CHANGE TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

PROCEDURE NUMBER	TITLE	EFFECTIVE DATE
PEP-230 Revision 8	Control Room Operations	07/11/02
PEP-240 Revision 6	Activation and Operation of the Technical Support Center	07/11/02
PEP-260 Revision 8	Activation and Operation of the Operations Support Center	07/11/02
PEP-270 Revision 8	Activation and Operation of the Emergency Operations Facility	07/11/02
PEP-310 Revision 13	Notifications and Communications	07/11/02
PEP-342 Revision 2	Core Damage Assessment	07/11/02

CP&L
A Progress Energy Company

CAROLINA POWER & LIGHT COMPANY

SHEARON HARRIS NUCLEAR POWER PLANT

PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE:	Plant Emergency Procedure
NUMBER:	PEP-230
TITLE:	Control Room Operations

Table of Contents

1.0 PURPOSE

1. This procedure partially implements Section 2.3 and Section 2.4 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who perform response activities from the Main Control Room.

2.0 INITIATING CONDITIONS

1. An emergency has been declared, or
2. Conditions exist that may warrant an emergency declaration.

3.0 PROCEDURE STEPS

1. If on-shift personnel assigned to MCR Emergency Response Organization (ERO) positions of Site Emergency Coordinator - Control Room and Emergency Communicator are not present in the MCR, they are to be immediately notified to report to the MCR.
2. Attachments 1-3 provide a listing of tasks and activities for the MCR Emergency Response Organization (ERO) positions
3. Attachment 4 provides a guideline for performance of periodic MCR/Operations staff briefs.
4. Attachment 5 provides a continuation page for POD and EC-CR logs started in Attachments 2 and 3.
5. This procedure is implemented through the use of a notebook which is maintained in the MCR for each ERO position. The notebook contains copies of the PEP attachments most likely to be needed by the position (refer to the table below).

ERO POSITION NOTEBOOK:	**CONTENTS (Attachments)**	
SITE EMERGENCY COORDINATOR-CR (SEC-CR)	1. PEP-230, Att. 1 2. PEP-310, Att. 9 3. PEP-310, Att. 10	4. AP-617, Att. 5 5. PEP-110, Att. 4 6. PEP-230, Att. 4
PLANT OPERATIONS DIRECTOR (POD)	1. PEP-230, Att. 2 2. PEP-230, Att. 4	3. PEP-230, Att. 5 4. PEP-310, Att. 1 5. PEP-110, Att. 4
EMERGENCY COMMUNICATOR-CR (EC-CR)	1. PEP-230, Att. 3 2. PEP-310, Att. 6 3. PEP-310, Att. 7 4. PEP-310, Att. 8 5. Verification Code Words 6. PEP-310, Att. 11	7. PEP-310, Att. 12 8. PEP-310, Att. 1 9. PEP-310, Att. 14 10. PEP-230, Att. 5 11. PEP-310, Att. 9

4.0 GENERAL

The Site Emergency Coordinator – CR and Emergency Communicator – CR Attachments (1 and 3) contain an "Initial Actions" section. The "Initial Actions" section is designed to guide the ERO member through the priority tasks following initial discovery of a condition or event requiring an emergency declaration. Specifically:

- Event declaration is required within 15 minutes of the time that plant parameters reach an Emergency Action Level.
- Alerting of on site personnel via Public Address announcement is required within 15 minutes of event declaration.
- Notification of event declaration to the State and County officials is required within 15 minutes of event declaration.
- Accountability must be completed within 30 minutes of; a Site Area Emergency or higher declaration; or decision to conduct accountability.
- Notification of event declaration to the NRC is required "as soon as possible" and no later than 60 minutes after an event declaration.
- Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

The Plant Operations Director attachment (2) also contains an "Initial Actions" section. This section is designed to guide the ERO member through the priority tasks associated with preparation for, and conduct of, the activation of the HNP Emergency Response Facilities.

The exact circumstances may dictate that portions of the Responsibility/Activity section be performed concurrent with the Initial Actions section of Attachments 1 - 3.

SITE EMERGENCY COORDINATOR - CR

Position Function: Manage and direct all emergency operations involving the facility and maintain overall onsite emergency responsibilities including classification.

Initial Actions (page 1 of 2)

1. If events may require implementation of the Emergency Plan, notify S-SO, STA and Emergency Communicator (EC) to **report to the MCR**..... _____
2. If events require **fire** or **first aid** response:
   a) Initiate Fire response actions per FPP-002 and Fire Area Pre-plans..... _____
   b) Initiate First Aid response actions per PEP-350, Section 3.5..... _____
   c) Ensure First Aid/Search and Rescue Teams are prepared..... _____
   d) Direct the EC to initiate actions per the Notebook (PEP-230, Att. 3)..... _____
   e) If required, direct the EC to request off-site support per PEP-310, Att. 1..... _____
3. Evaluate emergency classification per **EAL** Flow Path and PEP-110..... _____
4. Perform a quick review of plant conditions with MCR staff (verify facts)..... _____
5. As soon as plant operational activities support, **brief MCR** Crew to include:
   a) Emergency Classification _____ declaration time _____
   b) Initial personnel assignments and expectations
      - Site Emergency Coordinator: _____,
      - Designate USCO to coordinate and supervise MCR activities and implement AOPs and EOPs as needed,
      - Emergency Communicator _____ per position notebook (PEP-230, Att. 3)..... _____
6. Direct Emergency Communicator (EC) to coordinate with USCO and brief plant site via PA system..... _____

   Note: For a declared event involving a security threat, consideration should be Given in using the alternate assembly area (HEEC/EOF area) for responding onsite personnel.
7. If an **Unusual Event**, direct the EC to perform "Unusual Event Notification of Selected Personnel" per PEP-310, Att. 8, Part "A"..... _____
8. If **Alert or higher** (optional at Unusual Event), direct EC to perform ERO Activation per PEP-310, Att. 6..... _____
9. If **General Emergency**, determine Protective Action Recommendations (PARs) per PEP-110, Section 3.2..... _____

(Initial Actions are continued on the next page)

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.3, "Command and Control"
2. Section 2.4, "Assignment of Responsibilities"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-340, "Radiological Assessment"
5. PEP-350, "Protective Actions"

5.3 Other References

1. AP-006, "Procedure Review and Approval"
2. AP-617, "Reportability Determination and Notification"
3. EPL-001, "Emergency Phone List"
4. EPM-420, "Emergency Equipment Inventory"
5. FPP-002, "Fire Emergency"
6. OP-163.01, "ERFIS Support Systems"
7. OP-173, "Control Room Area HVAC System"
8. PRO-NGGC-0200, "Procedure Use and Adherence"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

SITE EMERGENCY COORDINATOR - CR

Initial Actions (page 2 of 2)

10. Prepare **State and County** Emergency Notification Form (ENF) (refer to the guidelines in PEP-310, Att. 10, as necessary) by:
    a) Using **ERFIS**/RTIN to prepare an automated version, or
    b) Preparing an electronic equivalent of the **manual** form (PEP-310, Att. 9) or hand writing a paper copy of Manual Notification Form ....._____
11. Direct EC to complete State and County notifications per applicable method (PEP-310, Att. 11, for ERFIS or PEP-310, Att. 12, for Manual)....._____
12. If Site Area or General Emergency, ensure performance of **accountability** per PEP-350 Section 3.1. ....._____
13. **Log** SEC-CR related activities within the S-SO Log. Examples of items to be included:
    - Times of major events (change in event classification, status of fission product barriers)
    - Specific mitigating actions taken
    - Authorization for protective actions or exemptions....._____
14. Confer with USCO to maintain cognizance of plant conditions. ....._____
15. Determine method and content of **NRC** event declaration notification (reference PEP-310 Section 3.5 if needed):
    a) State and County notification form, or
    b) If time permits, AP-617, Att. 5 ....._____
16. Direct EC to notify NRC of event declaration via method determined above. .._____

NOTE: ERDS can be activated from any EDS/RTIN terminal in the MCR or the ERFIS computer room.

17. Ensure the Emergency Response Data System (**ERDS**) is activated at an **Alert** or higher classification.
    a) Enter turn-on-code ERDS and depress <RETURN>....._____
    b) After the ERDS menu appears, click/activate the "START ERDS" button .._____
    c) Within 5 minutes, ERDS activation should be complete as indicated by:
        - The MCR ERFIS printer provides as "ERDS TASK HAS SUCCESSFULLY LINKED WITH THE NRC" printed message
        - ERDS = NORMAL displayed at the bottom center of ERFIS screens....._____
18. **Proceed** to Responsibility/Activity section of this checklist. ....._____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

19. If any radiation monitor in EAL Table 4 (PEP-110) is in high alarm, direct the STA to perform a **dose assessment** per PEP-340, Section 3.4, "Quick Assessment." ..... _____

20. As **Conditions Change** or Data Becomes Available:

    a) Monitor and **evaluate EALs** whenever:
       1) Plant or radiological conditions change significantly, or.
       2) Dose projection and/or field monitoring data is available. ..... _____

    b) If applicable, **upgrade** the Emergency Classification level ..... _____

NOTE: For Alert or higher classifications, unless the conditions causing emergency action levels are quickly resolved (less than 30 minutes), downgrading should not occur until after the TSC and EOF are activated.

    c) If applicable, **downgrade** the Emergency Classification per PEP-110, Section 3.4 ..... _____

    d) If applicable, **terminate** the emergency as follows
       1) For an Unusual Event:
          - When the situation is under control, and
          - Following consultation with appropriate CP&L personnel,
          - Declare the emergency terminated ..... _____
       2) For other event classifications, which quickly abate (within approximately 30 minutes), terminate the emergency per PEP-110, Section 3.5. ..... _____
       3) Perform applicable steps in the remainder of this attachment ..... _____

    e) **Brief** the MCR Crew on any changes in event classification ..... _____

    f) If event **classification has changed**, direct Emergency Communicator (EC) to coordinate with USCO and brief plant site via PA system per PEP-230, Att. 3. ..... _____

    g) If required (**upgrade from an Unusual Event**), direct EC to perform ERO Activation per PEP-310, Att. 6 ..... _____

    h) If in a **General Emergency**, reevaluate the adequacy of PARs when any of the following change:
       - Plant conditions
       - Dose projection results
       - Meteorological conditions
       - Field monitoring data ..... _____

    i) Confer with USCO to maintain cognizance of plant conditions ..... _____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

21. If needed, direct the EC-CR to request offsite support (**fire/ambulance/sheriff**) per PEP-310-1 ..... _____

22. Perform **State and County Notification** Activities:

    a) Within 15 minutes of a classification change, or change in PARs, complete an **initial notifications** as follows:

        1) Refer to the guidelines in PEP-310, Att. 10, as necessary
        2) Use **ERFIS**/RTIN to prepare an automated fax version, or
        3) Prepare an electronic equivalent of the **manual** form (PEP-310, Att. 9) or hand write a paper copy of Manual Notification Form..... _____
        4) Direct EC to complete State and County notifications per applicable method (PEP-310, Att. 11, for ERFIS or PEP-310, Att. 12, for Manual)..... _____

    b) Within 60 minutes of the last notification, complete **follow-up notifications** as follows:

        1) Refer to the guidelines in PEP-310, Att. 10, as necessary
        2) Use **ERFIS**/RTIN to prepare an automated fax version, or
        3) Prepare an electronic equivalent of the **manual** form (PEP-310, Att. 9) or hand write a paper copy of Manual Notification..... _____
        4) Direct EC to complete State and County notifications per applicable method (PEP-310, Att. 11, for ERFIS or PEP-310, Att. 12, for Manual)..... _____

    c) If requested, consider relaxing follow-up notification periodicity for long lasting events. This requires universal concurrence from the State and County officials..... _____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

NOTE: If continuous communications have not been established with the NRC, follow-up notifications are required at least every 60 minutes.

23. Perform **NRC** Notification and communication activities. The NRC must be kept informed of:
    1) Changes in the status of the plant.
    2) Changes in off-site radiological effects.
    3) All information provided to the State and Counties.

a) Determine method and content of NRC notifications (reference PEP-310 Section 3.5 if needed).

- Use the State/County Notification for initial notification of event declarations, **or**
- Use AP-617, Att. 5, to provide more detail (required for follow-up notifications)....._____

b) Direct EC to notify the NRC via method determined above. _____

NOTE: ERDS can be activated from any EDS/RTIN terminal in the MCR or the ERFIS computer room.

c) If not previously required, ensure the Emergency Response Data System (**ERDS**) is activated at an **Alert** or higher classification. _____

1) Enter turn-on-code ERDS and depress <RETURN>. _____

2) After the ERDS menu appears, click/activate the "START ERDS" button ___

_____

3) 5 minutes, ERDS activation should be complete as indicated by:

- The MCR ERFIS printer provides as "ERDS TASK HAS SUCCESSFULLY LINKED WITH THE NRC" printed message
- ERDS = NORMAL displayed at the bottom center of ERFIS screens....._____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

24. **Onsite Protective Actions**

a) Coordinate with the USCO to verify **on-shift personnel** status.

- Operations Personnel - MCR Area (Normally inside the ventilation envelope) ....._____
- All other on-shift personnel - normally in the OSC ....._____

b) If **Alert or higher**, verify Security implements site access controls ....._____

c) If a **radiological** or **hazardous material release** is in progress, or anticipated:

1) Within 2 hours, verify CR Area Emergency Filtration is in service per OP-173, section 8.2 or section 8.3 as applicable....._____

2) Verify Plant Computer and Communication Rooms Ventilation (SAS habitability) is aligned for operation with a CR Isolation signal per OP-163.01, Section 8.1 ....._____

3) Use the map on sheet 11 to aid in identification of affected areas ....._____

4) Direct HPs to perform habitability surveys in occupied areas ....._____

d) If restrictions or a ban on eating and drinking are needed

1) Ensure personnel on site are advised of the ban....._____

2) Verify Control Room personnel are aware of the ban....._____

NOTE: At a Site Area or General Emergency classification level, accountability was automatically initiated through the PA announcement associated with the event

e) If conditions hazardous to **personnel safety** exist, initiate accountability per PEP-350, Section 3.1....._____

f) If personnel are assembled in the Administrative Building, determine if protective actions or evacuation of these personnel are needed....._____

g) Authorize the administration of **Potassium Iodide** (KI) to CP&L emergency workers per PEP-330 as necessary. ....._____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

25. Additional **Communications**:

    a) If a **spent fuel shipment** is en-route to the site, notify the load dispatcher of the emergency declaration and classification level. _____

    b) Ensure the receiving hospital is notified of the transport of a contaminated injured person (the **First Aid Team** will obtain the designated treatment location from the rescue squad). _____

    c) Ensure the Emergency **Radiation Monitoring radio** channel is activated in the MCR (communication with Environmental Monitoring Teams). _____

    d) Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems. _____

    e) Refer press or public inquires to CP&L **Public Information** personnel. _____

    f) If contacted by the **State and County** emergency response personnel, brief them on plant conditions and actions taken. _____

    g) **Request** Federal and State assistance as necessary _____

    h) Verify all offsite **notifications** transmitted from the MCR are **faxed** to the TSC and EOF _____

    i) If ERFIS is not available, designate an operator to record data from the control board on **Plant Parameter Information Forms** per PEP-310, Section 3.9. _____

26. Conduct **Periodic Briefings**

    a) Establish expectations for participation in periodic briefings. _____

    b) If not actively involved in in-plant tasks, direct Operations Personnel to be in MCR for briefings _____

    c) Utilize PEP-230, Att. 4, as guidance for conduct of briefings _____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

27. **Mitigating** and **Monitoring** Actions

    a) Direct the First Aid Team to initiate **search and rescue** for missing persons per PEP-350, Section 3.4. _____

    b) Authorize CP&L emergency worker exposures **> 5 Rem TEDE** or entry into fields **> 25 Rem/Hr** per PEP-330, Att. 1, as necessary. _____

    c) If a **radiological release** is in progress, or anticipated, dispatch Environmental Monitoring Teams to implement PEP-330, Section 3.6 _____

    d) Verify on-shift resources (**Radiation Protection, Chemistry, Maintenance, Operations**) are providing support for in-plant mitigation activities. _____

    e) Verify personnel being sent into the plant or around the site are appropriately **briefed** prior to being dispatched. _____

    f) Verify dispatched personnel are **debriefed** upon return _____

    g) Direct **deviations from License Conditions** or Technical Specifications per PRO-NGGC-0200, Section 9.3. _____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

28. **Activation** of **Emergency Response Facilities** (ERFs)

NOTES: Specific emergency response functions may be given to TSC or EOF personnel prior to actual facility activation (i.e. dose assessment, NRC communications, and so forth.) as deemed prudent.

The SEC-CR must maintain overall command and control of the ERO, including the non-delegable responsibilities, until formal relief occurs.

During a security threat, declaration using the alternate assembly areas (HEEC/EOF) for onsite ERO personnel coordination of turnover items may be delayed.

a) Prepare an **Event Information Worksheet**, PEP-110-4, for use in briefing the Emergency Response Facilities ..... _____

b) Verify that necessary plant information is available to the TSC and EOF... _____

c) Normally, the TSC establishes a **conference call** with the OSC, EOF and MCR to conduct a pre-activation briefing for the oncoming ERO. When the OSC, TSC and EOF are ready, and MCR activities allow: .

