



# DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-22)

To: NRC-NRR Document Control Desk  
US NRC  
Washington DC 20555

Re: Entire EPIP Document (Copy 28)

PSM Title: n/a

Distribution Date: 12 / 17 / 2002  
Effective Date of Change: 12 / 30 / 2002  
Return by: 01 / 06 / 2003

Please perform the following to your assigned manual. If you have any questions regarding this TAM please contact Don A. Johnson at 319-851-7872.

	<b>REMOVE</b>	<b>INSERT</b>
EPIP Table of Contents Revision	Rev. 132	Rev. 133
EPIP 2.6 (PWR: 19827)	Rev. 8	Rev. 9
EPIP NOTE-05 (PWR: 19345)	Rev. 4	Rev. 5

PERFORMED BY:

Print Name

Sign Name

Date

Please return to: K. Dunlap  
PSC/Emergency Planning  
3313 DAEC Rd.  
Paló, IA 52324

<i>To be completed by DAEC EP personnel only:</i>	
Date TAM returned:	_____
EPTools updated:	_____

*A045*

EMERGENCY PLAN IMPLEMENTING PROCEDURES	Rev. 133
INDEX	PAGE 1 of 7

Procedure	Title	Revision Number	Date
1.1	Determination of Emergency Action Levels	19	09/12/01
1.2	Notification	27	9/2/02
1.3	Plant Assembly and Site Evacuation	9	09/12/01
1.4	Release of Emergency-Related Information	4	09/04/02
1.5	Activation and Operation of the EOF	3	10/16/00
2.1	Activation and Operation of the OSC	13	09/12/01
2.2	Activation and Operation of the TSC	23	10/23/02
2.3	Operation of the FTS-2001 Phone Network	6	09/04/02
2.4	Activation and Operation of the ORAA	8	09/12/01
2.5	Control Room Emergency Response Operation	14	10/15/01
2.6	Activation and Operation of the ORAL	9	12/30/02
2.7	Activation and Operation of the ODEF	6	10/15/01
2.8	Security Threat	1	11/16/01
3.1	In-Plant Radiological Monitoring	12	9/2/02
3.2	Field Radiological Monitoring	13	9/2/02
3.3	Dose Assessment and Protective Action	18	9/2/02
4.2	First Aid, Decontamination and Medical Support	7	8/23/02
4.3	Rescue and Emergency Repair Work	11	8/23/02
4.5	Administration of Potassium Iodide (KI)	6	10/15/01
5.2	Recovery and Re-entry	9	10/15/01

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>Rev. 133</b>
<b>INDEX</b>	<b>PAGE 2 of 7</b>

<b>Form Number</b>	<b>Title</b>	<b>Revision Number</b>	<b>Referencing Procedure</b>
CR-01	OSM/OSS Checklist	Rev. 2	EPIP 2.5
CR-02	Back Panel Communicator Checklist	Rev. 1	EPIP 2.5
CR-03	Dose Projection & ARM Data Sheet	Rev. 0	EPIP 2.5
CR-04	Control Room to TSC Command and Control Transfer Checklist	Rev. 1	EPIP 2.5
EAL-01	Abnormal Rad Levels/Radioactive Effluent Table	Rev. 3	EPIP 1.1
EAL-02	Fission Barrier Table	Rev. 3	EPIP 1.1
EAL-03	Hazards & Other Conditions Affecting Plant Safety	Rev. 2	EPIP 1.1
EAL-04	System Malfunction Table	Rev. 3	EPIP 1.1
EOF - 02	NRC - HPN Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 03	Technical Recorder Checklist	Rev. 2	EPIP 1.5
EOF - 04	Summary of Computer Data Backup Collection Activities	Rev. 1	EPIP 1.5
EOF - 05	EOF Information Services Representative Checklist	Rev. 3	EPIP 1.5
EOF - 06	DAEC Key Parameter Log	Rev. 0	EPIP 1.5
EOF - 07	Emergency Response and Recovery Director Checklist	Rev. 3	EPIP 1.5
EOF - 08	Rad & EOF Manager Checklist	Rev. 6	EPIP 1.5, 3.3
EOF - 09	EOF STA/OPS Liaison Checklist	Rev. 0	EPIP 1.5
EOF - 10	EOF-TSC Communicator Checklist	Rev. 3	EPIP 1.5
EOF - 11	Support Services Coordinator Checklist	Rev. 2	EPIP 1.5
EOF - 12	Field Team Director Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 13	Radiological Data Communicator Checklist	Rev. 0	EPIP 1.5, 3.3

