

**ENTERGY NUCLEAR NORTHEAST
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
P.O. BOX 110
LYCOMING, NY 13093
DOCUMENT TRANSMITTAL AND RECEIPT ACKNOWLEDGEMENT FORM**

**DATE: FEBRUARY 14, 2003
CONTROLLED COPY NUMBER: 34**

TO: U.S.N.R.C. Document Center/Washington, DC

FROM: CATHY IZYK - EMERGENCY PLANNING DEPARTMENT

SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES

Enclosed are revisions to your assigned copy of the JAFNPP Emergency Plan and Implementing Procedures. Please remove and **DISCARD** the old pages. Insert the attached, initial and date this routing sheet and return the completed routing sheet to ***Cathy Izyk in the Emergency Planning Department within 15 days.*** If this transmittal is not returned within 15 days, your name will be removed from the controlled list.

| VOLUME 2 Update List Dated N/A | | | |
|--------------------------------|-----------------------------------|--------|---------------|
| DOCUMENT | PAGES | REV. # | INITIALS/DATE |
| EAP-17 | Ed. Cor. Replace cover sheet only | 104 | |
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| VOLUME 3 Update List Dated FEBRUARY 14, 2003 | | | |
|--|-------------|--------|---------------|
| DOCUMENT | PAGES | REV. # | INITIALS/DATE |
| EAP-37 | REPLACE ALL | 7 | |
| SAP-1 | REPLACE ALL | 17 | |
| SAP-3 | REPLACE ALL | 73 | |

A045

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3
UPDATE LIST

CONTROLLED COPY # **34**

Date of Issue: February 14, 2003

| Procedure Number | Procedure Title | Revision Number | Date of Last Review | Use of Procedure |
|------------------|---|-----------------|---------------------|------------------|
| N/A | TABLE OF CONTENTS | REV. 23 | 12/98 | N/A |
| EAP-26 | PLANT DATA ACQUISITION SYSTEM ACCESS | REV. 12 | 11/02 | Informational |
| EAP-27 | ESTIMATION OF POPULATION DOSE WITHIN 10 MILE EMERGENCY PLANNING ZONE | REV. 10 | 06/02 | Informational |
| EAP-28 | EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION | REV. 6 | 07/00 | Reference |
| EAP-29 | EOF VENTILATION ISOLATION DURING AN EMERGENCY | REV. 5 | 02/98 | Informational |
| EAP-30 | EMERGENCY TERMINATION AND TRANSITION TO RECOVERY* | REV. 0 | 12/98 | Informational |
| EAP-31 | RECOVERY MANAGER* | REV. 1 | 07/01 | Informational |
| EAP-32 | RECOVERY SUPPORT GROUP* | REV. 8 | 02/02 | Informational |
| EAP-33 | DEVELOPMENT OF A RECOVERY ACTION PLAN* | REV. 0 | 12/98 | Informational |
| EAP-34 | ACCEPTANCE OF ENVIRONMENTAL SAMPLES AT THE EOF/EL DURING AN EMERGENCY | REV. 3 | 02/98 | Informational |
| EAP-35 | EOF TLD ISSUANCE DURING AN EMERGENCY | REV. 6 | 02/98 | Informational |
| EAP-36 | ENVIRONMENTAL LABORATORY USE DURING AN EMERGENCY | REV. 4 | 02/98 | Informational |
| EAP-37 | SECURITY OF THE EOF AND EL DURING DRILLS, EXERCISES AND ACTUAL EVENTS | REV. 7 | 02/03 | Informational |
| EAP-39 | DELETED (02/95) | | | |
| EAP-40 | DELETED (02/98) | | | |
| EAP-41 | DELETED (12/85) | | | |
| EAP-42 | OBTAINING METEOROLOGICAL DATA | REV. 18 | 08/02 | Informational |
| EAP-43 | EMERGENCY FACILITIES LONG TERM STAFFING | REV. 59 | 02/03 | Informational |
| EAP-44 | CORE DAMAGE ESTIMATION | REV. 4 | 06/02 | Informational |
| EAP-45 | EMERGENCY RESPONSE DATA SYSTEM (ERDS CONFIGURATION CONTROL PROGRAM) | REV. 6 | 07/00 | Informational |
| SAP-1 | MAINTAINING EMERGENCY PREPAREDNESS | REV. 17 | 02/03 | Informational |
| SAP-2 | EMERGENCY EQUIPMENT INVENTORY | REV. 35 | 01/03 | Reference |
| SAP-3 | EMERGENCY COMMUNICATIONS TESTING | REV. 73 | 02/03 | Reference |