1) Use PEP-110, Att. 4, "Event Information Worksheet" as a briefing guide to review the status of:

- Plant and recent activities..... _____
- Location of in-plant teams/personnel..... _____
- Environmental Monitoring Team activities..... _____
- Any applicable incomplete items from previous pages of this checklist..... _____
- Any assistance that is needed..... _____

2) Synchronize facility clocks (use ERFIS time)..... _____

d) **Formally turn over** the following responsibilities to the SEC-TSC:

1) Emergency classification. ..... _____
2) Onsite protective actions..... _____
3) Coordination of in-plant teams (other than Operations)..... _____
4) NRC notifications and communications. ..... _____
5) If not already performed, ERDS activation..... _____

e) **Formally turn over** the following responsibilities to the ERM (EOF):

1) State and County notifications. ..... _____
2) Protective Action Recommendations. ..... _____
3) Dose projection. ..... _____
4) Coordination of Environmental Monitoring Teams. ..... _____
5) Additional CP&L ERO augmentation. ..... _____
6) All additional offsite notifications. ..... _____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

29. Take a turnover from the Unit SCO and reassume coordination and **supervision of MCR activities**..... _____

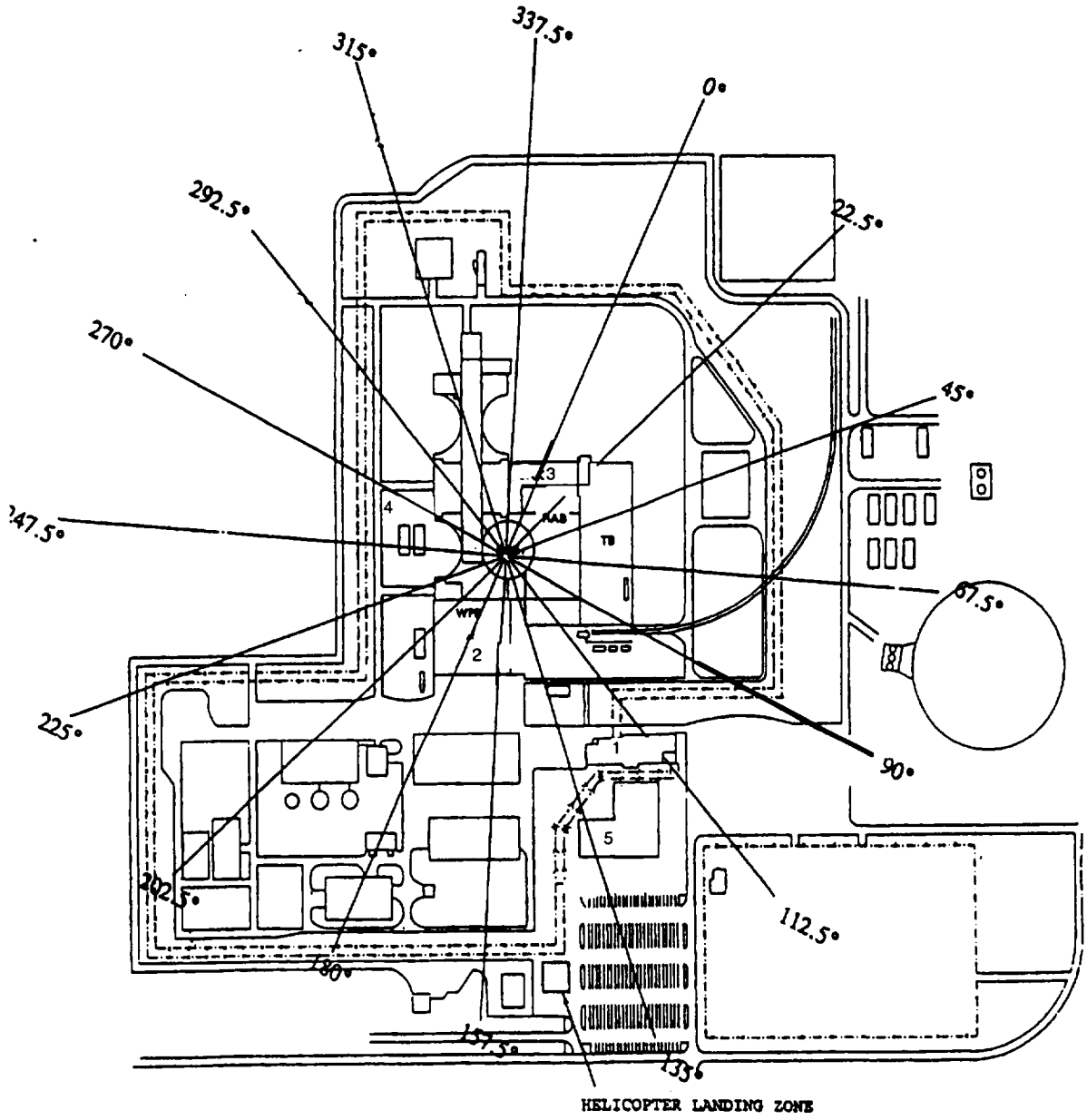
30. Inform MCR personnel when **temporarily leaving** the MCR (such as to the restroom).
    a) Designate an individual to answer the phones while away. ..... _____
    b) Upon return, obtain a briefing on any events which have occurred while away from the work area. ..... _____

31. Perform a **formal relief** of the position when permanently relieving another SEC-CR.
    a) Review the S-SO and Emergency Communicator logs. ..... _____
    b) Obtain a briefing on the emergency and any actions that have been completed or are in progress..... _____
    c) Initiate and maintain a new copy of PEP-230, Att. 1 ..... _____
    d) Ensure that MCR personnel are aware of the change. ..... _____

32. Upon **termination** of the emergency:
    a) Print out/copy S-SO log and prepare related emergency records ..... _____
    b) Assemble all logs and records from the MCR and forward to Emergency Preparedness..... _____
    c) Copy and replenish the contents of the SEC position notebook ..... _____
    d) Inventory MCR Emergency Equipment per EPM-420 ..... _____
    e) Verify MCR is restored and ready to respond to an emergency..... _____

SITE EMERGENCY COORDINATOR - CR

SITE MAP



PLANT OPERATIONS DIRECTOR

Position Function: Direct and supervise plant MCR operations and immediate response activities.

Initial Actions (page 1 of 2)

NOTE: The POD position is formally assumed upon activation of the TSC & EOF.

1. Upon arrival in the MCR, **notify the SEC-CR** (S-SO) that you are present _____
2. **Prepare** to assume the position of Plant Operations Director.
   a) Initiate a **log** of activities (last page of this checklist). Examples of items to be included:
      - Times of major events (change in event classification, status of fission product barriers)
      - Specific mitigating actions taken
      - Logs are to be made by black indelible means, such as ink.
      - Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry..... _____

   b) Determine the Nature and Extent of the Event..... _____
   c) Determine if any personnel have been dispatched from the MCR and their status..... _____
   d) Obtain status and readiness of Fire Brigade, and First Aid personnel.
      1) Determine if adequate personnel are available to fulfill these functions..... _____
      2) Determine the applicable radio channels or telephone/Ericsson numbers for the team leaders and members. ..... _____
   e) Consult with the SEC-CR regarding the prioritization of actions in progress, planned, or needed. ..... _____
   f) Ensure telephone and radio communications are operational. ..... _____
   g) Continue with preparations to assume POD on the next page..... _____

(Initial Actions are continued on the next page)

PLANT OPERATIONS DIRECTOR

Initial Actions (page 2 of 2)

h) Coordinate with the TSC-SRO to establish the Operations Mitigation Line (Cordless Ericsson phone for this is located in right hand drawer of Emergency Communicator desk). ..... _____

i) Assist SEC-CR with preparation of **Event Information Worksheet,** PEP-110, Att. 4, for use in briefing the Emergency Response Facilities..... _____

j) Contact arriving SEC-TSC to coordinate timing of ERF briefing via conference call and ERF activation. ..... _____

3. If applicable, verify **accountability** is performed for operations personnel per PEP-350, Section 3.1 ..... _____

   a) Report any missing personnel to the Security Director. ..... _____

   b) Maintain accountability of personnel assigned to, or dispatched from, the MCR. ..... _____

4. Formally **assume** the position of **POD** when the TSC and EOF are activated. ..... _____

5. **Proceed** to Responsibility/Activity section of this checklist. ..... _____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

6. **Monitor** and evaluate plant conditions:
   a) Analyze plant parameters for trends. _____
   b) Recommend changes to emergency classifications and identify any EAL conditions that are exceeded (per PEP-110) to the SEC-TSC. _____
   c) Coordinate with the TSC for prioritization of actions. _____
   d) Request any necessary engineering support. _____
7. Direct the activities of **MCR** personnel:
   a) Ensure an adequate MCR staff is available. _____
   b) Ensure immediate corrective actions are carried out by MCR personnel. _____
8. Ensure **accountability** is performed for operations personnel:
   a) Coordinate accountability of personnel per PEP-350, Section 3.1 _____
   b) Report any missing personnel to the Security Director. _____
   c) Maintain accountability of personnel assigned to the MCR. _____
9. Direct **fire** response activities:
   a) Ensure fire alarms are sounded and the Fire Brigade is mustered. _____
   b) Ensure Fire Brigade actions are performed in accordance with the Fire Plan and Fire Area Pre-plans. _____
   c) Ensure Fire Brigade is briefed on hazards and radiological conditions _____
   d) Monitor Fire Brigade communications. _____
   e) Alert SEC-TSC of requests for additional on-site personnel or equipment. _____

NOTE: The MCR maintains the responsibility for contacting Offsite Support Organizations.

   f) Perform, or direct, requests for offsite support (**fire/ambulance/sheriff**) per PEP-310, Att. 1. _____
   g) Notify the SEC-TSC of requests for offsite support. _____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

10. Organize and direct **rescue** operations of **injured p**ersonnel
    a) Assemble the Search and Rescue Team. ____
    b) Consult with the Radiological Control Director (RCD) in the TSC to determine whether an ERWP is required. ____
    c) Ensure radiological conditions are provided to teams being dispatched. ____
    d) Ensure First Aid/Search and Rescue Teams are prepared:
        1) Instruct the Search and Rescue Team Leader to perform operations in accordance with guidance in PEP-350, Section 3.4 ____
        2) Dispatch First Aid/Search and Rescue Teams to the scene of the injury. ____
        3) Monitor First Aid/Search and Rescue communications. ____
        4) Notify the appropriate director of requests for additional personnel or equipment. ____

NOTE: The MCR maintains the responsibility for contacting Immediate Response Organizations.

    e) Perform, or direct, requests for offsite support (**fire/ambulance/sheriff**) per PEP-310, Att. 1. ____
    f) Notify the SEC-TSC of requests for offsite assistance. ____
    g) Coordinate with the SEC-TSC to identify an individual to accompany injured personnel to the treatment center ____
    h) Direct the Security Director to provide support when transporting an injured person by helicopter. ____
    i) If an injured individual requires transportation off site and is contaminated:
        1) Ensure the Communications Director and Communications Manager are informed ____
        2) Ensure hospitals are notified, as soon as possible, of the expected arrival of a contaminated injured patient. ____

11. If a **radiological release** is in progress, or anticipated:
    a) Within 2 hours, verify CR Area Emergency Filtration is in service per OP-173, Section 8.2 or 8.3 as applicable. ____
    b) Verify Plant Computer and Communication Rooms Ventilation (SAS habitability) is aligned for operation with a CR Isolation signal per OP-163.01, Section 8.1 ____

12. Implement operational aspects of Severe Accident Management Guideline **(SAMG)** strategies developed by the TSC as applicable. ____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

13. Conduct **Periodic Briefings**
    a) Establish expectations for participation in periodic briefings. ..... _____
    b) If not actively involved in in-plant tasks, direct Operations Personnel to be in MCR for briefings..... _____
    c) Utilize PEP-230, Att. 4, as guidance for conduct of briefings ..... _____
14. Represent the MCR in periodic **inter-facility briefings** using PEP-110, Att. 4 _____
15. Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems..... _____
16. Evaluate the need for **deviations from License Conditions** or Technical Specifications per PRO-NGGC-0200, Section 9.3. ..... _____
17. Process temporary **procedure changes** per AP-006 as needed..... _____
18. Coordinate operations **shift turnover** with the Admin & Logistics Manager. ... _____
19. Refer **press or public** inquires to CP&L Public Information personnel..... _____
20. Inform MCR personnel when **temporarily leaving** the MCR (such as to the restroom).
    a) Designate an individual to answer the phones while away. ..... _____
    b) Upon return, obtain a briefing on any events which have occurred while away from the work area. ..... _____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

21. Perform a **formal relief** when permanently relieving another POD.
    a) Review the POD, S-SO and Emergency Communicator logs. ..... _____
    b) Obtain a briefing on the emergency and any actions that have been completed or are in progress ..... _____
    c) Ensure turnover is provided to an individual qualified to perform the duties of POD. ..... _____
    d) Initiate and maintain a new copy of PEP-230, Att. 2, including the log ..... _____
    e) Ensure the off-going POD completes his log sheets and related emergency records
       - Logs are reviewed for completeness and accuracy
       - All log sheets include date(s) and page numbers
       - Final page of the logs contains printed name and signature ..... _____
    f) Ensure that MCR personnel are aware of the change. ..... _____
22. Upon **termination** of the emergency:
    a) Complete log sheets and related emergency records:
       - Review Logs for completeness and accuracy, including date(s) and page numbers
       - Print your name and sign the final page of the logs ..... _____
    b) Assemble all logs and records from the MCR and forward to Emergency Preparedness ..... _____
    c) Copy and replenish the contents of the POD position notebook ..... _____
    d) Inventory MCR Emergency Equipment per EPM-420 ..... _____
    e) Verify MCR is restored and ready to respond to an emergency ..... _____

PLANT OPERATIONS DIRECTOR

Location = MCR	DATE:	PAGE _____ OF _____

Time	Comments
Obtain and attach copies of PEP-230, Att. 5, as needed for log continuation	

Upon relief, or termination of the emergency, check the log for completeness, then print and sign your name in the comments section.

EMERGENCY COMMUNICATOR - CR

Position Function: Perform notification of HNP, State, local and Federal emergency response personnel from the Main Control Room prior to TSC and EOF activation.

Initial Actions (page 1 of 1)

1. Upon arrival in the MCR, **notify the SEC-CR** (S-SO) that you are present and request direction/priorities _____
2. Initiate a **log** (last page of this checklist). ..... _____
3. If directed to request offsite support (**fire/ambulance/sheriff**), initiate request per PEP-310, Att. 1 ..... _____
4. When directed, coordinate with USCO and **brief plant site** via PA system per the applicable section from sheet 2, 3 or 4 of this form. ..... _____
5. If directed, perform "Unusual Event Notification of Selected Personnel" PEP-310, Att. 8, Part "A" ..... _____
6. If directed, activate the **Emergency Response Organization** per PEP-310, Att. 6. ..... _____
7. When directed, perform Initial **State and County notification** for either:
   a) ERFIS/RTIN **automated** Fax method per PEP-310, Att. 11 **-or -**
   b) **Manual** method per PEP-310, Att. 12 ..... _____

NOTES:
- The NRC automatically records communications on ENS.
- Initial communications may be interrupted by patch-ins and/or requests to repeat information.
- The EAL reference numbers (X-Y-Z) are an aid to the local State/Counties. The NRC has no cross-reference to explain these numbers

8. When directed, notify **NRC** of event declaration
   a) Contact the NRC Headquarters Operations Officer (HOO) at the NRC Incident Response Center by performing the following:
      1) On the ENS telephone, call one of the numbers listed on the phone, **or**
      2) If the ENS is not operable, use a normal telephone (the numbers are listed on ENS phone and in EPL-001). ..... _____
   b) When the NRC Headquarters Operations Officer responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency information provided by the SEC. ..... _____
   c) Inform the NRC that you are signing off. (If requested to stay on and leave the line open, notify the SEC). ..... _____.
9. Proceed to Responsibility/Activity section of this checklist. ..... _____

EMERGENCY COMMUNICATOR - CR

PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. The following script may not be appropriate for security threat events.

☐ Unusual Event:

- Make the following announcement over the PA system:

  "Attention all personnel; attention all personnel: An Unusual Event has been declared due (_____).
  brief description of initiating event

  All members of the ERO standby for further instructions.

  All other personnel continue with your present duties."

- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.

- Repeat the PA Message(s).

☐ Alert:

- Sound the Site Evacuation Alarm for 15 seconds

- Make the following announcement over the PA system:

  "Attention all personnel; attention all personnel: An Alert has been declared due to (_____).
  brief description of initiating event

  All members of the ERO report to your designated emergency response facility.

  All other HNP personnel exit the Protected Area and report to the Admin Building 2nd floor conference room area, and await instructions.

  All visitors, all nonessential contractor personnel, all declared pregnant females and all handicapped personnel please leave the site at this time."

- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.

- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.

- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR

PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. The following script may not be appropriate for security threat events.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

☐ Site Area Emergency:

- Sound the Site Evacuation Alarm for 15 seconds
- Make **one of** the following announcements over the PA system:

☐a. If entering from no event or an Unusual Event:

"Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (_____).

brief description of initiating event

All ERO members report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability."

-or-

☐b. If upgrading from an Alert:

"Attention all personnel, Attention all personnel: A Site Area Emergency has been declared due to (_____).

brief description of initiating event

All personnel who are not part of the ERO exit the Protected Area and leave the site. Security, initiate Accountability."

- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR

PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. The following script may not be appropriate for security threat events.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

☐ General Emergency:

- Sound the Site Evacuation Alarm for 15 seconds
- Make **one of** the following announcements over the PA system:

☐a. If entering from an Alert or lower:

"Attention all personnel; attention all personnel: A General Emergency has been declared due to (_____).
brief description of initiating event

All members of the ERO report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability. There will be no eating, drinking, or smoking until further notice."

-or-

☐b. If upgrading from a Site Area Emergency :

"Attention all personnel, Attention all personnel: A General Emergency has been declared due to (_____).
brief description of initiating event

There will be no eating, drinking, or smoking until further notice."

- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

10. If directed to request offsite support (**fire/ambulance/sheriff**), initiate request per PEP-310, Att. 1 ..... _____

11. If directed, (**emergency classification has changed**), coordinate with USCO and brief plant site via PA system per sheet 2, 3 or 4 ..... _____

12. If directed, (**upgrade from an Unusual Event**), activate the **Emergency Response Organization** per PEP-310, Att. 6 ..... _____

13. When directed, perform **State and County Notification** activities:

    a) Within 15 minutes of a classification change, or change in PARs, complete an **initial notification** as follows:

        1) ERFIS/RTIN **automated** Fax method per PEP-310, Att. 11 **-or -**
        2) **Manual** method per PEP-310, Att. 12 ..... _____
        3) Ensure the State and County representatives clearly understand the notification message prior to ending the telephone conversation. ..... _____
        4) Record and obtain answers to questions from offsite authorities involving the notifications. ..... _____

    b) Within 60 minutes of the last notification, complete **follow-up notifications** per applicable section of PEP-310

        1) ERFIS/RTIN **automated** Fax method per PEP-310, Att. 11 **-or -**
        2) **Manual** method per PEP-310, Att. 12 ..... _____
        3) Ensure the State and County representatives clearly understand the notification message prior to ending the telephone conversation. ..... _____
        4) Record and obtain answers to questions from offsite authorities involving the notifications. ..... _____

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

NOTES:
- The NRC automatically records communications on ENS.
- Initial communications may be interrupted by patch-ins and/or requests to repeat information.
- If continuous communications have not been established with the NRC, follow-up notifications are required at least every 60 minutes (AP-617, Att. 5, is required for follow-up notifications)
- The EAL reference numbers (X-Y-Z) are an aid to the local State/Counties. The NRC has no cross-reference to explain these numbers

14. When directed, notify **NRC** of event declaration
    a) Contact the NRC Headquarters Operations Officer (HOO) at the NRC Incident Response Center by performing the following:
        1) On the ENS telephone, call one of the numbers listed on the phone, **or**
        2) If the ENS is not operable, use a normal telephone (the numbers are listed on ENS phone and in EPL-001). ..... _____
    b) When the NRC Headquarters Operations Officer (HOO) responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency information ..... _____
    c) Inform the NRC that you are signing off. (If requested to stay on and leave the line open, notify the SEC). ..... _____.

15. Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems. ..... _____

16. Ensure all offsite notifications transmitted from the MCR are faxed to the TSC and EOF. ..... _____

17. Refer press or public inquires to Site Communications, as per EPL-001 Attachment 3, Section 7. ..... _____

18. Inform SEC when **temporarily leaving** the MCR (such as to the restroom).
    a) Designate an individual to answer the phones while away. ..... _____
    b) Upon return, obtain a briefing on any events which have occurred while away from the work area. ..... _____

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

19. Perform a **formal relief** when permanently relieving another EC-CR.
    a) Review the Emergency Communicator logs..... _____
    b) Obtain a briefing on the emergency and any actions that have been completed or are in progress..... _____
    c) Ensure turnover is provided to an individual qualified to perform the duties of EC-CR. ..... _____
    d) Initiate and maintain a new copy of PEP-230, Att. 3, including the log ..... _____
    e) Ensure the off-going EC-CR completes his log sheets and related emergency records
       - Logs are reviewed for completeness and accuracy
       - All log sheets include date(s) and page numbers
       - Final page of the logs contains printed name and signature..... _____
    f) Ensure that MCR personnel are aware of the change. ..... _____

20. **Activation** of **Emergency Response Facilities** (ERFs)
    a) Transmit Plant Parameter Information Forms to the TSC and EOF if ERFIS is not available. ..... _____
    b) Respond to inquiries for the TSC and EOF staff in preparation for turnover of communications responsibilities..... _____
    c) Complete log sheets and related emergency records
       - Logs are reviewed for completeness and accuracy
       - All log sheets include date(s) and page numbers
       - Final page of the logs contains printed name and signature..... _____
    d) Assemble all logs and records and provide to the S-SO (SEC-MCR) or POD ..... _____
    e) Copy and replenish the contents of the EC-CR position notebook ..... _____
    f) Assist with inventory of MCR Emergency Equipment per EPM-420 as directed ..... _____

21. For **termination** of the emergency without ERF activation, perform steps 11.c - f above..... _____

EMERGENCY COMMUNICATOR - CR

Location = MCR	DATE:	PAGE _____ OF _____

Time	Comments

Obtain and attach copies of PEP-230, Att. 5, as needed for log continuation

Upon relief, or termination of the emergency, check the log for completeness, then print and sign your name in the comments section.

CONTROL ROOM EMERGENCY BRIEFING GUIDE

DATE: **TIME:**

CONTROL ROOM	
1) **EALS:** • Existing EAL Initiating Conditions • Potential Initiating Conditions	**NOTES:**
2) **FPB:** • Jeopardy/breached • Potential	
3) **Plant Conditions:** • Status • Potential	
4) **Equipment** • OOS • Equipment Needs • Personnel Needs	
IN-PLANT AND ON-SITE	
1) **Activities** • Personnel • Location • Priority • Expected completion time	**NOTES:**
2) **Hazards / Safety Issues** • Radiological conditions • Release / Wind Direction • Chemical / other	
OTHER ITEMS APPLICABLE PRIOR TO ERF ACTIVATION AND THEIR ASSUMPTION OF TASKS	
1) **Communications** • State/County • NRC • Media, Other	**NOTES:**
2) **Radiological** • KI Issuance • Dose Assessment • Environmental Monitoring Teams	

Set Expectations:

- Anticipated plant Conditions
- Critical MCR Activities
- Critical In the field Activities

Other Areas of focus:

■ ■ ■ "Next Briefing at _____. This is the end of Briefing." ■ ■ ■

Check Applicable Position

MCR EMERGENCY LOG CONTINUATION

☐ POD ☐ EC	DATE:	PAGE _____ OF _____

Time	Comments

Upon relief, or termination of the emergency, check the log for completeness, then print and sign your name in the comments section.

PEP-230, REV. 8, REVISION SUMMARY

Revision 8 provides changes as a result of the NRC 2002 Security Order and also provides consistency between procedures.

Section	Description of Change(s):
Att.1 pg. 6	Added note for consideration of using alternate assembly area for ERO personnel responding to a security event.
Att. 1 pg. 14	Added note that a delay may occur when using alternate assembly area for ERO personnel responding to a security event.
Att. 1 pg. 16	Revised Site map to be consistent with other procedures in the emergency plan.
Att. 3 pg. 25.	Added "The following script . . ." to clarify that scripted announcements may not be appropriate during a security event.
Att. 3 pg. 26.	Added "The following script . . ." to clarify that scripted announcements may not be appropriate during a security event.
Att. 3 pg. 27.	Added "The following script . . ." to clarify that scripted announcements may not be appropriate during a security event.
Att. 1 pg. 6	Editorial corrections
Att. 3 pg. 28.	

CAROLINA POWER & LIGHT COMPANY

SHEARON HARRIS NUCLEAR POWER PLANT

PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE: Plant Emergency Procedure

NUMBER: PEP-240

TITLE: Activation and Operation of the Technical Support Center

Table of Contents

1.0 PURPOSE

This procedure specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Technical Support Center (TSC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the TSC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-14 and 18 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions, or was not necessary for the event, enter N/A when completing documentation for submittal.
3. Attachment 15 is used for the development of SAMG strategies by the TAD and AAT.
4. Attachment 16 is used by the TSC Logkeeper to log on/off of the ERFIS facility logs.
5. Attachment 17 is used by the ERFIS Operator to display ERFIS data.

IF YOUR ERO POSITION IS:	REFER TO PEP-240 POSITIONAL ATTACHMENTS:
SITE EMERGENCY COORDINATOR-TSC (SEC-TSC)	Att 1
TSC SENIOR REACTOR OPERATOR	Att 2
TECHNICAL ANALYSIS DIRECTOR (TAD)	Att 3 Att 15
TSC AAT - STA	Att 4 Att 15
TSC AAT - CORE PERFORMANCE ENGINEER	Att 5 Att 15
TSC AAT - MECH, ELEC/I&C ENGINEERS	Att 6 Att 15
TSC ERFIS OPERATOR	Att 7 Att 17
RADIOLOGICAL CONTROL DIRECTOR (RCD)	Att 8
TSC HP TECHNICIAN	Att 9
COMMUNICATIONS DIRECTOR (CD)	Att 10
EMERGENCY COMMUNICATOR-NRC (EC-NRC)	Att 11
TSC LOGKEEPER	Att 12 Att 16
SECURITY DIRECTOR (SD)	Att 13
TSC TELECOM/COMPUTER SUPPORT	Att 14
ADMINISTRATIVE TEAM CHECKLIST	Att 18

4.0 GENERAL

1. Prior to activation, the SEC-MCR may assign support function to the TSC as deemed necessary to relieve on-shift personnel.

2. The TSC must meet minimum staffing requirements for activation prior to the SEC-TSC relieving the SEC-MCR of his portion of emergency management responsibilities. Both the TSC and EOF will need to activate together.

3. If a position with an augmentation time requirement is not filled, a supervisory position may fulfill the responsibilities provided they are trained to perform the assigned activities of that position. For example: the Communications Director could perform the duties of the Emergency Communicator - NRC.

4. Logkeeping

   a. Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.

   b. Logs should include such information as:

      1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).

      2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).

      3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.

      4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.

      5) All records shall be made by black indelible means, such as ink or typing.

      6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.

4. Logkeeping

c. Preparation of Activity Logs

1) Initiate 'Log' as follows:

- DATE: Enter the date that the log sheet is initiated.
- PAGE_OF_: Enter "1" on the first page and sequential numbers on the following pages as they are used.

2) Enter chronologically those events that are pertinent to the particular individual or organizations:

- TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
- SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.

3) Upon relief from the position, or termination of the emergency, complete the log as follows:

- PAGE_OF_: Enter the total number of pages used at the top of each page (that is, Sheet 1 of **12**, Sheet 2 of **12**, and so forth).
- NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.

4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.

5) Upon termination of the emergency or exercise/drill, provide all completed logs to Emergency Preparedness.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.3, "Technical Support Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-342, "Core Damage Assessment"

5.3 Other References

1. CRC-821, "Post Accident Sampling"
2. EPL-001, "Emergency Phone List"
3. NUREG-0737, Supp. 1, "Requirements for Emergency Response Capability"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Position Function: Direct onsite response activities, including protective actions for emergency workers within the Protected Area and advise the Emergency Response Manager regarding emergency classifications warranted by changes in plant conditions.

Responsibility/Activity	✓
1. Assume the Position of Site Emergency Coordinator - TSC	❒
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Determine if restrictions on eating and drinking are in effect or necessary and ensure TSC personnel are aware of the restrictions.	
d) Perform a formal relief when permanently relieving another SEC-TSC.	
1) Review the activity log.	
2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
3) Ensure that TSC personnel and the lead personnel in the Main Control Room, OSC and EOF are aware of the change.	
e) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Maintain a log of activities (utilize the TSC Logkeeper when present)	❒
3. Activate the TSC	❒
a) Obtain a readiness status report from the onsite ERO Directors.	
b) Discuss status with the ERM, SEC-CR and ERD to prepare for turnover of responsibilities.	
1) Contact the ERM to discuss the status of plant conditions and coordinate preparation for turnover of responsibilities from the SEC-CR.	

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity ✓

2) Conduct a turnover conference call with the TSC, OSC and MCR (utilizing PEP-110, Attachment 4) to relieve the SEC-CR of the following responsibilities:

   - Emergency classification.
   - Onsite protective actions.
   - Coordination of in-plant teams.
   - NRC notifications and communications.

3) Evaluate the adequacy of the TSC Staff for activation. Minimum staffing includes:

   - SEC-TSC
   - TAD
   - AAT-Core Performance
   - AAT - Electrical
   - AAT - Mechanical
   - RCD
   - HP Tech
   - Communication Director
   - Security Director

NOTE: Formal authorization must be provided by the SEC when filling a TSC position with an individual not listed on the active ERO roster (EPL-001)

c) Declare the TSC activated.

d) Direct the CD to announce activation of the TSC on the PA system.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity ✓

4. Classify the Emergency ❒

   a) Enter and complete the EAL Flow Path to determine the highest classification level.

   b) Coordinate classification with the ERM.

   c) Downgrade a classification level or terminate the emergency.

   d) Declare the emergency terminated when the situation is under control in consultation with the ERM and appropriate agencies.

5. Coordinate and Direct the Response Activities of all Onsite ERO Personnel ❒

   a) Establish onsite mission priorities in response to the emergency.

      1) Designate mission priorities as High (H), Medium (M), or Low (L) as appropriate.

         - High (H): The mission 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.

         - 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).

         - Low (L): Any mission which can be worked on when resources permit (for example, an Auxiliary Boiler will not light off, but is not immediately needed as the Main Steam Isolation Valves have been shut due to a Safety Injection or Reactor Containment Building isolation signal).

      2) If multiple missions exist within a single priority classification, confer with the appropriate directors and personnel to establish the preferred sequence.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity ✓

b) Ensure Search and Rescue Teams are dispatched by directing the POD to initiate Search and Rescue for missing persons.

c) Review and submit deviations from Technical Specifications to the POD via the SSO.

d) Prepare for NRC Site Team response activities.

1) Coordinate the arrival of the Site Response Team with the ALM.

2) Designate an individual to brief the NRC Site Team upon arrival.

3) Direct the CD to perform activities associated with supporting the NRC Site Team.

6. Direct the plant's development, prioritization, and implementation of Severe Accident Management Guidelines as applicable ❐

a) Determine which strategies to implement.

b) Discuss actions with the ERM and POD.

7. Authorize and Direct the Conduct of Onsite Protective Actions ❐

a) Authorize onsite emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr.

b) Authorize the administration of KI to onsite emergency workers when calculated or estimated dose to the thyroid will exceed 50 rem CDE.

c) Order the alerting of onsite personnel and the evacuation of non-essential personnel from local areas or the site when conditions warrant.

1) Initiate and ensure accountability is performed when necessary.

2) Ensure Public Address announcements are made in the event of a release.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity ✓

3) Evacuate non-essential personnel at a Site Area Emergency classification level or higher.

4) Evacuate the Exclusion Area when offsite PARs are required.

d) Determine protective actions for personnel arriving or remaining onsite.

1) Determine protective actions for personnel assembled in the Administrative Building.

2) Evaluate and specify eating and drinking restrictions.

e) Approve recommendations for OSC relocation.

8. Maintain communications with the ERM ❐

a) Ensure the ERM is informed of priorities and activities.

b) Ensure the ERM is informed of any release.

9. Ensure appropriate notifications are performed and information is transmitted ❐

a) Ensure the NRC is notified.

1) Keep the NRC informed as to the status of the plant.

2) Keep the NRC informed of the radiological consequences associated with the accident.

10. Ensure TSC personnel are maintaining logs, as appropriate ❐

11. Establish Time Periods for and Conduct Periodic Interfacility Briefings ❐

a) Conduct briefings using the Event Information Worksheet (PEP-110) as a guide.

b) Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity ✓

c) Ensure periodic plant status briefings are provided on the Public Address system.

d) Instruct the TSC Logkeeper to keep track of briefing times and to provide prompts when briefings are due.

12. Establish Time Periods for and Conduct Periodic Intrafacility Briefings ❐

a) Conduct briefings using the Intrafacility Briefing Guideline in your checklist as a guide.

1) Provide a recap of plant conditions, have each director status their areas and set expectations for upcoming activities and events.

b) Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change.

13. Ensure adequate manning, access control, and 24-hour functional continuity of the MCR, TSC, and OSC ❐

a) Ensure a shift relief schedule is prepared by the ALM.

b) Request additional material, manpower, and equipment as necessary.

14. Conduct Recovery Operations ❐

a) Notify offsite organization and the ERO of entry into recovery.

b) Notify personnel of the termination of the emergency and emergency processes.