EMERGENCY PLAN IMPLEMENTING PROCEDURES	Rev. 133
INDEX	PAGE 3 of 7

EOF -14	EOF MIDAS Operator Checklist	Rev. 1	EPIP 1.5, 3.3
EOF - 15	Radiological Data Plotter Checklist	Rev. 0	EPIP 1.5, 3.3
EOF - 16	Radiological Assessment Coordinator Checklist	Rev. 1	EPIP 1.5, 3.3
EOF - 17	EOF Security Access Clerk Checklist	Rev. 2	EPIP 1.5
EOF - 18	EOF Staffing Accountability Roster	Rev. 2	EPIP 1.5
EOF - 19	Drill Announcement Message	Rev. 0	EPIP 1.4, 1.5
EOF - 20	Emergency Announcement Message	Rev. 1	EPIP 1.4, 1.5
EOF - 21	Personnel Access Log	Rev. 1	EPIP 1.4, 1.5
EOF - 22	Registration Form	Rev. 0	EPIP 14, 1.5
EOF - 23	Security Post Log	Rev. 2	EPIP 1.4, 1.5
EOF - 24	First Floor Security Post Description	Rev. 2	EPIP 1.4, 1.5
EOF - 25	Fourteenth Floor Security Post Description	Rev. 11	EPIP 1.5
EOF - 27	Status Update Message - EOF Communicator	Rev. 0	EPIP 1.5
EOF - 28	Verbal Closeout Summary	Rev. 0	EPIP 1.5
EOP - 29	Written Closeout Summary	Rev. 0	EPIP 1.5
EOF - 30	Status Board	Rev. 0	EPIP 1.5
EOF - 31	Access B adge Example	Rev. 0	EPIP 1.5
EOF - 32	EOF Staff Response	Rev. 2	EPIP 1.5
EOF - 33	Recovery Issues	Rev. 0	EPIP 5.2
EOF - 34	EOF Activities	Rev. 0	EPIP 5.2
EOF - 35	Recovery Phase Plan Outline Guidance	Rev. 0	EPIP 5.2
EOF - 36	RE-Entry Briefing Guide	Rev. 0	EPIP 5.2
EOF - 37	RE-Entry Debriefing Guide	Rev. 0	EPIP 5.2
EOF - 38	EOF Messenger Checklist	Rev. 0	EPIP 1.5
EOF - 39	Plant Status Recorder Checklist	Rev. 0	EPIP 1.5
JPIC - 01	JPIC Manager Checklist	Rev. 4	EPIP 1.4
JPIC - 03	Alliant Spokesperson Checklist	Rev. 3	EPIP 1.4

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>Rev. 133</b>
<b>INDEX</b>	<b>PAGE 4 of 7</b>

JPIC – 04	Technical Liaison Checklist	Rev. 4	EPIP 1.4
JPIC – 05	Sequence of Events	Rev. 0	EPIP 1.4
JPIC – 06	Public Information Officer Support Checklist	Rev. 5	EPIP 1.4
JPIC – 07	Logistics Coordinator Checklist	Rev. 4	EPIP 1.4
JPIC – 08	Logistics Support Checklist	Rev. 4	EPIP 1.4
JPIC – 09	Audiovisual Support Checklist	Rev. 4	EPIP 1.4
JPIC – 11	Rumor Control Coordinator I Checklist	Rev. 3	EPIP 1.4
JPIC – 12	Rumor Control Event Summary Log	Rev. 1	EPIP 1.4
JPIC – 13	Rumor Control Coordinator II Checklist	Rev. 2	EPIP 1.4
JPIC – 14	Public Rumor Control Checklist	Rev. 2	EPIP 1.4
JPIC – 15	News Media Rumor Control Checklist	Rev. 4	EPIP 1.4
JPIC – 16	Assistant JPIC Manager Checklist	Rev. 3	EPIP 1.4
JPIC – 17	JPIC Security Access Control Checklist	Rev. 3	EPIP 1.4
JPIC – 18	Sixth Floor Security Post Description	Rev. 2	EPIP 1.4
JPIC – 19	JPIC Distribution List	Rev. 2	EPIP 1.4
NOTE-01	ERO Notification – Off-hours Phone System Callout	Rev. 3	EPIP 1.2
NOTE-02	ERO Notification – Alphanumeric Paging System Callout	Rev. 3	EPIP 1.2
NOTE-03	Event Notification Worksheet	Rev. 1	EPIP 1.2
NOTE-04	Plant Assembly Notification	Rev. 2	EPIP 1.2
NOTE-05	Emergency Action Level Notification	Rev. 5	EPIP 1.2
NOTE-06	Plant Page for Emergency Classification Changes	Rev. 1	EPIP 1.2
NOTE-07	Basic Notification Flowpath	Rev. 0	EPIP 1.2
ODEF-01	ODEF Decontamination Waiting Area	Rev. 0	EPIP 2.7
ODEF-02	Floor Plan for ORAL/ODEF	Rev. 0	EPIP 2.7
ODEF-03	Travel Route to ORAL/ODEF	Rev. 0	EPIP 2.7
ODEF-04	12 <sup>th</sup> Avenue Entrance to ORAL/ODEF	Rev. 0	EPIP 2.7
ORAA-01	Offsite Relocation and Assembly Area Supervisor's	Rev. 1	EPIP 2.4

	Checklist		
ORAA-02	Health Physics Support for the Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
ORAA-03	Security Support for the Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
ORAA-04	Offsite Relocation and Assembly Area	Rev. 0	EPIP 2.4
ORAA-05	Offsite Relocation and Assembly Area Parking and Vehicle Monitoring	Rev. 0	EPIP 2.4
OSC-01	OSC Layout	Rev. 0	EPIP 2.1
OSC-02	OSC Organization Chart	Rev. 0	EPIP 2.1
OSC-03	Minimum Staffing Level	Rev. 0	EPIP 2.1
OSC-04	Recommended Log Entry Topics	Rev. 0	EPIP 2.1
OSC-05	Emergency Event Log Sheet	Rev. 0	EPIP 2.1
OSC-06	Personal Statement Concerning Incident	Rev. 0	EPIP 2.1
OSC-07	Emergency Exposure Tracking Log	Rev. 0	EPIP 2.1
OSC-08	OSC Supervisor Checklist	Rev. 0	EPIP 2.1
OSC-09	Health Physics Supervisor Checklist	Rev. 0	EPIP 2.1
OSC-10	Electrical, Mechanical, I&C Maintenance Supervisor Checklist	Rev. 0	EPIP 2.1
OSC-11	Emergency Assignment Staffing Board Duties	Rev. 0	EPIP 2.1
OSC-12	External Exposure Limits	Rev. 0	EPIP 4.3
OSC-13	Guidance on Dose Limits for Workers Performing Emergency Services	Rev. 0	EPIP 4.3
OSC-14	Guidelines Regarding Selection of Volunteers	Rev. 0	EPIP 4.3
OSC-15	OSC Repair Team Work Order	Rev. 0	EPIP 4.3
OSC-16	Repair Team Datasheet Flowpath	Rev. 0	EPIP 4.3
PAR - 01	PAR Decision Making – Recommendations	Rev. 0	EPIP 3.3
PAR - 02	PAR Decision Making – Flowchart	Rev. 0	EPIP 3.3
PASE-02	Onsite Assembly Locations	Rev. 2	EPIP 1.3

