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IPEC	IP-EP-255 Emergency Operations Facility Management and Liaisons	1 8/21/02	0 7/11/02	Replace Entire Document

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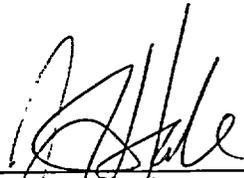
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**Emergency Operations Facility
Management and Liaisons**

Prepared by:

J.Hale

Print Name



Signature

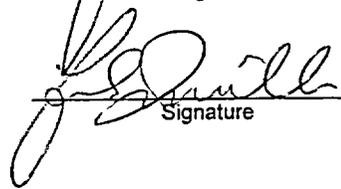
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Emergency Operations Facility – Management and Liaisons

1.0 PURPOSE

1.1 To describe the steps for activation and operations of the Emergency Operations Facility (EOF).

2.0 PRECAUTIONS AND LIMITATIONS

2.1 EOF habitability checks are necessary to ensure long-term manning of the EOF. Should conditions exist which may result in a loss of long-term habitability of the EOF, evaluate the need for relocation of emergency response functions to the Alternate EOF in accordance with EP-IP-251 "Alternate Emergency Operations Facility."

2.2 This procedure only contains steps for members of the EOF staff who are common to both units:

- Emergency Director
- EOF Manager
- State and County Liaisons
- Lead Offsite Liaison

3.0 REFERENCES

3.1 Unit 2 Emergency Plan

3.2 Unit 3 Emergency Plan

3.3 Indian Point Energy Center Emergency Plan

4.0 DEFINITIONS

NONE

5.0 RESPONSIBILITIES

5.1 The Emergency Director (ED) is responsible for overall command and control of the emergency response, including classifications, notifications, PARs and ensuring all resources are available to mitigate conditions.

5.2 The EOF Manager is responsible for overseeing operations of the EOF and assisting the ED in performance of key duties.

5.3 The State and County Liaison is responsible for reporting to their assigned offsite EOC and providing support to the EOC staff.

5.4 The Lead Offsite Liaison is responsible for keeping the State and County Liaisons informed of onsite conditions and providing information on EOC operations to the EOF staff.

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6.0 DETAILS

- 6.1 The Emergency Director (ED) shall follow the instructions outlined in Attachment 10.1, Emergency Director Checklist.
- 6.2 The EOF Manager shall follow the instructions outlined in Attachment 10.2, EOF Manager Checklist.
- 6.3 The State and County Liaison shall follow the instructions outlined in Attachment 10.3, State and County Technical Liaison Checklist
- 6.4 The Lead Offsite Liaison shall follow the instructions outlined in Attachment 10.4, Lead Offsite Liaison Checklist.

7.0 INTERFACES

- 7.1 Unit 2 and Unit 3 EOF procedures.
- 7.2 IP-EP-410, "Protective Action Recommendations"
- 7.3 IP-EP-251, "Alternate Emergency Operations Facility"

8.0 RECORDS

Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records.

9.0 REQUIREMENTS AND COMMITMENTS

NONE

10.0 ATTACHMENTS

- 10.1 Emergency Director Checklist
- 10.2 EOF Manager Checklist
- 10.3 State and County Liaison
- 10.4 Lead Offsite Liaison

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Emergency Director Checklist
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1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.



- A. Sign in on EOF staffing board and EOF staffing form (EP-7).
- B. Upon arrival at the EOF review facility status boards, EDDS/PICS and any other available sources to become familiar with current plant status.
- C. Obtain a briefing from the acting ED (if the EOF has not been activated, either the SM or EPM/POM will be the acting ED in the Control Room):
 - 1. Use an Essential Information Checklist (Form EP-9) to document the briefing.
 - 2. **IF** completed NYS Radiological Emergency Data Forms are not present in the EOF **THEN** Request the CR to fax copies of all forms used to make offsite notifications to the EOF for your review.
- D. **IF** the emergency affects both units, **THEN** obtain a briefing from both CR's. Assign EOF appropriately to fill their assigned positions.

1.2 Assume the position of Emergency Director.



- A. **IF** the EOF has **NOT** been activated **THEN**:
 - 1. **IF** an EOF Manager is **NOT** yet present **THEN**
 - (a) Ensure individuals are filling the EOF positions as they become available:
 - (b) **IF** additional personnel are needed **THEN** call or direct someone to call additional individuals using the Emergency Telephone Directory (Unit 2) or Appendix A (Unit 3)

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Initial Responsibility/Activity (cont.)

