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United States Nuclear Regulatory Commission
ATTENTION: Document Control Desk
Washington, DC 20555

SHEARON HARRIS NUCLEAR POWER PLANT
DOCKET NO. 50-400/LICENSE NO. NPF-63
CHANGE TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

Dear Sir or Madam:

In accordance with 10 CFR 50, Appendix E, Progress Energy Carolinas, Inc. (alternately known as Carolina Power & Light Company) is transmitting one copy each of recently revised Harris Nuclear Plant Emergency Plan implementing procedures. The enclosure to this letter identifies the revised emergency plan implementing procedures and the effective date.

If you should have any questions regarding this submittal, please do not hesitate to contact me at (919) 362-3137.

Sincerely,

A handwritten signature in cursive script that reads 'John R. Caves'.

John R. Caves
Supervisor, Licensing/Regulatory Programs
Harris Nuclear Plant

MGW

Enclosures

c: Mr. J. B. Brady (NRC Senior Resident Inspector, HNP)
Mr. L. A. Reyes (NRC Regional Administrator, Region II) two copies of procedure
Mr. C. P. Patel (NRC Project Manager, HNP)

Progress Energy Carolinas, Inc
Harris Nuclear Plant
P O Box 165
New Hill, NC 27562

7045

CHANGES TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>EFFECTIVE DATE</u>
PEP-270 Revision 9	Activation and Operation of the Emergency Operations Facility	01/24/03
PEP-110 Revision 11	Emergency Classification and Protective Action Recommendations	01/29/03



I
INFORMATION USE

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-270
TITLE: Activation and Operation of the Emergency Operations Facility

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1.0 PURPOSE

1. This procedure implements Section 2.4 and Section 3.5 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Emergency Operations Facility (EOF).

2.0 INITIATING CONDITIONS

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

3.0 PROCEDURE STEPS

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

1. Attachments 1-23 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.
3. Attachment 24 is used by the EOF Logkeeper to log in/out of the ERFIS facility logs.
4. Attachment 25 is used by the ERFIS Operator to display ERFIS data.

3.0 PROCEDURE STEPS (continued)

IF YOUR ERO POSITION IS:	REFER TO POSITIONAL ATTACHMENTS
EMERGENCY RESPONSE MANAGER (ERM)	PEP-270 Att 1 PEP-110 Att 4
EMERGENCY PREPAREDNESS ADVISOR	PEP-270 Att 2 PEP-110 Att 4
RADIOLOGICAL CONTROL MANAGER (RCM)	PEP-270 Att 3
TECHNICAL ADVISOR	PEP-270 Att 4
DOSE PROJECTION TEAM LEADER (DPTL)	PEP-270 Att 5
DOSE PROJECTION TEAM MEMBER	PEP-270 Att 6
ENVIRONMENTAL FIELD COORDINATOR (EFC)	PEP-270 Att 7
ENVIRONMENTAL TEAM MEMBER	PEP-270 Att 8
EOF HP TECHNICIAN	PEP-270 Att 9
COMMUNICATIONS MANAGER (CM)	PEP-270 Att 10 PEP-310 Att 1-5
EMERGENCY COMMUNICATOR-STATE/COUNTY	PEP-270 Att 11
EMERGENCY COMMUNICATOR-CORP COMM/JIC	PEP-270 Att 12
NEWS COORDINATOR	PEP-270 Att 13
REP - STATE/COUNTY EOC	PEP-270 Att 14
TECHNICAL ANALYSIS MANAGER (TAM)	PEP-270 Att 15
EOF SENIOR REACTOR OPERATOR	PEP-270 Att 16
EOF ACCIDENT ASSESSMENT TEAM (EOF AAT)	PEP-270 Att 17
EOF ERFIS OPERATOR	PEP-270 Att 18 PEP-270 Att 25
ADMINISTRATIVE AND LOGISTICS MANAGER (ALM)	PEP-270 Att 19
ADMINISTRATIVE TEAM LEADER	PEP-270 Att 20
EOF LOGKEEPER	PEP-270 Att 21 PEP-270 Att 24
ASSEMBLY AREA LEADER (AAL)	PEP-270 Att 22
EOF TELECOM/COMPUTER SUPPORT	PEP-270 Att 23

4.0 GENERAL

1. Prior to activation, the SEC-MCR may assign support function to the EOF as deemed necessary to relieve on-shift personnel.
2. The EOF must meet minimum staffing requirements for activation prior to the ERM relieving the SEC-MCR of his portion of emergency management responsibilities. Both the TSC and EOF will need to activate together.

4.0 GENERAL(continued)

3. If a position with an augmentation time requirement is not filled, a supervisory position may fulfill the responsibilities provided they are trained to perform the assigned activities of that position. For example: the Communications Manager could perform the duties of the State and County Communicator .
4. Logkeeping
 - a. Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.
 - b. Logs should include such information as:
 - 1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).
 - 2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).
 - 3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.
 - 4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.
 - 5) All records shall be made by black indelible means, such as ink or typing.
 - 6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.
 - c. Preparation of Activity Logs
 - 1) Initiate 'Log' as follows:
 - DATE: Enter the date that the log sheet is initiated.
 - PAGE OF : Enter "1" on the first page and sequential numbers on the following pages as they are used.

Logkeeping (continued)

- 2) Enter chronologically those events that are pertinent to the particular individual or organizations:
 - TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
 - SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.
- 3) Upon relief from the position, or termination of the emergency, complete the log as follows:
 - PAGE OF : Enter the total number of pages used at the top of each page (that is, Page 1 of 12, Page 2 of 12, and so forth).
 - NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.
- 4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.
- 5) Upon termination of the emergency or exercise/drill, provide all completed logs to Emergency Preparedness.

5.0 REFERENCES

5.1 Emergency Plan (PLP-201) References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.5, "Emergency Operations Facility"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-500, "Recovery"

5.3 Other References

1. EPL-001, "Emergency Phone List"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

EMERGENCY RESPONSE MANAGER CHECKLIST

Position Function: Provide overall authority for the direction and management of the CP&L response to an incident requiring implementation of the HNP Emergency Plan and command and control of the offsite emergency response.

Responsibility/Activity

✓

1. Assume the Position of Emergency Response Manager



- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Determine if restrictions on eating and drinking are in effect and ensure EOF personnel are aware of the restrictions.
- e) Perform a formal relief when permanently relieving another ERM.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- f) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Direct the EOF Logkeeper to maintain a facility log



3. Activate the Facility



NOTE: If a Security Threat/Event has been declared the responding OSC and TSC personnel may be directed to take shelter in place or assemble at the alternate assembly areas located at the Harris E&EC/EOF area.

- a) Assume command and control of the EOF.

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

EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity

✓



- 1) Direct the arriving EOF staff to prepare for facility activation and the assumption of emergency response duties (offsite and industry notifications, emergency classifications, dose assessment and PARs, and long term accident assessment and mitigation).
 - Direct the EOF SRO to monitor fission product barrier and plant status.
 - Direct the RCM to monitor radioactive release pathways.
- 2) Ensure communications have been established with the TSC, State and County EOCs, and Corporate Communications (or the JIC as applicable).
- 3) Contact the SEC-TSC to discuss the status of plant conditions and coordinate preparation for turnover of responsibilities from the SEC-CR.
- 4) Conduct a turnover conference call with the TSC and MCR (utilizing PEP-110 Attachment 4) to relieve the SEC-CR of the following responsibilities:
 - Formal notifications and communications with State and County officials.
 - Offsite Protective Action Recommendations.
 - Offsite dose projection.
 - Coordination of Environmental Monitoring Teams.
 - Notifications to other offsite organizations.
 - Approval of CP&L press releases.
 - Additional augmentation of the CP&L ERO.

EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity



- b) Ensure the other facilities and response organizations are notified of the EOF activation.

4. Evaluate the adequacy of the EOF staff for activation. Minimum staffing includes:



- ERM
- Emergency Preparedness Advisor
- Radiological Control Manager
- Dose Projection Team Leader
- Environmental Monitoring personnel (4)
- EOF HP Tech
- Communications Manager
- Emergency Communicator - State/County
- News Coordinator
- Technical Analysis Manager
- Admin and Logistics Manager

5. Review and Approve Emergency Notification Forms (non-delegable)



NOTE: Upgrading classification of the emergency should be performed as soon as verification of changed conditions is established but should not be beyond 15 minutes of recognition.

- a) Review plant conditions and provide concurrence with the SEC-TSC on changes to the classification level.
- b) Ensure formal initial and follow-up notifications are routinely provided to State and local agencies.
- 1) Review, edit and approve messages prior to release.
- 2) Ensure the CM performs notifications to the State and County authorities whenever an emergency is reclassified.

NOTE: Where lasting damage has occurred to the fission product barriers or to safety systems, transition to recovery based upon the criteria contained in PEP-500 rather than simply downgrading the emergency.

- c) Consult with State and County authorities prior to downgrading or terminating from a General Emergency.

EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity

✓

6. Determine Appropriate PARs (non-delegable)

☐

- a) Determine the appropriate PAR per PEP-110.
- b) Reevaluate the adequacy of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.
- c) Confer with State authorities prior to PAR issuance if possible.

NOTE:

- News releases do not have to be approved by the ERM if they contain only the JIC activation time, media/public inquiry telephone numbers, or media briefing times.
- These non-technical news releases are prepared by the JIC Director once the JIC is activated.

7. Review and approve CP&L news releases prior to issuance (non-delegable).

☐

8. Authorize offsite HNP emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr.

☐

9. Authorize the administration of KI to offsite HNP emergency workers when calculated or estimated doses to the thyroid will exceed 50 rem CDE.

☐

10. Review and approve the Severe Accident Management Strategy recommended by the TSC.

☐

- Evaluate the offsite consequences.

11. Conduct periodic briefings of State and local officials in the EOF on plant conditions and response activities.

☐

- a) Ensure verbal updates on the emergency condition are provided to the State and Counties at approximately 30 to 60 minute intervals, or more frequently as conditions warrant.
- b) Consult with Wake County or State personnel if decontamination of site personnel and/or vehicles can not be achieved.
- c) Notify Wake County or State personnel of the evacuation of contaminated site individuals and determine if monitoring and decontamination stations are in place.

EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity

✓

- d) Notify Wake County or State personnel to discuss whether relocation of site personnel to an off site assembly area should occur.

12. Assign personnel to prepare information to brief the NRC Site Team upon their arrival.

☐

13. Request assistance from Federal agencies in support of HNP response efforts.

☐

14. Maintain communications with the SEC-TSC to discuss plant conditions and on and off site response actions.

☐

15. Ensure the CM notifies appropriate offsite plant support agencies.

☐

- a) Ensure the CM notifies INPO and ANI within 4 hours of the declaration of an Alert or higher classification level.

- b) Ensure the CM notifies Nuclear Mutual Limited of any fire damage to HNP equipment.

- c) Approve notifications to INPO and ANI prior to transmission.

16. Establish Time Periods for and Conduct Periodic Facility Briefings

☐

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

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

- c) Instruct the EOF Logkeeper to keep track of briefing times and to provide prompts when briefings are due.

17. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

- a) Direct the ALM to develop shift relief schedules for CP&L ERO personnel.

- b) Coordinate onsite requests for support and resources with offsite services and organizations.

- c) Determine the need for additional assistance and direct the ALM/TAM to coordinate with the appropriate agency or company.

EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity

✓

18. Conduct Recovery Operations per PEP-500 when appropriate.

☐

19. Termination of the emergency

☐

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

b) Replenish content of your position book.

c) Restore the facility to stand-by readiness.

d) Inventory facility equipment if applicable.

EMERGENCY RESPONSE MANAGER CHECKLIST - EOF CHECKLIST

INTRAFACILITY BRIEFING GUIDELINE

DATE:

TIME:

RECAP CURRENT CONDITONS

- CLASSIFICATION
- PLANT CONDITIONS
- OFFSITE ACTIVITIES AND PRIORITIES
- PERSONNEL SAFETY ISSUES

RADIOLOGICAL

- Release
- PARs
- Plant conditions
- KI Issuance

NOTES:

COMMUNICATIONS/NOTIFICATIONS

- Local
- Regional
- National

NOTES:

ENGINEERING

1) Mitigating Activities

- strategies
- priorities

2) Equipment

- OOS
- Equipment Needs

NOTES:

LOGISTICS

- Onsite resources/Offsite resources
- Response teams
- Lodging, transportation, plant access

NOTES:

OFFSITE

- Facility Status
- Actions/Response

NOTES:

SET EXPECTATIONS

- ANTICIPATE OFFSITE CONDITIONS
- CRITICAL EOF ACTIVITIES
- OTHER AREAS OF FOCUS

EMERGENCY PREPAREDNESS ADVISOR CHECKLIST

Position Function: Provide guidance and information on the implementation of the Emergency Plan and procedure activities.