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>Rev. 133</b>
<b>INDEX</b>	<b>PAGE 6 of 7</b>

<b>PASE-05</b>	<b>Site Evacuation Routes</b>	<b>Rev. 1</b>	<b>EPIP 1.3</b>
<b>SAM-01</b>	<b>EOP-SAG Transition Checklist</b>	<b>Rev. 0</b>	<b>EPIP 2.2</b>
<b>TSC-01</b>	<b>Emergency Coordinator Checklist</b>	<b>Rev. 3</b>	<b>EPIP 2.2</b>
<b>TSC-02</b>	<b>TSC Supervisor Checklist</b>	<b>Rev. 2</b>	<b>EPIP 2.2</b>
<b>TSC-03</b>	<b>Site Radiation Protection Coordinator Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-04</b>	<b>Technical &amp; Engineering Supervisor Checklist</b>	<b>Rev. 3</b>	<b>EPIP 2.2</b>
<b>TSC-05</b>	<b>Quality Assurance Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-06</b>	<b>Security &amp; Support Supervisor Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-07</b>	<b>Administrative Supervisor Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-08</b>	<b>Material Management Supervisor Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-09</b>	<b>TSC-CR-OSC Communicator Checklist</b>	<b>Rev. 2</b>	<b>EPIP 2.2</b>
<b>TSC-10</b>	<b>CR-TSC-OSC Communicator Checklist</b>	<b>Rev. 2</b>	<b>EPIP 2.2</b>
<b>TSC-11</b>	<b>TSC-EOF-JPIC Communicator Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-12</b>	<b>ENS Communicator Checklist</b>	<b>Rev. 2</b>	<b>EPIP 2.2</b>
<b>TSC-13</b>	<b>HPN Communicator Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-14</b>	<b>TSC/OSC Operations Liaison Checklist</b>	<b>Rev. 2</b>	<b>EPIP 2.2</b>
<b>TSC-15</b>	<b>Radiological Support Staff Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-16</b>	<b>Radio Operator – Offsite Checklist</b>	<b>Rev. 0</b>	<b>EPIP 2.2</b>
<b>TSC-17</b>	<b>Radio Operator – Onsite Checklist</b>	<b>Rev. 0</b>	<b>EPIP 2.2</b>
<b>TSC-18</b>	<b>TSC MIDAS Operator Checklist</b>	<b>Rev. 0</b>	<b>EPIP 2.2</b>
<b>TSC-19</b>	<b>Technical &amp; Analysis Engineer Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>
<b>TSC-20</b>	<b>TSC Operations Supervisor</b>	<b>Rev. 2</b>	<b>EPIP 2.2</b>
<b>TSC-21</b>	<b>Electrical Engineer Checklist</b>	<b>Rev. 0</b>	<b>EPIP 2.2</b>
<b>TSC-22</b>	<b>I &amp; C Engineer Checklist</b>	<b>Rev. 0</b>	<b>EPIP 2.2</b>
<b>TSC-23</b>	<b>Mechanical Engineer Checklist</b>	<b>Rev. 0</b>	<b>EPIP 2.2</b>
<b>TSC-24</b>	<b>Reactor Engineer Checklist</b>	<b>Rev. 2</b>	<b>EPIP 2.2</b>
<b>TSC-25</b>	<b>SPDS Operator Checklist</b>	<b>Rev. 1</b>	<b>EPIP 2.2</b>

**EMERGENCY PLAN IMPLEMENTING PROCEDURES**

Rev. 133

**INDEX**

PAGE 7 of 7

TSC-26	Information Services Representative Checklist	Rev. 2	EPIP 2.2
TSC-27	Fire Marshall Checklist	Rev. 1	EPIP 2.2
TSC-28	NRC Roles During A Nuclear Power Plant Emergency Checklist	Rev. 0	EPIP 2.2
TSC-29	TSC Minimum Staffing Level	Rev. 2	EPIP 2.2
TSC-30	Emergency Action Request Log	Rev. 0	EPIP 2.2
TSC-31	Radio Operator Log	Rev. 0	EPIP 2.2
TSC-32	Status Board Recorder	Rev. 1	EPIP 2.2
TSC-33	Typical Organization of the NRC Site Team	Rev. 0	EPIP 2.2
TSC-34	TSC Organization Chart	Rev. 3	EPIP 2.2
TSC-35	Assignment Form	Rev. 0	EPIP 5.2
TSC-36	Deactivation Report	Rev. 0	EPIP 5.2
TSC-37	Plant Operations Status	Rev. 0	EPIP 5.2
TSC-38	TSC/Control Room/OSC Activities	Rev. 0	EPIP 5.2
TSC-39	TSC Clerical Checklist	Rev. 0	EPIP 2.2
TSC-40	ARM Locations	Rev. 0	EPIP 3.1/4.3
TSC-41	PASS Capabilities	Rev. 0	EPIP 3.1
TSC-42	On-Site Map	Rev. 0	EPIP 3.2
TSC-43	ESB Logon Instructions (TSC/CR/EOF)	Rev. 0	EPIP 2.2