Notes

2. **WHEN** there is sufficient EOF staff present to assume the following emergency functions:
 - EOF Technical Advisor to assess plant conditions and recommend emergency classifications.
 - ORAD/RATL to perform dose assessment and formulate protective action recommendations (PARs)
 - Offsite Communicator to make notifications to offsite authorities

THEN declare the EOF activated, announce facility activation within the facility and record activation time in the ED ERO Log.
3. Use a Emergency Director Turnover Sheet (Form EP-20) to perform a formal turnover with the acting ED in the Control Room:
 - Coordinate the official time of turnover to ensure it will not interfere with or delay required emergency classification, offsite notifications or issuance of PARs.
 - Once the determination has been made to formally turnover ED responsibilities, make an announcement to EOF personnel that you are now the Emergency Director.
4. Inform, or direct the EOF Manager to inform, the following individuals that you have assumed the duties of Emergency Director and that the EOF is activated.
 - (a) Emergency Plant Manager (EPM – Unit 2) or Plant Operations Manager (POM – Unit 3)
 - (b) Shift Manager (CR)
 - (c) Company Spokesperson or JNC Director (if activated) via the Information Liaison
 - (d) White Plains Office (directly or through the Recovery Support Group Manager via the Emergency Telephone Directory or Appendix C)

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Initial Responsibility/Activity (cont.)

Notes

5. Direct EOF Manager or Offsite Communicator to notify Offsite Agencies of the time that the EOF was activated:
 - (a) NRC via ENS
 - (b) NYS and 4 Counties
- B **IF** relieving another Emergency Director in the EOF **THEN** perform a formal turnover with the current Emergency Director:
 1. Review the Emergency Director's activity log
 2. Obtain briefing form current ED on the emergency and any actions the have been competed or are in progress using an Emergency Director Turnover Sheet (Form EP-20) to document the turnover.
 3. Once the formal turnover is complete direct the EOF Manager to inform the EOF, TSC, CR and JNC that you are now the Emergency Director.

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the EOF

- A. Direct EOF personnel required to temporarily leave the EOF area to inform the EOF Manager before leaving the work area.
- B. If you leave the area, upon your return, obtain a briefing from the EOF Manager on any events that have occurred while you were away.

2.2 Maintain a Log:

- A. Maintain or direct an EOF Clerk to maintain a log using a ERO Log Sheet (Form EP-10), or equivalent.
- B. Log when you assume the duties of Emergency Director (and EOF activation if not previously done).
- C. Log significant decisions and important details used to make decisions (emergency classification changes and protective actions recommendations).

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Continuous Responsibility/Activity (cont.)

Notes

- D. Log all significant communications with other members of the ERO and all communications with individuals offsite.
- E. **IF** you have assigned someone to maintain the ED log **THEN** periodically review the log for accuracy.

2.3 Classify Emergency Conditions (non-delegable)

- A. Review plant conditions with the Emergency Plant Manager (EPM) or Plant Operations Manager(POM) and ED Technical Advisor.
- B. Review offsite radiological data with the ORAD/RATL and EOF Manager.
- C. Compare current information and recommendations with the thresholds on the EAL Wall Chart or Emergency Classification Procedure and if necessary the EAL Technical Basis Document.
- D. Solicit recommendation for change of classification from the EPM/POM.
- E. Escalate the emergency classification when appropriate.
- F. Notify the EPM/POM and the EOF Staff when and at what time the new emergency classification is made.
- G. **IF** the emergency is classified as an Alert, **THEN** direct Security to conduct a sweep and evacuation of all OCA Badged personnel from the Owner Controlled Area.
- H. **IF** the emergency is classified as a Site Area Emergency, **THEN** direct release of onsite non-essential personnel. Consider this action at the Alert classification.
- I. **IF** the emergency is classified as a Site Area Emergency, **THEN** ensure accountability is completed within 30 minutes of the sounding of the site assembly alarm. Authorize search & rescue for any missing persons. Consider having Security establish EOF security.
- J. **IF** conditions have stabilized, **THEN** review procedure IP-EP-610, Emergency Termination and Recovery for termination and entry into Recovery.



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Continuous Responsibility/Activity (cont.)

Notes

2.4 Make Protective Action Recommendations (PARs) (non-delegable)

NOTE:
Protective Action Recommendations (PARs) are to be made only at the General Emergency classification.

- A. Assess, with the assistance of the ORAD/RATL and EOF Manager, the appropriate PAR per IP-EP-410, Protective Action Recommendations.
- B. Reevaluate the adequacy of PARs when plant conditions, dose projections, meteorological, or environmental conditions change.
- C. PARs shall be transmitted to offsite authorities within 15 minutes of the decision to make the PAR using the offsite notification methods.