Responsibility/Activity

✓

1. Assume the position of Emergency Preparedness Advisor. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another EP Advisor.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Ensure that ERO personnel are performing their duties as defined by the appropriate PEPs. ☐
 - a) Assist with the activation of the ERFs.
 - 1) Verify that the EOF Security Guard is notified of the EOF activation announcement.
 - b) Assist the ALM in arranging the arrival, transportation, lodging, plant access, and food for personnel involved in the emergency.
 - c) Review the checklists of key EOF personnel to verify required activities are completed and assist as necessary.

EMERGENCY PREPAREDNESS ADVISOR CHECKLIST

Responsibility/Activity

✓

- 4. Coordinate the arrival of NRC and State/Local representatives with the ALM. ☐
- a) Support the briefing of the NRC Site Team using the Event Information Worksheet as a guide (PEP-110).
- b) Assist with the integration of State/NRC representatives within the facility.
- c) Familiarize off site officials with work locations, phones, etc.
- 5. Monitor status boards for accuracy. ☐
- 6. Participate in facility staff briefings. ☐
- 7. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- 8. Termination of the emergency ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Position Function: Direct and supervise the offsite radiological assessment and monitoring emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Radiological Control Manager.



- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Evaluate the need for dosimetry and inform the EOF-ERM.
 - 1) Direct personnel to obtain dosimetry from the supply cabinet when appropriate.
 - 2) Do not delay facility activation to issue dosimetry.
- d) Determine if restrictions on eating and drinking are in effect and ensure the Emergency Response Manager and EOF personnel are aware of the restrictions.
- e) Perform a formal relief when permanently relieving another RCM.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- f) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

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



3. Facility Activation



- a) Relieve the MCR of dose assessment responsibilities as soon as possible.

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Responsibility/Activity

✓

NOTE: Emergency release is defined as any unplanned quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency event.

- b) Determine if a release is in progress.
- 4. Develop and provide recommendations for EAL and classification level changes based on radiological considerations to the ERM. ☐
 - a) Compare dose projection and field survey results with EAL criteria to determine the impact on the existing classification level.
 - b) Notify the ERM of any EALs effected by changes in radiological conditions.
- 5. Develop and provide recommendations for offsite PARs based on radiological considerations to the ERM. ☐
 - a) Document HNP PARs whenever a General Emergency is declared.
- 6. Coordinate and direct the dose assessment and environmental monitoring efforts. ☐
 - a) Supervise the activities of the Technical Advisor and the Dose Projection Team Leader.
 - b) Ensure the Emergency Telecommunication System (ETS) is manned when requested by the NRC (principally by the Technical Advisor position).
 - c) Determine the periodicity of dose projection calculations.
 - d) Analyze dose assessment and environmental information to determine any actual or potential offsite consequences of the event.
 - 1) Ensure environmental monitoring is performed to confirm dose projections.
 - 2) Verify that projected dose is compared with actual readings.
 - e) Conduct periodic briefings with the ERM to discuss the status of offsite radiological information and assessments.

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Responsibility/Activity

✓

- f) Compare dose assessment and environmental monitoring efforts with the State Division of Radiation Protection in the State EOC and/or in the EOF
- g) Compare dose assessment and environmental monitoring efforts with the NRC Environmental Dose Assessment Coordinator once the NRC Site Team is in the EOF.

7. Determine and direct the requirements for offsite emergency exposure and contamination controls. ☐

- a) Evaluate the need for and coordinate the authorization of the allowance of offsite HNP emergency worker exposures > 5 Rem TEDE or entry into radiation fields greater than 25 rem/hr.

NOTE: ALARA considerations should be given for the protective ventilation envelope found within the EOF.

- b) Coordinate the authorization of the administration and issuance of KI to offsite HNP Emergency workers when calculated or estimated doses to the thyroid will exceed 50 rem CDE.
- c) Determine the appropriate use of protective clothing and respiratory protection equipment.
- d) Ensure personnel decontamination activities are conducted as necessary.
- e) Ensure appropriate bioassay procedures are implemented or developed to support the event.

8. Determine and direct EOF habitability controls ☐

- a) Ensure habitability surveys are performed in the EOF as per PEP-330.
- b) Ensure EOF food and drinking water supplies are consumable.
- c) Ban eating, drinking, smoking, and chewing at the GE declaration.

9. Ensure the activation of the EOF ventilation system, if needed. ☐

10. Maintain communications with the Radiological Control Director to discuss radiological conditions and on and off site response actions. ☐

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Responsibility/Activity

✓

- a) Periodically contact the RCD to provide updates on new dose projections, results of environmental monitoring and to provide technical assistance as needed.

11. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

- a) Request assistance for radiological monitoring support from outside sources as necessary.
- b) Coordinate with the ALM to provide additional environmental monitoring team members to support State monitoring activities upon request from the State Division of Radiation Protection.

12. Determine and establish controls for the storage and shipment of radioactive waste generated as a result of the event.

☐

- a) Coordinate the design of special packaging required for the transport of radioactive wastes resulting from the emergency.

13. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

TECHNICAL ADVISOR CHECKLIST

Position Function: Assist the RCM in fulfilling the radiological assessment and monitoring functions.

Responsibility/Activity

✓

1. Assume the position of Technical Advisor.

☐

a) Sign in on the facility organization chart.

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

c) Obtain dosimetry.

d) Perform a formal relief when permanently relieving another Technical Advisor.

1) Review the RCM's activity log.

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

e) Inform the RCM when temporarily leaving the work area (such as to the restroom).

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

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

2. Assist the RCM and DPTL in expediting the initial activities necessary to make the EOF ready for activation.

☐

NOTE: Facility status boards are formatted to support NRC ETS information communications.

3. Upon request from the NRC, continuously man the ETS line and provide radiological information using the status boards as a guide.

☐

4. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

TECHNICAL ADVISOR CHECKLIST

Responsibility/Activity

✓

5. Termination of the emergency



- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

DOSE PROJECTION TEAM LEADER CHECKLIST

Position Function: Coordinate and supervise the activities of the dose projection and environmental monitoring personnel and the EOF HP Technician.

Responsibility/Activity

✓

1. Assume the position of Dose Projection Team Leader.

☐

- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Perform a formal relief when permanently relieving another Dose Projection Team Leader.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

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

☐

3. Facility activation.

☐

- a) Relieve the MCR of dose projection responsibilities as soon as possible.

NOTE: Emergency release is defined as any unplanned quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency event.

- b) Determine if a release is in progress.
- c) Ensure communications with the RCD are operable.
- d) Assign personnel to track and post meteorological and radiological data in the main room of the EOF.

DOSE PROJECTION TEAM LEADER CHECKLIST

Responsibility/Activity

4. Perform offsite dose assessment to determine actual or potential consequences of the event. ☒
- a) Assign personnel to conduct source term and offsite dose calculations.
 - b) Obtain current and forecast meteorological information.
 - 1) Obtain met data from the plant met system or the contracted meteorological services vendor.
 - c) Obtain field survey and sample data necessary for dose projection activities from the Environmental Field Coordinator.
 - d) Provide results of offsite dose analysis consistent with the information necessary to develop dose based PARs.
 - 1) Prepare an Offsite PAR Worksheet for the RCM at the declaration of a General Emergency.
 - e) Perform dose calculations which are based on actual and adverse meteorological conditions. (Adverse meteorological looks at the worst case met conditions; 'G' stability class and wind speed of 1.0 mph).
 - f) Document and post dose projection results and meteorological data following RCM review and approval.
 - g) Recalculate actual dose projections at least once per hour or whenever significant radiological or meteorological changes occur.
5. Ensure habitability is established and periodic monitoring is conducted in the EOF as necessary. ☐
6. Ensure personnel monitoring is conducted in the EOF as necessary. ☐
7. Develop a field team deployment strategy to coordinate dose assessment and environmental monitoring activities. ☐
- a) Ensure the Environmental Field Coordinator directs the field teams in a manner which will provide the data necessary for dose projection activities.
 - b) Ensure the Environmental Field Coordinator has taken appropriate radiological precautions when directing the field team activities.

DOSE PROJECTION TEAM LEADER CHECKLIST

Responsibility/Activity

✓

NOTE: ALARA considerations should be given for the protective ventilation envelope found within the EOF.

- 8. Control the specified issuance of KI to offsite emergency workers when calculated or estimated doses to the thyroid will exceed 50 rem CDE. ☐
 - a) Direct team members to administer KI to EOF, Environmental Monitoring teams, Security and other trained response personnel outside the protected area.
 - b) Record KI issuance information.
 - c) Evaluate iodine uptakes for persons issued KI.
- 9. Conduct frequent discussions with State and Federal counterparts located in the EOF to compare information and coordinate monitoring activities. ☐
- 10. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- 11. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

DOSE PROJECTION TEAM MEMBER CHECKLIST

Position Function: Perform dose assessment as directed by the Dose Projection Team Leader.

Responsibility/Activity

✓

1. Assume the position of Dose Projection Team Member. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Dose Projection Team Member.
 - 1) Review the DPTL's activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform DPTL when temporarily leaving the work area (such as to the restroom).
2. Activate the dose assessment computer model. ☐
3. Provide dose assessment results to the Dose Projection Team Leader. ☐
 - a) Based on actual meteorological data.
 - b) Based on adverse met (Adverse meteorological looks at the worst case met conditions; 'G' stability class and wind speed of 1.0 mph).
4. Perform additional dose assessment related duties as instructed by the Dose Projection Team Leader. ☐
5. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
6. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the offsite radiological environmental monitoring emergency response actions.

Responsibility/Activity



1. Assume the position of Environmental Field Coordinator.

- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Perform a formal relief when permanently relieving another Environmental Field Coordinator.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

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



3. Obtain meteorological data from the DPTL, ERFIS or the contracted meteorological services vendor.



4. Supervise the activities of the plant Environmental Monitoring Teams.



- a) Ensure field team personnel are properly briefed and dispatched.
- b) Position teams downwind of the plant to take initial surveys prior to any release if possible.
- c) Implement the field team deployment strategy to obtain representative environmental information.

NOTE: Locations nearest the site boundary should have priority for environmental surveys.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Responsibility/Activity

✓

- 1) Direct field teams to survey the plume dose rates at various distances.
- 2) Attempt to determine plume width at various distances.
- 3) Obtain air samples of the plume for iodine analysis as soon as feasible.
- 4) Direct monitoring and sampling to assess ground deposition after plume passage.
- d) Ensure dispatched teams are periodically briefed on plant conditions.
- e) Maintain accountability of dispatched field team personnel.
 - 1) Maintain a list of personnel assigned to each environmental monitoring team and their locations.
- f) Control the specified issuance of KI to field team personnel.
 - 1) Direct team members to administer KI, as per PEP-330.
 - 2) Record KI issuance information.
 - 3) Evaluate iodine uptakes for persons issued KI.
- g) Determine and direct the placement of emergency environmental TLDs.
- h) Inform the DPTL if additional personnel or resources are needed.
- 5. Coordinate offsite field survey and monitoring efforts with the State to maximize resources. ☐
- a) Provide meteorological, radiological and release information to State environmental monitoring personnel.
- 6. Coordinate the assessment and analysis of field environmental samples with the HEEC and/or Division of Radiation Protection (DRP) as appropriate. ☐

Note: The DRP defines 1mrem/hr on contact with an environmental sample "Hot" or "High Risk". Hot samples should be identified to the Mobile Laboratory upon receipt.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Responsibility/Activity

✓

a) Sample delivery by the teams

- 1) Contact the DRP's Mobile Lab Coordinator and inform him/her of the estimated time of arrival (ETA) for CP&L's Environmental Monitoring Teams.
- 2) Request the location of the DRP's Mobile Lab and relay this to the CP&L Environmental Monitoring Teams.
- 3) Ensure the samples delivered to the Mobile Lab are labeled correctly.
- 4) Direct CP&L's Environmental Monitoring Teams back into the field or to a designated area for decontamination and debrief.

b) Sample delivery by a courier

- 1) Contact the DRP's Mobile Laboratory Coordinator and agree upon a low dose/contamination area location for sample exchange.
- 2) Provide this location to CP&L's Environmental Monitoring Teams and ensure they monitor the area upon arrival.
- 3) Ensure the samples delivered to the courier are labeled correctly.
- 4) Direct CP&L's Environmental Monitoring Teams back into the field or to a designated area for decontamination and debrief.

c) Sample delivery to the HEEC

Note: Environmental samples ≥ 1 mrem/hr will not be delivered to the Harris E&E Center for analysis.

- 1) Contact the HEEC Lab and inform them of the ETA of CP&L's Environmental Monitoring Teams.
- 2) Ensure the samples are labeled correctly.
- 3) Dispatch an HP Technician to the HEEC Lab to assist in the setup and handling of the radioactive samples.
- 4) Direct CP&L's Environmental Monitoring Teams back into the field or to a designated area for decontamination and debrief.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Responsibility/Activity

✓

- d) Request lab results from the DRP's Mobile Lab and/or the HEEC.
- e) Provide the results of field team surveys and samples to the DPTL.
- f) Evaluate sample results with EPA PAGs.
- g) Notify the DPTL of any emergency planning Subzones exceeding EPA PAGs as indicated by environmental measurement.
- 7. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- 8. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

ENVIRONMENTAL TEAM MEMBER CHECKLIST

Position Function: Conduct of offsite plume tracking, monitoring and sampling activities.