15. Termination of the Emergency ❐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your positional books.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

INTRAFACILITY BRIEFING GUIDELINE

DATE:
TIME:

RECAP CURRENT CONDITONS

- CLASSIFICATION LEVEL
- PLANT CONDITIONS
- MITIGATING ACTIVITIES AND PRIORITIES
- PERSONNEL SAFETY ISSUES

OPERATIONS	
1) **EALS:** • All EAL Initiating Conditions Met • Potential Initiating Conditions	**NOTES:**
2) **FPB:** • Jeopardy/breached • Potential	
3) **Plant Conditions:** • Status • Potential	
ENGINEERING	
1) Mitigating Activities • strategies • priorities	**NOTES:**
2) Equipment • OOS • Equipment Needs • Personnel Needs	
RADIOLOGICAL	
• Release • Plant conditions • KI Issuance	**NOTES:**
SECURITY	
• Plant Access • Issues	**NOTES:**
COMMUNICATIONS	
• NRC Notifications • PA announcements	**NOTES:**

SET EXPECTATIONS

- ANTICIPATE PLANT CONDITIONS
- CRITICAL TSC ACTIVITIES
- OTHER AREAS OF FOCUS

TSC SENIOR REACTOR OPERATOR CHECKLIST

Position Function: Provide analysis and advice regarding the impact of plant conditions on emergency classifications and accident mitigation.

Responsibility/Activity	✓
1. Assume the Position of TSC Senior Reactor Operator	☐
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Perform a formal relief when permanently relieving another TSC-SRO.	
1) Review the facility log.	
2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Maintain a log of activities by providing input to the TSC logkeeper	☐
3. Coordinate with the POD and EOF SRO by establishing the Operations mitigation line	☐
4. Monitor fission product barrier and plant status on ERFIS	☐
a) Provide recommendations for EAL changes.	
b) Maintain the Fission Product Barrier Status Board.	
c) Coordinate with the TSC ERFIS operator to display vital plant information pertinent to the event.	
5. Perform monitoring and evaluations required for Severe Accident Management Guidelines (see Attachment 15)	☐
6. Assist in clarifying ERFIS or Plant Parameter Information Forms data	☐
7. Maintain the TSC Mission Status Board	☐

TSC SENIOR REACTOR OPERATOR CHECKLIST

Responsibility/Activity	✓
8. Termination of the Emergency	❐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your positional books.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

Directions for Use of the Operations Mitigation Line

Establish a Conference Call

- Place receiver and wireless headset "on self"
- Push green toggle switch to 'ON'
- Remove handset from cradle
- Hit 'FLASH' button
- Dial Plant Operations Director phone number
- Hit ' FLASH' button
- Dial EOF Senior Reactor Operator's phone number
- Hit 'FLASH' button
- Verify conference call has been established

Disconnect a Conference Call

- Push green toggle switch to 'OFF' position
- Hang up receiver unit on cradle
- Hang up handset on cradle

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Position Function: Direct, supervise and maintain an overview of the short term accident assessment and technical support emergency response actions.

Responsibility/Activity	✓
1. Assume the Position of Technical Analysis Director	❐

a) Sign in on the facility organization chart.

b) Obtain the positional notebook/binder from the storage area.

c) Verify the TSC-AAT is in place and ready to perform it's functions.

d) Perform a formal relief when permanently relieving another TAD.

1) Review the activity log.

2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

e) Inform a staff member when temporarily leaving the work area (such as to the restroom).

1) Designate an individual to answer the phones while away.

2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities using your checklist log ❐

3. Supervise the activities of the TSC Accident Assessment Team and support personnel ❐

a) Direct the technical support and engineering activities in accordance with the priorities established by the SEC-TSC.

b) Ensure TSC-AAT efforts are focused on short term (< 12 hours) support activities.

c) Provide engineering personnel to support OSC activities as requested.

d) Monitor and assess vital plant parameters and conditions.

1) Direct the TSC-AAT to monitor and assess plant and system parameters and status.

2) Determine the condition of safety related systems and the fission product barriers.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Responsibility/Activity ✓

3) Ensure that the Equipment Out-Of-Service Board is being updated.

4) Provide recommendations for EAL changes.

5) Provide recommendations for mitigating activities.

6) Inform the SEC of significant changes in plant status.

7) Direct personnel to forecast the level of plant and system safety.

e) Perform monitoring and evaluation required for Severe Accident Management Guidelines (see Attachment 15).

f) Direct personnel to develop or modify procedures to perform response activities as necessary.

g) Ensure that sample requests to the RCD contain specific details on the type of result information that is necessary (such as system, boron, activity, sample and system temperatures, and so forth). Use Attachment 3, Sheets 4 and 5, as guidance.

h) Direct the determination of the extent of core damage.

i) Ensure OSC missions are tracked on the TSC Mission Status Board.

1) Ensure mission priorities are updated on the Mission Status Board on a periodic basis.

2) Ensure mission priorities are coordinated/verified with the ERD on a periodic basis.

j) Conduct periodic team briefings.

4. Coordinate technical support and engineering efforts with the TAM ☐

a) Inform the TAM of actions being performed.

b) Coordinate efforts with the TAM to focus EOF-AAT efforts on long term (> 12 hours) support activities unless additional short term support is necessary.

5. Take direction from and provide status updates to the SEC-TSC ☐

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Responsibility/Activity	✓
6. Request any materials or supplies not available on site from the ALM	❐
a) Inform the ALM of any need for support from external contractor services.	
7. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Post Accident SAMPLE CAPABILITIES

Sample Description	RHR[1]	RCS[2]
Diluted Boron	✓	✓
pH	✓	✓
Specific Activity[4]	✓	✓

(1) Samples collected from the RHR system when the RHR pumps are in service. One of the isolation valves (1RH-16 or 1RH-54) must be opened by the Main Control Room.

(2) Sample flow from the RCS Hot Leg Loop 2 or 3. The Main Control Room must provide valve alignment.

(3) Nuclides readily identified in an accident sample would be Iodine and Cesium. Nuclides listed in PEP-342 may be identified in a gamma scan after sufficient decay time.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Post Accident SAMPLE CAPABILITIES

1. The Remote Sample Dilution Panel (RSDP) has the capability of sampling the Reactor Containment Building (RCB) atmosphere at various locations under postulated conditions(1).

2. The following GRAB samples can be obtained:

   a) Hydrogen(2)

   b) Specific Activity(2)

   c) Silver-Zeolite Cartridge for iodine

3. The samples may be obtained from the following locations within the RCB:

   a) Dome

   b) Reactor Coolant Pump and Steam Generator 1A

   c) Reactor Coolant Pump and Steam Generator 1B

   d) Reactor Coolant Pump and Steam Generator 1C

   e) Pressurizer

   f) RCP area (below the flux mapping room)

Notes:

(1) Sampling is performed as per CRC-821, "Post Accident Sampling."

(2) To collect any samples, the containment hydrogen analyzer train A must be in operation.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

LOG

TSC	DATE:	Page of
Time	Comments	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

TSC AAT - SHIFT TECHNICAL ADVISOR CHECKLIST

Position Function: Support TSC operations engineering activities.

Responsibility/Activity	✓
1. Assume the Position of AAT - STA	❒
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Perform a formal relief when permanently relieving another AAT - STA.	
1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Maintain an accident assessment log by providing input to the TAD	❒
3. Obtain a copy of the Emergency Procedures currently in use	❒
4. Assist with accident classification	❒
a) Monitor plant systems and procedure status.	
b) Inform the TAD of any changes or impending classification changes and their bases.	
5. Brief the TAD on key issues	❒
6. Solve operational and plant procedure problems	❒
7. Maintain current event classification and bases on status boards	❒
8. Termination of the Emergency	❒
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

TSC AAT - CORE PERFORMANCE ENGINEER CHECKLIST

Position Function: Provide engineering analysis and trouble shooting, as directed, to assist in accident mitigation.

Responsibility/Activity	✓
1. Assume the Position of AAT - Core Performance Engineer	❐
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Perform a formal relief when permanently relieving another AAT - Core Performance Engineer.	
1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Maintain an accident assessment log by providing input to the TAD	❐
3. Perform and update core damage assessment based on current information	❐
a) Coordinate sampling with the RCD and AAT-STA.	
b) Post the latest core damage estimation.	
4. Perform current and projected shutdown margin calculations	❐
5. Assist the Dose Projection Team with source term problems	❐
6. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

TSC AAT - MECHANICAL, ELECTRICAL/I&C ENGINEERS CHECKLIST

Position Function: Provide engineering analysis and trouble shooting, as directed, to assist in accident mitigation.

Responsibility/Activity	✓
1. Assume the Position of AAT - Engineer	❐
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Perform a formal relief when permanently relieving another AAT - Engineer.	
1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Maintain an accident assessment log by providing input to the TAD	❐
3. Solve engineering problems as assigned	❐
a) Obtain necessary drawings.	
b) Investigate equipment failures.	
4. Provide support to the ERD and DCC on repair efforts	❐
5. Post a out-of-service equipment listings on the status boards	❐
6. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

TSC ERFIS OPERATOR CHECKLIST

Position Function: Operate ERFIS to obtain and display plant information.

Responsibility/Activity	✓
1. Assume the Position of TSC ERFIS Operator	❐
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Perform a formal relief when permanently relieving another TSC ERFIS Operator.	
1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Log on to the ERFIS terminal (See Attachment 17 for ERFIS Operator Instructions)	❐
3. Coordinate with the TSC SRO to operate the facility display system	❐
4. Print ERFIS reports as needed	❐
5. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable	

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Position Function: Perform and direct the analysis of plant radiological data, determination and implementation of radiation protection measures, and radiological monitoring within the Protected Area. Advise the SEC-TSC of the radiological impact of the incident regarding emergency classification and onsite protective and corrective actions.

Responsibility/Activity ✓

1. Assume the Position of Radiological Control Director ❐

   a) Sign in on the facility organization chart.

   b) Obtain the positional notebook/binder from the storage area.

   c) Evaluate the need to issue dosimetry and inform the SEC-TSC.

      1) Direct personnel to obtain dosimetry from the supply cabinet when appropriate.

      2) Do not delay TSC activation to issue dosimetry.

   d) Determine if restrictions on eating and drinking are in effect or necessary and ensure the SEC-TSC and TSC personnel are aware of the restrictions.

   e) Perform a formal relief when permanently relieving another RCD.

      1) Review the activity log.

      2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

   f) Inform a staff member when temporarily leaving the work area (such as to the restroom).

      1) Designate an individual to answer the phones while away.

      2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities using your checklist log ❐

3. Initiate the Radiological Support Functions for the Facility ❐

   a) Obtain staff readiness status.

   b) Ensure personnel are signed in on the facility organization chart.

   c) Ensure communications systems are operational.

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Responsibility/Activity ✓

4. Supervise the activities of the Radiological Control and Chemistry Coordinators ❒

5. Direct the alignment of TSC ventilation ❒

   a) Coordinate the alignment of normal ventilation.

   b) Coordinate the alignment of emergency ventilation when potential exists for a release based on plant conditions or an actual release begins.

6. Direct the collection and analysis of radiological and chemistry information ❒

7. Determine and Direct Onsite Exposure and Contamination Controls ❒

   a) Coordinate the issuance of dosimetry to TSC personnel as necessary.

   b) Evaluate the need for and coordinate the SEC-TSC authorization of the allowance of onsite emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr.

   c) Coordinate the issuance and authorization of the administration of KI

      1) KI should be considered as a dose reducing option when radioactive iodine is present.

      2) KI should be administered to onsite emergency workers when calculated or estimated dose to the thyroid will exceed 50 rem CDE (PEP-330 Section 3.5)

      3) Consideration should be given to the following on-site issuance of KI to personnel.

         - TSC - Coordinate with the TSC HP for KI distribution. KI is located in Decon Area/Control Point Cabinet #1.
         - OSC - The RCC coordinates KI distribution. KI is located in OSC Cabinet #1.
         - MCR - The RCC coordinates KI distribution. KI is located in MCR Cabinet #1.
         - Other Protected Area personnel (Security, Vendors, etc.) coordinate with the SC and the RCC for distribution.

   d) Determine appropriate access controls for affected and unknown areas.

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Responsibility/Activity ✓

1) Determine the need to relocate the OSC.

2) Ensure Public Address announcements are made to inform personnel of any release and the affected areas.

3) Ensure habitability surveys are performed in occupied areas as per PEP-330.

e) Determine the appropriate use of protective clothing and respiratory protection equipment.

f) Ensure personnel decontamination activities are conducted as necessary.

g) Ensure appropriate bioassay procedures are implemented or developed to support the event.

h) Assist in the coordination of the transfer of contaminated injured personnel.

8. Ensure onsite food and drinking water supplies are consumable ❐

9. Verify Radiological and Meteorological Information for Onsite Impact ❐

a) Track release times and post the release path, start and stop times.

b) Notify the SEC-TSC, RCC, and CC of any release or any significant radiological or meteorological changes (such as wind shifts).

c) Request operations isolate the Waste Process Building (E-51, E-76, E-52, E-82, E-77 and R-6) ventilation systems (OP-171) in the event of a release.

10. Provide Support for Site Evacuation and Assembly Area Activities ❐

a) Notify the SD of wind direction and team locations for site evacuations.

b) Recommend protective actions for personnel assembled in the Administrative Building to the SEC.

c) Ensure that a team is dispatched to monitor radiological conditions and provide radiological controls at the Security Building during a site evacuation.

11. Provide radiological status updates to TSC ERO management personnel ❐

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Responsibility/Activity	✓
12. Request any materials or supplies not available on site from the ALM	❐
a) Determine the need for additional personnel to support maintenance, operations and assembly area functions.	
13. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

LOG

TSC	DATE:	Page of
Time	Comments	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

TSC HP TECHNICIAN CHECKLIST

Position Function: Provide radiological support and monitoring activities within the TSC.

Responsibility/Activity	✓
1. Assume the Position of TSC HP Technician	❐
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Notify the RCD and RCC of arrival.	
d) Perform a formal relief when permanently relieving another TSC HP Technician.	
1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
2. Maintain a log by providing input to the RCD	❐
3. When directed, ensure TSC personnel have signed out dosimetry from the Emergency Personnel Dosimetry Cabinet	❐
4. Confirm proper TSC ventilation system line-up as per Part 1, Sheet 3 of this Attachment	❐
5. Manually activate the TSC ventilation system per Part 2, Sheet 3 of this Attachment and verify proper operation per Part 3, Sheet 4 of this attachment, if directed	❐
a) Ensure the green operating light is lit and a LED value is displayed on the TSC ventilation system radiation monitor.	
6. Perform TSC habitability surveys	❐
a) Perform TSC air samples when directed.	
b) Report the results of TSC habitability surveys to the RCD.	

TSC HP TECHNICIAN CHECKLIST

Responsibility/Activity	✓
7. Facility Deactivation	❐
a) Return all radiological equipment and supplies to the appropriate storage locations and perform inventories.	
b) Return the TSC ventilation system to the normal mode.	
c) Collect dosimetry, record SRPD readings and forward TLDs to dosimetry for processing.	
8. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

TSC VENTILATION SYSTEM STATUS CHECKLIST

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 1: Verify normal ventilation alignment as follows:

Responsibility/Activity	✓
Located in K-15, Ventilation Equipment Room.	
1. Check that the EMERGENCY FILTER CONTROL SWITCH(1) for MUF-1 is in NORMAL.	☐
2. Check that the OA-2 Motor Starter Switch(2) is in ON.	☐
3. Check that the Disconnect Switch for OA-2(2) is in ON.	☐
4. Check that the Outside Air Fan for OA-2(3) is operating.	☐
5. Check that the Disconnect Switch for MUF-1(4) is in the ON position.	☐
6. Check that the TSC Area HVAC-Makeup Emergency Recirculation Fan MUF-1(5) is NOT operating.	☐
7. Check that the Filtration Unit Duct Heater DH-1(6) is in the ON position.	☐
8. Check that the Disconnect Switch for DH-1(7) is in the ON position.	☐
9. Check that the Filtration Unit Bypass Damper D-6(8) is in the OPEN position.	☐
10. Check that the Toilet Exhaust Damper D-3(9) is in the OPEN position (not essential for system operability).	☐
11. Check that the Decon Area Exhaust Damper D-4(10) is in the CLOSED position.	☐
12. Check that the Toilet Exhaust Fan EF-2(11) is operating.	☐
13. Check that the Decon Exhaust Fan EF-3(12) is NOT operating.	☐
14. Check that the Disconnect Switch for EF-3(13) is in ON.	☐
Located in K-06, Staff Room.	
1. Check that the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH(14) is in NORMAL.	☐
2. Check that the RAD ALARM INSIDE AIR SWITCH(15) is in the RESET position and the red light is OFF.	☐
3. Check that the Outside Air Intake Fan OA-2 Flow Indicator(16) ≥ 500 CFM.	☐

NOTE: Any deviations from the normal ventilation alignment should not preclude alignment of the ventilation system in the emergency mode.

