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PRC NC.EP-EP.ZZ-0402 000	3	A	1	H	157803
PRC AIEE TOC 000	12	A	1	H	157845
PRC NC.EP-EP.ZZ-0401 000	3	A	1	H	157782

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A045

PSEG NUCLEAR LLC
EOF IMPLEMENTING PROCEDURES
January 31, 2003

CHANGE PAGES FOR
REVISION #12

The Table of Contents forms a general guide to the current revision of each section of the EOF EPIP. The changes that are made in this TOC Revision #12 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
Page	Description	Rev.	Page	Description	Rev.
All	T.O.C.	12	All	T.O.C.	11
All	NC.EP-EP.ZZ-0401	03	ALL	NC.EP-EP.ZZ-0401	02
All	NC.EP-EP.ZZ-0402	03	ALL	NC.EP-EP.ZZ-0402	02
All	NC.EP-EP.ZZ-0701	06	ALL	NC.EP-EP.ZZ-0701	05

**PSEG NUCLEAR LLC EMERGENCY PLAN
EOF IMPLEMENTING PROCEDURES
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January 31, 2003**

AIEE TOC
PSEG
EOF
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**CONTROL
COPY # EPIP059**

EMERGENCY OPERATIONS FACILITY (EOF) PROCEDURES

EMERGENCY COORDINATOR RESPONSE:		<u>Revision Number</u>	<u>Number of Pages</u>	<u>Effective Date</u>
NC.EP-EP.ZZ-0401(Q)	Emergency Preparedness Coordinator Response	03	7	01/31/2003
NC.EP-EP.ZZ-0402(Q)	Site Support Manager Team Response – EOF	03	6	01/31/2003
NC.EP-EP.ZZ-0403(Q)	Public Information Liaison (PIL) – EOF	03	4	03/14/2002
NC.EP-EP.ZZ-0404(Q)	Protective Action Recommendations (PARS) Upgrades	01	10	09/14/2000
NC.EP-EP.ZZ-0405(Q)	Emergency Termination/ Reduction/Recovery	01	22	02/29/2000

ENGINEERING RESPONSE (EOF):

NC.EP-EP.ZZ-0501(Q)	EOF – Integrated Engineering Response	01	6	02/06/2002
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RADIATION PROTECTION RESPONSE (EOF):

NC.EP-EP.ZZ-0601(Q)	Radiological Support Manager And Radiological Assessment Staff Response	05	24	10/04/2002
NC.EP-EP.ZZ-0602(Q)	EOF Radiological Dose Assessment	02	19	10/04/2001
NC.EP-EP.ZZ-0603(Q)	Field Monitoring	05	49	07/03/2002
NC.EP-EP.ZZ-0604(Q)	Helicopter Plume Tracking	01	10	05/24/2001

ADMINISTRATIVE SUPPORT RESPONSE (EOF):

NC.EP-EP.ZZ-0701(Q)	Administrative Support - EOF	06	18	01/31/2003
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NC.EP-EP.ZZ-0401(Q) Rev. 03

EMERGENCY PREPAREDNESS COORDINATOR RESPONSE

USE CATEGORY: **II****REVISION SUMMARY:**

1. Added a new EPC attachment containing guidelines for classification and PAR upgrades titled, Attachment 2, Classification Guidelines.
2. Step 5.1.5 revised to include ECG Attachment 5 for EPC procedure pick-up documents.
3. Step 5.1.8 revised to include requirement to post targeted EOF activation time. Also, deleted phone coverage step as it is now contained in EPEP 402.
4. Added new step 5.2.1 directing implementation of the newly developed Attachment 2, Classification Guidelines (referenced above).
5. Revised note indicating that EOF Operations Advisor now assists EOF Communicators, as needed (rather than the EPC). Also, indicated primary TSC contact/counterpart for the EPC is the emergency preparedness advisor (EPA) and to expect/provide routine updates/communications.
6. Added new step 5.2.6 for directing the Operations Advisor to assist or otherwise oversee the EOF Communicators in their duties, as needed (referenced above).
7. Revised public information liaison (PIL) section of Attachment 1, EOF Briefing Checklist, to include indication of any unresolved technical questions from the emergency news center (ENC) - for possible discussion during EOF leads briefings.
8. Defined numerous acronyms and clarified a number of references used throughout the procedure.
9. This revision satisfies the requirement for a biennial review.

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COPY # EP/POS9

IMPLEMENTATION REQUIREMENTS

1-31-2003

APPROVED: _____


EP Manager

1-17-03
Date

APPROVED: _____


Director - Operations

1/17/2003
Date

EMERGENCY PREPAREDNESS COORDINATOR RESPONSE

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1.0 PURPOSE

Provides the Emergency Preparedness Coordinator (EPC) duties during a declared emergency.

2.0 PREREQUISITES

2.1 Prerequisites to be Followed Prior to Implementation:

2.1.1 Implement this procedure at:

- The discretion of the emergency response manager (ERM).
- Upon staffing of the emergency operations facility (EOF).

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Precautions and Limitations to be Followed Prior to Implementation:

3.1.1 Initials should be used in the place keeping sign-offs, instead of checkmarks.

3.1.2 Personnel who implement this procedure shall be trained and qualified IAW the Emergency Plan.

4.0 EQUIPMENT REQUIRED

As provided in the EOF.

NOTE

The EOF Operations Advisor will assist the EOF Communicators with their duties, as required.

The primary TSC contact/counterpart for the EPC is the emergency preparedness advisor (EPA). Expect to receive and routinely provide communications and updates with the EPA.