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3
UPDATE LIST

Date of Issue: February 14, 2003

| Procedure Number | Procedure Title | Revision Number | Date of Last Review | Use of Procedure |
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| SAP-4 | NYS/OSWEGO COUNTY EMERGENCY PREPAREDNESS PHOTO IDENTIFICATION CARDS | REV. 9 | 06/02 | Informational |
| SAP-5 | DELETED (3/98) | | | |
| SAP-6 | DRILL/EXERCISE CONDUCT | REV. 18 | 11/02 | Informational |
| SAP-7 | MONTHLY SURVEILLANCE PROCEDURE FOR ON-CALL EMPLOYEES | REV. 36 | 08/02 | Informational |
| SAP-8 | PROMPT NOTIFICATION SYSTEM FAILURE/SIREN SYSTEM FALSE ACTIVATION | REV. 13 | 12/02 | Informational |
| SAP-9 | DELETED (02/94) | | | |
| SAP-10 | METEOROLOGICAL MONITORING SYSTEM SURVEILLANCE | REV. 11 | 03/02 | Informational |
| SAP-11 | EOF DOCUMENT CONTROL | REV. 11 | 06/02 | Informational |
| SAP-13 | EOF SECURITY AND FIRE ALARM SYSTEMS DURING NORMAL OPERATIONS | REV. 4 | 06/02 | Informational |
| SAP-14 | DELETED (02/95) | | | |
| SAP-15 | DELETED (11/92) | | | |
| SAP-16 | UTILIZING EPIC IDT TERMINALS FROM DESTINY SYSTEM | REV. 4 | 06/02 | Informational |
| SAP-17 | EMERGENCY RESPONSE DATA SYSTEM (ERDS) QUARTERLY TESTING | REV. 7 | 07/00 | Continuous |
| SAP-19 | SEVERE WEATHER | REV. 4 | 01/01 | Informational |
| SAP-20 | EMERGENCY PLAN ASSIGNMENTS | REV. 21 | 08/02 | Informational |
| SAP-21 | DELETED (04/01) | | | |
| SAP-22 | EMERGENCY PLANNING PROGRAM SELF ASSESSMENT | REV. 1 | 10/98 | Informational |

ENTERGY NUCLEAR OPERATIONS, INC.
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY ORGANIZATION STAFFING
EAP-17

REVISION 1034 *02/4/03*

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE: N/A

APPROVED BY: J.E. ROGERS / J.E. Rogers by D.
RESPONSIBLE PROCEDURE OWNER

DATE: Feb 4, 2003

EFFECTIVE DATE: February 5, 2003

FIRST ISSUE ☐

FULL REVISION ☐

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| * ADMINISTRATIVE * | |
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PERIODIC REVIEW DUE DATE: June 2007

REVISION SUMMARY SHEET

REV. NO.

- 104 • Quarterly update of the Emergency Response Organization.
- 103 • Quarterly update of the Emergency Response Organization.
- 102 • Quarterly update of the Emergency Response Organization.
- 101 • On attachment 2 added information that directs the Shift Manager, per AOP-43 to make plant announcement per EAP-1.1 att. 15.
 - Changed SAS Cell Phone from 593-4767 to 593-9539
- 100 • Quarterly update of the Emergency Response Organization.
 - Name change for Security Coord/Serg. - Previously was Shift Coord/Sergeant in the JAF area.
 - Removed reference to GMO as position was replaced by GMPO.
 - In section 5.1.3 added verbiage to clarify the on-duty day of the week start.
- 99 • Quarterly update of the Emergency Response Organization.
 - Updated Operations titles from: Non-Licensed Operator to Nuclear Plant Operator and changed Licensed Operator)SNO or NCO) to Senior Nuclear Operator.
 - Added position in the TSC - TSC Support
 - Added position in the JNC - RP Briefer
- 98 • Deleted the JAFNPP Typical E-Plan Staff Call out Matrix by position (Attachment 2) due to the reorganization of the ERO and plant on call schedule.
 - Updated all of the attachments due to the deletion of the Call Out Matrix (previously Att. 2)
 - Deleted the words "On Call Employees" and replaced it with "pager" in section 4.6.
 - Removed section 5.0, Emergency Plan on call employees and schedules.
 - In sections 5.1 1 - 5.1.7, listed steps for personnel being on call and information on the schedule, switching weeks, where a list of pager codes are found, what day of the week the duty starts, and corporate on call information.
 - In section 6.1.2.C - added words to start with team 1 members.
 - In section 6.1.3, reworded the instructions to all personnel assigned an E-Plan pager.
 - Deleted section 6.1.4 that dealt with On Duty Individuals - section 5.1 that was also deleted.
 - On E-Plan Employee Call Out, Attachment 2 and Attachment 4 - changed the "WPO Nuclear Generation Duty Officer" to "Recovery Support Group Manager." Replaced "NGDO" with "RSGM:."
 - On Attachment 1 - Changed titles of Operators per AP-12.03 changes.