PART 2: Manually placing the TSC Ventilation System in the Emergency Mode:

Located in K-06, Staff Room.	
1. Move the RAD ALARM INSIDE AIR SWITCH(15) to OFF.	☐
2. Place the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH(14) in OVERRIDE.	☐

TSC VENTILATION SYSTEM STATUS CHECKLIST (CONTINUED)

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 3: Verification of Emergency Ventilation Alignment:

Responsibility/Activity	✓
Located in K-15, Ventilation Equipment Room.	
1. Check that the TSC Area HVAC-Makeup Emergency Recirculation Fan MUF-1[5] is operating.	❒
2. Check that the Filtration Unit Bypass Damper D-6[8] is in the CLOSED position.	❒
3. Check that the Toilet Exhaust Fan EF-2[11] is NOT operating.	❒
4. Check that the Toilet Exhaust Damper D-3[9] is in the CLOSED position (not essential for system operability).	❒
5. Check that the Decon Exhaust Fan EF-3[12] is operating.	❒
6. Check that the Decon Area Exhaust Damper D-4[10] is in the OPEN position.	❒
Located in K-06, Staff Room.	
1. Check that the Outside Air Intake Fan OA-2 Flow Indicator[16] (TSC to Outside Diff Press) 500-1200 CFM.	❒
Actual: _____ CFM*	
2. Check that the Differential Pressure[16] ≥ 0.125 inches.	❒
Actual: _____ inches*	

Report system status to the RCD.

- ❒ Operational
- ❒ Non-Operational
- ❒ Operational with reservation*
- ❒ Ensure green operating light is lit and an LED value is displayed on the TSC ventilation system radiation monitor

* Wait 1 hour for flow to stabilize, then if the flow falls outside these guidelines, report the findings immediately to the RCD.

If the system is operating and air is flowing through the filter bank it is providing some filtration and should be left running while the problem is analyzed.

If it appears that the automatic control of flow damper DM-5 (PCU-1) has malfunctioned, flow can be corrected by de-energizing the controller and the damper and manually adjusting the linkage between the damper motor and the damper to set the flow as needed.

TSC VENTILATION SYSTEM STATUS CHECKLIST (CONTINUED)

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 4: Establish TSC radiological access controls:

NOTE: Access to the TSC is normally restricted to the center stairwell to ensure that personnel entering the TSC are checked for contamination prior to entering the facility.

1. At the TSC center stairwell entrance: ☐
   a) Response check the frisker in the Decon Area/Control Point (K22).
   b) Post signs requiring personnel to frisk.
2. Ensure security has locked the doors & post the access control signs at the following locations: ☐
   a) Elevator entrance.
   b) South stairwell.
   c) North stairwell.
3. Inform the RCD that the access controls are in place and that the frisking station has been established. ☐

PART 5: Restoring the TSC Emergency Ventilation System to normal mode:

Located in K-06, Staff Room.

1. Notify the Main Control Room and the RWP Office that you are going to return the TSC Emergency Ventilation System to normal mode. ☐
2. Place the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH(14) in NORMAL. ☐
3. Place the RAD ALARM INSIDE AIR SWITCH(15) in the RESET position and verify the red light is OFF. ☐
4. Check that the Outside Air Intake Fan OA-2 Flow Indicator(16) ≥ 500 CFM. ☐

Comments:

_____

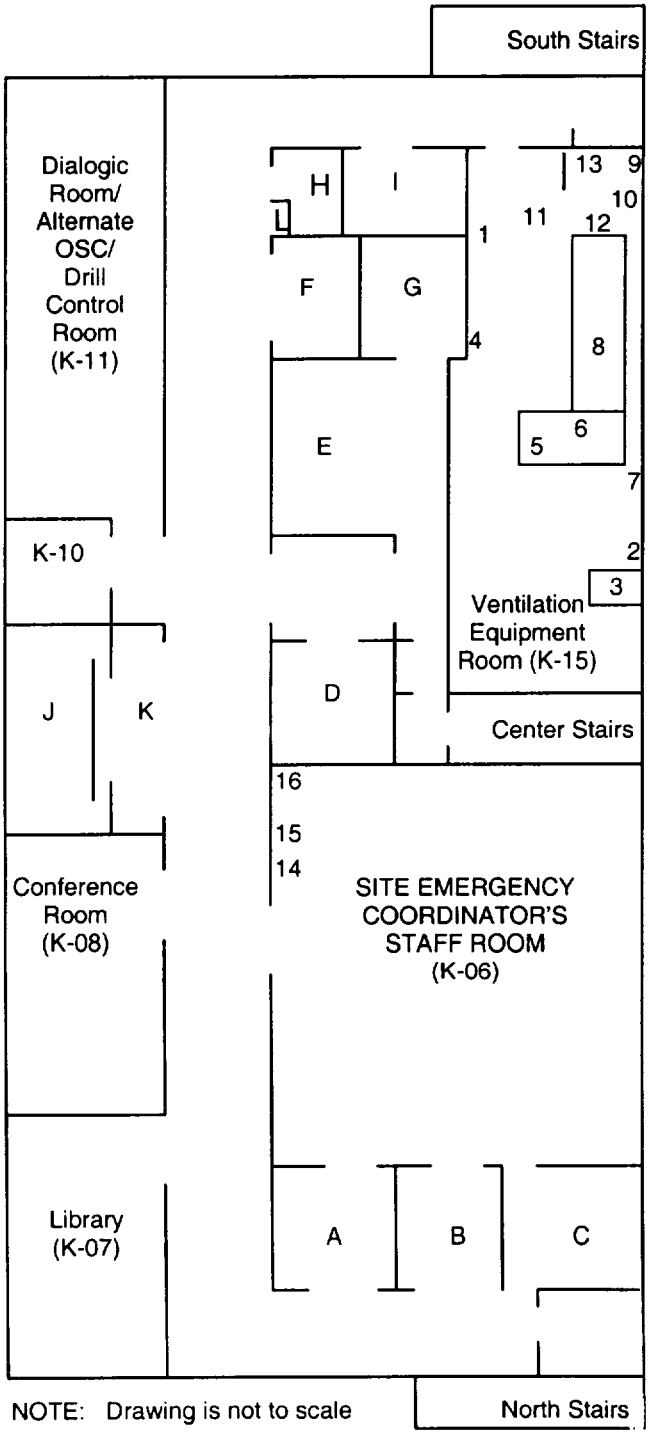
_____

_____

_____ _____

Printed Name/Signature Date/Time

TECHNICAL SUPPORT CENTER FLOOR PLAN



TSC EMERGENCY VENTILATION

EQUIPMENT IN TSC VENTILATION ROOM

1. Emergency Filtration Control Switch
2. OA-2 Motor Starter and Disconnect Switch
3. OA-2 Outside Air Fan
4. Emergency Recirc. Fan (MUF-1) Switch
5. Emergency Recirc. Fan (MUF-1)
6. Filtration Unit Duct heater (DH-1)
7. Filtration Unit Duct Heater (DH-1) Switch
8. Filtration Unit Bypass Damper (D-6)
9. Toilet Exhaust Damper (D-3)
10. Decon Area Exhaust Damper (D-4)
11. Toilet Exhaust Fan (EF-2)(overhead)
12. Decon Area Exh. Fan (EF-3) (overhead)
13. Decon Area Exhaust Fan (EF-3) Switch

EQUIPMENT IN SEC STAFF ROOM

14. OAI Manual Override Switch
15. Radiation Alarm Inside Air Switch
16. Pressurization Air flow and TSC differential Air Pressure Gauges

ROOM DESIGNATIONS

A	Accident Assessment Team (K-04)
B	NRC Room (K-03)
C	Security Room (K-02)
D	Food Prep/Kitchen Area (K-25)
E	HP Decon Equip Rm (K-22)
F	Communications Room (K-20)
G	Decon. Sink/Shower Facility
H	Women's Room
I	Men's Room
J	Elevator
K	Vestibule (K-09)
L	Closet

COMMUNICATIONS DIRECTOR CHECKLIST

Position Function: Direct and supervise the onsite notification, communication and administrative emergency response actions.

Responsibility/Activity ✓

1. Assume the Position of Communications Director ❐
   a) Sign in on the facility organization chart.
   b) Obtain the positional notebook/binder from the storage area.
   c) Perform a formal relief when permanently relieving another CD.
      1) Review the activity log.
      2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
   d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
      1) Designate an individual to answer the phones while away.
      2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log ❐
3. Initiate Communications Support Functions for the TSC ❐
   a) Verify the communications staff is present.
   b) Direct the communications staff to perform equipment checks.
   c) Brief the communications staff on existing conditions.
   d) Inform the SEC-TSC and the EC-CR that communications responsibilities for the NRC are ready to be assumed.
4. Supervise the Activities of the TSC Communicators and Support Personnel ❐
   a) Ensure posted information in the TSC is kept current.
   b) Ensure any significant changes in conditions are transmitted to the EOF.
   c) Ensure and maintain the availability and appropriate use of onsite emergency communications equipment.

COMMUNICATIONS DIRECTOR CHECKLIST

Responsibility/Activity ✓

d) Ensure NRC notifications are transmitted to the EOF.

e) Direct Telecom/Computer Support to maintain the following systems:

1) Voice and Video Communication Systems including the HNP PBX, wireless PBX, site radio systems, and video conferencing facility.

2) Verify operability of the back up telephone system for each position. See Emergency Phone List , EPL-001 Section 2.6.

3) Plant computer systems including ERFIS and the RTIN.

4) Business computer systems including application software systems, computer network resources and PC's, printers and other devices.

f) Direct Telecom/Computer Support to obtain assistance through HNP, Corporate or outside resources as needed to repair problems that occur with computer or communications systems.

5. Ensure the Timely Notification and Transfer of Information to the NRC ☐

a) Obtain SEC-TSC approval for distribution of completed NRC Reactor Plant Event Notification Worksheet.

b) Provide approved NRC Reactor Plant Event Notification Worksheet to the EC-NRC for transmittal.

c) Develop responses to NRC messages, obtain release approval and transmit them to the originator.

d) Brief the NRC Site Team as directed by the SEC-TSC using the Event Information Worksheet (PEP-110 Attachment 4) as a guide.

e) Coordinate onsite support for the NRC Site Team.

6. Perform periodic status announcements, using this checklist, over the public address system and coordinate PA announcements which require alarms with MCR personnel ☐

7. Ensure the TSC Directors are kept informed of HP requests for offsite assistance ☐

8. Request any materials or supplies not available on site from the ALM ☐

COMMUNICATIONS DIRECTOR CHECKLIST

Responsibility/Activity	✓
9. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

Facility Activation

1. This is the Communications Director in the TSC. The following is a status of plant conditions as of (*time*) _____.
2. A/An (*classification level*) _____ was declared at (*time*) _____

   because of (*EAL or brief description*) _____.
3. The TSC and EOF were activated at (*time*) _____.
4. The Site Emergency Coordinator-TSC is _____.
5. The Emergency Response Manager is _____.
6. Set all clocks to _____ at my mark (use ERFIS time).

Classification Upgrades

Alert

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. The following script may not be appropriate for Security Threat/Events.

Have the Control Room sound the Site Evacuation Alarm and announce:

- Attention all personnel; attention all personnel: An Alert has been declared due to (*brief description of initiating event*). All members of the ERO report to your designated emergency response facility. All other HNP personnel exit the Protected Area and report to the Admin Building 2nd floor conference room area, and await further instructions. All visitors, all nonessential contractor personnel, all declared pregnant females and all handicapped personnel please leave the site at this time."
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

Site Area Emergency

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. The following script may not be appropriate for Security Threat/Events.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

Have the Control Room sound the Site Evacuation Alarm for 15 seconds and make the following announcement over the public address system:

- If entering from no event or an Unusual Event :
  "Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (*brief description of event).* All ERO members report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability."
- If entering from an Alert:
  "Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (*brief description of event).* All personnel who are not part of the ERO the Protected Area and leave the site. Security, initiate Accountability."
  - If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
  - If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

General Emergency

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. The following script may not be appropriate for Security Threat/Events.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite

Have the Control Room sound the Site Evacuation Alarm for 15 seconds and make the following announcement over the public address system:

- If entering into a GE from an Alert or lower:
  "Attention all personnel; attention all personnel: A General Emergency has been declared due to (*brief description of event*). All members of the ERO report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability."
- If entering into a GE from an Site Area Emergency:
  "Attention all personnel; attention all personnel: A General Emergency has been declared due to (*brief description of event*). There will be no eating, drinking, or smoking until further notice.
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

Radiological Release

- ❑ No release is occurring at this time.
- ❑ A release is imminent.
- ❑ A release is occurring.
- ❑ A release has occurred but has been stopped.
- ❑ No eating, drinking, smoking or chewing is allowed until further notice.

1. The wind is coming from _____ and is blowing towards _____.

Fire (as applicable)

1. The fire alarm was sounded at (*time*) _____ due to a fire at/in _____.
2. All personnel not directly involved in fighting the fire should leave the affected area.
3. Offsite assistance has been requested from _____.
4. The fire was extinguished at (*time*) _____.

Personnel Injuries (as applicable)

1. An injury occurred at (*time*) _____ at/in _____.
2. First aid personnel have been dispatched to the scene.
3. Offsite assistance has been requested from _____.
4. Injured personnel have been transported to _____.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGE FORM

Accountability

1. Accountability was ordered at (*time*) _____.
2. Accountability was completed at (*time*) _____.

Other Site Activities

1. Response priorities are _____.

_____

_____

_____

_____

Offsite Information (as applicable)

1. News releases are being provided by ❑ Site Communications Manager ❑ the JIC.
2. The JIC was/is being activated at the Progress Energy Building.
3. Harris Lake is/has been evacuated.
4. The Counties have sounded the public alerting sirens at (*time*) _____.
5. The State of North Carolina has implemented protective actions for the public.

   ❑ Shelter Zones: A B C D E F G H I J K L M N

   ❑ Evacuate Zones: A B C D E F G H I J K L M N

COMMUNICATION DIRECTOR CHECKLIST

LOG

TSC	DATE:	Page of
Time	Comments	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

EMERGENCY COMMUNICATOR - NRC CHECKLIST

Position Function: Provide continuous communication with the NRC.

Responsibility/Activity ✓

1. Assume the position of Emergency Communicator-NRC ❐

   a) Sign in on the facility organization chart.

   b) Obtain the positional notebook/binder from the storage area.

   c) Perform a formal relief when permanently relieving another EC-NRC.

      1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

   d) Inform a staff member when temporarily leaving the work area (such as to the restroom).

      1) Designate an individual to answer the phones while away.

      2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a communication log by providing input to the CD ❐

3. Obtain a turnover from the Emergency Communicator in the Control Room ❐

4. Perform communications with the NRC ❐

   a) Inform the NRC that notification responsibility has been transferred to the TSC.

   b) Ensure that ERDS is activated.

   c) Perform notifications to the NRC using the NRC Emergency Telecommunication System (ETS). In addition to the information on the Reactor Plant Event Notification Worksheet be prepared to address the following issues:

      1) Safety related equipment not operational

      2) Plant Control Status

         - Reactivity control
         - Primary inventory control
         - Primary pressure control

EMERGENCY COMMUNICATOR - NRC CHECKLIST

Responsibility/Activity ✓

- Primary transport control
- Primary heatsink control
- Steam generator inventory control
- Containment control

3) EOPs in use

4) Critical Safety Function Status

- Subcriticality
- Core Cooling
- Heat sink
- RCS Integrity
- Containment
- RCS inventory

d) Record key information discussed with the NRC.

e) Contact the NRC Senior Resident Inspector or another resident inspector if the Emergency Communicator was unable to make contact prior to TSC activation.

f) Ensure that the NRC resident inspector in the TSC is aware of information being transmitted offsite.

5. Inform TSC and EOF staff of NRC questions a id actions ❒

6. Termination of the Emergency ❒

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your positional books.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

TSC LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major TSC activities and decisions throughout the emergency.

Responsibility/Activity	✓
1. Assume the position of TSC Logkeeper.	❐
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Perform a formal relief when permanently relieving another TSC Logkeeper.	
1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Maintain the TSC log by recording TSC activities (See Attachment 16 for ERFIS logkeeping)	❐
3. Remind the SEC-TSC of predesignated briefing times	❐
4. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	
e) Request assistance from Computer/Telecor m Support for printing logs from ERFIS.	

SECURITY DIRECTOR CHECKLIST

Position Function: Coordinate assembly, accountability, and evacuation and supervise the security force for onsite (inside the Protected Area) activities.

Responsibility/Activity ✓

1. Assume the Position of Security Director ❐

   a) Sign in on the facility organization chart.

   b) Obtain the positional notebook/binder from the storage area.

   c) Perform a formal relief when permanently relieving Security Director.

      1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

   d) Inform a staff member when temporarily leaving the work area (such as to the restroom).

      1) Designate an individual to answer the phones while away.

      2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities using your checklist log. ❐

3. Initiate the Security Support Functions for the Facility ❐

   a) Ensure the TSC doors and the key cabinet are unlocked.

   b) Inform the SEC of any security requirements in effect during the emergency.

      1) Advise the SEC of non-routine security procedures, contingency events or Local Law Enforcement Agency (LLEA) support activities that are in effect.