5.0 PROCEDURE

INITIALS

5.1 Prior to activation, the EPC should:

- 5.1.1 IF the EPC is first to arrive, THEN begin performing the following setup duties. As personnel arrive, shift to a supervisory role and assure the following actions are performed correctly. _____
- 5.1.2 VERIFY/DIRECT Admin Staff to synchronize the digital clock with safety parameter display system (SPDS) time. _____
- 5.1.3 ACTIVATE the EOF public address (PA) system in conference room, test microphone, and provide it to the ERM. _____
- 5.1.4 SET-UP nuclear emergency telecommunications system (NETS) telephone extension in the conference room for ENC to monitor briefings. (Request I.T. Support Spvr. to tape phone cord down.) _____
- 5.1.5 OBTAIN controlled working copies of NC.EP-EP.ZZ-0102(Q), NC.EP-EP.ZZ-0404(Q), NC.EP-EP.ZZ-0405(Q), and event classification guide (ECG) Attachments 2, 3, 4, and 5. (Provide copies to ERM at appropriate times.) _____
- 5.1.6 VERIFY appropriate (effected unit) status boards, EAL wall charts, and SPDS are displayed. _____
- 5.1.7 INTRODUCE Lead State Reps to Engineering and Rad Pro section Leads, as appropriate. _____
- 5.1.8 INITIATE a brief meeting with the ERM to establish expectations concerning the following:
 - Log book usage
 - Three-way communications
 - POST targeted EOF activation time (or capable of activating time)
 - Turnover and EOF activation methods including status of station status checklist (SSCL) timing
 - Page announcements to inform EOF staff of changing conditions
 - Routine communications with State Directors
 - Include EOF State Reps in decision making conferences
 - EPC assures that EOF State Reps understand basis for GE & PAR
 - Conference Room status update meetings to include the following:
 - ◆ Use of EOF Briefing Checklist
 - ◆ Establish predesignated meeting times or intervals
 - ◆ Have participants introduce themselves during first meeting
 - ◆ Designate someone to cover ERM phone in EOF

- ◆ Keep meetings short
- ◆ EPC responsible for action tracking and assignments

- 5.1.9 REMIND the ERM to periodically contact/brief State Directors. _____
- 5.1.10 REMIND the ERM to conduct status meetings and to provide at
least, a five minute warning prior to meeting, whenever possible. _____
- 5.1.11 VERIFY the Leads report to status meetings in a timely fashion. _____
- 5.1.12 REMIND the ERM to brief EOF Staff upon changing conditions. _____
- 5.1.13 INVITE EOF State Reps to ERM meetings and conferences. _____
- 5.1.14 TRACK actions assigned during Leads meetings. _____
- 5.1.15 REVIEW ERM procedure, NC.EP-EP.ZZ-0102(Q) and ECG
Attachments 2, 3, and 4 for accuracy and completeness. _____
- 5.1.16 ACT as initial liaison for NRC Team, as appropriate. _____

5.2 Upon activation of the EOF, the EPC should:

5.2.1 IMPLEMENT Attachment 2, Classification Guidelines, anytime conditions requiring Event Classification or PAR Upgrades arise. _____

5.2.2 VERIFY State representatives are present during general emergency (GE) and protective action recommendation (PAR) development conferences. _____

5.2.3 VERIFY States understand basis for any GE/PAR decisions. _____

5.2.4 REVIEW all initial contact message forms (ICMFs) for accuracy and completeness. _____

5.2.5 PROVIDE direction to Information Technology Support Supervisor on any known computer or communications equipment problems. _____

5.2.6 DIRECT Operations Advisor to assist EOF Communicators, as required. _____

5.2.7 PROVIDE 8 1/2" x 11" copies of Attachment 1, EOF Briefing Checklist, to EOF leads for reference during leads' briefings. _____

5.3 After Termination or Recovery, the EPC should:

ENSURE that the EOF is restored to a state of readiness. _____

6.0 RECORDS

Forward all completed EPEPs/Forms/Attachments to the Emergency Preparedness Manager.

