non-Shift Operators within the Protected Area
- (6) All Entergy Mechanics, Electricians, I&C Technicians, Chemistry Technicians and HP Technicians within the Protected Area.

B. Non-essential personnel all other personnel who are not assigned responsibilities in the ERO. This also includes all contractors and visitors.

2.1.3 Accountability is accomplished by assembly of all non-essential personnel outside the Protected Area and physically accounting for all individuals who remain within the Protected Area.

2.1.4 During plant shutdowns, when there may be large numbers of workers onsite and within the radiological control areas, a Health Physics computer printout may be used to assist in locating missing personnel within the radiological control area after accountability is completed.

2.1.5 Accountability is complete when a missing persons list has been generated for the Indian Point Energy Center Protected Area.

2.1.6 Search and Rescue missions shall be undertaken immediately to locate any missing personnel.

2.1.7 Initial Accountability shall be accomplished within 30 minutes for events classified at the Site Area Emergency or General Emergency. Accountability may be directed at the Alert classification (or any other time deemed necessary) at the direction of the Shift Manager or Emergency Plant Manager.

2.1.8 Accountability may be suspended or delayed by the Shift Manager, Emergency Plant Manager or Emergency Director if the movement of large numbers of personnel to an Assembly Area potentially places them in more danger than leaving them in place: Examples:

- Severe weather conditions onsite
- Toxic gases in Protected Area egress areas
- Armed intruders within the Protected Area or at the Command Guard House.

## 2.2 Assembly Area Locations

2.2.1 Within the Protected Area all personnel will assemble in one of three (3) pre-designated Assembly Areas: TSC/OSC Complex (Unit 2 or Unit 3), the Central Control Room (CCR)(Unit 2 or Unit 3), or the Command Guard House (Unit 2 or Unit 3).

2.2.2 Non-essential personnel who leave the Protected Area will assemble in the Energy Education Center (auditorium and large area outside auditorium) and Indian Point Training Center.

2.2.3 All personnel shall remain assembled onsite until released by the Emergency Director.

## 2.3 Release of Non-Essential Personnel from Site

2.3.1 Providing personnel can be released offsite without concern for radiological contamination or personnel safety, the Emergency Director will communicate with the Westchester County EOC prior to the release of assembled personnel

2.3.2 Once assembly and accountability have been completed, all unneeded personnel assembled in the Energy Education Center and the Indian Point Training Center may be released by the Emergency Director notifying the Lead Accountability Officer.

## 2.4 Continuing Accountability

After initial accountability is complete, continuing accountability within the Protected Area shall be maintained for events classified as Site Area Emergencies or General Emergencies. If accountability was performed at an Alert the Emergency Plant Manager (EPM) may suspend accountability requirements based on plant conditions. The EPM may also suspend accountability during the later stages of

higher classifications after plant conditions have stabilized and surveys have been completed in all habitable areas within the Protected Area verifying normal radiation levels.

**2.5 Site Evacuation**

2.5.1 Evacuation of all non-essential personnel from the site shall be at the direction of the Emergency Director at a Site Area Emergency or General Emergency. He/she may call for Site Evacuation prior to these emergency levels if deemed necessary.

2.5.2 Personnel may evacuate using either their own vehicles or by company vehicles obtained for that purpose if personal vehicles are contaminated.

2.5.3 Evacuation and/or relocation of essential personnel will be at the direction of the Emergency Plant Manager for individuals within the Protected Area or the Emergency Director for onsite individuals outside the Protected Area.

**3.0 PRECAUTIONS AND LIMITATIONS**

3.1 DO NOT direct movement of large groups of individuals IF the movement places them in more danger than keeping them in place.

3.2 Communication should be established with the Westchester County EOC prior to releasing non-essentials. Requests should be for traffic control assistance outside the plant exit points.

**4.0 EQUIPMENT AND MATERIALS**

None

**5.0 INSTRUCTIONS**

**5.1 Decision to Perform Accountability:**

**IE** either:

An event has been classified as a Site Area Emergency or General Emergency

**OR**

The Shift Manager or Emergency Plant Manager determines a need to perform accountability at a lower classification.

**THEN**

Continue with accountability in accordance with this procedure

**5.2 Suspension of Accountability.**

**5.2.1 IE** any of the following conditions are met:

- Severe weather conditions are present onsite
- A large amount of toxic gas has been released within or near the Protected Area
- A radiological release which would place non-essential personnel in danger in route to OR while at the Energy Education Center and/or Indian Point Training Center.
- Armed intruders are present within the Protected Area, near the Command Guard House or in or near the Energy Education Center and/or Indian Point Training Center.
- Any other condition which in the opinion of the Shift Manager, Control Room Supervisor, Emergency Plant Manager or Emergency Director would be a threat to the movement of personnel to the Energy Education Center and/or Indian Point Training Center.

**THEN** perform the following steps:

- A. Suspend initial accountability **AND** inform the Control Room Communicator **NOT** to sound the Assembly Alarm or make an announcement for non-essential personnel to report to the Energy Education Center.
- B. **IE** there is a condition in addition to the condition identified above that places onsite personnel in danger **THEN** take immediate actions to warn and protect personnel. Such as:
  - (1) Send Security, Operations and/or HP personnel to evacuate areas of most risk

- (2) Call for outside rescue assistance (Fire, Hazmat Teams etc.)
- (3) Choose an Assembly Area within the Protected Area and have non-essential personnel assemble at chosen location. PA announcement and teams dispatched to alert personnel to assemble can be used to notify personnel.

C. Exit this procedure until conditions allow full accountability to be performed.

5.2.2 **IF** none of the above conditions exist **THEN** continue on with this procedure.