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 9 Page 1 of 17

Effective Date: 12/30/2002

<b>TECHNICAL REVIEW</b>	
Prepared by: <u>Don A. John</u>	Date: <u>12/16/02</u>
Reviewed by: <u>Carl Vogler</u> Independent Reviewer	Date: <u>12-16-02</u>

<b>PROCEDURE APPROVAL</b>	
I am responsible for the technical content of this procedure.	
Approved by: <u>Patricia Sellen</u> Manager, Emergency Planning	Date: <u>11/17/02</u>

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	<b>Rev. 9</b> <b>Page 2 of 17</b>

**Table of Contents**

	<u>Page</u>
1.0 PURPOSE .....	4
2.0 DEFINITIONS .....	4
3.0 INSTRUCTIONS.....	4
3.1 RESPONSIBILITIES .....	4
3.1.1 SITE RADIATION PROTECTION COORDINATOR.....	4
3.1.2 EMERGENCY COORDINATOR.....	4
3.1.3 ORAL/ODEF SUPERVISOR.....	4
3.1.4 RADIOLOGICAL ASSESSMENT COORDINATOR.....	5
3.2 ACTIVATION.....	5
3.2.1 NOTIFICATION OF ORAL PERSONNEL.....	5
3.2.2 ACCESS TO ORAL .....	6
3.2.3 SETUP OF THE ORAL.....	6
3.2.4 NOTIFICATION OF ORAL OPERABILITY .....	7
3.3 ORAL OPERATING PROCEDURES .....	8
3.3.1 RECEIPT OF SAMPLES .....	8
3.3.2 SAMPLE PREPARATION.....	9
3.4 SAMPLE ANALYSIS .....	9

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 3 of 17

3.5 DOCUMENTATION OF RESULTS..... 10

3.6 LIQUID WASTE TRANSFER..... 11

3.7 LIQUID WASTE STORAGE AND DISCHARGE..... 12

3.8 SOLID WASTE PACKAGING AND DISPOSAL..... 12

3.9 RADIOLOGICAL MONITORING OF THE ORAL..... 13

3.10 DEACTIVATION OF THE ORAL..... 14

4.0 RECORDS..... 15

5.0 REFERENCES..... 15

6.0 ATTACHMENTS..... 16

ATTACHMENT 1, ENTRANCE/EXIT INSTRUCTIONS FOR ORAL. 17

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 4 of 17

## **1.0 PURPOSE**

- (1) This procedure provides instructions for activation and operation of the Offsite Radiological and Analytical Laboratory (ORAL) located at 1017 12th Avenue S.W. in Cedar Rapids. The ORAL is intended to be utilized to radiologically analyze air filters and iodine cartridges, and environmental type samples (e.g. water, and soil) in the event of an emergency at DAEC.

## **2.0 DEFINITIONS**

None

## **3.0 INSTRUCTIONS**

### **3.1 RESPONSIBILITIES**

#### **3.1.1 SITE RADIATION PROTECTION COORDINATOR**

- (1) Determine the potential need for processing samples at the ORAL.
- (2) Recommend activation of the ORAL.

#### **3.1.2 EMERGENCY COORDINATOR**

- (1) Authorize activation of the ORAL.

#### **3.1.3 ORAL/ODEF SUPERVISOR**

- (1) Verify that actions required to physically place the ORAL in operation are accomplished.
- (2) Coordinate and supervise support activities provided by personnel at the ORAL.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 5 of 17

### 3.1.4 RADIOLOGICAL ASSESSMENT COORDINATOR

- (1) The Radiological Assessment Coordinator will assume responsibility for the ORAL after the EOF is declared operational.

## 3.2 ACTIVATION

### 3.2.1 NOTIFICATION OF ORAL PERSONNEL

- (1) The Site Radiation Protection Coordinator upon determining the potential need for processing samples at the ORAL should take the following actions:
  - (a) Recommend activation of the ORAL to the Emergency Coordinator.

**NOTE**

The ORAL shall be activated for a SITE or GENERAL EMERGENCY, but may be activated for events of lower classification, at the discretion of the Emergency Coordinator.

- (b) Subsequent to receiving authorization from the Emergency Coordinator, contact the HP Supervisor and advise him/her of the impending activation of the ORAL and to notify the ORAL/ODEF Supervisor and OSC Supervisor.
- (c) Request the HP Supervisor to contact the ORAL/ODEF Supervisor to staff the ORAL.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 6 of 17

### 3.2.2 ACCESS TO ORAL

- (1) The ORAL is located on the second floor of the IE Systems Protection Warehouse located at 1017 12th Avenue S.W. (Reference EPIP Form ODEF-03))
- (2) Entry to the Offsite Radiological and Analytical Laboratory should only be made from the exterior entryway on the 12th Avenue side of the building (see Attachment 1, "Entrance/Exit Instructions for ORAL").

**NOTE**

The keys for the ORAL/ODEF are maintained at the Security Control Point (SCP), Chemistry Department, and in the Access Control office.

- (3) All personnel delivering samples to the ORAL should ring the doorbell to obtain access. The samples should be delivered to the Sample Receipt and Preparation Laboratory.

**NOTE**

All samples shall be received by an HP or Chemistry Technician only.

- (4) Personnel should not take any samples directly into the Counting Room.