7.0 REFERENCES

7.1 References
None

7.2 Cross References
PSEG Nuclear Emergency Plan

ATTACHMENT 1

Page 1 of 1

EMERGENCY OPERATIONS FACILITY (EOF) BRIEFING CHECKLIST	
ERM Emergency Response Manager	CAUSE/TYPE/EXTENT OF EMERGENCY TURNOVER STATUS (OS/EDO) EXCHANGING INFO WITH OS/EDO/NJ/DE SHORT/LONG TERM DISPOSITION OF UNAFFECTED UNITS RECOVERY TEAM STATUS, IF APPROPRIATE
SSM Site Support Manager	CURRENT OPERATIONAL STATUS TO INCLUDE FISSION PRODUCT BARRIERS EQUIPMENT/POWER AVAILABILITY SITE PROTECTION/SECURITY CONCERNS PAR UPGRADE RECOMMENDATIONS ACCOUNTABILITY/SITE EVACUATION STATUS STATUS OF EMERGENCY NOTIFICATIONS/TURNOVER CONDITION OF CORE/COOLING CAPABILITY CONTAINMENT ATMOSPHERIC CONDITIONS GEWESTINGHOUSE SUPPORT STATUS
TSM Technical Support Manager	FUEL DAMAGE ASSESSMENT/PROVIDED BY TSC PROBLEM SOLVING ASSIGNMENTS/PRIORITY LIST ENGINEERING ACTIVITIES UNDERWAY AT THE TSC ENGINEERING SUPPORT REQUESTED AND STATUS LICENSING SUPPORT ACTIVITIES
RSM Radiological Support Manager	PLUME DOSE PROJECTED/FIELD MEASURED PAR INFO: SECTORS/DISTANCE/EVAC TIME ESTIMATES PAR UPGRADE RECOMMENDATIONS RADIATION EXPOSURE CONTROL/HABITABILITY CONCERNS MET DATA FORECAST/CONDITIONS KI RECOMMENDATIONS LONG TERM HEALTH PHYSICS SUPPORT INGESTION PATHWAY/MILK/VEGETATION
ASM Administrative Support Manager	FOOD/LODGING/TRANSPORTATION ARRANGEMENTS 24 HOUR SHIFT RELIEF ROSTER DEVELOPED/REVIEWED HELICOPTER – ETA EXTERNAL ASSISTANCE REQUESTED STATUS OF ADDITIONALLY NEEDED SUPPORT PERSONNEL FINANCES/PAYROLL/VOUCHERS/PETTY CASH CORPORATE SUPPORT AVAILABILITY/STATUS/NEEDS
PIL Public Information Liaison	ENC PRESS RELEASES ONGOING/REVIEWED/POSTED ENC INFORMATION EXCHANGE ADEQUATE NEXT SCHEDULED ENC NEWS BRIEFING UNRESOLVED TECHNICAL QUESTIONS FROM ENC
NJ/DE New Jersey / Delaware Representatives	OFFSITE SIRENS ACTIVATED/REACTIVATED RIVER ALERTING IN PROGRESS/COMPLETED EAS MESSAGES ON AIR/UPDATED PROTECTIVE ACTIONS TAKEN BY STATES ARE INFORMATION NEEDS BEING MET
ALL	ADDITIONAL NEEDS SPECIAL ASSIGNMENTS/REQUESTS

ATTACHMENT 2 CLASSIFICATION GUIDELINES

NOTE

A hand held, electronic countdown timer is normally kept on the EPC desk. Depress the appropriate hour/minute buttons to set the countdown. The timer can be reset at any time by pressing and holding down the reset button.

1. **START** a 10-15 minute countdown timer to alert the team of the approaching expiration of the allotted 15 minute assessment time window. This is performed upon initial recognition of changing plant conditions that could warrant official event classification escalation or PAR upgrade decisions.
2. **RESET** the timer upon event classification/PAR upgrade decision and **START** a 10-12 minute countdown timer for Communicator notifications (allow 3-5 minutes to get the agencies on the line).
3. **ASSIST** the ERM in following the guidelines provided below for event classification/escalation or PAR change decisions:

GUIDELINES

- When plant conditions change, make event classification the #1 priority for your entire facility; particularly your facility leads
- Keep yourself and your teammates focused on event classification and big picture indications
- Manage/minimize distractions (phones, people chatting, etc.)
- Manage the clock - make use of the allotted 15 minute classification assessment time
- Use other facilities for backup/consensus decision-making
- For a General Emergency, don't let PAR development detract from event classification time. PAR's are done after an event is classified as a General Emergency
- Utilize input from all of your facility teammates and other facilities
- Avoid drill mentality (UE, Alert, SAE, GE progression)

PSEG Internal Use Only

Page 1 of 1

PSEG NUCLEAR L.L.C.

NC.EP-EP.ZZ-0402(Q) Rev. 03

SITE SUPPORT MANAGER TEAM RESPONSE - EOF

USE CATEGORY: II

REVISION SUMMARY:Biennial Review x Yes No

- Re-ordered procedure steps 5.1.2 - 5.2.6 for better flow, priority, and efficiency.
- Revised step 5.2.2 to indicate PECP/Exelon (vs. Conectiv).
- Revised step 5.2.4 to add the words, "If directed by the ERM".
- Revised step 5.2.12 to include phone coverage arrangements.
- Attachment 1 (pg. 2 of 2) - Split one bullet into two separate bullets at top of page as there are two different action steps (MONITOR and ENSURE).
- Revision satisfies all biennial review requirements.

IMPLEMENTATION REQUIREMENTS

1-31-2003

PSE&G
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APPROVED: _____


EP Manager1-17-03
Date

APPROVED: _____


Director - OperationsN/A
Date

SITE SUPPORT MANAGER TEAM RESPONSE - EOF

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1.0 PURPOSE

Provides the Site Support Manager (SSM) and Staff duties during a declared emergency.

2.0 PREREQUISITES

2.1 Prerequisites to be Followed Prior to Implementation:

2.1.1 Implement this procedure at:

- The discretion of the Emergency Response Manager (ERM).
- Upon staffing of the Emergency Operations Facility (EOF).

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Precautions and Limitations to be Followed Prior to Implementation:

3.1.1 Initials should be used in the place keeping sign-offs, instead of checkmarks, if more than one person may implement this procedure,.

3.1.2 Personnel who implement this procedure shall be trained and qualified IAW the Emergency Plan.

4.0 EQUIPMENT REQUIRED

As provided in the EOF.

NOTE

Should the ERM be unable to fulfill the duties of Emergency Coordinator (EC) for any reason (e.g., sudden illness, accident, etc.) the Site Support Manager (SSM) may assume the duties and responsibilities of EC until another qualified ERM arrives at the facility.