4. Maintain Plant Security ❐

   a) Direct the activities of the HNP Security Organization.

   b) Ensure the SEC-TSC and TSC Directors are informed of any changes related to the security situation.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity ✓

c) Provide escorts for emergency vehicles required to enter the protected area.

1) Ensure site access for in route organizations is expedited.

d) Coordinate efforts with LLEAs as necessary.

e) Provide personnel to maintain access control for the EOF.

5. Direct Protected Area Accountability Activities ❐

a) Perform accountability for TSC and Security personnel.

1) Maintain accountability of personnel assigned to the TSC.

b) Generate lists of personnel within the Protected Area as necessary.

1) Ensure accountability reports are compiled and missing persons identified for the MCR, TSC, OSC and Security Building.

2) Provide the results of personnel accountability to the SEC within 30 minutes of the declaration of the emergency.

c) Perform access control functions.

6. Coordinate Planning Efforts for Search and Rescue Operations ❐

a) Brief the SEC on the status of missing persons who can not be readily located.

7. Coordinate Security Force Efforts with Radiological Control Personnel ❐

a) Identify the need to isolate the fourth floor of the 'K' Building with the RCD.

b) Coordinate Security Team personnel protective actions with the RCD.

1) Coordinate with the RCD during safeguards related events which require evacuation of the RCA.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity ✓

8. Direct Site Security Personnel to Provide Site Security and Assist With Accountability and Plant Access Activities ❒

   a) Issue dosimetry packets to Immediate Response Personnel arriving on site.

   b) Perform accountability for Security personnel in the Security Building Admin Area (applies to the senior officer).

   c) Generate lists of personnel accounted for and missing individuals and provide them to the Security Director (applies to the senior officer).

   d) Assist with transportation efforts of contaminated injured personnel.

      1) Direct personnel to clear the HLZ and passage area and assist with transfer efforts when transporting injured personnel by helicopter when applicable.

      2) Notify the MCR of ambulance arrival.

Note: Emergency response vehicles are exempt from search provided they are escorted by Security while within the Protected Area.

      3) Search the ambulance crew members for prohibited items.

      4) Issue Escort Required Badges and dosimetry to personnel.

      5) Provide the ambulance kit.

      6) Provide armed escort while on site.

9. Provide personnel to support damage control and repair teams ❒

   a) Ensure security personnel are signed in on HRWPs.

10. Perform Exclusion Area Evacuation Notification and Announcements ❒

   a) Perform Public Address announcements of changes in the security situation.

   b) Assist in warning members of the general public within the Exclusion Area when an evacuation of Subzone A has been initiated.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity	✓
11. Request any materials or supplies not available on site from the ALM.	❐
12. Termination of the Emergency	❐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your positional books.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

SECURITY DIRECTOR CHECKLIST

LOG

TSC	DATE:	Page of
Time	**Comments**	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

TSC TELECOM/COMPUTER SUPPORT CHECKLIST

Position Function: Provide telecom/computer support to TSC Staff

Responsibility/Activity	✓
1. Assume the Position of TSC Telecom/Computer Support	☐
a) Sign in on the facility organization chart.	
b) Obtain the positional notebook/binder from the storage area.	
c) Perform a formal relief when permanently relieving another TSC Telecom/Computer Support.	
1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Provide telecommunications and computer support as required to assist TSC Staff	☐
a) Verify operability of Voice and Video Communication Systems including the HNP PBX, wireless PBX, site radio systems, and video conferencing facility.	
b) Verify operability of the back up telephone system for each position. See Emergency Phone List , EPL-001 Section 2.6.	
c) Verify operability Plant computer systems including ERFIS and the RTIN.	
d) Verify operability Business computer systems including application software systems, computer network resources and PC's, printers and other devices.	
e) Direct Telecom/Computer Support to obtain assistance through HNP, Corporate or outside resources as needed to repair problems that occur with computer or communications systems.	
3. Termination of the Emergency	☐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

SAMG Strategy Recommendations

From Guideline SAMG-_____-_____ Recommendation No. _____

Attach additional pages as necessary.

Strategy and Preferred Lineup:

Special Equipment / Resources / Manpower Required:

Special Parameters to Monitor and Limitations:

Radiation and Safety Considerations:

A. Is Venting of Radioactive Material Required? Explain.
B. Are any releases of radioactive material in progress?
C. What are the radioactive exposure hazards associated with this strategy?
D. Other safety considerations associated with this strategy?

Other Information:

Bases (including negative impacts and alternative strategies not recommended):

Evaluator: _____ _____/____/_____

NOTE:
1. Provide the original to the SEC-TSC.
2. Forward copies to the ERM and POD.

LOGKEEPER ERFIS INSTRUCTIONS

1. ERFIS Logon Instructions

   a) Press F3 or type turn-on-code (TOC) ***MENU***

   b) Select *Emergency Preparedness Functions Menu* or type TOC ***EP***

   c) Select *Log into Network Database* or type TOC ***LOGIN***

   d) Select TSC log keeper from the position menu

   e) Type your name and press login

   f) Select *Declare Event* or type TOC ***EVENT*** and press ***OK***

   g) Select *Access EP Logs* or type TOC ***POSLOG***

   h) Select *ADD* to began typing in the subject area

   i) Select *SAVE* after each entry is completed

2. ERFIS Relief Instructions

   a) Select *SAVE* for the last entry and press EXIT

   b) Select *Log Out Of Network Data* Base or type TOC ***LOGOUT.*** This will allow the log to be continued by the relief person.

   c) Select *Log into Network Database* or type TOC ***LOGIN***

   d) Select TSC log keeper from the position menu

   e) Type your name and press login

   f) Select *Access EP Logs* or type TOC ***POSLOG***

   g) Select *ADD* to began typing in the subject area

3. ERFIS Logoff Instructions

   a) Select *SAVE* for the last entry and press EXIT

   b) Select *Terminate Event* or type TOC ***NOEVENT***

   c) Select *Log Out Of Network Data Base* or type TOC ***LOGOUT***

   d) Select yes

NOTE: ERFIS Log printing must be performed by HNP IT.

ERFIS OPERATOR INSTRUCTIONS

1. ACTIVATION OF THE LARGE SCREEN DISPLAYS:	
a) Activate the 3 large screen projectors from the black AMX touch screen controller by selecting screen display TSC1, TSC2, and TSC3.	
b) Select one of the three computers that provide the display by:	
• pressing the "Ctrl" key,	
• releasing the "Ctrl" key and then	
• selecting 1, 2, or 3 (Computer 1, 2, or 3)	
2. GENERAL INSTRUCTIONS FOR ERFIS USE:	
a) ERFIS defaults to the "MASTER MENU" screen. Press F3 or type "MENU" to return to the "MASTER MENU" from any screen	
b) Menu items may be selected by typing the TURN-ON-CODE (TOC) at the top of the screen or by selecting the menu item with the mouse and clicking	
c) Menu items that are useful for emergency preparedness are:	
ROUTINE EP DATA GROUPS:	
3TSCDAT1	DATA GR 1 FOR EMERGENCY USE IN TSC
3TSCDAT2	DATA GR 2 FOR EMERGENCY USE IN TSC
3TSCDAT3	DATA GR 3 FOR EMERGENCY USE IN TSC
3EALS	DATA FOR ACCIDENT ASSESSMENT TEAM
3DOSE	DOSE PROJECTION INFORMATION
OTHER AVAILABLE EP DATA GROUPS:	
3TSCRMS1	RAB RADIATION MONITORS
3TSCRMS2	WPB/TSC RADIATION MONITORS
3TSCRMS3	FHB RADIATION MONITORS
3TSCRMS4	CNMT, EFFLUENT, AND MISC RAD MON

ERFIS OPERATOR INSTRUCTIONS

OTHER AVAILABLE EP DATA GROUPS:	
REAL	Realtime Data Menu
GL	Group Libraries
PL	Plot Library
EP	Emergency Preparedness Function Menu
Status	Emergency Preparedness Display Menu

3. INSTRUCTIONS FOR PRINTING THE EP DATA GROUPS EVERY 15 MINUTES
a) From the Master Menu select "Periodic Logs Menu"
b) Select "Start Periodic Facility Log" to start the logs. They will print every 15 minutes
c) Select "Stop Periodic Facility Log" to terminate the printing of the logs
4. INSTRUCTIONS FOR THE REMOTE DISPLAYS IN THE NRC OVERFLOW ROOM:
a) Turn on the video screen from the front of the monitor
b) Select, from the wall panel behind the monitor, the desired display (TSC1, TSC2, or TSC3, video, etc.)
5. INSTRUCTIONS FOR SECURING THE FACILITY:
a) Stop Periodic Facility Logs
b) Sign off ERFIS by terminating the event and logging out
c) Turn off the overhead projectors by selecting the SHUTDOWN function from the black AMX touch screen controller.
d) Turn off the video screen from the front of the monitor

TSC ADMINISTRATIVE TEAM CHECKLIST

Position Function: Provide administrative support to TSC Staff

Responsibility/Activity ✓

1. Assume the Position of TSC Administrative Team ❐

   a) Sign in on the facility organization chart.

   b) Obtain the positional notebook/binder from the storage area.

   c) Perform a formal relief when permanently relieving another TSC Administrative Team member.

      1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

   d) Inform a staff member when temporarily leaving the work area (such as to the restroom).

      1) Designate an individual to answer the phones while away.

      2) Upon return, obtain a briefing on any events which have occurred while away.

2. Provide the following administrative support as necessary: ❐

   a) Update facility controlled documents as appropriate.

   b) Copy ERFIS data and distribute to appropriate personnel within the facility, including the NRC, if needed.

   c) Copy Plant Parameter Information Forms and distribute to appropriate personnel within the facility, including the NRC, if ERFIS is not available.

   d) Distribute notification forms and news releases to appropriate personnel within the facility, including the NRC.

   e) Post current plant and offsite information upon a sustained loss of TSC electronic display capability, as per PEP-310.

   f) Copy and transmit information to other locations as directed.

   g) Obtain procedures and reference materials as requested.

TSC ADMINISTRATIVE TEAM CHECKLIST

Responsibility/Activity	✓
3. Termination of the Emergency	❐
a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.	
b) Replenish content of your positional books.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

PEP-240 Rev 6 Revision Summary

The Westinghouse Owner's Group authored a topical report on the technical basis for the elimination of post accident sampling from Westinghouse plants. In the report, the post accident sampling system was evaluated to determine the system's contribution to plant safety and accident recovery. The report concluded that many of the current PASS samples may be eliminated and the time limits for taking and analyzing the sample may be removed.

The NRC staff reviewed the topical report and concluded that the report provided a basis to eliminate the post accident system sampling requirements for 15 samples.

HNP submitted a licensing amendment for this action and it was approved by the NRC. The reason for this revision of HNP's Emergency Plan is to implement the removal of the post accident sampling requirements.

This revision also incorporates the following: Enhanced instruction for KI distribution for on-site personnel, inclusion of procedure number for request of isolation of ventilation fans for personnel protection, added to CD checklist to direct the maintenance of the backup phone system, provided Admin guidance to update controlled documents and additional tasks, added for the SEC to coordinate classifications with the ERM, changed references to CPB to PEB, added to the EC-NRC checklist that when performing NRC notifications to be prepared discuss various plant issues, ENS was updated to ETS, revised SD checklist to align with accountability changes, added additional guidance for operation of the TSC ventilation, updated the NRC worksheet to reflect revised title.

This revision also incorporates the following DCFs: 2002P0957 (NCR 56717), 2002P1029, 2001P0002, 2002P2191, 2000P2790, 2000P2898, 2001P0067, 2001P0240, 2001P0241, 2001P0261, 2001P1830, 2001P0239,

Page/Section	Changes
All	Removed form numbers.
Section 3.0	Updated table to reflect the removal of the form numbers and replaced with Att numbers
Section 5.3	Deleted procedure. It was combined with CRC-821
	CRC-823, "Post-Accident Containment Air Sampling"
Att 1 Step 4.b	Added to the SEC checklist to coordinate classification with the ERM.

PEP-240 Rev 6 Revision Summary

Page/Section	Changes
Att 3 Sheet 4	Updated title from PASS Sample Capabilities, to Post Accident Sample Capabilities and updated the following: Samples may be obtained from the primary sample sink or the post accident panel. Deleted diluted chloride, hydrogen grab, hydrogen meter and undiluted cask sample and notes 3, 4, and 6. Updated CRC-823 to CRC-821 and changed title from Post Accident Containment Air Sampling to Post Accident Sampling and deleted note 2
Att 5 Step 3.a	Deleted PASS from Coordinate PASS sampling with the RCD and AAT-STA.
Att 8 Step 9	Removed the reference to fan E-99 "and AO Work Area (E-99)" in the RCD checklist. AOs will be in the MCR envelop or the OSC. Added OP procedure number to: Request operations isolate the Waste Process Building (E-51, E-76, E-52, E-82, E-77 and R-6) ventilation systems (OP-171) in the event of a release.
Att 8 Step 7.c) 1-3	Added the following: Consideration should be given to the following on-site issuance of KI to personnel. TSC - Coordinate with the TSC HP for KI distribution. KI is located in Decon Area/Control Point Cabinet #1 OSC - The RCC coordinates KI distribution. KI is located in OSC Cabinet #1. MCR - The RCC coordinates KI distribution. KI is located in MCR Cabinet #1. Other Protected Area personnel (Security, Vendors, etc.) coordinate with the SC and the RCC for distribution.
Att 9 Part 3	Added (TSC to Outside Diff Press) to 'Check that the Outside Air Intake Fan OA-2 Flow Indicator[16] (TSC to Outside Diff Press) 500-1200 CFM.' Added Ensure green operating light I slit and an LED value is displayed on the TSC ventilation system radiation monitor

PEP-240 Rev 6 Revision Summary

Page/Section	Changes
Att 10 Step 5.a	Revised the NRC Event Notification Worksheets to NRC Reactor Plant Event Notification Worksheet Added duty of back up phone system Verify operability of the back up telephone system for each position. See Emergency Phone List , EPL-001 Section 2.6. Changed Center Plaza Building to Progress Energy Building
Att 10 Sheets 4, 5, 6	Added the following to the Caution Statements for each Declaration: The following script may not be appropriate for Security Threat/Events.
Att 11 Step 4.c	Revised the NRC Event Notification Worksheets to NRC Reactor Plant Event Notification Worksheet and added questions from the previous ENS for use by the EC Changed ENS to ETS and defined term
Att 13 Step 5.b)2	Changed '30 minutes of announcement' to 'Provide the results of personnel accountability to the SEC within 30 minutes of the declaration of the emergency.'
Att 14 Step 2	Added to the Telecomm/Computer Support checklist to align duties with directions given by CD Verify operability of Voice and Video Communication Systems including the HNP PBX, wireless PBX, site radio systems, and video conferencing facility. Verify operability of the back up telephone system for each position. See Emergency Phone List , EPL-001 Section 2.6. Verify operability Plant computer systems including ERFIS and the RTIN. Verify operability Business computer systems including application software systems, computer network resources and PC's, printers and other devices.
Att 18 Step 2.a, f, g	Added administrative team duties that are similar to PEP-270 Update facility controlled documents as appropriate. Copy and transmit information tc other locations as directed. Obtain procedures and referenc materials as requested.

CP&L
A Progress Energy Company

Information Use

CAROLINA POWER & LIGHT COMPANY

SHEARON HARRIS NUCLEAR POWER PLANT

PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE: Plant Emergency Procedure

NUMBER: PEP-260

TITLE: Activation and Operation of the Operations Support Center

Table of Contents

1.0 PURPOSE

1. This procedure implements Section 2.4 and Section 3.4 of the Emergency Plan PLP-201.

2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Operations Support Center (OSC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.

2. A decision has been made to activate the OSC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-9 are to be used as guidance for the positions listed below.

2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	**REFER TO POSITIONAL ATTACHMENTS:**
EMERGENCY REPAIR DIRECTOR	PEP-110, Attachment 4 PEP-260, Attachment 1 PEP-260, Attachment 8
DAMAGE CONTROL COORDINATOR	PEP-260, Attachment 2 PEP-260, Attachment 7 PEP-260, Attachment 9 PEP-350, Attachment 4
RADIOLOGICAL CONTROL COORDINATOR	PEP-260, Attachment 3 PEP-260, Attachment 9 PEP-330, Attachment 10 PEP-330, Attachment 11 PEP-330, Attachment 12 PEP-330, Attachment 14
CHEMISTRY COORDINATOR	PEP-260, Attachment 4 PEP-260, Attachment 9
MAINTENANCE PLANNER	PEP-260, Attachment 5
OSC LOGKEEPER	PEP-260, Attachment 6
MAINTENANCE/ERC POOL POSITION	PEP-260, Attachment 9

4.0 GENERAL

1. All functional capabilities need not be staffed for the OSC to be activated if the Emergency Repair Director (ERD) determines that those missing functions are not presently required to adequately deal with the situation.

2. If a subordinate position with an augmentation time requirement is not filled, the supervisory position may fulfill the responsibilities provided they are trained to perform the activities.

3. Logkeeping

   a. Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.

   b. Logs should include such information as:

      1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).

      2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).

      3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.

      4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.

      5) All records shall be made by black indelible means, such as ink or typing.