2.5 Direct initial notification of emergency classification and/or PARs to offsite authorities (State, local and NRC) (non-delegable)

NOTE:
Initial offsite notifications to State and local authorities must be completed within 15 minutes of making an emergency declaration or PAR. Notification of the NRC shall be done as soon as possible after state and local authorities have been notified and must be completed within 1 hour.

- A. Direct the EOF Manager to ensure a NYS Radiological Emergency Data Form Part I is being completed.
- B. Review and approve (sign) the completed NYS Radiological Emergency Data Form Part I (non-delegable).
- C. Direct the EOF Manager to have the Offsite Communicator transmit data on the form to the State and Local authorities and the NRC and report to you when task is complete.

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Continuous Responsibility/Activity (cont.)

Notes

2.6 Direct periodic update notification to offsite authorities

A. Direct the EOF Manager to ensure completion of a NYS Radiological Emergency Data Form Parts I and II (if applicable) at the following frequencies:

1. When there has been a significant change in release rates and/or meteorological conditions. (Part I & II)

OR

2. When there has been a significant change in plant conditions (Part I).

OR

NOTE:

When onsite conditions are stable time period for periodic updates may be extended with concurrence from offsite authorities.

3. Approximately every 30 minutes when conditions are static.

B. Review and approve the completed NYS Radiological Emergency Data Form Part I (non-delegable).

C. Direct the EOF Manager to have Offsite Communicator transmit data on the form to State and Local authorities and the NRC and report to you when task is complete.

D. Ensure Part II of form is faxed to State and Counties.

2.7 Periodically meet with offsite representatives present in the EOF (State, Local, FEMA and NRC)

A. Coordinate with the Lead Offsite Liaison to ensure representatives are kept current on:

1. emergency events
2. current plant conditions
3. emergency response activities currently underway
4. offsite radiological release status, dose assessment and PARs

B. Conduct periodic briefing of offsite representatives as deemed appropriate.

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Continuous Responsibility/Activity (cont.)

Notes

2.8 Review and approve/concur Entergy news releases

- A. Maintain the EOF Information Liaison apprised of current emergency status and any significant events that may be of public interest.
- B. Ensure that the EOF Information Liaison obtains a copy of any news release prior to issue for your review and approval (prior to JNC activation) or technical concurrence (after JNC activation).
- C. Direct copies of news releases be given to offsite representatives in the EOF upon approval.
- D. Confer with the Company Spokesperson at the JNC, EOF Manager, Technical Advisor and ORAD/RATL if there is any question as to the accuracy of the proposed news release prior to approval.

2.9 Conduct periodic facility briefings

- A. Coordinate with the EOF Manager to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.
- B. Use an Essential Information Checklist (Form EP-9) as a guide for leading the briefings.
- C. Direct the ED Technical Advisor and the ORAD/RATL to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.
- D. **Emphasize** what the major tasks and priorities are during every briefing.
- E. Direct EOF staff to review their procedure to ensure required actions are being performed.
- F. Periodically ensure the Company Spokesperson and the other facility managers are briefed on EOF activities.

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Continuous Responsibility/Activity (cont.)

Notes

2.10 Approve emergency radiation exposures and KI issuance for Entergy Workers

- A. When requested by the EPM/POM, EOF Manager and/or ORAD/RATL, approve emergency radiation exposures and/or issuance of KI for Entergy emergency workers outside the Protected Area Fence.
- B. Authorize emergency exposures for all monitoring team personnel dispatched from the EOF and other EOF staff as required. Ensure this authorization is documented in the ED's Log Sheet.
- C. Potassium Iodide should be issued for any expected or actual Thyroid Exposure > 25 Rem CDE.

2.11 Acquire and allocate Entergy and external resources as needed to support emergency response.

- A. Review personnel, equipment and supply needs with the EPM/POM.
- B. Make all Nuclear Organization resources available to supply needed items.
- C. Direct the Admin & Logistics Manager or the Corporate Recovery Support Group Manager to interface and coordinate with the Entergy Corporate organization to acquire needed equipment and resources that are not under the direct control of the Indian Point Nuclear Organization.
- D. Request support from INPO and Federal authorities when needed.