### 5.3 Initial Accountability

5.3.1 The Shift Manager or Control Room Supervisor shall:

**NOTE:**

Steps A and B, emergency notifications are performed in accordance with a checklist provided in IP-1002, Emergency Notification and Communication

- A. Sound the Site Assembly Alarm for at least 30 seconds.
- B. Make a Public Address system announcement indicating:
  - (1) the emergency classification
  - (2) activation of Emergency Response Organization (if not already done at a lower classification)
  - (3) assembly of non-essential personnel outside Protected Area (Energy Education Center).
- C. Account for CCR Personnel (or assigning someone to account for)
  - (1) Use an Accountability Roster (Form IP-1027-1) and develop a list of all watch individuals (CCR Staff, NPOs, Watch Clerk, Watch HP and Chemistry Technicians) and non-watch Operations personnel assembled in the CCR or assigned to tasks in the field.
  - (2) Have the Accountability Roster delivered to the OSC Manager or Accountability Clerk.
- D. Call (or send an individual) to verify there is an OSC Manager or Accountability Clerk present in the TSC/OSC Complex. **IF** one of these individuals is not present **THEN** perform initial accountability as follows:
  - (1) Direct an Individual to obtain Accountability Rosters for personnel in the TSC/OSC Complex.
  - (2) Fax a copy of the Accountability Rosters to the Lead Accountability Officer so that the personnel listed can be matched against the LAO's list of missing persons.

(3) Once the two lists have been compared individuals who are within the Protected Area (on access report list) and do not appear on Accountability Roster are considered un-accounted for.

- E. **IF** the OSC has not been activated **AND** personnel have been determined to be missing **THEN** coordinate search and rescue missions to locate missing persons within the Protected Area through the LAO

**NOTE:**

Senior Management who are not assigned to the ERO but who are within the Protected Area at the time accountability is called for may report to the CCR or TSC/OSC Complex to be accounted for and then assist in emergency response.

5.3.2 All personnel within the Protected Area

**WHEN** the Site Assembly Alarm sounds and an announcement is made for activation of the ERO and relocation of the non-essential personnel **THEN** all personnel within the Protected Area shall:

**NOTE:**

Personnel within the Radiological Control Areas shall follow normal procedures to leave the area as quickly as possible and report to Assembly Area.

- A. **IF** you are a member of the onshift watch (SROs, ROs, NPOs, Watch Engineer, Watch HP, Watch Clerk or Chemist) **THEN** report to the CCR for accountability.
- B. **IF** you are a member of the ERO (TSC, OSC) **THEN** report to the TSC/OSC Complex and sign the accountability rosters.
- C. **IF** you are a member of the EOF ERO **THEN** identify yourself as a member of the EOF Staff and move to the front of the line to expedite egress from the Protected Area and report to the EOF
- D. **IF** you are with the NRC **THEN** report to either the CCR or TSC/OSC Complex and sign the accountability roster.
- E. **IF** you are non-essential to the ERO **THEN** exit the Protected Area as quickly as possible and report to the Energy Education Center and stand by for further instructions.

5.3.3 The OSC Manager (or Accountability Clerk) shall follow steps in checklist provided in IP-1023, Operations Support Center.

5.3.4 The Security Shift Supervisor shall direct the Security Force to perform accountability actions in accordance with IP-1050, Security.

5.3.5 **WHEN** the on-call Emergency Plant Manager has assumed duties **THEN** he/she shall:

- A. **IE** there is any habitability concerns with the Energy Education Center, **THEN** inform the Emergency Director at once and recommend a site evacuation in accordance with Section 5.5 of this procedure.
- B. Request any additional personnel who have relocated to the Energy Education Center augment the ERO within the Protected Area before personnel are evacuated or released from Assembly Area.
- C. Recommend to the Emergency Director that non-essential personnel assembled at the Energy Education Center and Indian Point Training Center be released from the site.
- D. **IE** the Emergency Plant Manager elects to suspend continuing accountability **THEN** the Emergency Plant Manager shall:
  - (1) Consider if plant conditions could degrade to the point accountability is again required.
  - (2) Make a formal announcement that accountability is no longer required. Log time decision is made in his/her position log.
  - (3) **IE** conditions again require accountability (such as declaration of higher classification) **THEN** direct initial accountability be performed in accordance with step 5.3 of this procedure.

5.4 Continuing Accountability

- 5.4.1 Unless otherwise directed by the Emergency Plant Manager, continuing accountability shall be maintained once initial accountability is completed.
- 5.4.2 Continuing Accountability shall be maintained by facility managers as directed in procedures IP-1023, Operations Support Center, IP-1035, Technical Support Center and IP-1050 Security.

5.5 Site Evacuation

- 5.5.1 The Emergency Plant Manager shall:
  - A. Review the current and second shift staffing requirements for ERO positions stationed within the Protected Area.
  - B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.
- 5.5.2 The Emergency Director shall:
  - A. Review the current and second shift staffing requirements for ERO positions stationed outside the Protected Area.
  - B. Contact the Westchester County EOC and inform them of the impending release of non-essential personnel from the site.