      6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.

   c. Preparation of Activity Logs

      1) Initiate the last sheet of the applicable checklists as follows:

         - DATE
         - PAGE OF: Enter "1" on the first page and sequential numbers on the following pages as they are used.

3. Logkeeping

2) Enter chronologically those events that are pertinent to the particular individual or organizations:

- TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.

- SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.

3) Upon relief from the position or termination of the emergency, complete the log as follows:

- PAGE OF: Enter the total number of pages used at the top of each page (that is, Page 1 of **12**, Page 2 of **12**, and so forth).

- NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.

4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.

5) Upon termination of the emergency or exercise/drill, provide all completed logs to the Damage Control Coordinator who will then forward them to the Emergency Preparedness unit.

4. Following a loss of the site telephone system, refer to the Emergency Phone List (EPL-001), section 2.4 for guidance.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"

2. Section 3.4, "Operations Support Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"

2. PEP-330, "Radiological Consequences"

3. PEP-342, "Core Damage Assessment

5.2 Referenced Plant Emergency Procedures

4. PEP-350, "Protective Actions"

5.3 Other References

1. EPL-001, "Emergency Phone List"
2. AP-535, "Performing Work in Radiation Control Areas"
3. ADM-NGGC-0104, "Work Management Process"
4. CRC-821, "Post Accident Sampling"
5. NUREG-0737, "Clarification of TMI Actions Plan Requirements"
6. HPS-NCCG-0003, "Radiological Posting, Labeling and Surveys"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

EMERGENCY REPAIR DIRECTOR CHECKLIST

Position Function: Direct and supervise the repair and damage control emergency response actions.

✓

Responsibility/Activity

1. Assume the position of Emergency Repair Director (ERD) ❐

   a) Sign in on the facility organization chart. Remove name tag from board.

   b) Obtain the Positional Notebook/Binder from the storage area.

   c) Perform a formal relief when permanently relieving another ERD.

      1) Review the activity log.

      2) Obtain a briefing on the emergency and any actions that have been completed or are in progress using PEP-110, Attachment 4, Event Information Worksheet.

   d) Inform a staff member when temporarily leaving the work area (such as to the restroom).

      1) Designate an individual to answer the phones while away.

      2) Upon return, obtain a briefing on any events which have occurred while away.

2. Activate the facility ❐

NOTE: If a Security Threat /Event has been declared, the responding OSC and TSC personnel will be directed to take shelter in place or assemble at the alternate assembly area located at the HEEC/EOF.

   a) Verify that the personnel and equipment necessary to activate the facility are present. Refer to sheet 4 of this attachment for OSC minimum staffing requirements.

   b) Verify that damage control, radiological control, and chemistry teams are available and ready.

   c) Inform the Site Emergency Coordinator-Technical Support Center (SEC-TSC) that the OSC is ready to activate.

3. Verify a log of activities is being maintained by the OSC Logkeeper's position ❐

4. Designate a person to monitor ERFIS, if available ❐

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity	✓
5. Perform facility brief using sheet 5 of 5, when necessary	☐
6. Perform accountability for OSC personnel using the OSC Logkeeper	☐
a) Report missing personnel to the Security Director.	
b) Maintain accountability of personnel assigned to the OSC per PEP-350.	
7. Direct the onsite repair, equipment restoration, and maintenance activities	☐
a) Supervise the activities of the Damage Control Coordinator (DCC).	
b) Ensure adequate personnel and material resources are available for the onsite response.	
1) Request any materials or supplies not available on site from the Administrative and Logistics Manager (ALM).	
c) Ensure that work activities are coordinated with the Radiological Control Coordinator (RCC) and Plant Operations Director (POD) as necessary.	
8. Control and maintain accountability of personnel other than the Damage Control Missions as follows:	☐
a) Operations/Fire Brigade/First Aid - Plant Operations Director (POD) will direct and control these personnel from the MCR.	
b) E&RC - The Chemistry and Radiological Control Coordinator's will direct and control these activities from the OSC.	
9. Coordinate support activities in accordance with the priorities established by the SEC-TSC	☐
a) Ensure that the Coordinators, Team Leaders (if applicable), and team members are kept informed of the overall focus of the emergency and existing radiological conditions (refer to sheet 5 of this attachment, if applicable).	
b) Ensure that the Coordinators maintain an awareness of the activities and concerns of OSC team members and team leaders.	

EMERGENCY REPAIR DIRECTOR CHECKLIST

✓

Responsibility/Activity

c) Ensure that mission priorities are consistent with the priorities established by the SEC-TSC.

NOTE: If multiple missions exist within a single priority classification, confer with the SEC to establish the preferred sequence.

1) High (H): The mission 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.

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).

3) Low (L): Any mission which can be worked on when resources permit (for example, an Auxiliary Boiler will not light off, but is not immediately needed as the Main Steam Isolation Valves have been shut due to a SI or RCB isolation signal).

d) Inform the SEC-TSC of changing situations in the plant based on information received from dispatched teams.

e) Ensure that the Mission Status Board or equivalent is updated as new tasks are assigned, old tasks are completed, and as priorities are changed.

10. Develop special procedures and tasks to reduce consequences and implement recovery ☐

a) Obtain approval from an S-SO prior to deviating from any existing plant procedure or prior to performing an action for which no procedure exists, but would normally require a procedure per current station document control requirements.

b) The SEC-TSC is responsible for overall control of the plant. Obtain concurrence prior to directing any action which could adversely affect the operability of a plant system.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity	✓
11. Evaluate a suitable location should the recommendation to relocate the OSC be given by the Radiological Control Director (RCD)	☐

NOTE: Radiological conditions which may warrant relocation of the OSC include:

- Exposure rates > 50 mRem/Hr
- Projected doses > 1 Rem TEDE
- Airborne concentrations > 0.25 DAC actual long lived (half life > 2 hours) particulate activity.

a) The decision to relocate personnel should include the following:

1) Current radiological conditions within the OSC.

2) Radiological conditions at the proposed OSC.

3) Radiological conditions en route.

4) The adequacy of response from the alternate location.

b) Consider the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center as possible locations.

c) Coordinate evacuation of the OSC with the RCD and RCC.

1) Announce the decision and new location over the PA system.

2) Notify Security and ALM to instruct incoming personnel to report to the alternate OSC.

3) Ensure all equipment and materials needed for the alternate OSC are packaged and delivered to the new location. Use Attachment 8 as a checklist for equipment/items needed for each location.

4) Notify Security that a guard will be required for personnel access through Door 52 if the Turbine Building 261' North (Old First Aid Room) is used.

12. Termination of the Emergency	☐

a) Provide all records to the Damage Control Coordinator.

EMERGENCY REPAIR DIRECTOR CHECKLIST

✓

Responsibility/Activity

b) Replenish content of your positional notebook/binder.

c) Replenish content of your positional notebook/binder.

d) Restore facility to stand-by readiness.

e) Inventory facility equipment as applicable.

OSC Minimum Staffing Requirements

On-Shift Response	√
2 RC Technicians	
1 RC Technician (Filled by Chemistry Technician)	
1 Chemistry Technician	
1 Mechanical Maintenance	
1 Electrical/I&C Technician	

30-45 Minute Response	√
4 RC Technicians *	
2 Electrical/I&C Technicians	
* EOF and TSC RC Technician is part of this pool	

75 Minute Response	√
4 RC Technicians *	
1 Chemistry Technician	
2 Mechanical Maintenance	
1 Electrical/I&C Technician	
Emergency Repair Director	
Damage Control Coordinator	
Radiological. Control Coord.	
Chemistry Coordinator	

EMERGENCY REPAIR DIRECTOR CHECKLIST

INTRA-FACILITY BRIEFING GUIDELINE

RECAP CURRENT CONDITIONS

- CLASSIFICATION LEVEL
- PLANT CONDITIONS
- MITIGATING ACTIVITIES AND PRIORITIES
- PERSONNEL SAFETY ISSUES

MAINTENANCE	
1. Missions ongoing 2. Equipment Status 3. Personnel needs	NOTES:
RADIOLOGICAL	
1. Release 2. Plant conditions 3. Missions ongoing 4. KI Issuance 5. ERWP Issuance 6. Habitability conditions of affected areas	NOTES:
CHEMISTRY	
1. Missions ongoing 2. Sampling requirements	NOTES:

SET EXPECTATIONS

- ANTICIPATE PLANT CONDITIONS
- CRITICAL OSC ACTIVITIES
- OTHER AREAS OF FOCUS

FINISH BRIEFING

- ANNOUNCE WHEN THE NEXT BRIEFING WILL OCCUR
- ANNOUNCE "END OF BRIEFING" AND ENSURE ALL HAVE UNDERSTOOD

DAMAGE CONTROL COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the damage control, repair, and restoration activities necessary to establish or maintain safe shutdown of the plant.

✓

Responsibility/Activity

1. Assume the position of Damage Control Coordinator (DCC) ❐

   a) Sign in on the facility organization chart. Remove name tag from board.

   b) Obtain the Positional Notebook/Binder from the storage area.

   c) Upon arrival to the facility obtain the following information from the On-Shift Staff;

      1) Clearance Status.

      2) Work in progress.

      3) Turnover items pertinent to the emergency.

      4) A list of Out-of-Service equipment.

      5) A list of available personnel already in the field (On-Shift).

   d) Perform a formal relief when permanently relieving another DCC.

      1) Review the activity log.

      2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

      3) Direct a responding DCC or a pool position with appropriate discipline/expertise to assist in the assigned duties of the position, if available.

   e) Inform a staff member when temporarily leaving the work area (such as to the restroom).

      1) Designate an individual to answer the phones while away.

      2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities ❐

DAMAGE CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

a) Document repair actions in accordance with ADM-NGGC-0104 as needed.

3. Supervise the activities of OSC personnel ❒

4. Direct the responding Maintenance personnel to follow Attachment 9 guidelines ❒

5. Determine equipment damage and provide recommendations for corrective actions to the Emergency Repair Director (ERD) ❒

   a) Advise the Emergency Repair Director whether requested work is within the scope of existing plant procedures.

   b) Ensure that mission preparation is completed as quickly as possible.

6. Direct and monitor the activities of the Damage Control Teams ❒

NOTE: Use Attachment 7 for guidance during the briefing process.

a) Assign a Damage Control Team Leader (DCTL), if needed (this is a responding Mechanic or Electrical/I&C with expertise for the specific mission) to provide direct supervision of the Damage Control Teams and instruct the DCTL to:

   1) Ensure Damage Control Teams are properly equipped for the specific mission.

   2) Ensure adequate procedures, instructions and documents are available for the specific mission.

   3) Assess the nature and extent of any identified damage or failures while dispatched.

   4) Perform assessment, repair and mitigating actions.

   5) Maintain accountability of personnel assigned to the Damage Control Team.

b) Ensure the Damage Control Teams are properly briefed on the mission and radiological or other hazards prior to being dispatched.

DAMAGE CONTROL COORDINATOR CHECKLIST

Responsibility/Activity	✓
c) Obtain clearance, dispatch and direct the activities of the Damage Control Teams.	
d) Maintain accountability of dispatched personnel per PEP-350.	
e) Provide mission status reports to the Emergency Repair Director.	
7. Coordinate activities with the Radiological Control Coordinator	☐
8. Ensure adequate materials and supplies are available for assigned missions	☐
a) Advise the Emergency Repair Director of the need for additional personnel, tools, supplies, or equipment that will be required.	
b) Request any materials, supplies, or personnel needs from the Administrative and Logistics Manager (ALM).	
9. Termination of the Emergency	☐
a) Collect all OSC generated logs and records and provide them to Emergency Preparedness.	
b) Replenish contents of the Positional Notebook/Binder.	
c) Restore facility to stand-by readiness.	
a) Inventory facility equipment as applicable.	

DAMAGE CONTROL COORDINATOR CHECKLIST

LOG

OSC	DATE:	PAGE _____ OF _____
Time	Comments	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Position Function: Advise the Damage Control Coordinator regarding radiological monitoring requirements, appropriate radiation protection/ALARA, and contamination control measures for emergency response teams dispatched from the OSC. Supervise and coordinate the activities of the RP personnel assigned to the OSC.

✓

Responsibility/Activity

1. Assume the position of Radiological Control Coordinator (RCC) ❐

   a) Sign in on the facility organization chart. Remove name tag from board.

   b) Obtain the Positional Notebook/Binder from the storage area.

   c) Determine if restrictions on eating and drinking are in effect and ensure the Emergency Repair Director (ERD) and OSC personnel are aware of the restrictions.

   d) Perform a formal relief when permanently relieving another RCC.

      1) Review the activity log.

      2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

   e) Inform a staff member when temporarily leaving the work area.

      1) Designate an individual to answer the phones while away.

      2) Upon return, obtain a briefing on any events which have occurred while away.

   f) Direct the responding Radiation Control personnel to follow Attachment 9 guidelines.

   g) Report readiness status to the ERD and Radiological Control Director (RCD) when prepared to assume the RCC position.

   h) Dispatch a qualified Radiation Monitoring System (RMS) technician to the MCR, if required and perform the following:

      1) Establish communications with the OSC.

      2) Verify dosimetry use.

      3) Perform habitability surveys when applicable.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Responsibility/Activity	✓
2. Maintain a log of activities	❐
a) Monitor plant RMS and maintain record of significant and unusual indications.	
b) During the beginning of a declared event obtain initial Potassium Iodide (KI) information per PEP-330, sections 3.5.3.b and 3.5.3.c along with Attachment 13. Initiate PEP-330, Attachment 17 for data gathering.	
c) Identify list of "volunteers" for Lifesaving and Emergency Reentry/Repair actions based on PEP-330, Attachments 1 and 2.	
d) Direct the ERWP Writer to verify allowable dose for responding facility personnel, if available.	
3. Assign Radiation Control personnel to assist in emergency response activities	❐
a) Provide personnel to conduct in-plant radiological surveys.	
b) Provide personnel to accompany Damage Control Teams requiring radiological support.	
c) Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.	
1) Monitor patients for contamination and decontaminate as appropriate.	
NOTE: Ensure personnel retrieving radioactive waste from a hospital are "shipping" qualified per plant procedures/qualifications.	
2) Make arrangements to pick up personnel and radioactive waste from offsite treatment locations.	
3) Obtain concurrence from the Site Emergency Coordinator-Technical Support Center (SEC-TSC) through the RCD prior to releasing the hospital's Radiological Emergency Room or the ambulance for uncontrolled use.	
d) Brief emergency teams when they are assembled for a mission.	
1) 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.	
2) Discuss dosimetry requirements.	
3) Discuss protective clothing and respiratory protection requirements.	

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

4) Discuss Emergency Radiation Work Permit (ERWP) and travel route requirements.

5) Advise team members on monitoring and decontamination procedures following mission completion.

e) Dispatch radiological control teams to assist in the site evacuation per PEP-350.

1) Relocate onsite personnel and vehicle monitoring stations if portal monitors are in alarm.

2) Coordinate with the Radiological Control Manager (RCM) to relocate monitoring activities to an offsite location if onsite monitoring is not possible.

f) Maintain continuous accountability of dispatched Radiation Control Team personnel.

4. Establish dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel ❐

a) At a minimum, specify requirements for Main Control Room, Radwaste Control Room, TSC, OSC, Security, and Damage Control Team personnel.

b) Use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment whenever possible.

c) Ensure exposure data is entered into Total Exposure or equivalent system.

d) Direct radiological control team personnel to read TLDs if exposure limits are approached.

5. Ensure the specified access controls for radiologically affected and unknown areas are implemented ❐

a) Notify the RCD and ensure SEC-TSC authorization for radiation exposures expected to exceed 5 Rem TEDE or when exposure rates > 25 Rem/Hr may be encountered.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

b) Suspend any existing Radiation Work Permit (RWP) (except for members of security during a safeguards event) at an Alert or higher classification.

c) Suspend normal requirements of AP-535 and HPS-NCCG-0003 for performing work in radiologically controlled areas if necessary.

d) Suspend radiological posting requirements for areas outside the normal RCA that are affected by the accident.

NOTE:
- ERWP documentation may be deferred when immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety.
- The accompanying Radiation Control Team member becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.

e) Determine whether ERWPs are required.

1) Ensure ERWPs are prepared as necessary.

2) Ensure exposure histories and allowable dose for each individual are determined and entered on the ERWP.