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3.0 Closeout Activity

Notes

3.1 Terminate the emergency and enter the Recovery Phase.

- A. Refer to IP-EP-610, Termination and Recovery, for guidance on entry into Recovery Phase.
- B. Identify who will become the Recovery Manager.
- C. Notify the Recovery Manager of the intention to enter recovery.
- D. Terminate the emergency and officially enter the Recovery Phase.
- E. Formally turnover the emergency organization to the Recovery Manager
- F. Direct notification of the following locations that Indian Point has entered the Recovery Phase:
 - 1. The NRC via Energy Notification System (ENS)
 - 2. State and Counties using a NYS Radiological Emergency Data Form – Part I, via the RECS
 - 3. All activated emergency response centers (CR, TSC/OSC and JNC)
- G. Ensure that a written summary of the event is provided to State and Counties per IP-EP-610, Termination and Recovery

3.2 Direct all Emergency Response Organization Managers to review documentation generated during the emergency.

- A. Verify all required documentation has been completed.
- B. Verify accuracy of documentation.
- C. Provide additional documentation such as summary reports or closeout reports that could assist in recovery of station.

3.3 Have ERO members provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.

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Attachment 10.2
EOF Manager
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1.0 Initial Responsibility/Activity

Notes

1.1 Initial Orientation.

- A. Sign in on EOF staffing board and EOF staffing Form (EP-7).
- B. Ensure EOF set-up is completed (U3 IP-2300).
- C. Upon arrival at the EOF review facility status boards, EDDS information and any other available sources to become familiar with current plant status, if available.
- D. Obtain briefing from the Emergency Director
 - 1. Use an Essential Information Checklist (Form EP-9) to document briefing items.
 - 2. Request any additional information on current status of emergency response.
- E. If the emergency affects both units, assist the ED in assigning the appropriate EOF staff to fill their assigned positions.

1.2 Assume the position of EOF Manager.

- A. **IF** the EOF has **NOT** been activated **THEN**:
 - 1. **IF** the NYS Radiological Emergency Data Form Part I (Part II if required) completed by the CR are not available in the EOF **THEN**, request CR fax copies to EOF.
 - 2. Review notification forms, noting time next notification is due.
 - 3. **WHEN** the following minimum staff is available, **THEN** inform the On-Call ED that you are ready to activate the EOF.
 - (a) ORAD/RATL
 - (b) Offsite Communicator
 - (c) Technical Advisor
 - 4. Review Normal EOF Staffing Form (EP-7) to verify full EOF Staffing.
 - 5. **IF** additional personnel are required **THEN**:
 - (a) **IF** it is during normal working hours **THEN** call or assign someone to call the Assembly Coordinator in the Energy Education Center or the Hall Monitor in the Hill Training Center for additional personnel.

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Initial Responsibility/Activity (cont.)

Notes

- (b) **IF** the needed individuals are **NOT** available onsite **THEN** call or assign someone to call individuals at home using the Emergency Telephone Directory (Unit 2) or Appendix A Phone List (Unit 3).
- 6. **WHEN** the EOF On-Call Emergency Director assumes ED responsibilities from the acting ED in the CR **THEN:**
 - (a) Inform the following personnel that (name) is now the Emergency Director and that the EOF is activated.
 - (1) Emergency Plant Manager/Plant Operations Manager
 - (2) Shift Manager
 - (3) JNC director
 - (4) White Plains Office directly or through the Recovery Support Group Manager via the Emergency Telephone Directory or Appendix C.
 - (b) Notify or direct the Offsite Communicator to notify Offsite Agencies that the EOF is now activated:
 - (1) NRC via ENS
 - (2) NYS and 4 Counties via REC's
- 7. Establish EOF Access Control
 - (a) Assign individual to act as EOF Registration Assistant and have them sit at the EOF entrance desk to ensure personnel sign-in.
 - (b) Direct the EOF Registration Assistant to allow access only to personnel who show a valid ID from the following organizations unless authorized:
 - (1) Entergy
 - (2) State, Counties (Putnam, Orange, Rockland or Westchester) or Public Service Commission
 - (3) NRC or FEMA

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Initial Responsibility/Activity (cont.)

Notes

- (c) Direct the EOF Registration Assistant to obtain permission from EOF Manager or Emergency Director for anyone not properly badged.
- 8. Ensure the Lead Offsite Liaison is coordinating the State and County Liaisons at the EOCs. Provide them with the following directions:
 - (a) Direct that the Liaisons should provide technical assistance to EOC personnel and direct any other request to the EOF.
 - (b) Direct the Liaisons NOT to talk to the press and direct any media questions to the JNC.
- B. **IF** relieving another EOF Manager **THEN** perform a formal turnover with the current EOF Manager:
 - 1. Review the Emergency Director's activity log
 - 2. Obtain briefing from current EOF Manager on the emergency and any actions the have been completed or are in progress.
 - 3. Announcement to the EOF that you are now the EOF Manager.