- C. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.
- D. **IF** a radiological release of a magnitude requiring declaration of a General Emergency is or may potentially occur **THEN** evacuate the site by calling the Energy Education Center and Indian Point Training Center informing personnel to evacuate. Direct Security to do a sweep of all site areas inside the Owner Controlled Area to ensure all personnel are informed.
- E. **IF** there has been a radiological release of a magnitude that requires declaration of a Site Area Emergency **THEN** after conferring with the Emergency Plant Manager:
- (1) Direct the ORAD to have a random survey of personal vehicles onsite performed to determine if they are contaminated.
  - (2) **IF** vehicles are found to be contaminated **THEN** make arrangements for other vehicles to evacuate personnel from the site.
  - (3) Direct Security to do a sweep of site areas inside the Owner Controlled Area and inform personnel to report to the Buchanan Service Center.
  - (4) Relocate personnel from Energy Education Center to the Buchanan Service Center to be checked for contamination prior to release.
- F. **IF** there has been **NO** radiological release of a magnitude that requires declaration of a Site Area Emergency **THEN** after conferring with the Emergency Plant Manager:
- (1) Direct non-essential personnel be dismissed from the Energy Education Center and the Indian Point Training Center without any contamination checks.
  - (2) Direct Security to do a sweep of site areas outside the Protected Area and direct personnel to leave the site.
- 5.5.3 Security shall:
- A. As directed by the Emergency Director perform sweeps of site areas outside the Protected Area directing personnel to relocate or leave site.
  - B. **IF** Site Evacuation has been called for **THEN** restrict site access, allowing only personnel authorized by the Emergency Director or the Emergency Plant Manager to enter the site.

**6.0 REFERENCES**

- 6.1 IP-1002, "Emergency Notification and Communication"
- 6.2 IP-1023, "Operations Support Center"
- 6.3 IP-1035, "Technical Support Center"
- IP-1050, "Security"

**7.0 ATTACHMENTS**

None

**8.0 ADDENDUM**

- 8.1 Addendum 1, Accountability Rosters (Form IP-1027-1)
- 8.2 Addendum 2, Site Map with Assembly Areas (Form IP-1027-2)

Addendum 1  
Accountability Roster (Form IP-1027-1)  
Sheet 1 of 1

**Accountability Roster**

Location:  TSC/OSC Complex  Central Control Room  Command Guard House

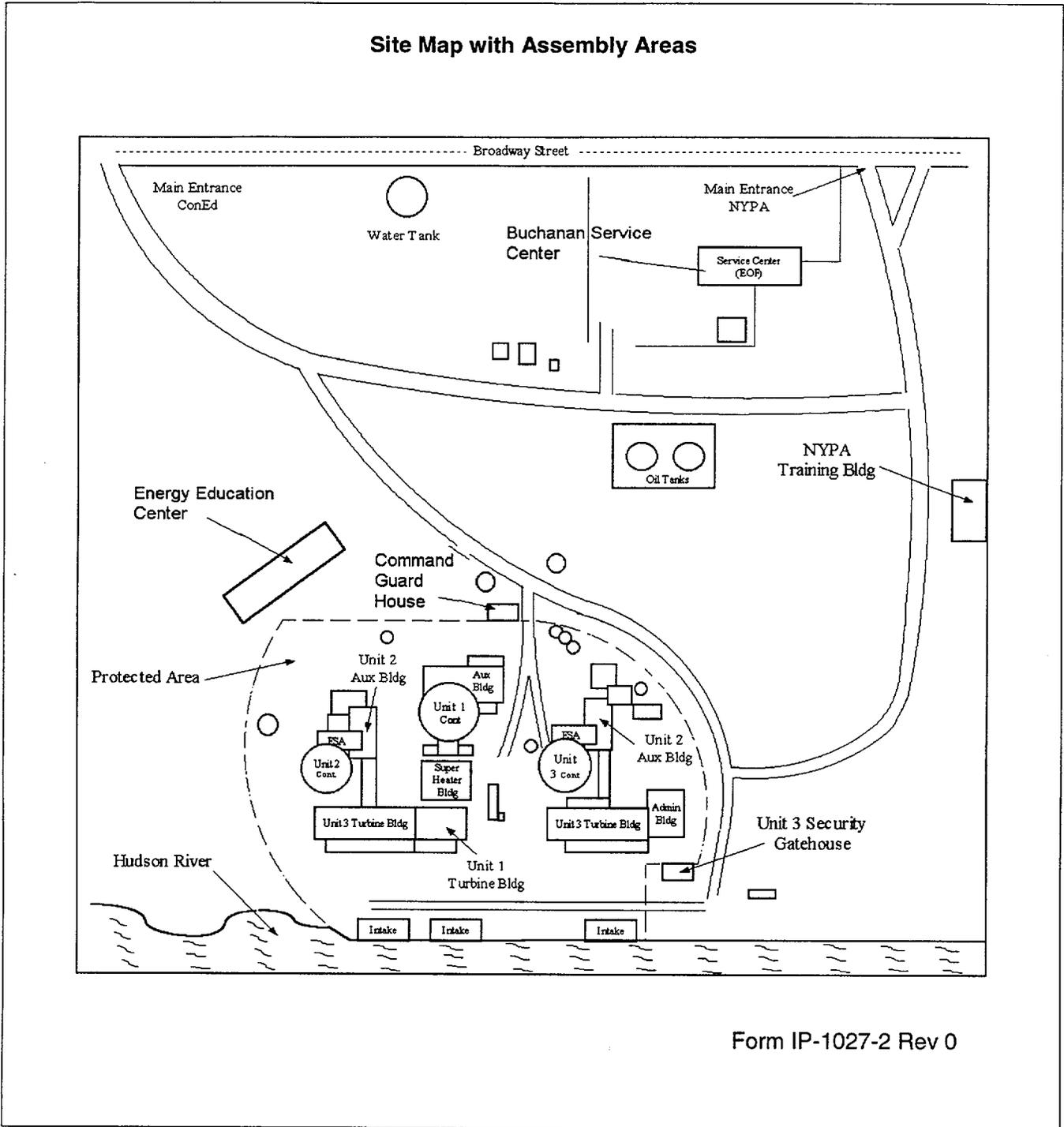
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Total Individuals on this Roster: \_\_\_\_\_

Accountability checked by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Signature) (Date) (Time)