5.0 PROCEDURE

5.1 The SSM should prepare to activate the EOF as follows:

5.1.1 NOTIFY the ERM of your arrival.

- 5.1.2 **DIRECT** the Communicators to **IMPLEMENT** Attachment 1, SSM Staff Actions. _____
- 5.1.3 **INITIATE** and **MAINTAIN** a chronological log of SSM activities/events. _____
- 5.1.4 **OBTAIN** a briefing from the Technical Support Supervisor (TSS), in the Technical Support Center (TSC), on plant status. _____
- 5.1.5 **BRIEF** SSM Staff on emergency conditions: _____
- Operations Advisor
 - Communicator #1 (EOF1)
 - Communicator #2 (EOF2)
 - EOF Security Force Member
- 5.1.6 **NOTIFY** the ERM when ready to assume Emergency Response function. _____

5.2 Upon Activation of the Facility, the SSM should:

- 5.2.1 **DIRECT** staff and **ASSIGN** tasks. _____
- 5.2.2 **DESIGNATE** a team member as primary contact with the following as necessary: [see EP Phone Number Directory, NC.EP-WB.ZZ-0001(Z), for vendor listing]. _____
- General Electric Corp. - for Hope Creek
 - Westinghouse Corp. - for Salem
 - PECO/Exelon
- 5.2.3 **REQUEST** additional support from PSE&G Research Corporation (Maplewood Research/Testing Lab), if needed. (Contacts for non-working hours are listed in EP Phone Directory, NC.EP-WB.ZZ-0001(Z). _____
- 5.2.4 **IF** directed by the ERM, **THEN ENSURE** the Operational and Radiological Information sections of the Station Status Checklist are completed, reviewed, and approved for distribution to the States. _____
- 5.2.5 **IMPLEMENT** the Event Classification Guide and **PROVIDE** Emergency Action Level recommendations to the ERM _____
- 5.2.6 **PREPARE** Initial Contact Message Form (ICMF) for changes in Event Classification/Protective Action Recommendations (PAR) and **PROVIDE** to the ERM for review and approval. _____

5.2.7 **ENSURE** State Representatives in the EOF are provided with the basis for any classification or PAR changes. _____

5.2.8 **NOTIFY** the ERM regularly of: _____

- Operations assessment of plant conditions.
- Site Support operations in progress.
- Site Support operations planned.
- Site Accountability and Evacuation Status.
- Site Protection and Security concerns.

5.2.9 **GIVE** technical information and briefings to the Public Information Liaison (PIL) to support ENC operations. _____

5.2.10 **DISCUSS** event mitigating actions and recommendations with the Technical Support Manager (TSM) and TSS. _____

5.2.11 **IMPLEMENT** recovery planning if directed by the ERM. _____

5.2.12 **ENSURE** EOF command and control and phone coverage is assigned to an individual prior to the team holding briefings outside the EOF proper. _____

5.3 **Upon Event Termination, the Site Support Manager should:**

5.3.1 **ENSURE** restoration of facility to its original state. _____

6.0 **RECORDS**

6.1 Forward all completed EPEPs/Forms/Attachments to the EP Manager

7.0 **REFERENCES**

7.1 References
None

7.2 Cross References
PSEG Nuclear Emergency Plan

**ATTACHMENT 1
SSM STAFF ACTIONS****PAGE 1 OF 2****1.0 PRIOR TO ACTIVATION OF THE FACILITY, THE SSM STAFF SHOULD:**

- **VERIFY** communication capabilities with other Emergency Response Facilities using NETS, ESSX, and DID systems.
- **PERFORM** telecopier test or **COORDINATE** with Administrative Support team to **VERIFY** operability of equipment.
- **OBTAIN** anticipated Communicator Attachments from Event Classification Guide work file drawer.
- **OBTAIN** a turnover briefing from Technical Support Center Communicators to include the following information:
 - Current ECG attachment number being implemented.
 - Status of notifications being made.
 - Due time for next Station Status Checklist (SSCL).
 - Request copy of Initial Contact Message Form (ICMF), if necessary.
 - Note any special communication problems, number changes, or contacts
 - Further note any relevant operational status.
 - Give communicator your name/phone extension and advise that you will notify him when your Facility is activated to assume Communicator duties.
- **DESIGNATE** Communicator 1 (EOF1) for voice notification duties, Communicator 2 (EOF2) for form preparation/coordination, and Operations Advisor for status board maintenance and open line communications with the TSC Operations Advisor. If a fourth Communicator is available, assign to NRC-ENS telephone duty and control of SPDS display.
- **ENSURE** that all status boards displayed are for the correct site; (Salem/Hope Creek).

2.0 UPON FACILITY ACTIVATION, THE SSM STAFF SHOULD:

- **ASSUME** all emergency communications functions when Facility is declared activated.
- **IMPLEMENT** Event Classification Guide Attachments only as directed by the Emergency Response Manager (ERM).

ATTACHMENT 1

PAGE 2 OF 2

- **MONITOR** all Telecopier activity including transmissions and malfunctions.
- **ENSURE** all data forms are initialed/signed off.
- **ESTABLISH** timetable for telecopier transmission of critical data forms ensuring deadlines are met.
- **ENSURE** all notifications and procedural requirements are completed accurately and on time.
- **MONITOR** status boards ensuring accuracy and timely updates.
- **NOTIFY** the ERM of communication status and **PERFORM** ERM requests.
- **REVIEW** Communicator ECG Attachments ensuring completeness and accuracy.
- **ENSURE** that security status and on-going challenges are checked by the Security Force Member

3.0 UPON TERMINATION OF THE EVENT, THE SSM STAFF SHOULD:

- **ASSIST** in restoration of the facility to its original state.
- **SEND** all completed EPEPs, forms, and attachments to the EP Manager.