Responsibility/Activity

✓

- | | |
|---|--------------------------|
| 1. Assume the position of Environmental Team Member. | <input type="checkbox"/> |
| a) Sign in on the facility organization chart. | |
| b) Obtain the positional notebook/binder from the storage area. | |
| c) Obtain dosimetry. | |
| d) Assemble, obtain equipment, perform checks, obtain a briefing and proceed to the designated monitoring location. | |
| 2. Monitor radiation exposure levels and obtain guidance for entry into areas which exceed pre-established levels. | <input type="checkbox"/> |
| 3. Obtain air samples and measure air activity, when appropriate. | <input type="checkbox"/> |
| 4. Measure and record ambient radiation levels. | <input type="checkbox"/> |
| 5. Distribute emergency environmental TLDs. | <input type="checkbox"/> |
| 6. Collect, label and transport environmental samples. | <input type="checkbox"/> |
| 7. Advise, instruct and issue KI to field team members as directed. | <input type="checkbox"/> |
| 8. Return to the staging area and perform inventories. | <input type="checkbox"/> |
| 9. Termination of the emergency | <input type="checkbox"/> |
| a) Provide all logs and records to Emergency Preparedness upon termination of the emergency. | |
| b) Replenish content of your position book. | |
| c) Restore the facility to stand-by readiness. | |
| d) Inventory facility equipment if applicable. | |

EOF HP TECHNICIAN CHECKLIST

Position Function: Perform radiological control activities for the EOF.

Responsibility/Activity

✓

1. Assume the position of EOF HP Technician. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Notify the Dose Projection Team Leader (DPTL) of arrival.
- e) Perform a formal relief when permanently relieving another EOF HP Technician.
- f) Inform DPTL when temporarily leaving the EOF.
2. Ensure EOF personnel have signed out dosimetry from the Emergency Personnel Dosimetry Cabinet. If personnel have assigned TLD with him/her do not issue another facility TLD. Ensure all responding personnel have either a Self Reading Pocket Dosimeter (SRPD) or electronic dosimeter (EPD). ☐
3. Response check survey instruments. ☐
4. Confirm proper EOF ventilation system Radiation Monitoring operability, per Part 1, Sheet 4 of this Attachment. ☐
5. Confirm proper EOF ventilation system line-up, per Part 2, Sheet 4 of this Attachment. ☐
6. Start the EOF ventilation system if directed, per Part 3, Sheet 4 of this Attachment. ☐
7. Monitor the EOF ventilation system's radiation monitor approximately every hour during a known release per Sheet 5 of this Attachment. ☐
8. Shut down the EOF ventilation, if directed, per Part 4 Sheet 4 of this Attachment. ☐
9. Activate a frisker at the security station entrance to the EOF. ☐
- a) Post signs at the EOF entrance requiring personnel to frisk and the instructions for performing the frisk, if applicable.
- b) Inform the security guard that frisking is required and request that they notify the DPTL if the frisker alarms.
10. Perform EOF habitability surveys. ☐
- a) Perform EOF air samples when directed.

EOF HP TECHNICIAN CHECKLIST

Responsibility/Activity

✓

- b) Report the results of EOF habitability surveys to the DPTL.

11. Facility Deactivation.

☐

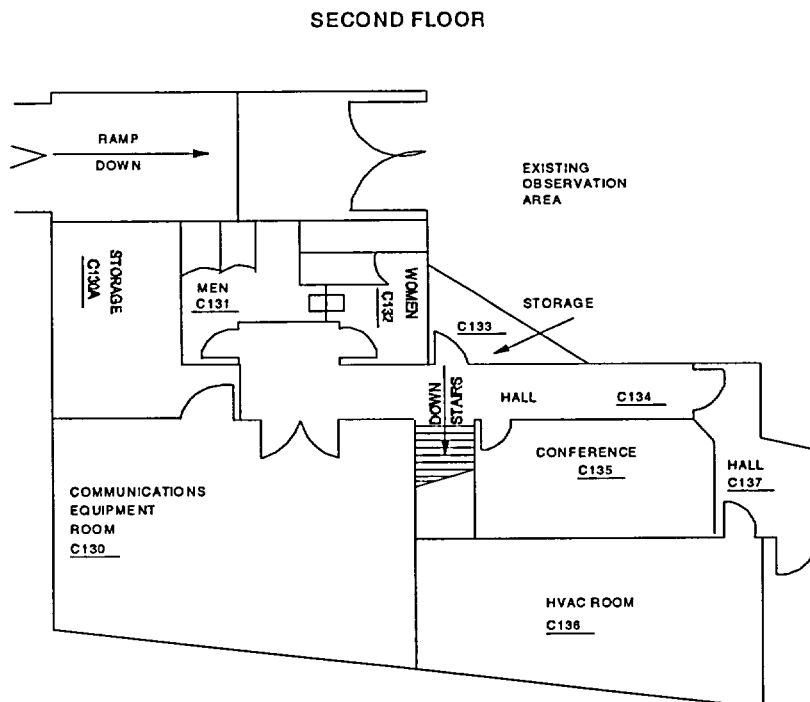
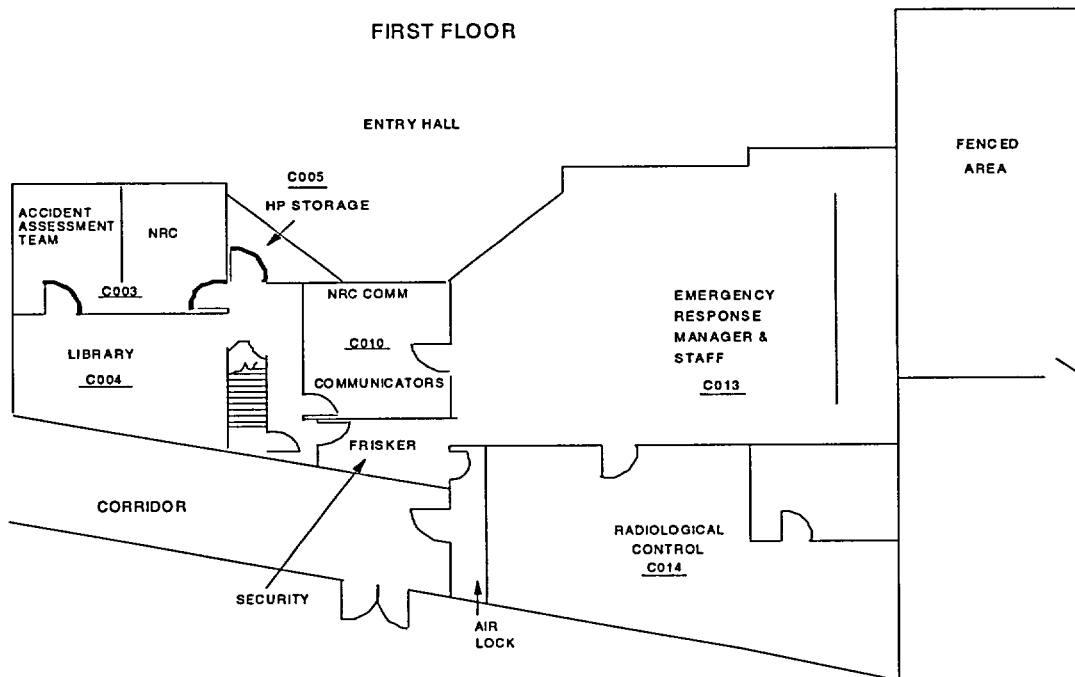
- a) Return all radiological equipment and supplies to the appropriate storage locations and perform inventories.
- b) Shutdown the EOF ventilation system and return to the normal mode, per Part 4, sheet 4 of this Attachment, if applicable.
- c) Collect dosimetry, record SRPD or EPD readings and forward EOF issued TLDs to dosimetry for processing.
- d) Complete all records and surveys and provide them to the DPTL.

12. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional notebook/binder.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment, if applicable.

EOF FLOOR PLAN



EOF VENTILATION SYSTEM STATUS CHECKLIST

PART 1: Check system operation (NORMAL MODE) on the EOF Ventilation System Radiation Monitor in the Radiological Control Room (C014) as follows:

1. Check that the large green OPERATE light ⁽¹⁵⁾ is ON. ☐
2. Check that the small green LED "OPER" lights ⁽¹⁴⁾ are on for channels 1 and 2. ☐
3. Perform a source test. (Key for source test is located in the EOF Library key box)
 - a) Press channel 1 button ⁽¹⁶⁾ ☐
 - b) Press the C/S BUTTON ⁽¹⁷⁾ then RELEASE. ☐
 - 1) After a few seconds delay, the button will light. ☐
 - 2) When the C/S BUTTON light goes out, the LED OPERATE light should continue to burn. ☐
 - 3) If not, the channel has failed the source check. ☐
 - c) Select channel 2 ⁽¹³⁾ and repeat the process (step 3.b.) ☐
 - d) Report system Operational or Non-Operational to the Dose Projection Team Leader. ☐

PART 2: Check system pre-operational lineup in the HVAC Room (C136) as follows:

1. Check the Ventilation System Control Panel ⁽¹⁾ ☐
 - a) Check that the MAINT. SWITCH is in NORMAL ⁽⁹⁾. ☐
 - b) Check that the Green NORMAL MODE light is ON ⁽²⁾. ☐
2. Check that the CHARCOAL TEST CANISTERS ⁽³⁾ isolation valves are closed. ☐
3. Verify EMERGENCY FAN breaker box ⁽⁴⁾ disconnect switch to closed (ON) position (located on wall behind emergency fan). ☐
4. Verify EMERGENCY FAN CONTROL BOX button ⁽⁵⁾ to AUTO position (button is pushed in)(located below the emergency fan breaker box). ☐
5. Verify CIRCUIT BREAKER NO. 26 ⁽⁶⁾ to ON (located in electrical PANEL 'P on the wall beside HVAC room entrance). ☐
6. Report system Operational or Non-Operational to the Dose Projection Team Leader. ☐

PART 3: Start of System in the HVAC Room (C136) as follows:

1. Turn the SYSTEM MODE SWITCH ⁽⁷⁾ to MANUAL (located on the Ventilation System Control Panel). ☐
2. In the Radiological Control Room (C014) confirm that the large red HEPA FILTER MODE light ⁽¹²⁾ on the EOF Ventilation System Radiation Monitor ⁽¹⁰⁾ is on. ☐
3. Report system Operational or Non-Operational to the Dose Projection Team Leader. ☐

PART4: Shutdown the emergency ventilation in the HVAC Room (C136) as follows:

1. Press the SYS RESET button ⁽⁸⁾. ☐
2. Verify the EMERGENCY FAN stopped. ☐
3. Verify NUCLEAR DAMPER D2 shifted to NORMAL POSITION. ☐
4. Verify NUCLEAR DAMPER D3 shifted to NORMAL POSITION CLOSED. ☐

EOF VENTILATION SYSTEM RADIATION MONITOR LOG

Page ____ of ____

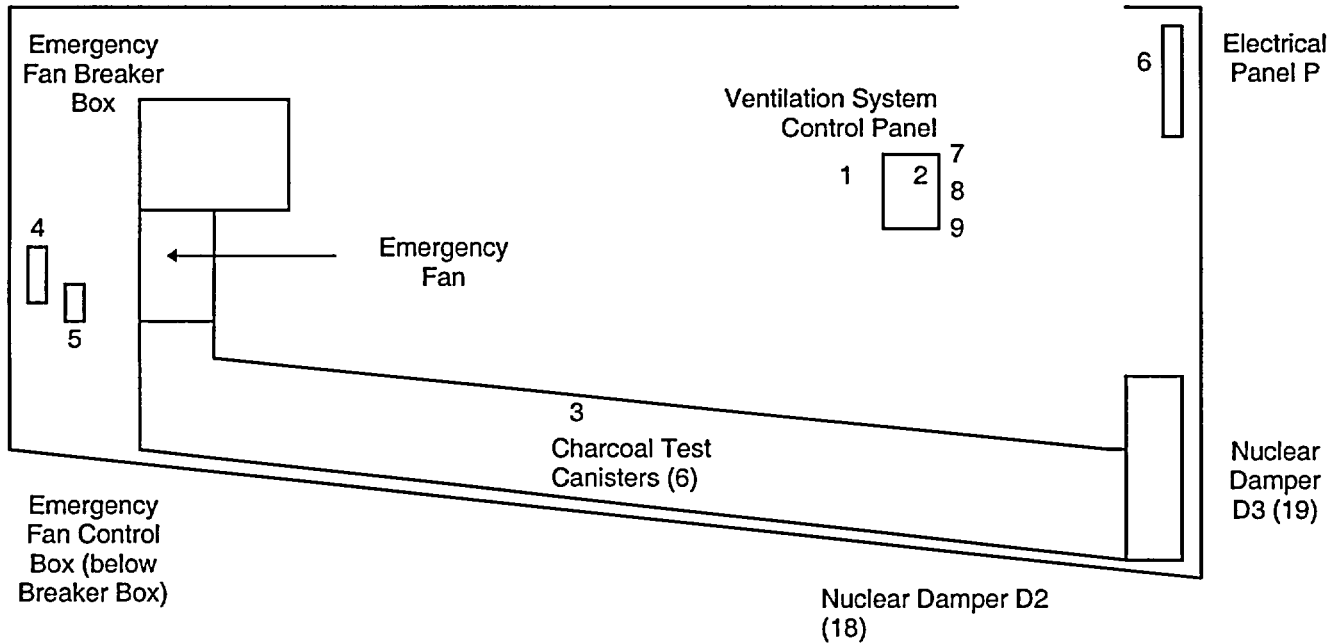
Date/Time	Reading $\mu\text{Ci/cc}$		Status Lights (G, Y, R)	
	No. 1	No. 2	No. 1	No. 2

Channel Status Lights:

1. Green (G) Normal operation
2. Yellow (Y) Alert alarm (horn will sound)
 - a) Acknowledge the alarm.
 - b) Inform the Dose Projection Team Leader.
3. Red (R) High alarm (horn will sound)
 - a) Acknowledge the alarm.
 - b) Inform the Dose Projection Team Leader.
 - c) Verify that the nuclear dampers D2 ⁽¹⁸⁾ and D3 ⁽¹⁹⁾ in HVAC room (C136) have shifted to the Emergency Position.