Addendum 2  
Site Map with Assembly Areas (Form 1027-2)  
Sheet 1 of 1



Form IP-1027-2 Rev 0

CONTROLLED COPY

Security

Prepared by:	<u>Steve Hook</u> Print Name	<u>[Signature]</u> Signature	<u>3/8/02</u> Date
Technical Reviewer:	<u>Bryant Pergerson</u> Print Name	<u>[Signature]</u> Signature	<u>3/8/02</u> Date
Reviewer:	<u>DAVID DODD</u> Print Name	<u>[Signature]</u> Signature	<u>3/8/02</u> Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
Reviewer:	_____ Print Name	_____ Signature	_____ Date
SNSC Review:	_____ Meeting Number	_____ Signature Secretary	_____ Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u>[Signature]</u> Signature	<u>3/8/02</u> Date

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Reference Use

Effective Date: 3/8/02

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**SECURITY****1.0 PURPOSE**

To describe emergency response activities and operations of the Security Force during emergencies declared as an Alert, Site Area Emergency or General Emergency in accordance with the Emergency Plan for Indian Point Unit Nos. 1 & 2.

**2.0 DISCUSSION**

None

**3.0 PRECAUTIONS AND LIMITATIONS**

3.1 Normal Station Security procedures shall not be violated during the conduct of any Emergency Plan Drill, Exercises or Walkthrough

3.2 During an actual emergency the Shift Manager may direct the Security Force to deviate from normal security procedures.

**4.0 EQUIPMENT AND MATERIALS**

The following types of equipment and materials are utilized for emergency response by the Security Force.

4.1 Bull Horns and Security Patrols to perform site notifications.

4.2 Accountability Rosters

4.3 Plant Procedures

4.4 Radiological Equipment (EP-AD-05, Emergency Facilities and Equipment contains full list of this equipment.)

**5.0 INSTRUCTIONS**

5.1 Issuing Dosimetry to Fire Department Personnel

5.1.1 Obtain zeroed 0-5000 mR dosimeters and TLD badges, from the supply at the Command Guard House.

5.1.2 Issue a 0-5000 mR dosimeter and TLD badge to each Fire Department responder when they are admitted to the Protected Area. Instruct the responder to wear them underneath the bunker gear coat to protect them from water damage.

5.1.3 Allow the Fire Department responders to enter the RCA without wearing anti-C clothing.

## 5.2 Response During a Declared Emergency

5.2.1 The Lieutenant Shift Supervisor (LSS) (or the Security Shift Supervisor (SSS) if LSS is unavailable) shall follow the instructions outlined in Attachment 1, Lieutenant Shift Supervisor Checklist.

**Note:**

If the Central Alarm Station (CAS) is unable to perform the steps in the checklist the steps may be performed by the Secondary Alarm Station (SAS).

5.2.2 The Central Alarm Station (CAS) Operator shall follow the instructions outlined in Attachment 2, Central Alarm Station Checklist.

5.2.3 The Command Guard House shall follow the instructions outlined in Attachment 3, Command Guard House Checklist.

5.2.4 EOF Security shall follow the instructions outlined in Attachment 4, EOF Security Checklist.

5.2.5 Instructions for site (outside the Protected Area) security control are outlined in Attachment 5 Owner Control Area Security Checklist.

5.2.6 Security at the JNC shall follow the instructions outlined in Attachment 23 of IP-1011, Joint News Center.

## 6.0 **REFERENCES**

6.1 IP-1001, "Mobilization of Onsite Emergency Organization"

6.2 IP-1002, "Emergency Notification and Communication"

6.3 IP-1024 "Emergency Classification"

6.4 IP-1027 "Personnel Accountability and Evacuation"

6.5 IP-1030 "Emergency Operations Facility"

## 7.0 **ATTACHMENTS**

7.1 Attachment 1, Lieutenant Shift Supervisor (LSS) Checklist.

7.2 Attachment 2, Central Alarm Station (CAS) Checklist.

7.3 Attachment 3, Command Guard House Checklist.

7.4 Attachment 4, EOF Security Checklist.

7.5 Attachment 5, Owner Controlled Area Security Checklist.

8.0 **ADDENDUM**

- 8.1 Addendum 1, Emergency Exposure Record (Form IP-1050-1)
- 8.2 Addendum 2, EOF Security Sign In Log (Form IP-1050-2)
- 8.3 Addendum 3, Security Route Alerting (Form IP-1050-3)
- 8.4 Addendum 4, EOF Areas in which to Maintain Access Control

Attachment 1  
Lieutenant Shift Supervisor (LSS) Checklist  
Sheet 1 of 5

Initial Responsibility/Activity	Notes
<p><b>1.0 Notification of the Emergency Response Organization</b></p> <p>1.1 Insure all members of the Security Force are made aware of the Emergency Classification.</p> <p>1.2 <b>WHEN</b> directed by the Central Control Room <b>THEN</b> use (or direct Sergeant to use) a Primary - Emergency Response Organization Activation Checklist (Form IP-1002-5) to call out the Emergency Response Organization.</p> <p>1.3 <b>IF</b> the Dialogic System fails to sound the pagers <b>THEN</b> use a Backup - Emergency Response Organization Activation Checklist (Form IP-1002-4)</p>	
<p><b>2.0 Initial Accountability</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTES:</b></p> <p>Sounding of the Site Assembly Alarm starts the Accountability process.</p> <p>Steps may be repeated as Emergency Classifications change and some steps may not be necessary if already performed at a lower classification and non-essential personnel have not been allowed access to the Protected Area since steps were last performed.</p> </div> <p><b>WHEN</b> the Site Assembly Alarm is sounded <b>OR IF</b> directed by the Central Control Room or Emergency Plant Manager <b>THEN</b> direct or perform the following steps to establish initial accountability:</p> <p>2.1 Stop all ingress to the Protected Area, with the exception of Emergency Response Organization personnel.</p> <p>2.2 Expedite the egress of non-essential personnel from the Protected Area by ensuring the "Delay Barrier" vehicle gate is opened and all Command Gate House (Old and New) turnstiles are used.</p> <p>2.3 Direct Protected Area patrols to perform route alerting using instructions on the Security Route Alerting form (Form IP-1050-3).</p>	