NC.EP-EP.ZZ-0701(Q) – Rev. 06

ADMINISTRATIVE SUPPORT - EOF

USE CATEGORY: **II**

REVISION SUMMARY:

Biennial Review x Yes No

Attachment 2, IT Support Supervisor Checklist revised per drill comments.

Added shift time line in Attachment 4.

IMPLEMENTATION REQUIREMENTS

Effective Date: 1-31-03.

PSE&G
CONTROL
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APPROVED: _____


Emergency Preparedness Manager

1-20-03
Date

APPROVED: _____

N/A
Director Site Operations

Date

ADMINISTRATIVE SUPPORT - EOF

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1.0 PURPOSE

To provide direction for the emergency actions of the Administrative Support Manager (ASM) and Administrative Support Team in the Emergency Operations Facility (EOF).

2.0 PREREQUISITES

This procedure should be implemented:

2.1 Upon the discretion of the Emergency Response Manager (ERM).

2.2 Upon staffing of the Emergency Operations Facility (EOF)

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Emergency Staffing / Relief

3.1.1 The ASM, the Administrative Support Supervisor (ADMSS) in the Technical Support Center (TSC) and the Emergency News Center (ENC) Operations Supervisor in the ENC should coordinate the assessment and completion of minimum staffing of the Emergency Response Facilities (ERFs).

3.1.2 After completion of initial staffing, the ASM, ENC Operations Supervisor and ADMSS should begin to assess and arrange relief staffing in order to continue 24-hour minimum staffing of ERFs.

3.2 Emergency Documentation / Records Control

3.2.1 All written communications and documentation produced during an emergency are important for recording actions taken and reconstruction of events.

3.2.2 The ASM should ensure that EOF Administrative Support Team captures and controls all faxed material (both received and generated) throughout the emergency on Form 1 Telecopy Log Form .

4.0 EQUIPMENT REQUIRED

Telephones and Telecopiers
Reprographics Equipment
Stationery Supplies

5.0 PROCEDURE

5.1 Administrative Support Manager/Staff

- 5.1.1 **INITIATE AND MAINTAIN** a chronological log of activities and events. _____
- 5.1.2 **INFORM** Emergency Response Manager (ERM) of arrival and when prepared to assume functional duties. _____
- 5.1.3 **DIRECT** staff to verify operation of the following:
 - Telephone lines _____
 - Telecopiers _____
 - Reprographics equipment _____
- 5.1.4 **DIRECT** the Information Technology (IT) Support Supervisor to implement Attachment 2 of this procedure. _____
- 5.1.5 **DIRECT** any communications, data transmission, and computer problems to the IT Support Supervisor for resolution. _____
- 5.1.6 **COORDINATE** mobilization of additional personnel at all Emergency Response Organization (ERO) locations as required. _____

5.2 Prior to Activation of Facility

- 5.2.1 **SET** the digital wall clock according to Safety Parameters Display System (SPDS) time (large screens). **SET** the clock in the Admin Support area. **Announce** to the members in the facility this has been done. _____
- 5.2.2 **Cover** the clock in Conference Room 47. This clock cannot be set locally. _____
- 5.2.3 **RUN** test copy through copy machine **AND MAKE** copies of any data sheets found in telecopier tray for distribution. _____
- 5.2.4 **ENSURE** data sheets are properly date-stamped and initialed prior to distribution. _____
- 5.2.5 **RUN** telecopier test to ensure proper operation of equipment. _____

5.2.6 **DESIGNATE** Administrative Support Team members to perform the following duties:

- A. **PERFORM** telecopier and copy machines duties (i.e., receive and stamp incoming forms and make sufficient copies for distribution).
- B. **UTILIZE** Form 1 to keep track of all documents received and sent.
- C. **PLACE** a sequential log number on the Form 1 AND on the upper left-hand corner of each page of each form.
- D. **MAINTAIN** original as the record copy placed face down in the incoming basket in Admin Support work area, in sequential order.
- E. **DISTRIBUTE** copies to staff by placing a copy in each burgundy in-basket.
- F. **ASSIST** in updating key status boards and electronic status boards.
- G. **PLACE** signs (8) on outer parameters of the EOF locked doors, stating emergency/drill in progress.
- H. **OBTAIN** additional administrative supplies as needed from anywhere in the Nuclear Training Center (NTC).

5.2.7 **ESTABLISH** contact with the Administrative Support Supervisor (ADMSS) in the TSC and the ENC Operations Supervisor.

5.2.8 **DIRECT** Personnel Supervisor to perform the following:

- A. **LOCATE** the Emergency Callout System Staffing Report on the fax machine in your area.
- B. **REVIEW** the staffing report to ensure all response positions have been filled. Refer to Section 5.4 for additional instructions on Initial Staffing.

5.2.9 **IF** EOF area does not appear to be setup correctly, **THEN** **COORDINATE** area setup as per EOF layout in Attachment 3.

5.3 Post Activation of Facility

5.3.1 **IF** directed by ERM to initiate/plan-for shift relief, **THEN** **ESTABLISH** 24-hour personnel coverage (Two 12-hour

shifts)/personnel recall for all Emergency Response Facilities (ERFs) as follows:

- **DIRECT** Personnel Supervisor to implement Section 5.6 Shift Relief
OR
- **DIRECT** Personnel Supervisor to implement a manual callout, which may be used in place of the automated callout. EOF Shift Relief Schedule/Manning Chart, Attachment 4, may be used to aid in manning. Manual callout should be completed in accordance with Attachment 5, Emergency Callout Instructions. Assist/Coordinate manual callout with the ADMSS and ENC Operations Supervisor in performing a manual callout as needed for their reliefs.