2.0 Continuous Responsibility/Activity

Notes

2.1 Maintain personnel accountability in the EOF

- A. Direct EOF personnel to inform you and sign out at registration desk if they must temporarily leave the EOF.
- B. **IF** you are temporarily leaving the work area **THEN**
 - 1. Inform the Emergency Director if you are leaving the work area.
 - 2. Upon return, obtain a briefing from the Emergency Director on any events that have occurred while you were away.

2.2 Assit the Emergency Director in maintaining a Log

- A. Use ERO Log Sheets (Form EP-10) to log information, or equivalent.

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Continuous Responsibility/Activity

Notes

- B. Log when the Emergency Director assumed the duties of ED (and EOF activation if not previously done).
- C. Log when you assumed the duties of EOF Manager.
- D. Log significant decisions and important details used to make decisions. (Emergency classification changes and protective actions recommendations shall be logged)
- E. Log significant communications with other members of the ERO and all communications with individuals offsite.

2.3 Keep the ED informed of changing conditions that may cause an upgrade in the Emergency Classification.



- A. Review plant data with ED Technical Advisor.
- B. Review offsite radiological data with ORAD/RATL.
- C. Compare current information and recommendations with EAL Wall Charts, Emergency Classification Procedures, and the EAL Technical Basis Documents.
- D. Inform the ED of any possible changes in the Emergency Classification.

2.4 Assist the ED in determining the appropriate Protective Action Recommendations to Offsite Authorities.



NOTE:
Protective Action Recommendations (PARs) shall only be made at the General Emergency Classification

- A. Support the Dose Assessment team on the assessment of PAR's per IP-EP-410, Protective Action Recommendations
- B. Support the Dose Assessment team on the reevaluation of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.

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Continuous Responsibility/Activity

Notes

C. Once the ED makes or changes a PAR it shall be transmitted to offsite authorities using a NYS Radiological Emergency Data Form, Part I, within 15 minutes of the decision to make the PAR.

2.5 IF the ED changes the emergency classification THEN ensure notification of State and Local authorities be completed within 15 minutes.



NOTE:
 The MEANS Computer program may be used to print NYS Radiological Emergency Data Forms.

- A. Complete (or designate the completion of) a NYS Radiological Emergency Data Form (Part I)
- B. Have the ED review and approve the completed NYS Radiological Emergency Data Form (The ED approval is non-delegable).
- C. Direct Offsite Communicator to transmit data on form to State and Local authorities and report to you when task is complete.
- D. Direct transmittal of form data to NRC as soon as possible but no later than 1 hour.

2.6 Direct periodic updates to offsite authorities be prepared



NOTE:
 Completion and transmittal of part II of the NYS Radiological Emergency Data Form may not be needed if there has been no significant release of radioactive materials.

- A. Ensure completion of a NYS Radiological Emergency Data Form Part I (Part II if required) at the following times:
 1. When there has been a significant change in release rates and/or meteorological data.
 2. When there has been a significant change in plant conditions.
 3. **OR** approximately every 30 minutes if conditions are static.

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Continuous Responsibility/Activity

Notes

- B. Present completed form to the ED for review and approval.
(The ED's Approval is non-delegable.)
- C. Direct Offsite Communicator to transmit, via RECS, data on the Part I form and by fax, the Part II form to State and Local authorities and the NRC and report to you when task is complete.

2.7 Ensure the Lead Offsite Liaison is briefing offsite representatives present at the EOF (State, Local, FEMA and NRC)

- A. Upon their arrival at the facility, offsite representatives should be briefed on:
 1. emergency events
 2. current plant conditions
 3. emergency response activities currently underway
 4. offsite radiological release status
 5. dose assessment and PARs

- B. Coordinate with ED and ORAD/RATL the periodic meetings of offsite representatives as deemed appropriate.

2.8 Evaluate the need to release all Non-Essential Personnel and recommend release to ED if conditions warrant.

- A. Check with the EPM on conditions within the Protected Area and the ORAD/RATL on conditions outside the Protected Area.
- B. Release of non-essential personnel should occur at a Site Area Emergency, if radiological plume direction does not preclude.
- C. **IF** conditions exist at an Alert that could warrant release **THEN** direct Security to sweep and evacuate all OCA Badged personnel from the Owner Controlled Area, and consider release of non-essential personnel from site.