Attachment 1  
Lieutenant Shift Supervisor (LSS) Checklist  
Sheet 2 of 5

Initial Responsibility/Activity	Notes
<p>2.4 Report the CAS operator the names of any individuals that have been manually given access (not carded in).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>Note:</b></p> <p><b>IE</b> OSC is not staffed <b>THEN</b> take Access report to the Central Control Room.</p> </div> <p>2.5 Have the Security Accountability Roster (with security force names and badge numbers) delivered immediately to the OSC Manager or Accountability Clerk in the TSC/OSC complex.</p> <p>2.6 Maintain Continuing Accountability until directed otherwise as follows:</p> <p>A. <b>ONLY</b> allow Emergency Response Organization personnel (listed in Emergency Telephone Directory) access to the Protected Area <b>OR</b> individuals authorized by the OSC Manager, Emergency Plant Manager or Shift Manager.</p> <p>B. <b>WHEN</b> individuals enter Protected Area <b>THEN</b> report the name(s) of the individual(s) to the Accountability Clerk or OSC Manager</p>	

Attachment 1  
Lieutenant Shift Supervisor (LSS) Checklist  
Sheet 3 of 5

<b>Initial Responsibility/Activity(cont.)</b>	<b>Notes</b>
<p><b>3.0 Establish security at the Emergency Operations Facility</b></p> <p>3.1 Send (or call in from offsite) two officers to the Emergency Operations Facility (EOF).</p> <p>3.2 Direct them to establish a security checkpoint at the EOF in accordance with Attachment 4 of this procedure, EOF Security Checklist</p>	
<p><b>4.0 Establish security at the Joint News Center</b></p> <p>4.1 Send (or call in from offsite) two officers and one supervisor to the Joint News Center (JNC) (they should use personal vehicles as transportation to JNC, the JNC is located at the Westchester County Airport at exit 2 of Hwy I-684).</p> <p>4.2 Direct them to report to the JNC Administrative Manager and establish security checkpoints at the JNC.</p>	
<p><b>5.0 Establish Owner Control Security Controls</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p>Owner Controlled Area security controls should be established immediately for emergency classified at a Site Area Emergency or a General Emergency. At an Alert it may be delayed for up to 2 hours</p> </div> <p>5.1 Send (or call in officer) to the Main Gate, to allow only emergency workers, as listed in the Emergency Telephone Directory, entry to the site (Attachment 5, Owner Controlled Area Security Checklist). Emergency Workers include:</p> <ul style="list-style-type: none"> <li>A. Indian Point personnel who are assigned to the Emergency Response Organization</li> <li>B. Federal, State and County officials who are reporting to the site to support emergency operations</li> <li>C. Anyone authorized by the Emergency Director or Emergency Plant Manager</li> </ul> <p>5.2 Inform Unit 3 Security of the emergency and request they limit access to the site.</p>	

Attachment 1

Lieutenant Shift Supervisor (LSS) Checklist

Sheet 4 of 5

Initial Responsibility/Activity(cont.)	Notes
<p><b>6.0 Establish Fitness for Duty Controls</b></p> <p>6.1 <b>IE</b> personnel are being called who were not scheduled to be at the station <b>THEN</b> call in technicians to perform breath test as needed. Refer to SAO 103, Fitness For Duty for implementation of program.</p>	
<p><b>7.0 Issue Dosimetry to Security Force</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTES:</b></p> <p>Issue Dosimetry upon hearing the site assembly alarm (rapid pulsing sound for 30 seconds duration) <b>OR</b> upon notification of a Site Area or General Emergency from Control Room personnel,</p> <p>Security Force Personnel's exposure should be kept As Low As Reasonably Achievable. Relocate individuals to low exposure areas where possible, contact the Radiation Protection Coordinator in the Operations Support Center for information on radiological conditions.</p> </div> <p>7.1 Issue all Security Force personnel a TLD badge <b>AND</b> a zeroed low range dosimeter <b>IE</b> they have not already been issued a dosimeter for that day.</p> <p>7.2 Record the individual's name on a Emergency Exposure Record (Form IP-1050-1), TLD badge number, date, time, initial reading and supervisor's initials. Use a separate form for each individual.</p> <p>7.3 Contact the Shift Manager or the Emergency Plant Manager for instructions on the following:</p> <ul style="list-style-type: none"> <li>A. The need to use high range (0-5000) dosimeters</li> <li>B. The need to have members of the Security Force take Potassium Iodine tablets</li> <li>C. The need to wear respirators in any area of the plant</li> </ul> <p>7.4 Record issuance of any of the above listed items on the individual's Security Force Exposure Record.</p>	