5.3.2 **DESIGNATE** Administrative Support Team members to continue to perform the following duties:

- A. **PERFORM** telecopier and copy machines duties (i.e., receive and stamp incoming forms and make sufficient copies for distribution).
- B. **UTILIZE** Form 1 to keep track of all forms received and sent.
- C. **PLACE** a sequential log number on the Form 1 AND on the upper left-hand corner of each page of each form.
- D. **MAINTAIN** original as the record copy placed face down in the incoming basket in Admin Support work area, in sequential order.
- E. **DISTRIBUTE** copies to staff by placing a copy in each burgundy in-basket.
- F. **ASSIST** in updating key status boards and electronic status boards.

5.3.3 **DETERMINE** the needs for food, lodging, equipment, and transportation for EOF/Emergency News Center (ENC) personnel **AND COORDINATE** any similar needs for onsite facilities with the Administrative Support Supervisor at the TSC.

5.3.3.1 **IF** catering services are not available during emergencies/severe weather conditions

- **THEN DISTRIBUTE** as needed, emergency food packets which are stored in the food bin lockers

located in Room 50. Keys to unlock the food bin lockers are located in the red lock box outside the EOF.

5.3.4 **IF** there is a serious injury or fatality of a PSEG Nuclear employee

- **THEN NOTIFY** the employee's department manager and direct the department manager to coordinate notification of the employee's family.
- **ENSURE** that the Public Information Liaison (PIL) does not provide information concerning the name of the subject employee to the ENC before it is certain that the employee's family has been notified.

5.3.5 **COORDINATE** the support items listed on Attachment 1 for the Station Emergency Response Team using EOF purchasing representative in the EOF.

NOTE

Reference EP Phone directory (Emergency Personnel Phone Lists) for additional/alternate telephone numbers.

5.3.6 **IF** the emergency is classified a Site Area Emergency or higher

THEN CONTACT one of the Claims Department personnel listed in the PSEG Support Department list in the EP Phone directory. **INFORM** the individual there is an emergency at PSEG Nuclear which will require the Claims Department to prepare for property insurance claims and mobilization.

5.4 Emergency Callout System Instructions - Initial Staffing

- 5.4.1 **LOCATE** the Callout System Staffing Report on the fax machine in your area. _____

NOTE

The Staffing Report is by position in alphabetical order.

- 5.4.2 **REVIEW** the staffing report to ensure all response positions have been filled **AND MAKE NOTE** of any unfilled positions. _____

- 5.4.3 **IF** all positions are filled

THEN ADVISE the ERM that all positions are filled **AND** proceed to step 5.6 when shift relief is required. _____

- 5.4.4 **IF** any positions are identified as unfilled

THEN immediately **INFORM** the ERM. **ADVISE** the ERM that the callout system will generate a Staffing Report every 30 minutes from the time of system activation. If the report is ≥ 60 minutes, proceed to section 5.5.1. _____

5.5 Emergency Callout System Instructions - Unfilled Positions Only

- 5.5.1 **ADVISE** ERM that you will initiate manual callout for all remaining unfilled positions IAW "Confidential Emergency Personnel Directory." _____

A. **REFER** to the Staffing Report **AND CREATE** a list of all unfilled positions. _____

B. **OBTAIN** from file cabinet in Room 50, the "Confidential Emergency Personnel Directory" for the effected Station **AND CROSS-REFERENCE** names that correspond with the unfilled positions identified in Step 5.4.2/5.6.5 if performing this step for shift relief. _____

- 5.5.2 **IF** the emergency is taking place during normal work hours Monday through Friday

THEN UTILIZE office extensions and pagers listed in the "Confidential Emergency Personnel Directory". _____

- 5.5.3 **IF** plant page support is required

THEN REQUEST the ADMSS to coordinate contacting personnel who may be on site. _____

- 5.5.4 **IF** the emergency is taking place during off hours, weekends, or holidays,

THEN CONTACT appropriate personnel at their home telephone number or pager listed in the "Confidential Emergency Personnel Directory" maintained in file cabinet in Room 50 in accordance with Attachment 5, Emergency Callout Instructions . _____

5.6 **Emergency Callout System Instructions - Shift Relief**

- 5.6.1 **IF** shift relief is required

CONFER with ERM and Radiological Support Manager (RSM) to determine if shift relief personnel should report directly to their ERFs or if an alternate destination should be selected/required due to radiological or environmental conditions. Mark the decision with an "X" below and Record alternate destination in space provided in Step 5.6.3.: _____

_____ **NORMAL DESTINATION** _____ **ALTERNATE DESTINATION**

THEN if normal destination is desired contact the EPA (TSC) or the EPC (EOF) and request that he/she activate the Emergency Callout System for an Emergency using the confidential envelop in the work files marked EPC. All facilities should make an announcement that the Emergency Callout System is about to be activated for shift relief and personnel in the facilities should not respond when their pager activates. _____

- 5.6.2 **INSTRUCT** the EPC to contact you immediately if there is a failure detected in the system - provide your telephone number to the EPC. _____