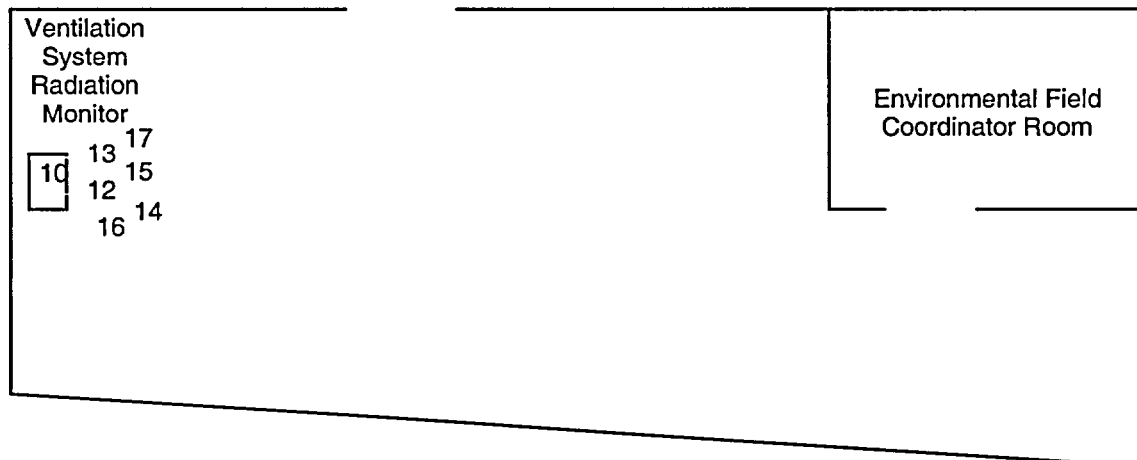
Remarks: _____

HVAC Room (C-136)



NOTE: Drawing is not to scale

Radiological Control Room (C-014)



COMMUNICATIONS MANAGER CHECKLIST

Position Function: Direct and supervise the offsite notification and communication emergency response activities.

Responsibility/Activity

✓

1. Assume the position of Communications Manager.

☐

a) Sign in on the facility organization chart.

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

c) Obtain dosimetry.

d) Perform a formal relief when permanently relieving another Communications Manager.

1) Review the activity log.

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

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

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

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

2. Notify the State and County EOCs and Corporate Communications (or the JIC if activated) when the EOF becomes activated.

☐

3. Ensure that communications equipment is in place and functioning properly.

☐

NOTE: Do not create a new notification form in RTIN until responsibility for notifications is assumed by the ERM.

a) Verify the CM, EC-State/County (Selective Signaling System), EC-Corp Comm/JIC, and the State/County Decision Line telephones are operational.

b) Verify the automatic ring-down telephones (EC to TSC and EC to JIC) are operational.

COMMUNICATIONS MANAGER CHECKLIST

Responsibility/Activity

✓

- c) Verify the News Coordinator, dose projection, CM (ERFIS/RTIN), and EOF AAT computers are operational.
- d) Verify that the back up telephone system is functioning for each position when loss of the HEEC Telephone System occurs. See the Emergency Phone List EPL-001 Section 2.6.
- 4. Supervise the activities of the Emergency Communicators and the HNP EOC Representatives. ☐
- a) Ensure the EC-State/County has verification codes.
- b) Ensure that questions received by the ECs are recorded and delivered to the appropriate person for response.
- c) Ensure that responses to inquiries are provided to the ECs for transmittal.
- 5. Ensure the timely notification and transfer of emergency information to the State and County agencies is performed. ☐
- a) Ensure that an Emergency Notification Form is completed.
- b) Ensure the Emergency Notification Forms are approved by the ERM and transmitted per PEP-310 within 15 minutes of:
 - 1) The declaration of an emergency.
 - 2) A change in emergency classification level.
 - 3) A change in offsite Protective Action Recommendations.
- c) Ensure the follow-up Emergency Notification Forms are approved by the ERM and transmitted per PEP-310 as follows:
 - 1) Within 60 minutes of the last notification.
 - 2) Whenever a new EAL is exceeded regardless of whether or not it results in a change in the classification level.
 - 3) As soon as significant changes in dose projection and/or field monitoring data is available.
- d) Ensure State and County officials are informed of any on site events requiring assistance from offsite support organizations.

COMMUNICATIONS MANAGER CHECKLIST

Responsibility/Activity

6. Ensure the timely transfer of emergency information to Corporate Communications or the JIC is performed. ☒
- a) Ensure that copies of notifications provided to the State and County are transmitted to the JIC and the TSC.
- b) Coordinate with the News Coordinator to ensure that draft news releases are issued no later than 45 minutes after an emergency classification change, radiological release, or other significant event which is provided via the Emergency Notification Form.
7. Ensure the notifications and requests for assistance to external support services and organizations is performed. ☐
- a) Notify ANI and INPO within 4 hours of the declaration of an Alert or higher classification level.
- b) Ensure that Nuclear Mutual Limited is notified of any fire damage to HNP equipment.
- c) Ensure TSC Directors are kept informed of HNP requests for offsite assistance.
8. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- a) Coordinate with the ALM to establish Status Board Plotters to post current plant status and offsite information upon sustained loss of EOF electronic display capabilities using the PPIF forms in PEP-310.
9. Termination of the emergency ☐
- a) Ensure that a termination message is written, approved, and transmitted to the State and counties.
- b) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- c) Replenish content of your position book.
- d) Restore the facility to stand-by readiness.
- e) Inventory facility equipment if applicable.

EMERGENCY COMMUNICATOR - STATE/COUNTY CHECKLIST

Position Function: Conduct timely notification and transfer of emergency information to the State and Counties.

Responsibility/Activity

✓

1. Assume the position of Emergency Communicator-State/County. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Emergency Communicator-State/County.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform the CM when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Communicate the Emergency Notification Forms to the State and counties. ☐
 - a) Ensure the Emergency Notification Forms have been approved by the ERM.
 - b) Obtain verification code words.
 - c) Transmit the notification.
 - 1) Ensure the initial Emergency Notification Forms are transmitted within 15 minutes of any change in classification or PAR.
 - 2) Ensure the follow-up Emergency Notification Forms are transmitted no greater than 60 minutes from the last notification.
3. Prepare Event Notification Checklists as per PEP-310. ☐
4. Request any materials or supplies not available on site from the ALM or Admin Team. ☐

EMERGENCY COMMUNICATOR - STATE/COUNTY CHECKLIST

Responsibility/Activity



5. Termination of the emergency

- a) Ensure that a termination message is transmitted and communicated to the State and counties.
- b) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- c) Replenish content of your position book.
- d) Restore the facility to stand-by readiness.
- e) Inventory facility equipment if applicable.

EMERGENCY COMMUNICATOR - CORP COMM/JIC CHECKLIST

Position Function: Provide information to support public information emergency response activities.

Responsibility/Activity

✓

1. Assume the position of Emergency Communicator-Corporate Communications/JIC. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Emergency Communicator-Corporate Communications/JIC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log by providing input to the Communications Director. ☐
3. Provide information to the News Coordinator to support the preparation of news releases. ☐
4. Provide technical clarification for the Site Communications Manager to support preparation activities for news media briefings prior to JIC activation. ☐
5. Following JIC activation: ☐
 - 1) Inform Site Communications Manager of time of activation.
 - 2) Provide information to support preparations for news media briefings.
6. Request any materials or supplies not available on site from the ALM or Admin Team. ☐

EMERGENCY COMMUNICATOR - CORP COMM/JIC CHECKLIST

Responsibility/Activity

✓

7. Termination of the emergency



- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

NEWS COORDINATOR CHECKLIST

Position Function: Prepare and coordinate the approval of news releases.

Responsibility/Activity

✓

1. Assume the position of News Coordinator. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another News Coordinator.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log by providing input to the CM. ☐
3. Verify the operability of the computer and printer (report any problems to the ALM). ☐
4. Contact Corporate Communications: ☐
 - a) Establish contacts and mechanisms for distributing news releases on the CP&L Internet, prior to JIC activation.
5. Contact Site Communications: ☐
 - a) Establish contacts for the distribution of press releases prior to JIC activation.
6. Inform Site Communications Manager or Corporate Communications if contacted by the Control Room for events involving a fire or transportation of a contaminated, injured person. ☐

NEWS COORDINATOR CHECKLIST

Responsibility/Activity

✓
□

7. Prepare news releases.

- a) Obtain emergency information from the EOF for use in news releases and media briefings.

NOTE: The EC-Corporate Communications/JIC is the primary source of information for the preparation of news releases.

- b) Use the EAL Reference Manual as a non-technical source of information for emergency descriptions.

8. Ensure news releases are issued no later than 45 minutes after an event classification change, radiological release, or other significant event that has been provided to the State and Counties via the Emergency Notification Form. □

- a) Coordinate with Corporate Communications or the JIC Director (when the JIC is activated) to ensure the correct issue times and chronological numbers are recorded on the news release (the JIC Director will record the time prior to issue).

- b) Place 'DRAFT' in the block for issue time for the news release.

- c) Ensure Corporate Communications receives final, approved news releases.

- d) Ensure the Emergency Response Manager has approved all news releases prior to distribution.

- e) Ensure news releases issued with information that needs to be corrected are corrected and reissued with corrections noted.

NOTE:

- News releases do not have to be approved by the ERM if they contain only the JIC activation time, media/public inquiry telephone numbers, or media briefing times.
- These non-technical news releases are prepared by the JIC Director once the JIC is activated.

NEWS COORDINATOR CHECKLIST

Responsibility/Activity

✓

9. Coordinate the release of news information.

☐

- a) Coordinate release through the JIC Director (or through Corporate Communications if the JIC is not yet activated).
- b) Coordinate distribution to EOF, TSC, and NRC Site Team personnel through the Administrative Team Leader.

10. Direct media response activities.

☐

- a) Gather, assess and ensure distribution of emergency information.
 - 1) Ensure proper approval and issuance of the news releases.
 - 2) Obtain technical assistance to assess plant data as necessary.
 - 3) Coordinate with offsite agency public affairs personnel to ensure State and County agencies are aware of emergency information issued by CP&L.
- b) Ensure a smooth transition of media response activities from the EOF to the JIC when JIC activation occurs.

11. Inform JIC Director of Corporate Communications and Site Communications contacts.

☐

12. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

13. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

REP - STATE/COUNTY EOC CHECKLIST

Position Function: Act as technical liaison to provide classification and protective action information to Emergency Management authorities.

Responsibility/Activity

✓

1. Assume the position of Rep - State/County EOC at the appropriate EOC. ☐

a) Notify Emergency Management Authorities of your presence in the EOC.

1) Determine their level of awareness of the event.

NOTE: Do not speculate on plant conditions or actions. Contact the EOF to obtain information prior to answering any questions.

2) Determine if there are any outstanding questions that could be answered by the plant ERO staff.

b) Contact the EOF to indicate arrival at the EOC.

1) Provide the EOF with a contact phone number at the EOC.

2) Attempt to gain answers through the EOF for any initial questions from the EOC staff.

c) Locate the stored plant visual aids package and be prepared to provide information about the plant as necessary.

d) When relieving another individual, review the activity log, obtain a briefing on the emergency and any actions that have been completed or are in progress, and inform those present of the position being filled.