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Notes

2.9 Assist the ED in periodic facility briefings



- A. Coordinate with the Emergency Director to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.
- B. Use FormEP-9, Essential Information Checklist as a guide for leading the briefings.
- C. Direct the ED Technical Advisor and the ORAD/RATL to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.
- D. **Emphasize** what the major tasks and priorities are.

2.10 IF additional resources are need to support emergency response THEN assist, and or direct the Admin & Logistics Manager or the Corporate Recovery Support Group Manager to assist ED in making request to Federal agencies or other non-Entergy organizations.



2.11 Relocation of the EOF to AEOF

- A. IF the following conditions are present THEN perform an organized evacuation of the EOF to the AEOF.

NOTE:

Evacuation may be performed at rates below those listed based on plant conditions and response needs.

- Exposure rates > 80 mRem/Hr TEDE OR 500mRem/Hr TODE
 - Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE OR Thyroid Dose >5 Rem TODE
 - Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1.
- B. IF plant conditions warrant, THEN consider starting relocation to the AEOF.

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Continuous Responsibility/Activity

Notes

- C. **IF** time permits, **THEN** have a relief shift report to the AEOF and perform turnover prior to evacuation of EOF:
 - 1. Have relief team to begin set up of the AEOF. Direct them to set up facility in accordance with procedure IP-EP-251, Attachment 10.4, AEOF Setup Checklist.

- D. Determine the speed at which the relocation of personnel should occur giving consideration to the following items:
 - 1. Consider the impact of immediate relocation vs. projects in progress.
 - 2. Current radiological conditions within the EOF and the Plant.
 - 3. Radiological conditions en route.
 - 4. The adequacy of response from the alternate location.

- E. With the assistance of the ORAD/RATL, determine if contamination controls are needed when leaving the EOF. Items to consider:
 - 1. Are personnel going to become contaminated reaching their vehicles
 - 2. Are personnel going to become contaminated in route to the AEOF.
 - 3. What steps are needed to prevent contamination of the AEOF
 - 4. **IF** time allows **THEN** consider arranging for a bus to relocate personnel. (this will minimize movement of potentially contaminated vehicles outside the Emergency Planning Zone)

- F. Direct the ORAD/RATL to:
 - 1. Determine radiological controls needed to safely transfer personnel to the AEOF.
 - 2. Consider contamination control measures needed to prevent contamination of AEOF.

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Notes

3. **IF** EOF Staff members are or will be potentially contaminated **THEN:**
 - a. Send personnel to the Westchester County Fire Training Center for monitoring and decontamination. (Attachment 10.5 contains directions to center).
 - b. Inform Westchester County of decision to have Indian Point ERO members decontaminated at center and arrange for expeditious processing of personnel.
4. Individuals should be decontaminated prior to arrival at AEOF.
5. Transfer offsite radiological assessment responsibilities:
 - a. To a qualified ORAD/RATL located at the AEOF

OR

 - b. Back to the Control Room.
- G. Direct the EOF staff to relocate to the AEOF as follows:
 1. Instruct clerical personnel to make and distribute copies of Attachment 10.5 of procedure IP-EP-251, Directions to the AEOF, to EOF Staff members, Federal, State and Local representatives in the EOF.
 2. Direct EOF Staff to wear their ID badges enroute to the AEOF and show them to authorities if necessary to transit through evacuated areas.
 3. **IF** it was determined that contamination controls are needed, **THEN** brief EOF Staff members to go to the Westchester Fire Training Center for decontamination AND inform the AEOF staff of the required actions.
 4. **IF** between 7 a.m. to 5 p.m., Monday through Friday, **THEN** responding emergency personnel should enter through the main entrance to 440 Hamilton.
 5. **IF** it is during non-working hours **THEN** responding emergency personnel should enter through the side door.

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Continuous Responsibility/Activity

Notes

- H. **IF** communications systems are still functional **THEN** notify the following locations that the EOF is being relocated to the AEOF:
 1. Offsite authorities verifying they have the telephone numbers they can use to maintain communications.
 2. The Joint News Center
 3. The Technical Support Center
 4. The Operational Support Center
 5. The Control Room
 6. The Emergency Planning Staff Member at the AEOF
- I. Coordinate evacuation of the EOF with the ED and the EPM/POM transferring ED responsibilities back to the EPM/POM if another ED can not assume responsibilities at the AEOF
- J. Direct copies of Directions to the AEOF, Attachment 10.6 of Procedure IP-EP-251, Alternate Emergency Operations Facility, Have directions distributed to AEOF be provided to EOF Staff.
- K. Request that the EPM announce the decision to evacuate and ensure relief shift is made aware of re-location.