ENTERGY NUCLEAR NORTHEAST
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

SECURITY OF THE EMERGENCY OPERATIONS FACILITY (EOF)
AND ENVIRONMENTAL LABORATORY (EL) DURING
DRILLS, EXERCISES AND ACTUAL EVENTS
EAP-37
REVISION 7

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE: N/A

APPROVED BY:

M. Amadio
RESPONSIBLE PROCEDURE OWNER

DATE: 2/13/03

EFFECTIVE DATE:

February 14, 2003

FIRST ISSUE ☐

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PERIODIC REVIEW DUE DATE:

February 2008

REVISION SUMMARY SHEET

| REV. NO. | CHANGE AND REASON FOR CHANGE |
|----------|--|
| 7 | <ul style="list-style-type: none">• Added "and the JNC" in section 4.1.1 and deleted "guards in the absence of normal".• Deleted section 4.1.2 regarding Security Guards and replaced it with information on EOF Security Coordinator• In section 4.2.1 and in note section of 4.3.6.e changed security officer to security person.• In section 4.2.2 added the word "may" in regards to the doors being unlocked.• On attachments 2 and 3 changed the word Guard to Security Coordinator. |
| 6 | <ul style="list-style-type: none">• Changed title page, and through out the entire procedure, company name.• In Section 4.2 - revised section to indicate that staff members can move between the JNC and EOF facilities and listed the doors to be used.• In Section 4.3.4 - Stated that Entergy personnel without an authorized access control ID card can be provided a temporary handwritten one.• In the NOTE section of 4.3.6 - changed 4.3.4 to now reference section 4.3.5. |
| 5 | <ul style="list-style-type: none">• NOTE following 4.3.5.E added provision for listed individuals to require the entry and escort section. This will enable authorized personnel without badges to have access to facility without unnecessarily tying up an ERO member.• Corrected page number on pages 8 & 9 - editorial. |

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1.0 PURPOSE

This procedure provides instruction on establishing and maintaining physical security of the EOF/EL during drills, exercises and actual events. Personnel having security duties during those times shall follow the steps outlined in this procedure to secure the facility and process personnel entering and exiting the facility.

2.0 REFERENCES

2.1 Performance References

None

2.2 Developmental References

2.2.1 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS

2.2.2 EAP-14.2, EMERGENCY OPERATIONS FACILITY ACTIVATION

2.2.3 SAP-13, EOF SECURITY AND FIRE ALARM SYSTEMS DURING NORMAL OPERATIONS

3.0 INITIATING EVENTS

The EOF has been ordered to activate in accordance with Emergency Plan Implementing Procedure EAP-14.2, Emergency Operations Facility Activation.

4.0 PROCEDURE

4.1 Procedural Responsibilities

4.1.1 The EOF Security Coordinator is responsible for establishing and maintaining effective security at the EOF/EL and the JNC. The EOF Security Coordinator has the authority to recruit personnel to fulfill the positions of security personnel.

4.1.2 The EOF Security Coordinator may enlist help at the EOF or JNC from the authorized law enforcement agencies by requesting police assistance via telephone to Oswego County 911, or via the Oswego County or NY State Liaisons.

4.2 Establishing EOF/EL Security

The EOF Security Coordinator shall:

- 4.2.1 Ensure that all building exits are locked with the exception of those listed in section 4.2.2. Those doors designated, as emergency exits need only be locked to prevent access from the outside.