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

3. Monitor the progress of the emergency from the EOC. ☐

a) Remain available to the EOC staff to answer questions about plant design, layout, normal operations, etc.

b) Act as a liaison between the EOC and EOF to resolve questions and confusion on the part of the EOC staff.

4. Review incoming notification forms to ensure the EOC staff understands plant conditions and is receiving accurate and timely information. ☐

REP - STATE/COUNTY EOC CHECKLIST

Responsibility/Activity

✓

5. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

LOG

[illegible]

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

TECHNICAL ANALYSIS MANAGER CHECKLIST

Position Function: Direct and supervise the long term (> 12 hours) accident assessment and technical support emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Technical Analysis Manager. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Technical Analysis Manager.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Supervise the activities of the EOF Accident Assessment Team. ☐
 - a) Ensure the EOF AAT is adequately staffed.
 - b) Determine the need for additional company or outside personnel to provide technical support.
 - c) Ensure EOF-AAT efforts are focused on long term support activities.
4. Monitor and assess vital plant parameters and conditions. ☐
 - a) Coordinate the receipt and assessment of technical information from on site and off site sources related to plant systems and operations.
 - b) Ensure the ERM is informed of the status of short and long term repair activities.

TECHNICAL ANALYSIS MANAGER CHECKLIST

Responsibility/Activity

✓

- 5. Provide a technical interface with external support and regulatory agencies. ☐
- 6. Ensure adequate personnel and material resources are available to support the long term (>12 hours) technical response. ☐
- 7. Coordinate technical support and engineering efforts with the TAD. ☐
 - a) Contact the TAD to discuss on site activities and to determine if assistance is needed.
 - b) Provide engineering support to the TAD and TSC-AAT on short term repair activities as needed.
- 8. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
 - a) Coordinate with the ALM to obtain assistance from the Nuclear Steam Supply System vendor, architect/engineer, or other contractors not currently on your staff, if assistance is needed.
 - b) Ensure the ALM has arranged for relief staffing for the EOF-AAT.
- 9. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

EOF SENIOR REACTOR OPERATOR CHECKLIST

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

Responsibility/Activity

✓

1. Assume the position of EOF Senior Reactor Operator. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another EOF Senior Reactor Operator.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities by providing input to the EOF log keeper. ☐
3. Monitor fission product barrier and plant status on ERFIS. ☐
 - a) Provide recommendations for EAL changes.
 - b) Provide recommendations for PAR changes.
 - b) Update the fission product barrier status board.
4. Assist in clarifying ERFIS or Plant Parameter Information Forms data. ☐
 - a) Coordinate with the EOF ERFIS operator to display vital plant information pertinent to the event.

EOF SENIOR REACTOR OPERATOR CHECKLIST

Responsibility/Activity

✓

5. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

6. Termination of the emergency

☐

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

b) Replenish content of your position book.

c) Restore the facility to stand-by readiness.

d) Inventory facility equipment if applicable.

EOF SENIOR REACTOR OPERATOR CHECKLIST

Directions for Use of the Operations Mitigation Line

Establish a Conference Call

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

Disconnect a Conference Call

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

EOF ACCIDENT ASSESSMENT TEAM CHECKLIST

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

Responsibility/Activity

✓

1. Assume the position of EOF Accident Assessment Team Engineer. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another EOF AAT Member.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain an accident assessment log by providing input to the TAM. ☐
3. Obtain necessary drawings. ☐
4. Resolve long term engineering problems. ☐
5. Assist as requested in the resolution of short term engineering problems in support of onsite repair efforts. ☐
6. Maintain a listing of out-of service equipment. ☐
7. Request any materials or supplies not available on site from the ALM or Admin Team. ☐

EOF ACCIDENT ASSESSMENT TEAM CHECKLIST

Responsibility/Activity



8. Termination of the emergency

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

EOF ERFIS OPERATOR CHECKLIST

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

Responsibility/Activity

✓

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

ADMINISTRATIVE AND LOGISTICS MANAGER CHECKLIST

Position Function: Direct and supervise the administrative and logistic support emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Administrative and Logistics Manager. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Administrative and Logistics Manager.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Synchronize EOF clocks with the MCR using ERFIS time. ☐
4. Supervise the activities for access authorization into the EOF. ☐
 - a) Inform the EOF security guard of EOF activation when announced by the ERM.
 - b) Notify the EOF security guard that the ALM or ERM will be the point of contact at the EOF if verification of personnel is needed to allow access.
5. Supervise the activities of the Administrative Team and Assembly Area Leader. ☐
 - a) Coordinate necessary relief and stand-by personnel for the Assembly Area.

ADMINISTRATIVE AND LOGISTICS MANAGER CHECKLIST

Responsibility/Activity

✓

- b) Direct the Assembly Area Leader to return assembled personnel to work following instructions from the SEC-TSC or a PA announcement.

NOTE: Permission is required from the SEC-TSC or ERM prior to staffing ERO positions with non-ERO personnel.

NOTE: The Security Director will identify and contact security force personnel. Schedules and logistics for these personnel should be coordinated with the Security Director.

- 6. Direct the development of relief schedules for all HNP emergency response facilities to provide 24 hour coverage. ☐

- a) Contact the SEC-TSC to coordinate relief times for the on site ERO staff.
- b) Coordinate movement of relief personnel with State officials if offsite protective actions are underway.
- c) Contact the relief personnel to inform them of shift schedules.
- d) Obtain direction and approval by the ERM or SEC-TSC when qualified alternates can not be contacted to fill an ERO position.

- 7. Make arrangements for personnel, equipment, supplies and other resources in support of the emergency. ☐

- a) Coordinate the acquisition of offsite resources with emergency facility managers.
- b) Coordinate the purchasing efforts to locate, order, and receive resources used in support of the response activities.
- c) Coordinate the processing of offsite support personnel called in to provide assistance with Security.
- d) Determine the need and make arrangements for additional contracts, services and facilities necessary to support the emergency organization.
 - 1) Support the TAM in acquiring assistance from offsite Agreement Organizations as needed.
- e) Provide logistical arrangements for support and Federal response personnel brought in to assist with the event.

ADMINISTRATIVE AND LOGISTICS MANAGER CHECKLIST

Responsibility/Activity

✓

- f) Provide and coordinate any additional facilities and equipment support for the emergency response facilities.
- 1) Direct requests for installation, maintenance and operation of communication or computer equipment in the EOF or JIC to the Telecommunications Technical Assistance Center.
- g) Provide and coordinate any additional administrative and clerical support for the emergency response facilities.
- 8. Maintain accountability for EOF personnel. ☐
- a) Ensure EOF managers are accounting for their personnel while a release is in progress.
- 9. Termination of the emergency ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

☺

☺

AGREEMENT ORGANIZATION ASSISTANCE REQUEST FORM

- | | |
|---|--|
| <input type="checkbox"/> INPO | <input type="checkbox"/> American Nuclear Insurers |
| <input type="checkbox"/> Westinghouse | <input type="checkbox"/> Nuclear Mutual Limited |
| <input type="checkbox"/> Washington Group | <input type="checkbox"/> Department of Energy |
| <input type="checkbox"/> Framatone | |
| <input type="checkbox"/> Other: _____ | |

Assistance Requested: _____

Authorization: _____ Date: _____ Time: _____
(Emergency Response Manager)

Individuals Contacted: _____ Date: _____ Time: _____

Assistance They Have Agreed to Provide: _____

Individuals Who Will Be Reporting To The Site:

<u>Name</u>	<u>Location Reporting To</u>	<u>Expected Arrival</u>	
		<u>Date</u>	<u>Time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notification Completed: _____
(Administrative and Logistics Manager)

ADMINISTRATIVE TEAM LEADER CHECKLIST

Position Function: Perform administrative activities in the EOF.

Responsibility/Activity

✓

1. Assume the position of Administrative Team Leader. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Administrative Team Leader.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Ensure sufficient clerical support exists in the EOF to adequately support EOF personnel. ☐
3. Direct Administrative Team members to perform administrative support functions as necessary. ☐
- a) Update facility controlled documents as appropriate.
 - b) Copy ERFIS data and distribute to appropriate personnel within the facility, including the NRC, if needed.
 - c) Copy Plant Parameter Information Forms and distribute to appropriate personnel within the facility, including the NRC, if ERFIS is not available.
 - d) Distribute news releases to EOF, TSC and NRC personnel within the EOF.
 - e) Post current plant and offsite information upon a sustained loss of EOF electronic display capability.
 - f) Verify phone and fax numbers within the Administrative Guidance Document and distribute to the Administrative Team member, as needed.

ADMINISTRATIVE TEAM LEADER CHECKLIST

Responsibility/Activity

- 4. Copy and transmit information to other locations as directed.
- 5. Obtain procedures and reference materials as requested.
- 6. Termination of the emergency
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

✓

☐☐☐

EOF LOGKEEPER CHECKLIST

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

Responsibility/Activity

✓

1. Assume the position of EOF Logkeeper. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another EOF Logkeeper.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain the EOF log by recording EOF activities. ☐
3. Remind the ERM of predesignated briefing times. ☐
4. Ensure the JIC is united with the EOF via speakerphone during regularly scheduled EOF briefings. ☐
 - a) Advise the JIC in advance of upcoming EOF briefings.
 - b) Just prior to commencement of EOF briefings contact the JIC and place the JIC on the speakerphone to monitor EOF briefing reports.
5. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

ASSEMBLY AREA LEADER CHECKLIST

Position Function: Coordinate and supervise the activities in the Assembly Area.

Responsibility/Activity

✓

1. Activation of the facility.



- a) Upon declaration of an emergency with instructions to assemble (usually an Alert of higher), report to the Admin Building CR#228 and coordinate assembly of personnel.
- b) Obtain the positional notebook/binder from CR#228.
- c) Contact the Radiological Control Director (RCD) at extension 3034 or listen to the P.A. announcements to determine if there are restrictions on eating and drinking. Ensure personnel are aware of the restrictions.
- d) Advise the Administrative and Logistics Manager (ALM) at 362-3657 that the Assembly Area is ready to activate.
- e) Announce to personnel in the room that you are the Assembly Area Leader.

2. Instruct arriving personnel to sign in and await instructions.



- a) Ensure that personnel reporting to the assembly area log in on the roster.
- b) If a Site Area Emergency or greater is declared instruct all nonessential personnel (company employees that are not on the ERO and contractors) to leave the site via established evacuation routes. Instruct ERO personnel not assigned to emergency duties to travel to the HE&EC auditorium. Report when all personnel have left the Admin Building to the ALM and proceed to the HEEC.
- c) If a Site Area Emergency is not declared then direct assembled personnel to return to work following instructions from the Site Emergency Coordinator -TSC or a P.A. announcement once verified by the ALM.

3. Termination of the emergency.



- a) Provide records to Emergency Preparedness upon termination of the emergency.
- b) Replenish contents of the position book.

ASSEMBLY AREA LEADER CHECKLIST

Responsibility/Activity

✓

- c) Restore the facility to stand-by readiness.

EOF TELECOM/COMPUTER SUPPORT CHECKLIST

Position Function: Provide telecom/computer support to EOF Staff

Responsibility/Activity

✓

1. Assume the Position of EOF Telecom/Computer Support. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another EOF Telecom/Computer Support.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Provide computer support as required to assist EOF Staff. ☐
3. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

EOF Logkeeper Instructions

1. ERFIS Logon Instructions

- a) Press F3 or type turn-on-code (TOC) **MENU**
- b) Select *Emergency Preparedness Functions Menu* or type TOC **EP**
- c) Select *Log into Network Database* or type TOC **LOGIN**
- d) Select EOF log keeper from the position menu
- e) Type your name and press login
- f) Select *Declare Event* or type TOC **EVENT** and press **OK**
- g) Select *Access EP Logs* or type TOC **POSLOG**
- h) Select **ADD** to began typing in the subject area
- i) Select **SAVE** after each entry is completed.

2. ERFIS Relief Instructions

- a) Select **SAVE** for the last entry and press **EXIT**
- b) Select *Log Out Of Network Data Base* or type TOC **LOGOUT**. This will allow the log to be continued by the relief person.
- c) Select *Log into Network Database* or type TOC **LOGIN**
- d) Select EOF log keeper from the position menu
- e) Type your name and press login
- f) Select *Access EP Logs* or type TOC **POSLOG**
- g) Select **ADD** to began typing in the subject area

3. ERFIS Logoff Instructions

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

NOTE: ERFIS Log printing must be performed by EOF Telecom/Computer Support **prior** to logging off the system.