### 3.2.3 SETUP OF THE ORAL

- (1) The ORAL Facility Supervisor will make necessary arrangements to have all laboratory counting equipment made operational as soon as possible.
- (2) Existing commercial telephone communications between the ORAL and the DAEC and EOF will be verified.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	EPIP 2.6
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 7 of 17

**NOTE**

The use of portable radio communication equipment (e.g., walkie-talkies) will not be permitted within the ORAL since such radiowave frequencies will interfere with the proper operation of the Radiation Detection systems.

- (3) The doorbell should be tested for operability. If it is not working, ensure the Offsite Teams are aware of this by contacting the EOF or OSC and having them inform the Offsite Teams.
- (4) The Offsite Decontamination Facility (ODEF) Health Physics Technicians will verify the operability of all portable radiation survey meters in use at the ORAL.
- (5) The ODEF Health Physics Technician will prepare a "Contaminated Area" within the Sample Receipt and Preparation Laboratory such that there is access from the hallway leading into the facility to the Counting Room, refer to Attachment 3 for area set up location.
- (6) When performing work in the hood, crack open an outside window and open the office room door to ensure an adequate supply of air to the lab area.

**3.2.4 NOTIFICATION OF ORAL OPERABILITY**

- (1) The ORAL/ODEF Facility Supervisor should notify the HP Supervisor at the DAEC and the Radiological Assessment Coordinator at the EOF when the ORAL is staffed and the laboratory and counting room equipment is operational. Denote this on the Electronic Status Board.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	<b>Rev. 9</b> <b>Page 8 of 17</b>

### **3.3 ORAL OPERATING PROCEDURES**

#### **3.3.1 RECEIPT OF SAMPLES**

**NOTE**

The sample runner should at all times avoid handling samples and should maintain good ALARA practices through the use of shielding including distance from the samples and limiting the amount of time in the sample area.

- (1) In accordance with EPIP 3.2, "Field Radiological Monitoring," personnel collecting samples are responsible for assuring that each sample is packaged in a plastic bag and sealed to prevent potential spread of radioactive contamination.
- (2) Also, in accordance with EPIP 3.2, personnel collecting samples are responsible for properly identifying each sample; to include the following information:
  - (a) Sample description
  - (b) Sample collection location
  - (c) Date and time of sampling
  - (d) Beta/Gamma radiation level at contact with sample container.
- (3) All samples shall be received by an HP or Chemistry Technician only.
- (4) In the case of milk samples, if spoilage could become a problem, add approximately 40 grams of sodium bisulfate to each gallon of milk.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 9 of 17

### 3.3.2 SAMPLE PREPARATION

- (1) The following actions should be taken by the ORAL Chemistry Technician:
  - (a) All sample identification information should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 ("Offsite Lab and Decontamination Facility (ORAL/ODEF)").
  - (b) All sample preparation or aliquoting for counting should be completed in the chemical fume hood.
  - (c) Each sample prepared for counting should be repackaged in a "clean" plastic bag. Care must be taken to mark the sample's DATA ID number on the new plastic bag.
- (2) As necessary, the chemical preparation of a sample will be completed using standard chemistry procedures as described in the DAEC Plant Chemistry Procedures.
- (3) All samples prepared for counting should temporarily be stored in the shielded storage cabinet located in the Sample Receipt and Preparation Laboratory. Samples prepared for counting should not be stored in the Counting Room.

### 3.4 SAMPLE ANALYSIS

- (1) The ORAL Chemistry Technician should complete sample analysis as described in the following instructions:
  - (a) PASAP 8.10, "Alpha/Beta Analysis of Samples Using the Tennelec LB 1000 at the ORAL".
  - (b) PASAP 8.13, "Gamma Isotopic at the ORAL"
- (2) If it is desirable to save a sample for any reason, such samples should be marked "SAVE," and should be placed inside the shielded storage cabinet located in the Sample Receipt and Preparation Laboratory.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	EPIP 2.6
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 10 of 17

- (3) After a sample has been counted and all results have been determined to be satisfactory, the sample should be marked for "DISPOSAL," and then the sample should immediately be returned to the Sample Receipt and Preparation Laboratory for disposal. Samples should not be stored or kept in the Counting Room. Disposal of any sample should not be completed unless authorized by the ORAL/ODEF Facility Supervisor.
- (4) After a solid sample (e.g., air filter, swipe, iodine cartridge, etc.) has been counted and satisfactory results have been obtained, the solid sample may be placed in the approved waste container located in the Sample Receipt and Preparation Laboratory for disposal.
- (5) All liquid samples may be disposed of by pouring the liquid into the chemical fume hood drain which is connected directly to a high integrity polyethylene storage bottle. Under no circumstances should any liquids be put into the solid waste container.
  - (a) An HP must periodically survey waste container to ensure dose is maintained ALARA.

### 3.5 DOCUMENTATION OF RESULTS:

- (1) All counting data and sample analysis results should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 ("Offsite Lab and Decontamination Facility (ORAL/ODEF)"). In addition, the printout for each sample analysis should be kept on file in the ORAL.
- (2) All sample results will be verbally communicated to the Radiological Assessment Coordinator at the EOF, or as necessary, to the Site Radiation Protection Coordinator or HP Supervisor at the DAEC, as soon as possible.

### 3.6 LIQUID WASTE TRANSFER

- (1) Liquid radioactive waste will be generated as liquid samples or from the preparation of samples for counting in the ORAL. Such radioactive liquid

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	<b>Rev. 9</b> <b>Page 11 of 17</b>

waste should be discarded only in the chemical fume hood drain. This drain is connected directly to a 10 gallon high-integrity polyethylene storage bottle located directly underneath the fume hood.