NOTE: The EOF Security Coordinator may post a security person at, or lock, any of the following doors if security of the facility could be compromised. It is important to ensure that necessary EOF or JNC staff members are able to move between facilities using the side doors to provide support to the JNC during an emergency. (facility staff can only travel between buildings after they have initially signed in to one or the other building, and have proper identification)

- 4.2.2 The following doors may remain unlocked:

- A. Main entrance on the west side of the building to allow access to the facility by emergency response personnel.
- B. Double doors on the east side of the building to allow receipt of samples by the Environmental Lab.
- C. Door on the north side of the building to allow access to and from the JNC via the fenced walkway.

- 4.2.3 The EOF Security Coordinator will ensure that the following post is manned: Main entrance (West side) -- Post #1.

- 4.2.4 The EOF Security Coordinator shall ensure that the Security Alarm Control Panel is activated.

- 4.2.5 Ensure that the Security Camera systems are activated.

4.3 Main Entrance -- Post #1

- 4.3.1 Establish the security desk just inside the main entrance to the EOF.

NOTE: Obtain Authorized Personnel Access Log (Attachment 2), a copy of this procedure, visitor identification badges and Visitor Access Log (Attachment 3).

- 4.3.2 Check credentials of all arriving personnel.

- 4.3.3 Ensure that all personnel display their Authorized Access Control I.D. Card at all times while in the EOF (see Attachment 4 for examples).

NOTE: If Entergy personnel arrive without proper identification, the EOF Security Coordinator may approve access from the JAF site access list.

- 4.3.4 For Entergy personnel without an Authorized Access Control ID Card provide a temporary ID card. This may be handwritten.

- 4.3.5 Have entering personnel complete the Authorized Personnel Access Log (Attachment 2).

- 4.3.6 For non-Entergy personnel not having a valid Authorized Access Control I.D. Card, proceed as follows:

A. Obtain proper identification (i.e., company I.D. card, driver's license, etc.).

B. Contact the individual whom the visitor has business with.

C. Obtain an escort for the visitor.

NOTE: An escort is any individual who has been authorized access in accordance with 4.3.5 above.

D. Complete the Visitor Access Log (Attachment 3).

E. Issue the visitor a Visitor Identification Badge.

NOTE: At all times while a visitor is in the EOF, he/she must be under the direct observation of their escort. The Emergency Director, EOF Manager or Security Coordinator may waive the escort requirement, verbally or in writing. The Security person or Security Coordinator should record the name of the authorizing individual on the visitor access log.

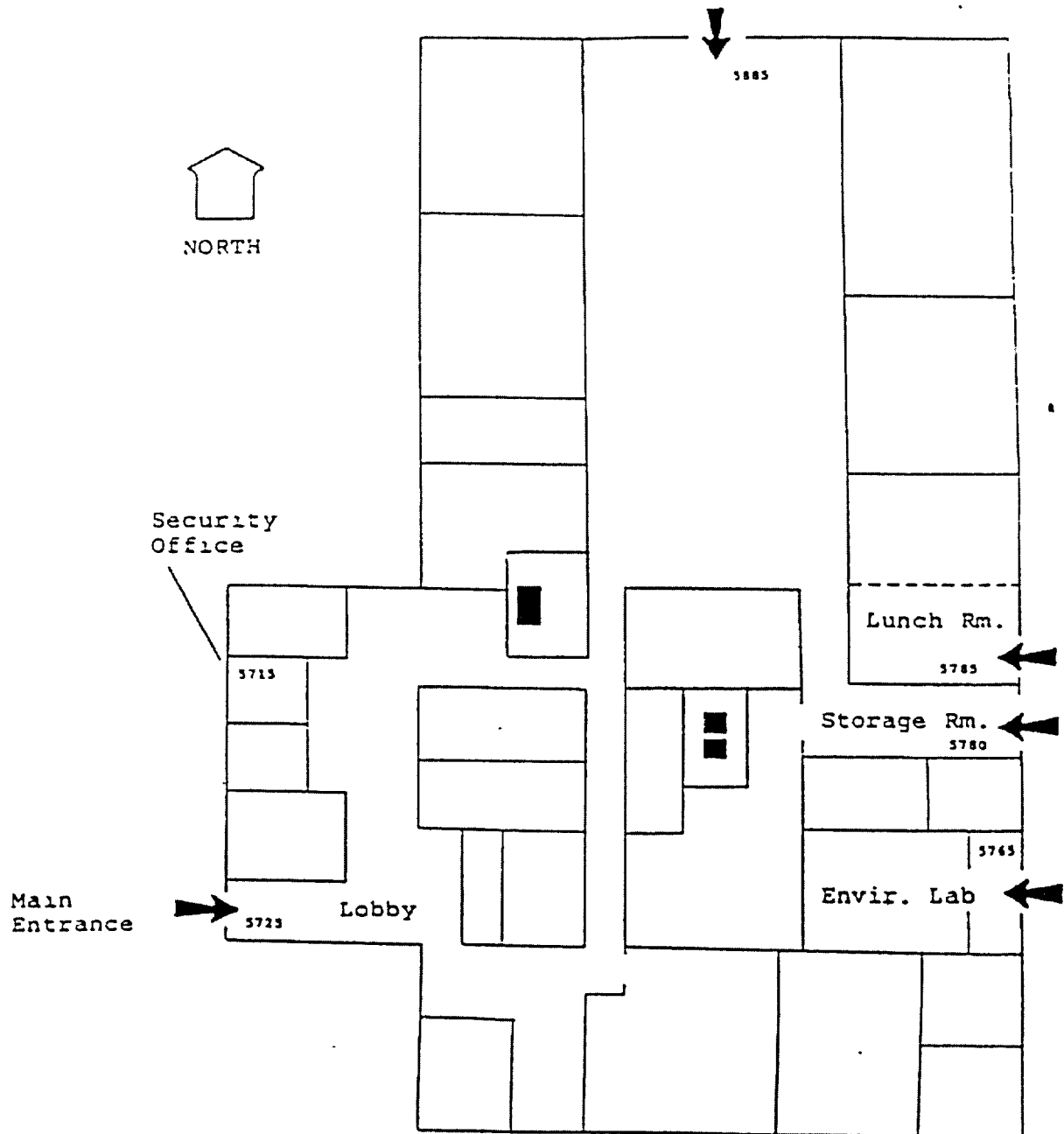
4.3.7 Upon exiting the EOF, direct all personnel to sign out on the appropriate access log and return their visitor badge (if one had been issued).