2.12 Arrange for second Shift

- A. **IF** it is a Unit 3 event **THEN**:
 1. Request the ED establish a relief time.
 2. Direct Emergency Response Facilities to prepare rosters for second shift.
 3. Inform the POM, TSC Manager and OSC Manager of the relief time and that they are to inform ERO members prior to releasing them and have their staffs contact relief personnel not currently onsite.
- B. **IF** it is a Unit 2 event **THEN** the OSC Accountability Clerk will be establishing relief rosters. Work with ED and EPM to establish relief time.

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3.0	<u>Closeout Activities</u>	<u>Notes</u>
3.1	Termination of the emergency and entry into the Recovery Phase. (The ED is responsible for directing entry into the Recovery Phase) A. Refer to IP-EP-610, Termination and Recovery, for guidance on entry into Recovery Phase. B. Assist the ED in formulation of a recovery plan. C. Notify the following locations that Indian Point has entered the Recovery Phase: 1. The NRC via Energy Notification System (ENS) 2. State and Counties using information on a NYS Radiological Emergency Data Form Part I, via the RECS 3. All activated emergency response centers (CR, TSC/OSC and JNC) 4. Entergy Corporate	<input type="checkbox"/>
3.2	Ensure that a written summary of the event is provided to State and Counties per IP-EP-610, Termination and Recovery.	
3.3	Direct EOF Staff to return all equipment to proper storage locations.	<input type="checkbox"/>
3.4	Review all documentation the EOF Staff maintained during the emergency: A. Ensure logs, forms and other documentation are complete B. Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations.	<input type="checkbox"/>
3.5	Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	<input type="checkbox"/>

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Attachment 10.3
State and County Liaison
 Sheet 1 of 3

1.0 Initial Responsibility/Activities

Notes

1.1 Assume the position of State or County Liaison.

NOTE:

IF more than one liaison arrives at an EOC, THEN one individual should assume position and other individual(s) should stand by until all EOCs have been staffed and relief schedule established.

- A. Report to your assigned offsite Emergency Operations Center (EOC)
 - 1. Show your Identification to EOC security and inform them of your purpose for being at the EOC.
 - 2. Inform the Emergency Operations Center Manager (title may vary for different EOCs) you have arrived.
 - 3. Contact Lead Offsite Liaison:
 - (a) Using wireless phone call into State and County Liaison Conference Bridge (Phone number and password are listed in the Emergency Telephone Directory)
 - (b) Inform the Lead Offsite Liaison of your arrival at the Emergency Operations Center and you are now the <location> Technical Liaison.
 - 4. **IF** the Lead Offsite Liaison is **NOT** available **THEN** contact the EOF Manager (via the Emergency Telephone Directory or Appendix C) and inform him/her of your arrival at <location>.
- B. **IF** relieving another State and County Liaison **THEN** perform a formal turnover with the current liaison:
 - 1. Review current emergency status
 - 2. Obtain briefing from current State and County Technical Liaison on the emergency and any actions the have been competed or are in progress.
 - 3. Inform the Lead Offsite Liaison or EOF manager that you are now the State and County Liaison for _____ (location)
 - 4. Inform key members of the EOC staff you are now the liaison.

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Attachment 10.3
State and County Liaison
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2.0 Continuous Responsibility/Activities

Notes

2.1 Maintain a Log

- A. Use Form EP-10, ERO Log Sheet to log information.
- B. Log when you assumed the duties of State or County Liaison
- C. Log significant communications, important details on information coming into the Emergency Operations Center.

2.2 Provide technical assistance to the Emergency Operations Center staff.

NOTE:

- DO NOT: Express any opinions regarding the events.
- DO NOT: Question or "second guess" ED decisions.
- DO NOT: Provide any prognosis or guesses of where the event may go.

- A. Request copies of notification and data forms received from the plant and clarify the data received.
- B. Use an Essential Information Checklist (Form EP-9) to document updates on emergency and plant conditions.
- C. Answer questions regarding plant systems and operations, and how they relate to the current conditions.
- D. Be prepared to brief EOC Staff on basis for decisions made by the Emergency Director.
- E. Be prepared to provide technical briefings to EOC staff regarding the sequence of events and the current plant status.
- F. Contact the Lead Offsite Liaison for clarification of any questionable or confusing data, or if any question of a "sensitive" nature has been posed.

2.3 Keep the Emergency Operations Facility informed of actions being taken at your assigned Emergency Operations Center.

- A. Inform the Lead Offsite Liaison of Protective Actions the State or Counties are implementing.