- (2) Radioactive liquid wastes should not be disposed of in the sink or toilet located in the restroom outside of the ORAL.
- (3) As necessitated by the volume of emergency operations involving liquid samples, the ORAL Chemistry Technicians will monitor and record the liquid waste levels in both ten (10) gallon storage tanks; i.e.:
  - (a) The 10 gallon bottle for the laboratory sink,
  - (b) The 10 gallon bottle for the chemical fume hood.
- (4) As the smaller 10 gallon storage bottles become full, the radioactive liquid may either be:
  - (a) Poured down the shower drain, or
  - (b) Properly packaged as required by DAEC Radwaste for transport to DAEC for ultimate processing and disposal.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 12 of 17

### **3.7 LIQUID WASTE STORAGE AND DISCHARGE**

- (1) As the 500 gallon storage tank becomes full, sampling and analysis of the contents will be completed in accordance with PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Lab and the Decontamination Facility."

**NOTE**

Radioactive liquid wastes should not be discharged into the Cedar Rapids sanitary sewage system unless written authorization has been granted by the Site Radiation Protection Coordinator.

### **3.8 SOLID WASTE PACKAGING AND DISPOSAL**

- (1) Solid radioactive waste will be packaged and disposed of as detailed in PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Offsite Lab and the Decontamination Facility."
- (2) Unless otherwise specified by DAEC Radwaste, all solid radioactive waste will be packaged in approved DOT specification containers (e.g., 55-gallon steel drum).
- (3) A radiation survey will be completed, and the contact and 3 foot from container radiation levels should be recorded on a label and affixed to the container, as required.
- (4) A loose contamination swipe of the container should be completed, and counted for both alpha and beta/gamma radiation. All swipe results should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 (Offsite Lab and Decontamination Facility (ORAL/ODEF)).
- (5) The waste container may then be moved out of the Sample Receipt and Preparation Laboratory via the warehouse freight elevator and temporarily stored in the designated area in the basement of the facility.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 13 of 17

- (6) The storage area will be designated as a temporary "Radioactive Materials Storage Area" and properly posted, as required in 10CFR Part 20.

**NOTE**

This temporary storage area should be established in close proximity to the Offsite Decontamination Facility 500 gallon storage tank.

- (7) DAEC Radwaste will be requested to have the waste containers properly labeled, and then picked up for transport back to DAEC for ultimate disposal.

### **3.9 RADIOLOGICAL MONITORING OF THE ORAL**

- (1) Radiological surveys for both radiation levels and for loose contamination (i.e., both alpha and beta/gamma radiation) should be conducted as necessary during the operation of the ORAL. Air sampling should be performed as necessary to ensure habitability of the facility.
- (2) During the emergency operation of the ORAL, such radiological surveys should be completed at least once a day.
- (3) All radiological survey results should be recorded, and kept on file in the Offsite Radiological and Analytical Laboratory.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 14 of 17

### **3.10 DEACTIVATION OF THE ORAL**

#### **(1) Deactivation Responsibility**

- (a) The ORAL/ODEF Supervisor will deactivate the Offsite Radiological and Analytical Laboratory upon authorization of either the Site Radiation Protection Coordinator at the DAEC or the Radiological Assessment Coordinator in the EOF.**
- (b) Prior to returning counting room equipment to normal status, a "background" count should be taken to monitor for any potential detector contamination.**
- (c) The ORAL Chemistry Technicians will then proceed to return the counting room equipment to its normal status. (See PASAP 8.12, "Routine Maintenance of the DAEC Offsite Radiological and Analytical Laboratory", and EP-009A).**

#### **(2) Resupply of the Offsite Radiological and Analytical Laboratory**

- (a) The ORAL/ODEF Supervisor will be responsible for assuring the completion of the resupply of the Offsite Radiological and Analytical Laboratory, as necessary.**
  - i) Chemical and laboratory supplies must be reinventoried and restocked, as necessary.**
  - ii) P-10 Counting Gas for the Tennelec LB 1000 Detector System must be inventoried. At least one extra full tank should be available.**
  - iii) Liquid Nitrogen (LN:12.) for the HPGe Detector System must be inventoried and resupplied as necessary.**
  - iv) Miscellaneous supplies and forms must be reinventoried and restocked, as necessary.**

#### **(3) Summary Report of Offsite Radiological and Analytical Laboratory Activities**

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	EPIP 2.6
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 15 of 17

- (a) The ORAL/ODEF Supervisor will be responsible for preparing a summary report of ORAL Activities conducted during the emergency activation period.
- (b) This summary report should include all sample results as processed in the ORAL, including sample log forms and all reporting forms.

#### **4.0 RECORDS**

All records generated by this procedure shall be maintained in accordance with DAEC QA Record Retention requirements.