5.0 ATTACHMENTS

1. EOF/EL BUILDING LAYOUT, SHOWING SECURITY POSTS.
2. AUTHORIZED PERSONNEL ACCESS LOG.
3. VISITOR ACCESS LOG
4. AUTHORIZED ACCESS CONTROL I.D. CARDS

ATTACHMENT 1

EOF/EL BUILDING LAYOUT
SHOWING EXTERIOR ENTRANCE DOORS



Page 1 of 1

Date: _____ Security Coordinator: _____

[illegible]

VISITOR ACCESS LOG

Page 1 of 1

Date: _____ Security Coordinator: _____

[illegible]

EAP-37

Rev.No. 7

SECURITY OF THE EMERGENCY OPERATIONS FACILITY (EOF) AND ENVIRONMENTAL LABORATORY (EL) DURING DRILLS, EXERCISES AND ACTUAL EVENTS

ATTACHMENT 3

Page 10 of 12

SECURITY OF THE EMERGENCY OPERATIONS FACILITY (EOF)
AND ENVIRONMENTAL LABORATORY (EL) DURING
DRILLS, EXERCISES AND ACTUAL EVENTS

EAP-37

ATTACHMENT 4

Page 1 of 2

AUTHORIZED ACCESS CONTROL IDENTIFICATION CARDS (EXAMPLES)

NEW YORK STATE
DISASTER PREPAREDNESS COMMISSION
This is to Certify

Signature _____
whose photograph and
signature appear hereon may
have emergency access through

MILITARY and/or POLICE CONTROL POINTS
NEW YORK STATE/EXECUTIVE LAW ART 2-B
[Signature]
Authorized by _____ Title _____
Date issued _____ Expiration Date _____

OSWEGO COUNTY
OFFICE OF EMERGENCY PREPAREDNESS
This is to Certify

whose photograph
and signature appear
hereon may have
emergency access
through MILITARY and/or
POLICE CONTROL POINTS
throughout Oswego County