THEN Implement Attachment 1 of EPIP 204 S/H. _____

- 5.6.3 **IF** "Alternate Destination" is selected

THEN DETERMINE the exact destination and implement Attachment 1 of EPIP 204 S/H. Examples of Alternate Destinations follow: _____

Holiday Inn, Bridgeport, New Jersey

Nuclear Training Center Salem, New Jersey

Record "Alternate Destination" and/or Special instructions:

5.6.4 **IF** all relief positions are filled

THEN ADVISE the ERM that all positions are filled. _____

5.6.5 **IF** any relief positions are identified as unfilled

THEN immediately **INFORM** the ERM. If the report \geq 60 minutes refer back to Step 5.5.1. _____

5.6.6 **WHEN** relief staffing is complete,

ADVISE ERM that staffing is complete. _____

5.6.7 Before ERO shift relief commences, **RECOMMEND** to the ERM that all personnel in all ERFs being relieved of duty receive a report back time to their facility (12 hours after shift turnover). _____

5.7 **Event Termination/Closeout**

5.7.1 **RESTORE** the Facility to its original state and implement NC.EP-DG.ZZ-0002(Z) – Maintenance of Emergency Response Facilities, Attachment 2. _____

5.7.2 **VERIFY** that there are five (5) copies of each procedure and attachment in each file. _____

5.7.3 **REMOVE** all signs placed on EOF doors. _____

5.7.4 **ENSURE** that the EOF is made ready for another emergency before leaving the facility. _____

5.7.5 **ATTACH** any referenced or completed EIPs and attachments. _____

5.7.6 **FORWARD** all completed documents to the Manager – EP. _____

6.0 **RECORDS**

EP - Manager EP to ensure that procedure is retained as a record.

7.0 **REFERENCES**

7.1 **References**

7.1.1 PSEG Nuclear LLC Emergency Plan

7.2 Cross References

7.2.1 Emergency Response Callout/Personnel Recall EPIP 204H

7.2.2 Emergency Response Callout/Personnel Recall EPIP 204S

ATTACHMENT 1
Page 1 of 1
Support Items List

Personnel

- a. Clerical
- b. Custodial
- c. Labor Manpower

Lodging/Transportation

- a. Motel/Hotel
- b. Transports from airports
- c. Rental Cars
- d. Reservations - air, etc.

Equipment

- a. Furniture – desks, etc.
- b. Audio/Visual equipment
- c. Office supplies

Office Services

- a. Reprographics
- b. Word processing
- c. Typing

Administrative Services

- a. Labor Relations

Food

- a. Meals for 24-hour operation
- b. Bottled water

Communications

- a. Telephones
- b. Beepers
- c. Mobile Units

Procurement/Purchasing

- a. Onsite Supplies/Equip.

Fiscal Services

- a. Petty Cash
- b. Expense Accounts
- c. Payroll

Facilities

- a. Sanitary
- b. Trailers - mobile offices

ATTACHMENT 2
Page 1 of 2
IT Support Supervisor Checklist

The IT Support Supervisor should perform the following:

Initials

- RECORD your name on EP status board. _____
- REPORT to ASM (briefing). _____
- UPDATE the ASM on changing TC System Status
 - a. Contact 5555, (option 0) _____
- VERIFY operability of communication equipment
 - a. Walkdown all equipment within EOF building
 - b. Verify communications to the Salem and Hope Creek Control Rooms, TSC and ENC _____
- CHECK status of IT Infrastructure/facility
 - a. Walkdown all equipment within EOF building _____
- Inform IT Client services of the Emergency status, X5555.
 - a. Obtain information concerning any Nuclear specific service outages _____
 - b. Obtain support as needed to assist with Emergency response support _____

CAUTION

Personnel reporting to the site (outside of the Protected Area) must be cleared through the RSM in the EOF and continuously accounted for to ensure their safety. Personnel reporting within the protected area must be cleared through the Radiological Assessment Coordinator (RAC) in the TSC and report to the Operations Support Center (OSC) for briefing prior to dispatch to the work location.

- IMPLEMENT, as needed, ND.IN-TS.ZZ-4006(Z) IT Disaster Recovery Procedure.
 - a. If needed, coordinate additional IT support callout with ASM & RSM.
- EVALUATE with EOF staff assistance if emergency has any IT impact
 - a. PSEG Applications Home Page: <http://tsapps.pseg.com/> and _____
 - b. Document the "what-ifs", what/how would be effected (high level) _____