#### **5.0 REFERENCES**

- (1) Duane Arnold Energy Center Emergency Plan
- (2) PASAP 8.12, "Routine Maintenance of the DAEC Off-site Radiological and Analytical Laboratory"
- (3) PASAP 8.10, "Alpha/Beta Analysis of Samples Using The Tennelec LB 1000 at the ORAL"
- (4) PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Offsite Lab and the Decontamination Facility"
- (5) PASAP 8.13 "Gamma Isotopic at the ORAL"
- (6) PASAP 8.20, "Offsite Lab and Decontamination Facility (ORAL/ODEF)"
- (7) RWH 3403.4 - "Waste Segregation and Handling"
- (8) PCP 6.12 - "Gross Water Activity"
- (9) PCP 6.11 - "Gross Gamma Activity"

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
<b>ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY</b>	Rev. 9 Page 16 of 17

- (10) PCP 6.2 - "Sample Preparation for the Counting Room"
- (11) PCP 6.1 - "General Considerations for Counting Radioactive Samples and Recording Results"
- (12) PCP 2.8 - "Collection and Analysis of Particulate and Iodine Filters From the Gaseous Effluent Monitors"
- (13) PCP 7.5 - "Tennelec Low Background Counter Model LB 1000"
- (14) HPP 3103.02 - "Radiation and Contamination Survey Performance and Documentation"
- (15) Manual of Protective Action Guides and Protective Actions for Nuclear Incidents" (EPA 520/1-75-001A Dated January 1990)
- (16) Operating License

**6.0 ATTACHMENTS**

Attachment 1, "ENTRANCE/EXIT INSTRUCTIONS FOR ORAL"

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	EPIP 2.6
ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 9 Page 17 of 17

**ATTACHMENT 1**  
**ENTRANCE/EXIT INSTRUCTIONS FOR ORAL**

**Entrance Instructions:**

Deactivate door locking mechanism by holding your Alliant Tower security badge to the card reader outside door of facility. If access has been granted to your badge it will click and allow you to open door.

After entering the door, immediately to your right, will be another card reader. Present your badge to this card reader. The system will click and the yellow light will disappear and the green light will flash. This allows you to proceed upstairs and unlock the doors. An alarm will sound if you attempt to unlock the doors without having presented your badge to disarm the system. If entering the building with a group, only the first person in the group needs to swipe. Unlike DAEC security systems, it is not necessary for each person to swipe their card.

If you should lose your badge between the outside card reader and the inside card reader, entering CMD/ENT-21-8517-CMD/ENT will also disarm the system and allow you to proceed.

**Exit Instructions:**

Upon exiting the building, ensure lab and holding area doors have been shut. The system will not arm if these two doors are not secure.

Press CMD/ENT twice on the keypad. Reactivate door locking mechanism by holding your Alliant Tower security badge to the card reader inside door of facility. You will get the message to EXIT NOW. It is not necessary for each individual to swipe out - only the last person.

If alarm does not set (message EXIT NOW) you will get a message. Pressing CMD/ENT - 31- 8517 - CMD/ENT will tell you what zones within the building faulted.

If you have any questions or concerns about arming or disarming the system, please call Tower Security at 398-3506 for assistance.

**IN THE EVENT OF A READ EMERGENCY, OR DURING DRILL PLAY, UPON ENTERING THE FACILITY PLEASE CALL THE GUARD DESK AT THE TOWER, 398-3506 AND REPORT YOUR ACTIVITIES. THEY CAN THEN DISARM THE SYSTEM, ALLOWING INDIVIDUALS WITHOUT ACCESS TO THE BUILDING TO ENTER WITHOUT SWIPING AT THE OUTSIDE DOOR.**

**EMERGENCY ACTION LEVEL NOTIFICATION FORM**

<b>INITIAL ROLL CALL</b>  <input type="checkbox"/> Benton County <input type="checkbox"/> Linn County <input type="checkbox"/> Iowa EMD	<b>MESSAGE INITIATED</b>  Time: _____  Date: _____	<b>1. STATUS</b>  <input type="checkbox"/> [A] ACTUAL  <input type="checkbox"/> [B] DRILL (or from SIMULATOR)	<b>2. FACILITY IN COMMAND &amp; CONTROL</b> [A] Control Room.....2222 [B] TSC.....3333 [C] EOF.....4444 [D] Simulator.....1111	<b>3. ACCIDENT CLASSIFICATION</b> [A] UNUSUAL EVENT [B] ALERT [C] SITE AREA EMERGENCY [D] GENERAL EMERGENCY [E] RECOVERY [F] CANCELLATION/TERMINATION
---	--	---	--	---

4. **EAL CLASSIFIED @ TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PAR DETERMINATION @ TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(For "EAL CLASSIFIED", fill in blank below **AND** circle appropriate letter or number applicable under Category, Classification and Sequence. For EALs with multiple initiating conditions, specify in section 11 which initiating condition is applicable.)

**EAL** \_\_\_\_\_

Category (circle one)				Classification (circle one)				Sequence # (circle one)						
A	F	H	S	U	A	S	G	1	2	3	4	5	6	7

<b>5. RELEASE TO ENVIRONMENT</b> [A] NONE (Plant S/D and depressurized) [B] BELOW FEDERAL LIMITS (No High High KAMAN alarm) [C] AT, OR ABOVE, FEDERAL LIMITS (High High KAMAN alarm)	<b>6. TYPE OF RELEASE (check all that apply)</b> [A] RADIOACTIVE GAS (FILTERED) [B] RADIOACTIVE GAS (UNFILTERED) [C] RADIOACTIVE LIQUID	<b>7. PROJECTED DURATION OF RELEASE:</b> [A] NOT APPLICABLE [B] UNKNOWN (4 hour default) [C] RELEASE DURATION _____ hour(s)
---	--	--

8. **WIND DIRECTION:** FROM \_\_\_\_\_ DEGREES

9. **WIND SPEED:** \_\_\_\_\_ MILES/HR

10. **UTILITY PROTECTIVE ACTION RECOMMENDATIONS**

Unusual Event	Alert	Site Area Emergency
<input type="checkbox"/> [A] None	<input type="checkbox"/> [B] None	<input type="checkbox"/> [C] Activate the Prompt Alert and Notification System AND Place dairy animals within the entire EPZ on stored feed and covered water.