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Attachment 10.3
State and County Liaison
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3.0 Closeout Responsibility/Activities

Notes

3.1 Collect all materials you provided to the EOC.

3.2 Review all documentation maintained during the emergency by the State and County Liaisons to ensure it is complete and organized.

3.3 Provide all logs and records to the Emergency Planning Manager upon termination of the emergency and entry into the Recovery Phase.

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Attachment 10.4
Lead Offsite Liaison
Sheet 1 of 3

1.0 Initial Responsibility/Activities

Notes

1.1 Assume the position of Lead Offsite Liaison.

- A. Report to the Emergency Operations Facility (EOF)
- B. Sign in on the EOF staffing board and EOF staffing Form (EP-7)
- C. Obtain a briefing from the Emergency director

NOTE:

All Technical Liaisons may not be present when you assume your position. The State EOC is located in Albany and it may take 2 hours or more for individual to arrive.

D. Establish communications with State and County Technical Liaisons and ensure all liaisons are in place:

- 1. Using wireless phone located in the upstairs State and County work area call into State and County Liaison Conference Bridge (Phone number and password are listed in the Emergency Telephone Directory)
- 2. Inform State and County Technical Liaisons (Located at the Emergency Operations Centers (EOCs) on bridged conference call) that you are assuming Lead Offsite Liaison, List each Technical Liaison here:

- (a) State: _____
- (b) Westchester County _____
- (c) Rockland County _____
- (d) Putnam County _____
- (e) Orange County _____

3. Re-assign extra State and County Liaisons at one location to another location if needed.

E. Greet and/or contact State and County Representative as they arrive at the EOF and have them sign in on EOF Visitor Board and have them complete and don a name tag.

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Attachment 10.4
Lead Offsite Liaison
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Initial Responsibility/Activities (cont.)

Notes

- 1.2 **IF** relieving another Lead Offsite Liaison, **THEN** perform a formal turnover with the current Lead Offsite Liaison:
 - A. Review current emergency status and plant conditions
 - B. Obtain briefing from current Lead Offsite Liaison on the emergency and any actions that have been completed or are in progress.
 - C. Obtain briefing from State and County Liaisons located in the EOCs
 - D. Have off-going liaison introduce you to representatives in EOF.
- 1.3 Inform the EOF Manager that you are now the Lead Offsite Liaison

2.0 Continuous Responsibility / Activities

Notes

2.1 Maintain a Log

- A. Use Form EP-10, ERO Log Sheet to log information.
- B. Log when you assumed the duties of Lead Offsite Liaison.
- C. Log significant communications, important details on information provided to Offsite Representative and EOC Liaisons.

2.2 Ensure EOC Liaison Staffing

- A. **IF** all State and County Technical Liaisons are not present in EOCs within two hours of EOF activation **THEN** attempt to fill positions.

2.3 Provide technical assistance to the EOF State and County Representatives and to the State and County Technical Liaisons located at the EOCs.

NOTES:

When answering questions from offsite representatives:

- DO NOT:**
- 1) Express any opinions regarding the events
 - 2) Question or "double guess" ED decisions
 - 3) Provide any prognosis or guesses of where the event may go

- A. Request copies (from EOF Clerical Staff) of notification and data forms received from the plant and clarify the data received.

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Attachment 10.4
Lead Offsite Liaison
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Continuous Responsibility /Activities (cont.)

Notes

B. Keep updated on plant and emergency conditions:

1. Use the Essential Information Checklist (Form EP-9) or acquire one from the ED to gather information and provide it to State and County Liaisons located at EOCs.
2. Receive update on plant conditions from the Emergency Director Briefings.

C. Answer questions and provide clarification as needed from the State and County Representatives (in the EOF) and State and County Liaisons regarding plant systems and operations, and how they relate to the current conditions.

D. Be prepared to brief offsite representatives on basis for decisions made by the Emergency Director.

E. Request the Emergency Director, EOF Manager, ORAD/RATL and/or Technical Advisor to the ED assist in keeping the offsite representatives located in the EOF updated.

2.4 Keep the EOF Manager informed of actions being taken at State and County Emergency Operations Centers.

A. Report when EOCs are activated.

B. Report Protective Actions the State or Counties are implementing.

3.0 Closeout Responsibility/Activities

Notes

3.1 Collect all materials (or copies of materials) you provided to the State and County Representatives in the EOF.

3.2 Review all documentation maintained during the emergency by the Lead Offsite Liaisons to ensure it is complete and organized.

3.3 Provide all logs and records to the EOF Manager upon termination of the emergency and entry into the Recovery Phase.