Attachment 1  
**Lieutenant Shift Supervisor (LSS) Checklist**  
Sheet 5 of 5

<u>Ongoing Responsibility/Activity</u>	<u>Notes</u>
7.5 Instruct Security Personnel to read the dosimeters frequently and report when the reading approaches 75% of full scale.  7.6 Record dosimeter readouts on the Security Force Exposure Record and keep a running total of individual exposures.  7.7 <b>IF</b> any individual's exposure reaches 1000 millirem <b>THEN</b> Inform the Emergency Plant Manager	
<b>8.0 Maintain Emergency Site and Protected Area Security Controls</b> 8.1 Until directed otherwise by the Emergency Director or Emergency Plant Manager allow only emergency workers access to the site and the Protected Area  8.2 Maintain Continuous Accountability by ensuring the Command Guard House informs the OSC of all personnel entering the Protected Area  8.3 Keep all members of the security Force informed on the emergency conditions.	
<b>9.0 Continue to monitor Security Force radiological exposures as outlined in step 7.0</b>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<b>10.0 Direct the Security Force to return all equipment utilized in the emergency response to proper storage locations</b>  10.1 TLDs should be picked up by Dosimetry Personnel to be read.	
<b>11.0 Review all documentation the Security Force generated during the emergency:</b>  11.1 Ensure all logs, forms and other documentation are complete.  11.2 Debrief members of the force and gather information on any problems which arose during the emergency.	
<b>12.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.</b>	

Attachment 2  
Central Alarm Station (CAS) Checklist  
Sheet 1 of 2

Initial Responsibility/Activity	Notes
<p>1.0 Notify members the Security Force of declaration of the Emergency</p>	
<p>2.0 Initial Accountability</p> <p><b>WHEN</b> the Site Assembly Alarm is sounded <b>OR IE</b> directed by the Lieutenant (or Security) Shift Supervisor <b>THEN</b>:</p> <p>2.1 Mark the time the Site Assembly Alarm sounded: _____.</p> <p>2.2 Conduct a radio check with each Security Force member to assure that they are accounted for.</p> <p>2.3 Call for a member of the Security Force to report to CAS <b>OR IE</b> no security personnel are available <b>THEN</b> call the Operations Support Center to have someone stand by outside CAS.</p> <p>2.4 Complete a Accountability Roster (Form 1027-1) with the badge numbers and the names of the Security Force members that were accounted for during the radio check.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>Note:</b></p> <p><b>IE</b> OSC is not staffed <b>THEN</b> take Accountability Roster to the Central Control Room.</p> </div> <p>2.5 Have the completed Accountability Roster (with security force names and badge numbers) delivered immediately to the OSC Manager or Accountability Clerk in the TSC/OSC complex.</p>	

Attachment 2  
**Central Alarm Station (CAS) Checklist**  
 Sheet 2 of 2

<u>Ongoing Responsibility/Activity</u>	<u>Notes</u>
<p><b>3.0 Keep Members of the Security Force informed on Emergency Conditions.</b></p> <p>3.1 Inform them of changes in Emergency Classification</p> <p>3.2 Inform them of any hazardous conditions you become aware of.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p><b>4.0 Return all emergency equipment utilized in the emergency response to proper storage locations</b></p>	
<p><b>5.0 Review all documentation CAS Operators generated during the emergency:</b></p> <p>5.1 Ensure all logs, forms and other documentation are complete.</p> <p>5.2 Provide records to Security Shift Supervisor</p>	

Attachment 3  
**Command Guard House Checklist**  
 Sheet 1 of 2

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Initial Accountability</b></p> <p><b>WHEN</b> the Site Assembly Alarm is sounded <b>OR IE</b> directed by the Security Shift Supervisor <b>THEN</b>:</p> <p>1.1 Open up second guard house turnstiles to expedite egress from the Protected Area.</p> <p>1.2 Open the "Delay Barrier" vehicle gate to expedite egress from the Protected Area.</p> <p>1.3 Only allow Essential Personnel to enter the Protected Area. Essential personnel are:</p> <p style="margin-left: 40px;">A. Members of the Emergency Response Organization listed in the Emergency Telephone Directory.</p> <p style="margin-left: 40px;">B. Additional personnel authorized by the Shift Manager or Emergency Plant Manager.</p> <p>1.4 <b>WHEN</b> the majority of non-essential individuals have left the Protected Area <b>THEN</b> close the second command guard house turnstiles.</p>	

Attachment 3  
**Command Guard House Checklist**  
Sheet 2 of 2

<u>Ongoing Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Ongoing Accountability</b></p> <p>2.1 Only allow Essential Personnel to enter the Protected Area. Essential personnel are:</p> <ul style="list-style-type: none"> <li>A. Members of the Emergency Response Organization listed in the Emergency Telephone Directory.</li> <li>B. Additional personnel authorized by the Shift Manager Emergency Plant Manager or OSC Manager.</li> </ul> <p>2.2 Provide the names of all individuals who enter the Protected Area to:</p> <ul style="list-style-type: none"> <li>A. Before the OSC is Activated to the Shift Manager</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>B. After the OSC is activated to the Accountability Clerk or the OSC Manager</li> </ul>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p><b>3.0 Return all emergency equipment utilized in the emergency response to proper storage locations</b></p>	
<p><b>4.0 Review all emergency documentation developed in the Command Guard House during the emergency:</b></p> <p>4.1 Ensure all logs, forms and other documentation are complete.</p> <p>4.2 Provide records to Security Shift Supervisor</p>	