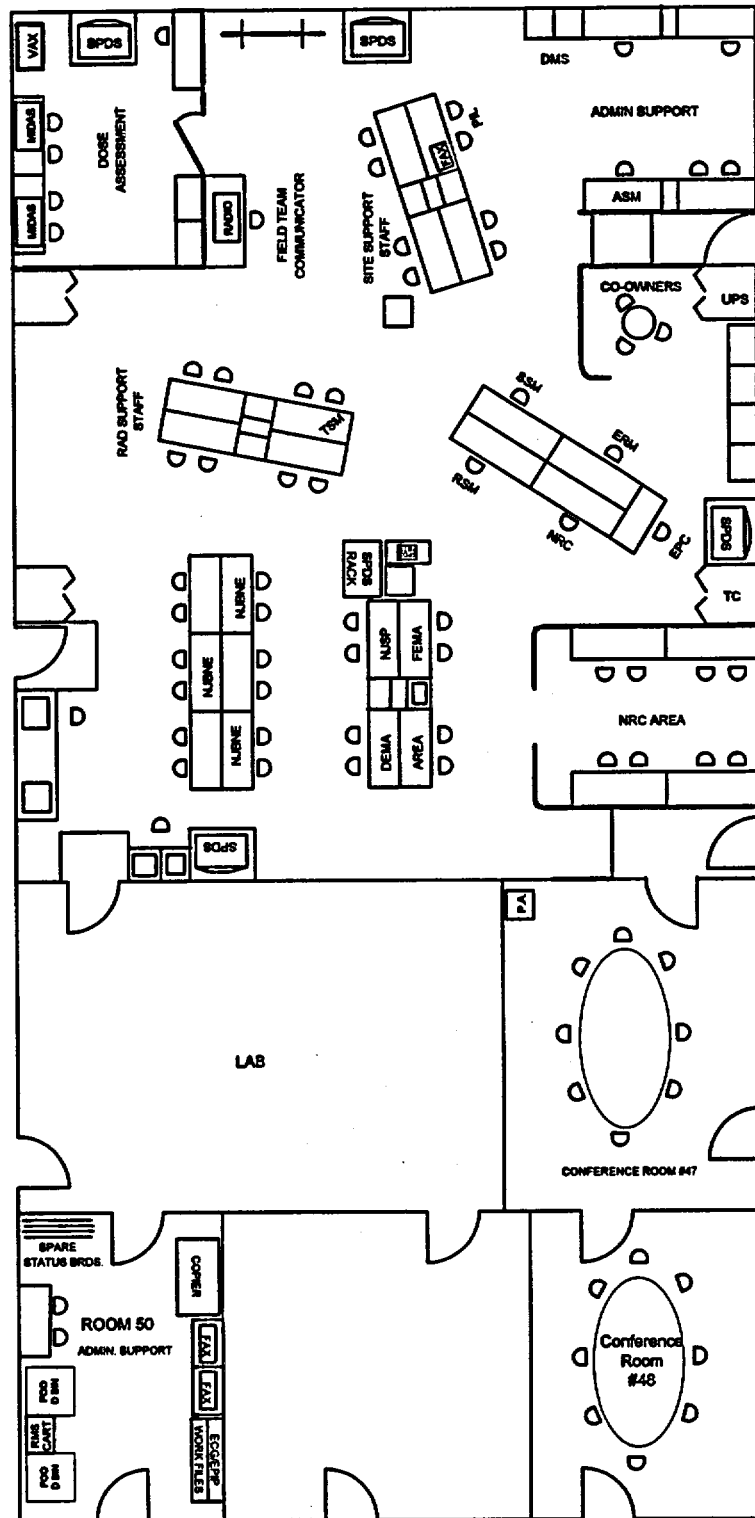
ATTACHMENT 2
Page 2 of 2
IT Support Supervisor Checklist

Initials

- If manned, NOTIFY Nuclear Network Operations staff (x-7008) that there are to be no changes to production applications during actual Emergencies or drills without the approval of the EOF IT Supervisor. _____
- FORWARD all completed forms to the ASM upon termination. Attach any referenced or completed procedures and attachments.
 - a. Log & IT Support supervisor checklist _____

ATTACHMENT 3

EMERGENCY OPERATIONS FACILITY LAYOUT



ATTACHMENT 4

Page 1 of 1

EOF SHIFT RELIEF SCHEDULE/MANNING CHART

Date: _____

Time: _____

POSITION	TITLE	SHIFT #1 (: to :) (Current shift)	SHIFT #2 (: to :) (Relief shift)
A-01	Emer Response Manager		
A-05	Emer Prep Coord		
G-13	Public Info Liaison		
D-01	Rad Support Manager		
D-02A	Rad Assess Duty Tm		
D-02A	Rad Assess Duty Tm		
D-02B	Rad Assess Supt Tm		
D-02C	Rad Assess Supt Tm		
D-03	Offsite Team Coordinator/Field Team Communicator		
D-04A	Offsite Tm RP Monitor		
D-04A	Offsite Tm RP Monitor		
D-04B	Offsite Tm Driver		
D-04B	Offsite Tm Driver		
F-09	Tech Support Manager		
J-01	Admin Support Manager		
J-02A	Personnel Supervisor		
J-02B	Purchasing Support		
J-02D	Admin Support		
J-02D	Admin Support		
J-02D	Admin Support		
J-02D	Admin Support		
J-02E	IT Support Supervisor		
A-02	Site Support Manager		
I-05A	SSM Staff Ops Advisor		
I-05	SSM Staff – EOF Comm 1		
I-05	SSM Staff – EOF Comm 2		
I-04	Security Force Member *		

*Coordinate shift relief with Security

ATTACHMENT 5
Page 1 of 1
Emergency CALLOUT Instructions

All personnel being called out to respond to an emergency should be asked the following:

- a. "Have you refrained from the consumption of alcohol in the past five (5) hours?"

YES

NO

- b. "Do you feel that you are fit for duty and able to report?"

YES

NO

If response to question a and b is YES, continue with callout message or instructions.

If response to question a or b is NO, inform personnel that no further action is required and they may be called at a later time for shift relief callout. Continue with additional callout until the position is filled.

When staffing is complete, advise ERM and continue with other duties as required.

Always refer back to this attachment when calling out additional support for the emergency response for any reason.

PAGE _____ OF _____

[illegible]

LEGEND:

DADS = Dose Assessment Data Sheet
ICMF = Initial Contact Message Form
NRCD = NRC Data Sheet (2 pgs.)
PDL = Plant Display Locations (2 pgs.)
RE = Reduction in Event
SSCL = Station Status Checklist (2 pgs.)