Photo
Here

SIGNATURE _____

New York Executive Law
ART. 2-B
This card will be displayed at all times

3/13/2000 00000 Indefinite
Date Issued ID Number Exp Date

[Signature] Sheriff
Authorized By Title

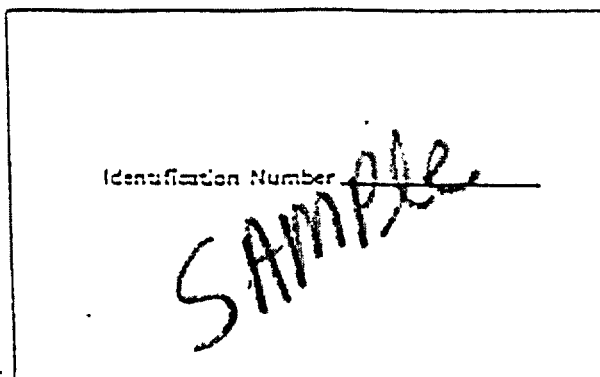
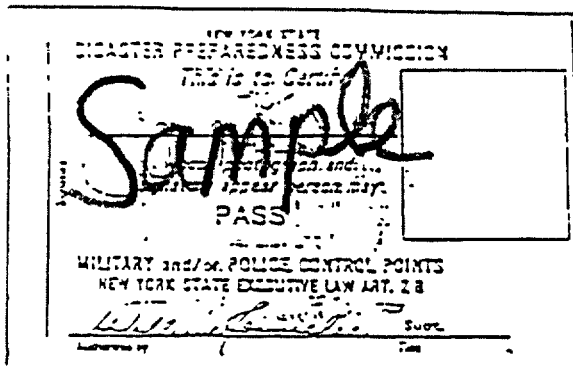
SECURITY OF THE EMERGENCY OPERATIONS FACILITY (EOF)
AND ENVIRONMENTAL LABORATORY (EL) DURING
DRILLS, EXERCISES AND ACTUAL EVENTS

EAP-37

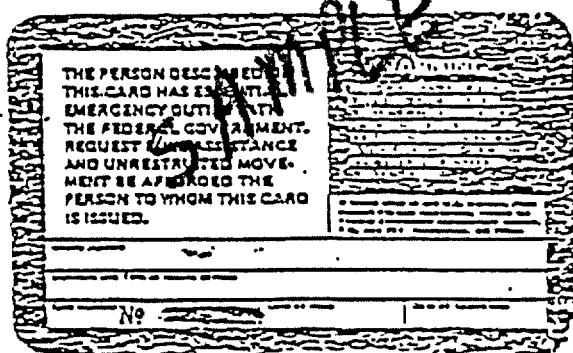
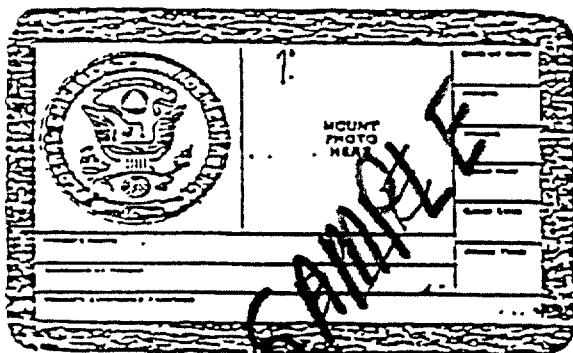
ATTACHMENT 4

Page 2 of 2

AUTHORIZED ACCESS CONTROL IDENTIFICATION CARDS (EXAMPLES)



Black on Peach



Black on White - Red Border

ENTERGY NUCLEAR OPERATIONS, INC.
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

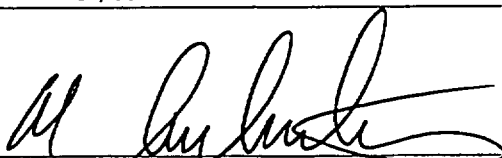
MAINTAINING EMERGENCY PREPAREDNESS
SAP-1
REVISION 17

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE N/A

APPROVED BY:


RESPONSIBLE PROCEDURE OWNER

DATE: 2/13/02

EFFECTIVE DATE: FEBRUARY 14, 2003

FIRST ISSUE ☐

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PERIODIC REVIEW DUE DATE: FEBRUARY 2008

REVISION SUMMARY SHEET

REV. NO.