- b) Select *Terminate Event* or type TOC **NOEVENT**
- c) Select *Log Out Of Network Data Base* or type TOC **LOGOUT**
- d) Select **YES**

EOF ERFIS Operator Instructions

1. ACTIVATION OF THE LARGE SCREEN DISPLAYS:	
a) Activate the 3 large screen projectors from the black AMX touch screen controller by selecting screen display EOF1, EOF2, and EOF3.	
b) Select one of the three computers that provide the display by:	
<ul style="list-style-type: none"> • pressing the "Ctrl" key, 	
<ul style="list-style-type: none"> • releasing the "Ctrl" key and then 	
<ul style="list-style-type: none"> • selecting 1, 2, or 3 (Computer 1, 2, or 3) 	
2. GENERAL INSTRUCTIONS FOR ERFIS USE:	
a) ERFIS defaults to the "MASTER MENU" screen. Press F3 or type "MENU" to return to the "MASTER MENU" from any screen	
b) Menu items may be selected by typing the TURN-ON-CODE (TOC) at the top of the screen or by selecting the menu item with the mouse and clicking	
c) Menu items that are useful for emergency preparedness are:	
<u>ROUTINE EP DATA GROUPS:</u>	
3TSCDAT1	DATA GR 1 FOR EMERGENCY USE IN TSC
3TSCDAT2	DATA GR 2 FOR EMERGENCY USE IN TSC
3TSCDAT3	DATA GR 3 FOR EMERGENCY USE IN TSC
3EALS	DATA FOR ACCIDENT ASSESSMENT TEAM
3DOSE	DOSE PROJECTION INFORMATION
<u>OTHER AVAILABLE EP DATA GROUPS:</u>	
3TSCRMS1	RAB RADIATION MONITORS
3TSCRMS2	WPB/TSC RADIATION MONITORS
3TSCRMS3	FHB RADIATION MONITORS
3TSCRMS4	CNMT, EFFLUENT, AND MISC RAD MON

EOF ERFIS Operator Instructions

<u>OTHER AVAILABLE EP DATA GROUPS:</u>	
REAL	Realtime Data Menu
GL	Group Libraries
PL	Plot Library
EP	Emergency Preparedness Function Menu
Status	Emergency Preparedness Display Menu
3. INSTRUCTIONS FOR PRINTING THE EP DATA GROUPS EVERY 15 MINUTES	
a) From the Master Menu select "Periodic Logs Menu"	
b) Select "Start Periodic Facility Log" to start the logs. They will print every 15 minutes	
c) Select "Stop Periodic Facility Log" to terminate the printing of the logs	
4. INSTRUCTIONS FOR THE REMOTE DISPLAYS IN THE NRC OVERFLOW ROOM AND THE RADIOLOGICAL CONTROL ROOM (DOSE PROJECTION ROOM)	
a) Turn on the video screen from the front of the monitor	
b) Select, from the wall panel behind the monitor, the desired display (EOF1, EOF2, or EOF3, video, etc.)	
5. INSTRUCTIONS FOR SECURING THE FACILITY:	
a) Stop Periodic Facility Logs	
b) Sign off ERFIS by terminating the event and logging out	
c) Turn off the overhead projectors by selecting the SHUTDOWN function from the black AMX touch screen controller.	
d) Turn off the video screen from the front of the monitor	

Revision Summary for PEP-270, Rev. 9

This revision addresses Attachment 22 and Attachment 25. Other changes are as follows: PRR's 72595, 66169 and 69834.

<u>Section/Page</u>	<u>Change</u>
Attachment 22 Sheet 1 step 1.a	Removed accountability per PRR 66169 (DCF2002P1047)
Attachment 22 Sheet 1 step 1.c	Changed "Determine if restrictions on eating and drinking are in effect and ensure personnel are aware of the restrictions" to "Contact the Radiological Control Director (RCD) at extension 3034 or listen to the P.A. announcements to determine if there are restrictions on eating and drinking. Ensure personnel are aware of the restrictions."
Attachment 22 Sheet 1 step 1.d	Added "Administrative and Logistics Manager (ALM) at 362-3657" per PRR 66169 (DCF2002P1047)
Attachment 22 Sheet 1 step 2.a	Changed "Perform accountability for personnel reporting to the assembly area" to "Ensure that personnel reporting to the assembly area log in on the roster."
Attachment 22 Sheet 1 step 2.b	Changed "Identify personnel who are qualified to fill an ERO position" to "If a Site Area Emergency or greater is declared instruct all nonessential personnel (company employees that are not on the ERO and contractors) to leave the site via established evacuation routes. Instruct ERO personnel not assigned to emergency duties to travel to the HE&EC auditorium. Report when all personnel have left the Admin Building to the ALM and proceed to the HEEC."
Attachment 22 Sheet 1 step 2.c	Changed SEC-TSC to "Site Emergency Coordinator-TSC" and added "If a Site Area Emergency is not declared then" to "Direct assembled personnel to return to work following instructions from the SEC -TSC or a P.A. announcement once verified by the ALM."
Attachment 22 Sheet 1, section 3	Deleted section
Attachment 22 Sheet 2, section 4	Deleted section
Attachment 22 Sheet 2, section 5	Deleted section
Attachment 22 Sheet 2, step 6.a	Deleted "all logs and"
Attachment 22 Sheet 2, step 6.d	Deleted step

Revision Summary for PEP-270, Rev. 9

Attachment 25	Changed "TSC1, TSC2 and TSC3" to "EOF1, EOF2 and EOF3" per PRR 72595
Sheet 1, step 1.a	
Attachment 25	Added "RADIOLOGICAL CONTROL ROOM (Dose Projection Room)" per PRR 72595
Sheet 2, step 4	
Attachment 25	Changed "TSC1, TSC2 and TSC3" to "EOF1, EOF2 and EOF3" per PRR 72595
Sheet 2, step 4.b	



1
INFORMATION USE

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-110
TITLE: Emergency Classification and
Protective Action Recommendations

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1.0 PURPOSE

1. The purpose of this procedure is to provide guidance on the use of Emergency Action Levels (EALs) for classifying an emergency. This implements Section 4.1 of PLP-201.
2. This procedure provides guidelines for determining Protective Action Recommendations (PARs) to be made to offsite authorities during a General Emergency. This implements Section 4.5 of PLP-201.
3. This procedure provides guidance for summarizing events and actions taken during an event for use during facility turnover and facility briefings. This implements Section 2.3 of PLP-201.
4. This procedure provides guidance for event termination and entry into Recovery. This implements Section 6.7 of PLP-201.

2.0 INITIATING CONDITIONS

1. Conditions exist which, in the judgment of the Superintendent-Shift Operations (S-SO), could be classified as an emergency.
2. Entry into the Emergency Action Level network has been directed by any of the Emergency Operating Procedures, Fire Protection Procedures, Abnormal Operating Procedures, or any other procedure.
3. A Critical Safety Function Status Tree (CSFST) on the Safety Parameter Display System has produced a valid red or orange output and monitoring of the CSFSTs has been authorized in accordance with an approved procedure.
4. Notification has been received from the senior member of the Security Organization, or his designee, that a "Security Alert" or "Security Emergency" has been initiated.
5. Entry into the Emergency Action Level (EAL) Flowpath has been made at the discretion of the Site Emergency Coordinator for the purposes of reclassification.
6. A General Emergency has been declared.
7. Conditions have been stabilized and the Site Emergency Coordinator is preparing to terminate the emergency and enter into Recovery as per PEP-500.

3.0 PROCEDURE STEPS

3.1 Emergency Classification

NOTE: • Implementation of this Section does not constitute an emergency.

- This section serves as a guideline to assist in comparison of plant conditions with Emergency Action Levels to evaluate whether an emergency should be declared.

1. Once implemented, this section shall remain in effect until either:
 - a. The determination has been made by the Superintendent-Shift Operations or his designated alternate, that an Emergency Action Level has not been exceeded.
 - b. Conditions which resulted in declaration of an emergency have been resolved and the emergency has been terminated.
2. Enter the Emergency Action Level (EAL) Flowpath at Entry Point X, unless directed to another entry point.
3. The Flowpath may be entered at any time at the discretion of the Site Emergency Coordinator (SEC-CR) or Superintendent-Shift Operations or designee. The Flowpath can be reentered as appropriate in order to check the classification or to reclassify an event in progress.

CAUTION

The highest emergency class for which an Emergency Action Level was exceeded shall be declared.

4. Complete the Flowpath, and if an emergency is declared, perform notifications in accordance with the highest level condition indicated on the EAL STATUS BOARD.
5. Implement PEP-230 and/or PEP-240 as appropriate.

3.2 Plant Based Protective Action Recommendations (PARs)

1. Use Attachment 3, "Protective Action Recommendation Process" as an aid in determining the proper PAR.
2. At a minimum, evacuation of a 2 mile radius and 5 miles downwind (with sheltering of all other Subzones) will be recommended for a General Emergency declaration.

3.2 Plant Based Protective Action Recommendations (PARs) (continued)

3. Evacuation of a 5 mile radius and 10 miles downwind (with sheltering of all other Subzones) will be recommended for plant conditions in which:
 - a. Substantial core damage is imminent or has occurred. Indications that substantial core damage is imminent or has occurred include:
 - (1) Core damage estimations >1% Melt.
 - (2) Core Exit Thermocouple readings $\geq 2300^{\circ}$ F.
 - (3) Core uncovered > 30 minutes.
 - b. A significant loss of reactor coolant is imminent or has occurred. Indications that a significant loss of reactor coolant is imminent or has occurred include:
 - (1) Containment Radiation Monitors reading:
 - >10,000 R/Hr with no containment spray.
 - >4,000 R/Hr with containment spray on.
 - (2) Containment hydrogen gas concentration >1%.
 - (3) Rapid vessel depressurization.
 - (4) A large break loss of coolant accident.
 - c. Containment failure (primary or S/G) is imminent or has occurred. Indications that containment failure (primary or S/G) is imminent or has occurred include:
 - (1) A release of radioactivity can not be maintained below the General Emergency EAL criteria.
 - (2) Primary containment pressure can not be maintained below design basis pressure which is 45 psig.
 - (3) Primary containment H₂ gas concentration can not be maintained below combustible limits which is 4% by volume.
 - (4) Faulted/Ruptured S/G with a relief valve open.
4. Containment monitors can provide indication of both core damage and RCS breach. Monitor values used to determine a specific amount of core damage are dependent on plant conditions, power history, and time after shutdown. Monitor readings used to quantify an amount of damage or coolant leakage should be complimented by other indications and engineering judgment.

3.2 Plant Based Protective Action Recommendations (PARs) (continued)

5. Acceptable changes in initial PARS would include expanding evacuation but would not allow a change from evacuation of zones to sheltering of those zones.
6. If a release is in progress:
 - a. Perform dose assessment as soon as possible to determine if PAGs are exceeded and if additional Subzones require evacuation. Add any Subzones requiring evacuation as determined by dose assessment to the plant based PARs.
7. If no release is in progress:
 - a. Perform dose projections on possible conditions as time permits to determine if PAGs could be exceeded. Consider adding any Subzones requiring evacuation as determined by dose projection to the plant based PARs.

3.3 Dose Assessment Based Protective Action Recommendations (PARs)

NOTE: Dose projections are not required to support the decision process in Attachment 3, "Protective Action Recommendation Process."

1. In the event dose assessment results indicate the need to recommend actions beyond the outer EPZ boundaries, that is past 10 miles:
 - a. Dispatch Environmental Teams to downwind areas to verify the calculated exposure rates prior to issuing PARs outside the EPZ.
 - b. Many assumptions exist in dose assessment calculations, involving both source term and meteorological factors, which make computer predictions over long distances highly questionable.
2. From the Control Room: If a release is in progress and time permits, perform offsite dose assessment in accordance with PEP-340 to determine whether the plant based protective actions of Attachment 3 are adequate.
3. From the Emergency Operations Facility: Conduct offsite dose assessment in accordance with PEP-340 to determine whether the plant based protective actions of Attachment 3 are adequate using the following methods as applicable:
 - a. Monitored Release:
 - (1) If a release is in progress, assess the calculated impact to determine whether the plant based PARs of Attachment 3 are adequate.

3.3. Dose Assessment Based Protective Action Recommendations (PARs)
continued)

- (2) If a release is not in progress, use current meteorological and core damage data to project effluent monitor threshold values which would require 2, 5, and 10 mile evacuations (Attachment 3). Reestablish threshold values whenever meteorological conditions or core damage assessment values change.

b. Containment Leakage/Failure:

- (1) If a release is in progress, assess the calculated impact to determine whether the plant based PARs of Attachment 3 are adequate.
- (2) If a release is not in progress, use current meteorological and core damage data on various scenarios (design leakage, failure to isolate, catastrophic failure) to project the dose consequences.
 - Determine whether the plant based PARs of Attachment 3 are adequate.
 - Reestablish scenario values whenever meteorological conditions or core damage assessment values change.

c. Field Survey Analysis: Actual field readings from Environmental Teams should be compared to dose assessment results and used as a dose projection method to validate calculated PARs and to determine whether the plant or release based protective actions of Attachment 3 are adequate.

d. Release Point Analysis: Actual sample data from monitored or unmonitored release points should be utilized in conjunction with other dose assessment and projection methods to validate calculated PARs and to determine whether the plant based protective actions of Attachment 3 are adequate.