Attachment 4  
**EOF Security Checklist**  
 Sheet 1 of 2

<b>Initial Responsibility/Activity</b>	<b>Notes</b>
<p><b>1.0 Establish Security Controls at the Emergency Operations Facility (EOF).</b></p> <p>1.1 Set up a Security Checkpoint at the entrance to the EOF (see attached drawing for location of security checkpoint and area to control.)</p> <div data-bbox="207 667 1211 1033" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTES:</b></p> <p><b>IE</b> there is any question if an individual should be allowed to enter the EOF <b>THEN</b> request clearance from the Emergency Director or the EOF Manager.</p> <p>Individuals entering the EOF during emergencies must be screened in accordance with SAO-103, Fitness for Duty. The Emergency Director may authorize individuals not meeting these requirements into the EOF.</p> </div> <p>1.2 Allow only the following personnel into the EOF</p> <ul style="list-style-type: none"> <li>A. Indian Point Emergency Response Organization Personnel, as listed in the Emergency Telephone Directory.</li> <li>B. Indian Point Corporate Officers.</li> <li>C. State and County Officials</li> <li>D. Federal Officials from the Nuclear Regulatory Commission and Federal Emergency Management Agency</li> <li>E. Individuals authorized by the Emergency Director or the EOF Manager.</li> </ul> <div data-bbox="207 1499 1211 1680" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b></p> <p><b>IE</b> individuals are only going to another room within the Buchanan Service Center <b>THEN</b> it is not necessary to log them in and out each time they leave the EOF.</p> </div> <p>1.3 Maintain a "EOF Security Sign in Log" (form IP-1050-2) complete with names of all personnel within the EOF.</p>	

Attachment 4  
**EOF Security Checklist**  
 Sheet 2 of 2

<u>Ongoing Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Maintain access control to the EOF area</b></p> <p>2.1 Continue to allow only authorized individuals into the EOF and maintain Security Sign in Log.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p><b>3.0 Return all emergency equipment utilized in the emergency response to proper storage locations</b></p>	
<p><b>4.0 Review all emergency documentation developed in the Command Guard House during the emergency:</b></p> <p>4.1 Ensure all logs, forms and other documentation are complete.</p> <p>4.2 Provide records to Security Shift Supervisor</p>	

Attachment 5  
**Owner Controlled Area Security Checklist**  
Sheet 1 of 1

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p><b>1.0 Establish Owner Controlled Area Security</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><b>NOTE:</b> Owner Controlled Area security should be established immediately for emergency classified at a Site Area Emergency or a General Emergency. At an Alert it may be delayed for up to 2 hours</p> </div> <p><b>WHEN</b> directed by the Security Shift Supervisor <b>THEN</b> perform the following:</p> <p>1.1 Restrict access to the plant to the following individuals:</p> <ul style="list-style-type: none"> <li>A. Indian Point Emergency Response Organization Personnel, as listed in the Emergency Telephone Directory.</li> <li>B. Indian Point Corporate Officers.</li> <li>C. State and County Officials</li> <li>D. Federal Officials from the Nuclear Regulatory Commission and Federal Emergency Management Agency</li> <li>E. Individuals authorized by the Emergency Plant Manager, Emergency Director or the EOF Manager.</li> </ul>	
<u>Ongoing Responsibility/Activity</u>	<u>Notes</u>
<p><b>2.0 Continue to control access to the site.</b></p>	
<u>Closeout Responsibility/Activity</u>	
<p><b>3.0 WHEN directed THEN return site access control to normal</b></p>	



Addendum 2  
**EOF Security Sign In Log (Form IP-1050-2)**  
 Sheet 1 of 1

### EOF Security Sign In Log

<b>Security Officer:</b> <small>(print name)</small>	<b>Date:</b>
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Print Name	Time In / Out	Time In / Out	Organization
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other
			<input type="checkbox"/> Indian Pt. <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> NRC <input type="checkbox"/> FEMA <input type="checkbox"/> Other

Addendum 3  
Security Route Alerting (Form IP-1050-3)  
Sheet 1 of 1

### Security Route Alerting

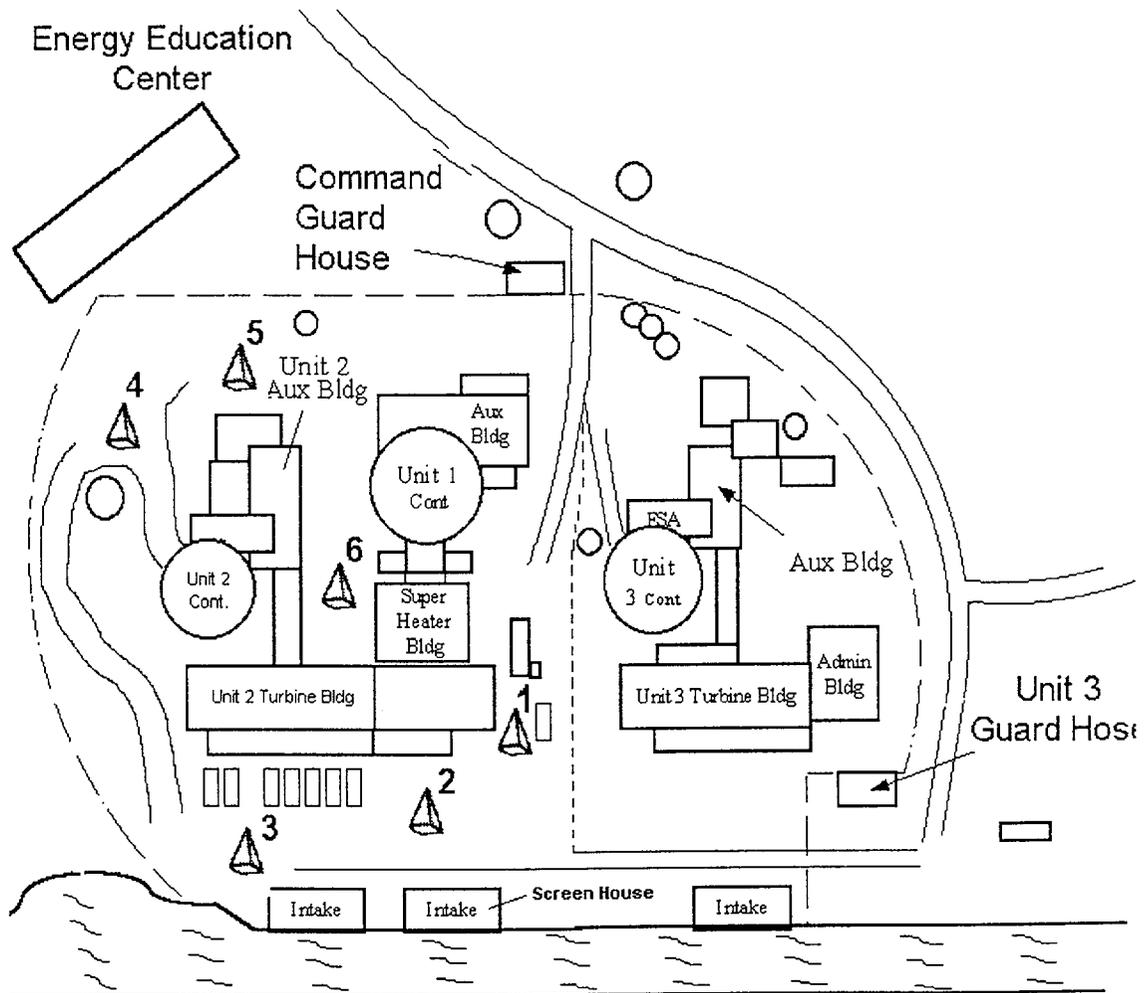
Security Patrol should go to each marked