6. Complete the issuance of Potassium Iodide (KI) to onsite emergency workers per PEP-330 ☐

NOTE: ALARA consideration should be given for the protective ventilation envelope found within the Alternate OSC, if applicable.

a) Direct team members to administer KI to OSC, MCR and other personnel (Security and other trained response personnel) found within the Protected Area. Use the Security Director (SD) to assist in locating personnel, if needed

b) Communicate with the RCM regarding KI administration for workers outside the Protected Area boundary, if applicable.

c) Record remaining KI issuance information.

d) Evaluate iodine uptakes for persons issued KI.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Responsibility/Activity	✓
7. Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate	☐
8. Ensure radiological and chemical habitability is established and periodic monitoring is conducted in occupied and assembly areas as necessary, particularly when a release is in progress. Refer to PEP-330 for guidance	☐
a) At a minimum, verify habitability in the Main Control Room, TSC, OSC, and Security Building.	
b) Determine the need for OSC relocation and recommend the area(s) to be utilized.	
1) Consider OSC relocation under the following conditions:	
• Dose rates > 50 mRem/Hr.	
• Projected doses > 1 Rem TEDE.	
• Long lived (half life > 2 hours) particulate airborne activity > 0.25 DAC.	
2) Survey alternate locations such as the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center for habitability prior to relocation if possible.	
9. Coordinate HNP radiological assistance for Immediate Response Organizations entering and leaving the site	☐
a) Establish protective requirements for the responders.	
b) Assign a member of the Radiation Control Team to accompany the responders if necessary.	
c) Collect and read dosimetry and survey vehicles and personnel leaving the site as necessary.	
10. Ensure adequate materials and supplies are available for assigned missions	☐
a) Request any materials, supplies, or personnel needs from the Administrative and Logistics Manager (ALM).	

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Responsibility/Activity	✓
11. Termination of the Emergency	❐
a) Provide all logs and records to the Damage Control Coordinator.	
b) Replenish contents of your Positional Notebook/Binder.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

LOG

OSC	DATE:	PAGE _____ OF _____
Time	Comments	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

CHEMISTRY COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the plant chemistry emergency response actions.

Responsibility/Activity	✓
1. Assume the position of Chemistry Coordinator (CC)	❒
a) Sign in on the facility organization chart. Remove name tag from board.	
b) Obtain the Positional Notebook/Binder from the storage area.	
c) Perform a formal relief when permanently relieving another CC.	
1) Review the activity log.	
2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Direct the responding Chemistry personnel to follow Attachment 9 guidelines.	
e) Inform a staff member when temporarily leaving the work area.	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Maintain a log of activities	❒
NOTE: Sample priority and requests are specified by the Radiological Control Director (RCD).	
3. Obtain status of current chemistry activities and sample requests in progress, contacting the POD when available	❒
a) Collect data from chemistry activities that were directed by the MCR prior to OSC activation.	
4. Coordinate sampling activities with the Radiological Control Coordinator (RCC)	❒

CHEMISTRY COORDINATOR CHECKLIST

Responsibility/Activity	✓
5. Coordinate compensatory sampling measures with the Control Room if applicable	❐

NOTE: When obtaining samples ensure Operations valve lineups are performed prior to going into the field.

6. Supervise the activities of the Chemistry Teams	❐
7. Assign, brief, and dispatch personnel to obtain chemistry samples as requested	❐

a) Obtain the necessary Emergency Radiation Work Permits (ERWP).

b) Brief chemistry teams on plant status.

c) Assign personnel to collect GRAB samples from the plant vent stacks.

d) Assign personnel to obtain and analyze samples for accident purposes.

e) Ensure that Chemistry Team personnel are briefed on radiological conditions prior to leaving the OSC.

8. Maintain accountability of dispatched Chemistry Team personnel	❐
9. Provide sample results to accident and dose assessment personnel (inform the RCD)	❐
10. Monitor recirculation sump chemistry data to ensure proper NaOH concentrations	❐
11. Ensure adequate materials and supplies are available for assigned missions.	❐

a) Request any materials, supplies, or personnel needs not available on site from the Administrative and Logistics Manager (ALM)

12. Termination of the Emergency	❐

a) Provide all logs and records to the Damage Control Coordinator.

b) Replenish contents of your Positional Notebook/Binder.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

CHEMISTRY COORDINATOR CHECKLIST

Post Accident SAMPLE CAPABILITIES

Sample Description	RHR[1]	RCS[2]
Diluted Boron	✓	✓
pH	✓	✓
Specific Activity[3]	✓	✓

(1) Samples collected from the RHR system when the RHR pumps are in service. One of the isolation valves (1RH-16 or 1RH-54) must be opened by the Main Control Room.

(2) Sample flow from the RCS Hot Leg Loop 2 or 3. The Main Control Room must provide valve alignment.

(3) Nuclides readily identified in an accident sample would be Iodine and Cesium. Nuclides listed in PEP-342 may be identified in a gamma scan after sufficient decay time.

CHEMISTRY COORDINATOR CHECKLIST

Post Accident SAMPLE CAPABILITIES

1. The Remote Sample Dilution Panel (RSDP) has the capability of sampling the Reactor Containment Building (RCB) atmosphere at various locations under postulated conditions(1).

2. The following GRAB samples can be obtained:

   a) Hydrogen

   b) Specific Activity(2)

   c) Silver-Zeolite Cartridge for iodine

3. The samples may be obtained from the following locations within the RCB:

   a) Dome

   b) Reactor Coolant Pump and Steam Generator 1A

   c) Reactor Coolant Pump and Steam Generator 1B

   d) Reactor Coolant Pump and Steam Generator 1C

   e) Pressurizer

   f) RCP area (below the flux mapping room)

(1) Sampling is performed as per CRC-821, "Post Accident Sampling."
(2) To collect any samples, the containment hydrogen analyzer train A must be in operation.

CHEMISTRY COORDINATOR CHECKLIST

LOG

OSC	DATE:	PAGE _____ OF _____
Time	Comments	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

MAINTENANCE PLANNER CHECKLIST

Position Function: Provide support for the emergency damage control and repair efforts.

Responsibility/Activity	✓
1. Assume the position of Maintenance Planner	☐
a) Sign in on the facility organization chart.	
b) Obtain the Positional Notebook/Binder from the storage area.	
c) Report readiness to the Damage Control Coordinator.	
d) Perform a formal relief when permanently relieving another Maintenance Planner.	
1) Review the activity log	
2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
e) Inform a staff member when temporarily leaving the work area (such as to the restroom).	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred while away.	
2. Assist the Damage Control Coordinator and the Emergency Repair Director in the development of missions and repair plans	☐
3. Determine necessary parts and equipment	☐
4. Assess the nature and extent of any identified damage or failures while dispatched	☐
5. Provide time estimates for repair tasks	☐
6. Remove faxes from machine and distribute as appropriate	☐

MAINTENANCE PLANNER CHECKLIST

Responsibility/Activity ✓

7. Termination of the Emergency ❐
   a) Provide all records to the Damage Control Coordinator.
   b) Replenish contents of your Positional Notebook/Binder.
   c) Restore facility to stand-by readiness.
   d) Inventory facility equipment as applicable.

OSC LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major OSC activities and decisions throughout the emergency. Maintain the Damage Control Mission Boards or equivalent.

Responsibility/Activity	✓
1. Assume the position of OSC Logkeeper	❒
a) Sign in on the facility organization chart. Remove name tag from board.	
b) Obtain the Positional Notebook/Binder from the storage area.	
c) Perform a formal relief when permanently relieving another OSC Logkeeper.	
1) Review the activity log.	
2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.	
d) Inform a staff member when temporarily leaving the work area.	
1) Designate an individual to answer the phones while away.	
2) Upon return, obtain a briefing on any events which have occurred.	
2. Maintain the facility log by recording OSC activities	❒
3. Set or verify facility clocks to ERFIS time	❒
4. Adjust the PA speaker volume, if needed (screwdriver available in the OSC cabinet tool box)	❒
5. Perform accountability of personnel arriving in the facility as soon as practicable using PEP-350	❒
6. Update the Mission Status Board or equivalent as new tasks are assigned, old tasks are completed, and as priorities are changed. Communicate with the TSC ERFIS Operator position to ensure the TSC and OSC boards are the same (when using manual method)	❒
7. Complete accountability of personnel in the OSC using PEP-350 when required	❒

OSC LOGKEEPER CHECKLIST

Responsibility/Activity	✓
8. Remind the Emergency Repair Director (ERD) of pre-designated briefing times	❒
9. Termination of the Emergency	❒
a) Provide all logs and records to the Damage Control Coordinator.	
b) Replenish contents of your Positional Notebook/Binder.	
c) Restore facility to stand-by readiness.	
d) Inventory facility equipment as applicable.	

OSC LOGKEEPER CHECKLIST

LOG

OSC	DATE:	PAGE _____ OF _____
Time	Comments	

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

OSC/Damage Control Team Briefing Checklist

Team Number: _____ Date: __/ __ / __ Team Leader: _____

As team leader you are responsible for the following items.

Mission: _____

_____

Members: _____ _____ _____

- ☐ Team member qualifications have been verified.
- ☐ Team members are logged on the OSC status board or equivalent and accounted for during the mission.
- ☐ Members sign on ERWP (#_____), if necessary.
- ☐ Obtain HP/ALARA brief. (Team members practice ALARA during the mission)
- ☐ Proper clearances are obtained.
- ☐ Heat Stress evaluation is needed for this job.
- ☐ Perform a radio check upon exiting the OSC to ensure adequate communications are established between the team and DCC.
- ☐ Updating the DCC upon arrival and inspection at the assigned location to provide preliminary results of the inspection.
- ☐ Provide timely status to the DCC of on-going mission activity.
- ☐ Team has appropriate tools/test equipment/keys/drawings necessary to perform mission.
- ☐ Procedure is needed for this activity.
- ☐ Transit routes have been established for the mission.

Post Mission Debrief

- ☐ Mission performed as planned.
- ☐ Mission scope changed (provide what & why changed):_____

_____

- ☐ Additional work is required to complete repairs: WR/JO # _____
- ☐ Lessons learned from mission:
  - ☐ Preparation activities_____
  - ☐ Communications: _____
  - ☐ Support group interface:_____
  - ☐ Work execution: _____

Comments: _____

Key Phone/Radio Numbers:

Radio Channel: **2**

Emergency Repair Director (ERD): **3036**

Damage Control Coordinator (DCC): **3021**

Accident Assessment : Mechanical: **3063**

Work Control Center: **3007/3018**

Radiological Control Coordinator (RCC): **3023**

Mech. Planner: **3013**

Electrical Planner: **3012**

Electrical/I&C: **3064**

Alternate OSC Relocation Checklist

Note: This is for guidance only. Other equipment/items may or may not be required depending on the classification and type of the emergency.

Equipment/Item to be moved to new location	Turbine Building 261' North (Old First Aid Room)	Technical Support Center
Potassium Iodine (KI) Tablets	*	*
Flashlight with Batteries	*	Provided in facility
PEP attachments located in the Book Rack or Cabinet	*	Provided in facility
Lantern Lights with Batteries	*	Provided in facility
OSC Activated Signs with Frisker Stand	*	Provided in facility
ERD Box, Access Keys, and Timer	*	*
Hand Held Radios w/ Batteries/Chargers	*	*
Dosimetry (TLDs and SRPDs) with charger	*	*
Table Nameplates	*	*
Emergency Phone Books	*	Provided in facility
PEP and PLP-201 Procedures	*	Provided in facility
Protective Clothing	*	Provided in facility
OSC Tool Boxes with gag tool	*	*
Site Map	*	Provided in facility
OSC Mission Status Board (Manual)	Provided in facility	Provided in facility
Emergency Classification Placards	*	*
Health Physics Instrument/Items 1. RO2 and RO2A or equivalent 2. LM-177 or equivalent 3. Teletectors (extenders) or equivalent 4. Portable Air Samplers 5. Smears, survey maps, air sample filters, charcoal cartridges	*	*
First Aid Kit	*	Provided in facility
Accountability Trakker	*	Provided in facility
Wall Clock	Provided in facility	Provided in facility
Facility Organization Chart	Provided in facility	Provided in facility
Telephones	Provided in facility (TB 261' Decon Cabinet)	Provided in facility
Tables and Chairs	Provided in facility (key with ERD keys)	Provided in facility

* Equipment/Items needed for relocation

OSC Pool Position Checklist

MAINTENANCE TEAM

- ☐ Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- ☐ Check in with the DCC and assist with troubleshooting and mission planning.
- ☐ Verify operability of radios in cabinets (use channel 2 or other designated number).
- ☐ Pick up from the Calibration Laboratory various I&C equipment that may be needed.
- ☐ Verify Tool Box inventories if seals are broken.
- ☐ Remove Emergency Phone Lists from the cabinet and place on various tables for usage.
- ☐ Receive status of plant from the Emergency Repair Director, or designee.
- ☐ Dress in modesty garments (scrubs) in preparation for missions.
- ☐ Read through procedures (PEPs and the Emergency Plan).
- ☐ Ensure you are accounted for on the Damage Control Mission Board or equivalent when assigned to a mission.
- ☐ Constantly update the DCC of your location when out in the field.

RADIATION CONTROL TEAM

- ☐ Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- ☐ Check in with the RCC and assist with troubleshooting and mission planning.
- ☐ Setup nameplates for positions on appropriate tables.
- ☐ Acquire instrumentation and perform operability checks.
- ☐ Ensure everyone assigned to the OSC has dosimetry.
- ☐ Place OSC Exit/Entry signs in appropriate places (guidance on back of signs).
- ☐ Setup entrance area to the OSC for monitoring personnel/equipment, if needed.
- ☐ Remind the RCC of habitability survey concerns.
- ☐ Assist the RCC in the control of Damage Control Missions entering or exiting the facility.
- ☐ Sign in and out of the ERC Sign-In board whenever leaving or entering the facility for a mission.
- ☐ Receive status of plant from the Emergency Repair Director, or designee.
- ☐ Dress in modesty garments (scrubs) in preparation for missions.
- ☐ Read through procedures (PEPs and the Emergency Plan).
- ☐ Ensure you are accounted for on the Damage Control Mission Board or equivalent when assigned to a mission.
- ☐ Constantly update the RCC of your location when out in the field.

CHEMISTRY TEAM

- ☐ Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- ☐ Check in with the CC and assist with troubleshooting and mission planning.
- ☐ Sign in and out of the ERC Sign-In board whenever leaving or entering the facility for a mission.
- ☐ Receive status of plant from the Emergency Repair Director, or designee.
- ☐ Dress in modesty garments (scrubs) in preparation for missions.
- ☐ Read through procedures (PEPs and the Emergency Plan).
- ☐ Remind the Chemistry Coordinator about Chemistry Lab setup requirements.
- ☐ Prior to dispatch for sampling remind the Chemistry Coordinator to **verify system lineup**.
- ☐ Constantly update the RCC of your location when out in the field.

Revision Summary for PEP-260, REV. 8

The Westinghouse Owner's Group authored a topical report on the technical basis for the elimination of post accident sampling from Westinghouse plants. In the report, the post accident sampling system was evaluated to determine the system's contribution to plant safety and accident recovery. The report concluded that many of the current PASS samples may be eliminated and the time limits for taking and analyzing the sample may be removed.

The NRC staff reviewed the topical report and concluded that the report provided a basis to eliminate the post accident system sampling requirements for 15 samples.

HNP submitted a licensing amendment for this action and it was approved by the NRC. The reason for this revision of HNP's Emergency Plan is to implement the removal of the post accident sampling requirements.

Also, Security Threat information was added as a result of, NRC Order, "Implementation Guidance For Interim Safeguards and Security Compensatory Measures for the order dated February 25, 2002".

A/R 56717 was included to provide KI distribution enhancements for non-facility personnel like Security.

Section/Page	Changes
5.3	Deleted reference. It was combined into CRC-821. CRC-821 was renamed. CRC-823, "Post-Accident Containment Air Sampling" CRC-821, Post-Accident Sampling Added to the document HPS-NCCG-0003, "Radiological Posting, Labeling and Surveys"
Att 1 Step 2	Added NOTE for Security Threat NOTE: If a Security Threat /Event has been declared, the responding OSC and TSC personnel will be directed to take shelter in place or assemble at the alternate assembly area located at the HEEC/EOF.
Att 3 Step 4.c	Changed Radiation Information Management System to Total Exposure
Att 3 Step 5.c	Added to document HPS-NCCG-0003
Att 3 Step 6.	Added NOTE for KI distribution NOTE: ALARA consideration should be given for the protective ventilation envelope found within the Alternate OSC, if applicable.

Revision Summary for PEP-260, REV. 8

Att 3 Step 6.	Added NOTE for KI distribution Direct team members to administer KI to OSC, MCR and other personnel (Security and other trained response personnel) found within the Protected Area. Use the Security Director (SD) to assist in locating personnel, if needed
Att 3 Step 6.	Added NOTE for KI distribution Communicate with the RCM regarding KI administration for workers outside the Protected Area boundary, if applicable.
Att 4 Step 7.d	Changed Assign personnel to operate the PASS per CRC-821 and 823 and to obtain and analyze other samples for accident purposes. To Assign personnel to obtain and analyze samples for accident purposes
Att 4 Step 7.d) 1	Deleted Ensure PASS samples are obtained and analyzed within 3 hours of the decision to take the sample.
Att 4 Step 7.d) 2	Deleted Ensure chloride samples are obtained and analyzed within 96 hours of the decision to take the sample.
Att 4	Updated PASS Sample Capabilities, to Post Accident Sample Capabilities Deleted diluted chloride, hydrogen grab, hydrogen meter and undiluted cask sample and notes 3, 4, and 6. Deleted CRC-823 and revised CRC-821 to include all post accident sampling and changed title from Post Accident Containment Air Sampling to Post Accident Sampling and deleted note 3
Att 9	Deleted PASS from Remind the Chemistry Coordinator about PASS Chemistry Lab setup requirements.