4. The Emergency Response Manager and the Radiological Control Manager shall discuss dose assessment and projection analysis results and evaluate their applicability prior to issuing PARs to the State if possible.

3.4 Downgrading the Emergency Classification Level

1. If the action level currently has abated to a lower declaration or the situation has been resolved prior to completion of off-site reporting:
 - a. Declare the highest classification for which an Emergency Action Level was exceeded, if not already done, and

3.4 Downgrading the Emergency Classification Level (continued)

- b. Downgrade immediately to the emergency classification appropriate for the present conditions.
- 2. Downgrading of an emergency is performed by issuing a notification to a lower emergency classification level whenever plant conditions improve to satisfy the affected Emergency Action Levels. However, the following guidelines apply:
 - a. If the Emergency Response Manager (ERM) position is activated, he shall be consulted before downgrading occurs.
 - b. If the NRC Director of Site Operations position is activated, he should be consulted before downgrading occurs.
 - c. If offsite Protective Action Recommendations have been made, the SEC-TSC shall consult with the ERM and with State and County authorities, prior to downgrading. It is recommended that any off-site Protective Action Recommendations be completed prior to downgrading of a General Emergency.
 - d. Where lasting damage has occurred to the fission product barriers or to safety systems, the ERM should transition to PEP-500 rather than a simple downgrade of the emergency.
 - e. For Alert or higher classifications, unless the conditions causing emergency action levels are very quickly resolved (less than approximately 30 minutes), downgrading should not occur until after the TSC and EOF are activated.

3.5 Emergency Termination and Transition to Recovery

- 1. If entering Recovery from an Unusual Event, determine the need for a Recovery Plan and support organization.
 - a. Generally, the activities following an Unusual Event will not require the formation of a Recovery Organization or a transition period prior to event termination and entry into Recovery.
 - b. Refer to PEP-500 for further guidance if recovery efforts following an Unusual Event extend beyond offsite notification and the generation of required reports.
- 2. Complete the Termination Checklist (Attachment 5).
 - a. If conditions will allow for the termination of the emergency and entry into Recovery, exit this procedure and enter PEP-500, "Recovery."

3.5 Emergency Termination and Transition to Recovery (continued)

- b. If conditions do not support termination of the emergency and entry into Recovery, continue following the guidance provided in Section 3.1.

4.0 GENERAL

4.1 Guidelines for Use of the EAL Flowpath

1. Equivalent parameters or redundant instrumentation, should be utilized whenever possible to confirm the validity of instrumentation response when evaluating Emergency Action Levels.
2. If, at any time, a General Emergency declaration is warranted, the SEC is to note the EAL Reference Number on the EAL status board. Immediately declare a General Emergency and carry out the appropriate actions.
3. If an event other than a General Emergency is warranted, the SEC is to circle the indicated level, note the EAL Reference Number on the EAL STATUS BOARD and continue through the Flowpath. Upon completion of the Flowpath the highest indicated level shall be declared.
4. The Flowpath can be entered or reevaluated at the discretion of the SEC.
5. The highest emergency class for which an Emergency Action Level was exceeded shall be declared.

4.2 Specific Rules for Use of the EAL Flowpath

1. Entry into the EAL Flowpath will be via Entry Point X unless otherwise specifically directed by an approved plant procedure or by the EAL Flowpath itself.
2. The MOST RECENT information is to be utilized, when answering the questions asked in the EAL Flowpath. The information available may precede the event that is in progress, but it should be used until superseded by new information. As an example, the Flowpath asks if RCS activity is greater than 300 $\mu\text{Ci/cc}$. The SEC is to use the last sample results (for example 10 $\mu\text{Ci/cc}$) until the on-duty chemist reports otherwise.
3. When new data is available, the SEC is to reenter the EAL Flowpath at entry point X, unless directed by an approved procedure to enter at Point T, U, V, or Y.
4. When the Fission Product Barrier Analysis states to "Indicate a Fission Product Barrier (FPB) to be Breached, Jeopardized, or Intact," the SEC is to indicate (for example, with an X or check mark) the status on the FPB Status Board, before continuing with the Flowpath.

4.2 Specific Rules for Use of the EAL Flowpath (continued)

5. If any item on the EAL Flowpath cannot be answered, it is to be circled and assumed to be satisfactory until proven otherwise and evaluation of the remainder of the Flowpath is continued without delay. Samples/analysis are to be requested, if the information is unavailable or suspect. This is acceptable because sufficient backup instrumentation is available, and utilized, so that declaration of the proper EAL should not be impeded.

NOTE: The term "functional" should not be confused with the term "operable" (that is, if a component is declared inoperable per Technical Specifications, it may still be functional if it can fulfill its desired task under current conditions).

6. The "Functions Required For Shutdown" Table (EAL Table 3) list those items required for the plant to achieve and maintain shutdown and cooldown conditions.
 - a. If the plant is in Modes 1, 2, or 3, then both the Mode 3 and the Modes 4-5 columns apply.
 - b. If the plant is in Mode 4 or 5, then only the Mode 4-5 column applies.
7. If the plant is in Mode 5 and no charging pumps are available, an Alert should be declared only if other means of charging (that is, RHR from the RWST) are unavailable.
8. When a "Continuing Action" is encountered, record on the EAL Status Board:
 - a. The time that the event began.
 - b. The time that the time limit expires.
 - c. The required time duration.
 - d. The current EAL that will be affected when the time expires.

4.3 Protective Action Recommendations (PARs) General Guidance

1. PARs are made by HNP personnel whenever a General Emergency is declared. Additionally, if in the opinion of the Emergency Response Manager, or the SEC-CR if the EOF is not yet activated, conditions warrant the issuance of PARs, a General Emergency will be declared (HNP will not issue PARs for any accident classified below a General Emergency).
2. PARs provided in response to a radioactive release include evacuation and taking shelter.

4.3 Protective Action Recommendations (PARs) General Guidance (continued)

- a. Evacuation is the preferred action unless external conditions impose a greater risk from the evacuation than from the dose received.
 - b. HNP personnel do not have the necessary information to determine whether offsite conditions would require sheltering instead of an evacuation. Therefore, an effort to base PARs on external factors (such as road conditions, traffic/traffic control, weather or offsite emergency worker response) should not be attempted.
3. At a minimum, a plant condition driven PAR to evacuate a 2 mile radius and 5 miles downwind, and shelter all other Subzones, is issued at the declaration of a General Emergency. Depending on plant conditions, a 5 mile radius and 10 miles downwind, and shelter all other Subzones, may be issued instead of the minimum PAR.
 - a. PARs are included with the initial and follow-up notifications issued at a General Emergency.
 - b. The PAR must be provided to the State within 15 minutes of (1) the classification of the General Emergency or (2) any change in recommended actions.
 - c. The PAR must be provided to the NRC as soon as possible and within 60 minutes of (1) the classification of the General Emergency or (2) any change in recommended actions.
4. The Emergency Response Manager, or the SEC-CR if the EOF is not yet activated, may elect to specify PARs for any combinations of Subzones or the entire EPZ (or beyond) regardless of plant and dose based guidance.
5. PARs should not be extended based on the results of dose projections unless the postulated release is likely to occur within a short period of time. Plant based PARs are inherently conservative such that expanding the evacuation zone as an added precaution would result in a greater risk from the evacuation than from the radiological consequences of a release. It also would dilute the effectiveness of the offsite resources used to accommodate the evacuation.
6. Protective actions taken in areas affected by plume deposition following the release are determined and controlled by offsite governmental agencies.
 - a. HNP is not expected to develop offsite recommendations involving ingestion or relocation issues following plume passage.
 - b. HNP may be requested to provide resources to support the determination of post plume protective actions.

4.3 Protective Action Recommendations (PARs) General Guidance (continued)

7. Throughout the duration of a General Emergency, assess plant conditions and effluent release status to ensure the established PARs are adequate.

5.0 REFERENCES

5.1 PLP-201, "Emergency Plan"

1. Section 4.1, "Emergency Classification"
2. Section 4.5.1, "Protective Action Guides"

5.2 Referenced Plant Emergency Procedures

1. PEP-230, "Control Room Operations"
2. PEP-240, "Activation and Operation of the Technical Support Center"
3. PEP-270, "Activation and Operation of the Emergency Operations Facility"
4. PEP-310, "Notifications and Communications"
5. PEP-500, "Recovery"

5.3 Other References

1. North Carolina Emergency Response Plan in Support of the Shearon Harris Nuclear Power Plant"
2. EPA 400-R-92-001, "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents"
3. NUREG-0654 Supplement 3, "Criteria for Protective Action Recommendations for Severe Accidents"
4. NUREG/BR-0150, Vol. 4, Rev.4, US NRC, RTM-96 Response Technical Manual
5. Regulatory Guide 1.101 "Emergency Planning and Preparedness for Nuclear Power Plants"
6. EPPOS No.1 "Emergency Preparedness Position (EPPOS) on Acceptable Deviations to Appendix 1 to NUREG-0654/FEMA-REP-1"

6.0 SPECIAL TOOLS AND EQUIPMENT

1. EAL Flow Paths: Mounted EAL Flow Paths are maintained in the Main Control Room, TSC and EOF.
2. PAR Boards: Mounted PAR boards, based on Attachment 3, are maintained in the Main Control Room, TSC and EOF.

7.0 DIAGRAMS AND ATTACHMENTS

See Table of Contents

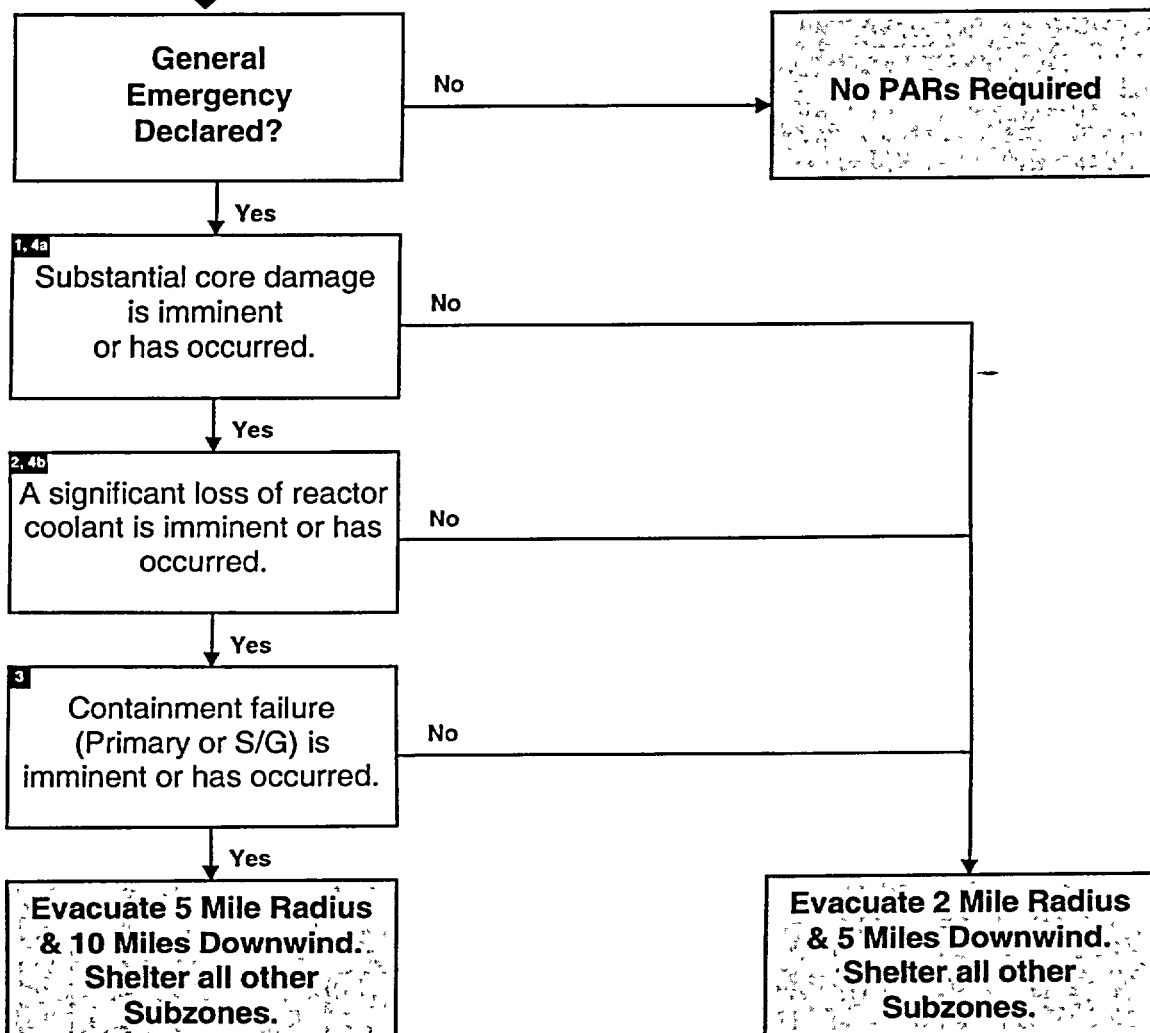
EAL FLOWPATH SIDE 1

A Folded Copy of the Emergency Action Level
Flowpath (Rev. 02-1) is contained in the
Plastic Sleeve Following This Hardcopy Page