Location and make the following announcement, twice:

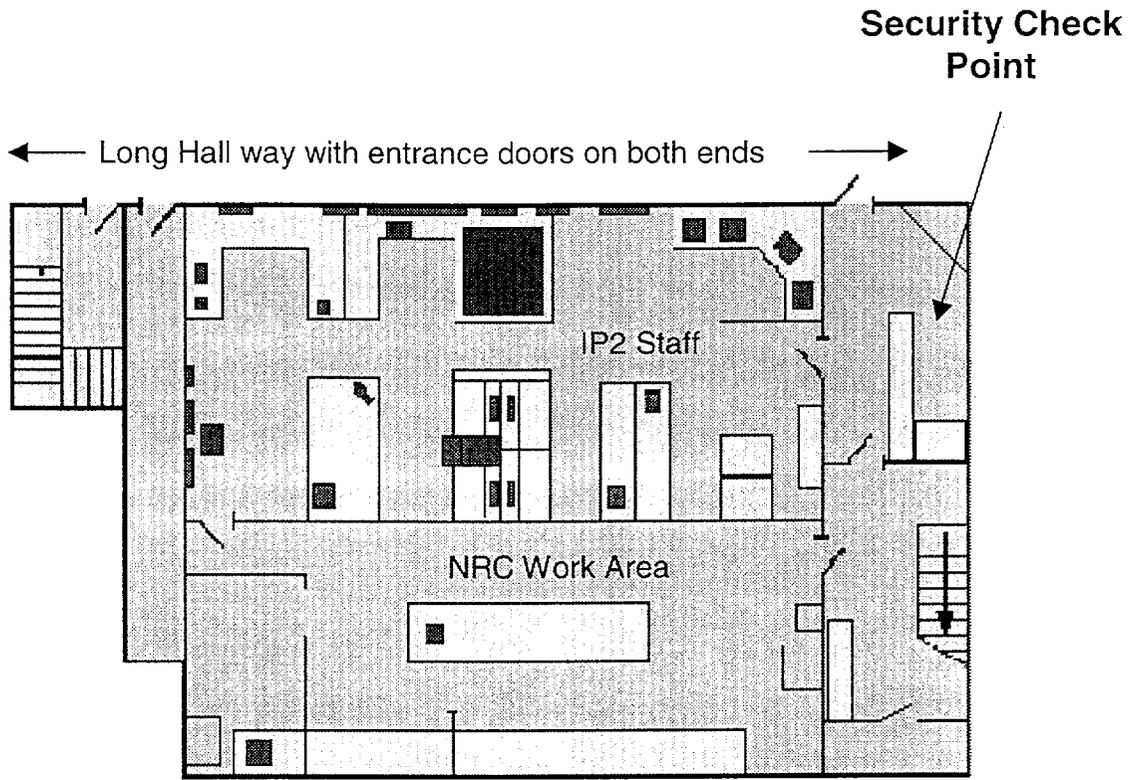
- “Attention all personnel, Attention all personnel, an emergency has been declared”
- “All essential personnel report to your emergency facility”
- “All other personnel report to the Energy Education Center”

Then proceed to next location and repeat the announcement, until all six locations have been notified.

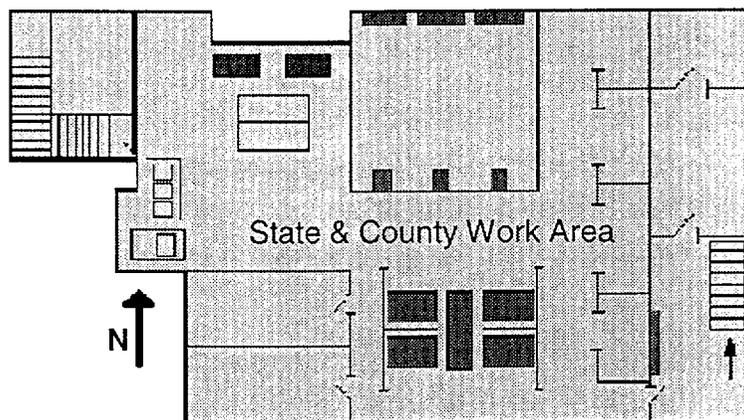


Form IP-1050-3 Rev. 0

Addendum 4  
EOF Areas in which to Maintain Access Control  
Sheet 1 of 1



EOF Lower Level



EOF Upper Level