**General Emergency**

<input type="checkbox"/> [D] Default Recommendations from EPIP 3 3, OR dose projections ≥ 1 REM TEDE or 5 REM CDE @ 0-2 miles from site boundary.  Activate the Prompt Alert and Notification System, Place dairy animals within the entire EPZ on stored feed and covered water <b>AND</b> Evacuate within a 2 mile radius and to 5 miles in the downwind subareas.	<input type="checkbox"/> [E] Dose projections ≥ 1 REM TEDE or 5 REM CDE @ 2-5 miles from site boundary.  Activate the Prompt Alert and Notification System, Place dairy animals within the entire EPZ on stored feed and covered water <b>AND</b> Evacuate within a 2 mile radius and to 5 miles in the downwind subareas, and shelter downwind subareas from 5 miles to EPZ edge.	<input type="checkbox"/> [F] Dose projections ≥ 1 REM TEDE or 5 REM CDE @ 5-10 miles from site boundary.  Activate the Prompt Alert and Notification System, Place dairy animals in the entire EPZ on stored feed and covered water <b>AND</b> Evacuate within a 2 mile radius, evacuate from 2 miles to EPZ edge in downwind subareas, and shelter as appropriate beyond EPZ edge.
---	---	--

11. **ADDITIONAL INFORMATION (See Page 2 for instructions):**

---



---

12. **APPROVED BY:** \_\_\_\_\_ (OSM, EC, or ER&RD) **(DATE)** \_\_\_\_\_ **(TIME)** \_\_\_\_\_

13. STATE PROTECTIVE ACTIONS	0-2 m	2-5 m	5-10 m	10-EPZ
Shelter Subareas (circle appropriate subareas)	1	2, 3, 4, 5, 6, 7, 8	9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22	23,24
Evacuate Subareas (circle appropriate subareas)	1	2, 3, 4, 5, 6, 7, 8	9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22	23,24

<b>MESSAGE TRANSMITTED BY:</b>	<b>FINAL ROLL CALL (INITIALS)</b>
Name: _____ Facility: _____ Time: _____	Benton: _____ Linn: _____ Iowa EMD: _____

**EMERGENCY ACTION LEVEL NOTIFICATION FORM**  
**INSTRUCTIONS FOR USE**

Complete the notification form as follows:

**INITIAL ROLL CALL** - Dial 9999 (#### to stop the ringing) and mark appropriate box for the applicable agency as they answer the initial roll call.

**MESSAGE INITIATED** - Document the time and date at the completion of the initial roll call.

**Read Items 1-12 on Notification Message Above** - Read message from Item 1 through to Item 12, (For example, "One, bravo, drill. Two, delta, simulator..." etc.

**Items 1, 3, 4, 5, 6, 8, 9 & 10 MUST be accurate** - The accuracy of these items will count towards Performance Indicator credit. If any of these items are in error, the Notification is considered inaccurate.

1. **STATUS** - Mark the letter corresponding to the appropriate status description. Unless an **ACTUAL** event is taking place, ALL Drills, Exercises, Table Top Drills and LORT notifications will be marked as "DRILL".
2. **FACILITY IN COMMAND & CONTROL** - Mark letter corresponding to the facility in command & control. Phone numbers listed are Microwave numbers for the facility.
3. **ACCIDENT CLASSIFICATION** - Mark the letter corresponding to the latest classification issued by the ERO facility.
4. **EAL CLASSIFIED** - Fill in the time and date at which this new accident classification was determined. Enter "N/A" if this notification is not for a new classification.  
**PAR DETERMINATION** - Fill in the time and date at which this new PAR was determined. Enter "N/A" if this notification is not for a new PAR.  
**EAL** - Fill in and circle the current On-Site Emergency Action Level (EAL) code number. If this is a termination message, leave this portion of the section blank and note termination in section 11..
5. **RELEASE TO ENVIRONMENT** - Mark the letter corresponding to the appropriate description.
6. **TYPE OF RELEASE** - Mark the letter(s) corresponding to the appropriate release type(s). Filtered releases flow through any operable Standby Gas Treatment System to Offgas stack. An unfiltered release is one that is entering the environment by a path other than the SBTG System. If the release has multiple paths to the environment, mark **ALL** appropriate types of releases.
7. **PROJECTED DURATION OF RELEASE** - Mark the letter corresponding to the appropriate release duration. If the release duration is known, indicate appropriate hours and minutes that the release will last.
8. **WIND DIRECTION** - Fill in the direction in degrees, from where the wind is originating.
9. **WIND SPEED** - Fill in the wind speed in miles/hour.
10. **PROTECTIVE ACTION RECOMMENDATIONS** - Check one of the boxes corresponding to the appropriate default Protective Action Recommendation. Refer to EPIP 3.3 for guidance on Protective Action decision-making.
11. **ADDITIONAL INFORMATION** - Additional information should be included when, at a minimum,:
  - Abnormal radioactive releases begin or terminate
  - A wind shift results in additional downwind subareas (see EPIP 3.3 Att. 2)
  - Changes to PARs
  - Corrections to current State/County notifications are made
  - Specify initiating condition for EALs with multiple initiating conditions.
12. **APPROVED BY** - Authorizing signature of OSM, EC, or ER&RD.
13. **STATE PROTECTIVE ACTIONS** - IF AVAILABLE, circle subareas the STATE has chosen to shelter or evacuate. If not available, leave this section blank.

**MESSAGE TRANSMITTED BY** - Fill in name of communicator, ERO facility, and time message completed.

**FINAL ROLL CALL** - Enter initials of agency representatives receiving this notification.