EAL FLOWPATH SIDE 2

A Folded Copy of the Emergency Action Level
Flowpath (Rev. 02-1) is contained in the
Plastic Sleeve Following This Hardcopy Page

PROTECTIVE ACTION RECOMMENDATION PROCESS



5 Mile Radius, 10 Miles Downwind

Wind Direction (From °)	Evacuate Subzones	Shelter Subzones
348° - 010°	A,B,C,D,H,I,K,L	E,F,G,J,M,N
011° - 034°	A,B,C,D,H,I,J,K,L	E,F,G,M,N
035° - 079°	A,B,C,D,I,J,K,L,M	E,F,G,H,N
080° - 101°	A,B,C,D,J,K,L,M	E,F,G,H,I,N
102° - 124°	A,B,C,D,J,K,L,M,N	E,F,G,H,I
125° - 146°	A,B,C,D,K,L,M,N	E,F,G,H,I,J
147° - 191°	A,B,C,D,E,K,L,M,N	F,G,H,I,J
192° - 214°	A,B,C,D,E,K,L,N	F,G,H,I,J,M
215° - 236°	A,B,C,D,E,F,K,L	G,H,I,J,M,N
237° - 259°	A,B,C,D,E,F,G,K,L	H,I,J,M,N
260° - 326°	A,B,C,D,F,G,H,K,L	E,I,J,M,N
327° - 347°	A,B,C,D,G,H,I,K,L	E,F,J,M,N

2 Mile Radius 5 Miles Downwind

Wind Direction (From °)	Evacuate Subzones	Shelter Subzones
327° - 010°	A,D,K	B,C,E,F,G,H,I,J,L,M,N
011° - 056°	A,K	B,C,D,E,F,G,H,I,J,L,M,N
057° - 124°	A,K,L	B,C,D,E,F,G,H,I,J,M,N
125° - 191°	A,B,L	C,D,E,F,G,H,I,J,K,M,N
192° - 214°	A,B	C,D,E,F,G,H,I,J,K,L,M,N
215° - 259°	A,B,C	D,E,F,G,H,I,J,K,L,M,N
260° - 281°	A,B,C,D	E,F,G,H,I,J,K,L,M,N
282° - 304°	A,C,D	B,E,F,G,H,I,J,K,L,M,N
305° - 326°	A,C,D,K	B,E,F,G,H,I,J,L,M,N

PROTECTIVE ACTION RECOMMENDATION PROCESS

Acceptable changes in initial PARS would include expanding evacuation but would not allow a change from evacuation of zones to sheltering of those zones.

1. Indications that substantial core damage is imminent or has occurred include:
 - a) Core damage > 1% Melt.
 - b) Core Exit Thermocouple readings $\geq 2300^{\circ}$ F.
 - c) Core uncovered > 30 minutes.
2. Indications that a significant loss of reactor coolant is imminent or has occurred include:
 - a) Containment radiation reading > 10,000 R/Hr without spray or > 4,000 R/Hr with spray.
 - b) Containment hydrogen gas concentration > 1%.
 - c) Rapid vessel depressurization.
 - d) A large break loss of coolant accident.
3. Indications that containment failure (primary or S/G) is imminent or has occurred include:
 - a) A release of radioactivity can not be maintained below the General Emergency EAL criteria.
 - b) Primary containment pressure can not be maintained below design basis pressure which is 45 psig.
 - c) Primary containment H₂ gas concentration can not be maintained below combustible limits which is 4% by volume.
 - d) Faulted/Ruptured S/G with a relief valve open.
4. Accidents which result in a direct release pathway to the environment (for example, a faulted and ruptured S/G with water level below the tube bundles, S/G Narrow Range < 25% normal containment conditions or < 40% adverse containment conditions, and a relief valve open would provide such a pathway) will most likely be thyroid dose limiting. For circumstances involving this type of accident sequence:
 - a) Consider any Fuel Breach sufficient to warrant the determination that substantial core damage has occurred.
 - b) Consider any RCS Breach sufficient to warrant the determination that a significant loss of reactor coolant has occurred.

Containment monitors can provide indication of both core damage and RCS breach. Monitor values used to determine a specific amount of core damage are dependent on plant conditions, power history and time after shutdown. Monitor readings used to quantify an amount of damage or coolant leakage should be complimented by other indications and engineering judgment.

If a release is in progress:

- Perform dose assessment as soon as possible to determine if PAGs are exceeded and if additional Subzones require evacuation.
- Add any Subzones requiring evacuation as determined by dose assessment to the plant based PARS.

If no release is in progress:

- Perform dose projection on possible conditions as time permits to determine if PAGs could be exceeded. Consider adding any Subzones requiring evacuation as determined by dose projection to the plant based PARS.

Date/Time: _____

EVENT INFORMATION WORKSHEET

A) Emergency Classification

Time Declared: _____ (24 hr)

- ☐ Unusual Event ☐ Alert
☐ Site Area ☐ General

Provide a brief summary of the event and mitigating actions in progress:

EAL: _____

B) Fission Product Barrier Status

	Fuel	RCS	Cnmt
Intact:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeopardy:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breached:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C) Plant Conditions

- ☐ On-Line ☐ At Power: _____ %
☐ Off-Line ☐ Cooling Down
 ☐ Cold Shutdown

Time of Rx Shutdown: _____ (24 hr)

- ☐ Stable ☐ Improving
☐ Unstable ☐ Same
 ☐ Deteriorating

Describe equipment, instrument, or other problems: _____

D) Radiological Release

- ☐ None ☐ Controlled
☐ Imminent ☐ Uncontrolled
☐ In Progress ☐ Below PAGs
 ☐ Above PAGs

Time Started: _____ (24 hr)

Noble Gas: _____ Ci/sec

Iodines: _____ Ci/sec

Projected Duration: _____ hours

E) Personnel Status

- Missions in plant: ☐ No ☐ Yes
Injuries (No. _____): ☐ No ☐ Yes
Contamination(s): ☐ No ☐ Yes
Over Exposure(s): ☐ No ☐ Yes
 ☐ Minor ☐ Major

Details (names of injured, status of family notification): _____

F) Facility Activation Status

- ☐ TSC: _____ (24 hr)
☐ OSC: _____ (24 hr)
☐ EOF: _____ (24 hr)
☐ JIC: _____ (24 hr)

G) Offsite Assistance Requested

- ☐ None
☐ Medical _____ (24 hr)
 ☐ Ambulance ☐ Helicopter
☐ Fire Department _____ (24 hr)
 ☐ Holly Springs ☐ Apex
☐ Law Enforcement _____ (24 hr)
 ☐ Local ☐ State

EVENT INFORMATION WORKSHEET

H) Onsite Protective Actions

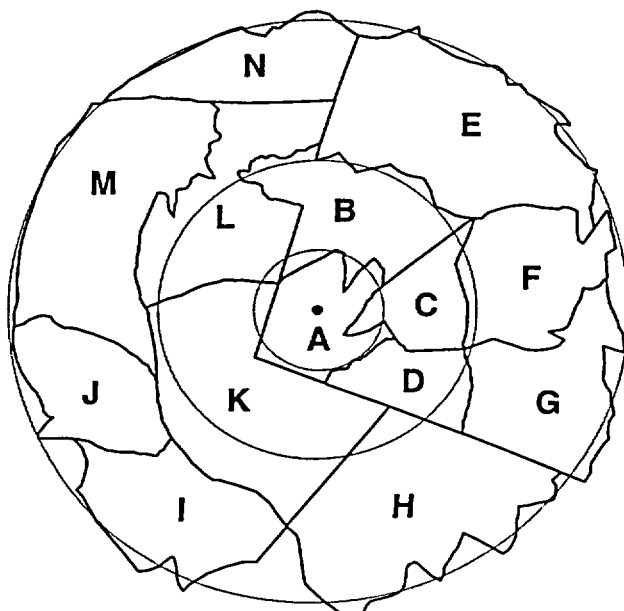
- ☐ None
- ☐ Assembly/Accountability
- ☐ Local Area(s) Evacuated
- ☐ Protected Area Evacuated
- ☐ Exclusion Area Evacuated
- ☐ Potassium Iodide Issued
- ☐ Employee Info Phone #: _____

I) Offsite Notifications (last issued)

State/County	Time: _____ (24 hr)
NRC	Time: _____ (24 hr)
News Release	Time: _____ (24 hr)
Hospital	Time: _____ (24 hr)
INPO	Time: _____ (24 hr)
ANI	Time: _____ (24 hr)

J) PARs

- ☐ None Issued, or
 - ☐ Evac: A B C D E F G H I J K L M N
 - ☐ Shelter: A B C D E F G H I J K L M N
- (circle the affected subzones)



K) Offsite Facility Activation Status

- ☐ Chatham County EOC: _____ (24 hr)
- ☐ Harnett County EOC: _____ (24 hr)
- ☐ Lee County EOC: _____ (24 hr)
- ☐ Wake County EOC: _____ (24 hr)
- ☐ State EOC: _____ (24 hr)
- ☐ NRC Incident Response Center: _____ (24 hr)

L) Offsite Actions/Response

- ☐ None Issued, or
 - ☐ Schools ☐ Daycare
 - ☐ Hospitals ☐ Rest Homes
 - ☐ Lake Evacuations
 - ☐ Other: _____
 - ☐ Evac: A B C D E F G H I J K L M N
 - ☐ Shelter: A B C D E F G H I J K L M N
- (circle the affected subzones)
- ☐ Sirens Activated: _____ (24 hr)
 - ☐ Tone Alerts Activated: _____ (24 hr)
 - ☐ EAS Activated: _____ (24 hr)

Notes: _____

TERMINATION CHECKLIST

	<u>True</u>	<u>False</u>
1. Conditions no longer meet an Emergency Action Level and it appears unlikely that conditions will deteriorate.	<input type="checkbox"/>	<input type="checkbox"/>
List any EAL(s) which is/are still exceeded and a justification as to why a state of emergency is no longer applicable:		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
2. Plant releases of radioactive materials to the environment are under control (within Tech Specs) or have ceased and the potential for a uncontrolled radioactive release is acceptably low.	<input type="checkbox"/>	<input type="checkbox"/>
3. The radioactive plume has dissipated and plume tracking is no longer required. The only environmental assessment activities in progress are those necessary to determine the extent of deposition resulting from passage of the plume.	<input type="checkbox"/>	<input type="checkbox"/>
4. In-plant radiation levels are stable or decreasing, and acceptable given the plant conditions.	<input type="checkbox"/>	<input type="checkbox"/>
5. The reactor is in a stable shutdown condition and long-term core cooling is available.	<input type="checkbox"/>	<input type="checkbox"/>
6. The integrity of the Reactor Containment Building is within Technical Specification limits.	<input type="checkbox"/>	<input type="checkbox"/>
7. The operability and integrity of radioactive waste systems, decontamination facilities, power supplies, electrical equipment and plant instrumentation including radiation monitoring equipment is acceptable.	<input type="checkbox"/>	<input type="checkbox"/>
8. Any fire, flood, earthquake or similar emergency condition or threat to security no longer exists.	<input type="checkbox"/>	<input type="checkbox"/>

		<u>True</u>	<u>False</u>
9.	Any contaminated injured person has been treated and/or transported to a medical care facility.	<input type="checkbox"/>	<input type="checkbox"/>
10.	All required notifications have been made.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Offsite conditions do not unreasonably limit access of outside support to the station and qualified personnel and support services are available.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Discussions have been held with Federal, State and County agencies and agreement has been reached and coordination established to terminate the emergency.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

[illegible]

Date/Time: _____

Revision Summary for PEP-110 Rev. 11

Pg. 6	Added clarification that acceptable changes in initial PARS would include expanding evacuation but would not allow a change from evacuation of zones to sheltering of those zones.
Pg. 16/ Attachment 3	Added clarification to Note 4 on the flowchart
Pg. 17/ Attachment 3	Added clarification to Note 4
Pg. 17/ Attachment 3	Added clarification that acceptable changes in initial PARS would include expanding evacuation but would not allow a change from evacuation of zones to sheltering of those zones.

Revision Summary for PEP-110 Rev. 10

Pg/Section	Changes
Pg. 14/ Attachment 1	The Emergency Action Level (EAL) flow path Side 1 was updated to remove loss of ERFIS from unusual event matrix
Pg. 15 / Attachment 2	The Emergency Action Level (EAL) flow path Side 2 was updated to remove loss of ERFIS from unusual event matrix