- 17
 - In step 4.1.5, removed the frequency for QA inspections. SECTION-8 describes the inspection frequency and criteria.
 - Changed Emergency Planning Coordinator title to Emergency Planning Manager throughout the entire procedure.
 - Added a notification step for EPM to notify plant personal of drill dates in Section 4.3.5
 - Added Section 4.5.1.G to take EP credit for SRO license requal.
 - Added section 4.1.8 that describes the role of a mentor when used in drills.
 - Updated name change of Upstate Medical Center to University Hospital on attachment 1.
- 16
 - In section 4.1.1 - deleted "with ACTS item, DERs lesson learned or other corrective actions." This is due to the new paperless PCRS System.
 - Updated company name change on title page and in section 4.1.5.
 - In section 4.1.6 deleted Training Manager and replaced it with Emergency Planning Coordinator or designee.
 - In section 4.1.7, 4.4.4, 4.5.2.E, & Attachment 1 - deleted "observation" and replaced it with "Evaluation".
 - In section 4.3.1 - changed the Emergency planning zones to be tested monthly instead of annually and deleted communications related to type of drill. Deleted "via the observer" dealing with messages being delivered by.
 - In section 4.3.3 & Attachment 1 page 3- updated SUNY Health Science Center to Upstate Medical Center.
 - In section 4.4.2 added the word scenario after exercise.
 - In section 4.5.1 - updated Radiological and Environmental Services with Radiation Protection.
 - In section 4.5.1 C-E & on attachment 1 updated the titles from various department.
 - In section 4.5.1.F - designated specific plant personnel to review scenario packages.
 - In section 4.5.2.E- removed reference to PORC representative.
 - In section 4.5.3 - deleted observer.

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| 1. DRILL SUBJECT REPORT | 15 |

1.0 PURPOSE

This procedure details the actions to be taken to maintain emergency preparedness at the JAFNPP site. The procedure establishes a method for the conduct and evaluation of a drill or exercise at the JAFNPP. This procedure also outlines the management controls used to ensure that corrective actions are implemented.

2.0 REFERENCES

2.1 Performance References

None

2.2 Developmental References

- 2.2.1 NUREG-0654, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in support of Nuclear Power Plants
- 2.2.2 JAFNPP Emergency Plan, Volume #1
- 2.2.3 TP-1.01, TRAINING RECORDS
- 2.2.4 TP-4.01, GENERAL EMPLOYEE TRAINING
- 2.2.5 ITP-12, EMERGENCY RESPONSE TRAINING
- 2.2.6 AP-02.01, PROCEDURE WRITING MANUAL
- 2.2.7 AP-02.03, EMERGENCY PREPAREDNESS
- 2.2.8 AP-02.04, CONTROL OF PROCEDURES
- 2.2.9 QA-18.1-J, QUALITY ASSURANCE AUDIT PROGRAM-PLANT
- 2.2.10 SAP-6, DRILL/EXERCISE CONDUCT
- 2.2.11 SAP-3, EMERGENCY COMMUNICATIONS TESTING
- 2.2.12 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS
- 2.2.13 JAFNPP EMERGENCY PLAN IMPLEMENTING PROCEDURES, VOLUMES 2 and 3
- 2.2.14 10CFR50.54(t)
- 2.2.15 Volume 10 Code of Federal Regulations, Part 50.55
- 2.2.16 TP-4.02, FIRE AND RESCUE TRAINING

3.0 INITIATING EVENTS

None

4.0 PROCEDURE

4.1 General

Emergency preparedness at JAFNPP is maintained through an integrated program of training, drills, exercises, plan and procedure maintenance, and audits.

- 4.1.1 Training - Plant staff and outside support agencies are given formal classroom training in accordance with ITP-12, EMERGENCY RESPONSE TRAINING. Formal training consists of classroom instruction and examinations. Drills and exercises are utilized to evaluate emergency preparedness, and the results of these are input to a formalized drill report.
- 4.1.2 Drills - A drill is a hands on, supervised instruction period aimed at developing, testing and maintaining skills in a particular operation. Drills at JAFNPP are conducted in accordance with the schedule and guidelines of section 4.3 of this procedure.
- 4.1.3 Exercises - As defined in NUREG-0654, an exercise is an event that tests the integrated capability and a major portion of the basic elements existing within emergency plans and organizations. Exercises at JAFNPP are conducted in accordance with the schedule and guidelines of section 4.4 of this procedure.
- 4.1.4 Plan and Procedure Maintenance - Maintenance of the JAFNPP Emergency Plan and Implementing procedures consists of document control activities including distribution control, change control, procedure review, and cross reference review. Plan and procedure maintenance is in accordance with AP-02.03, EMERGENCY PREPAREDNESS and AP-02.04, CONTROL OF PROCEDURES.

- 4.1.5 Reviews - Entergy Q.A. will conduct a review of the emergency preparedness program in accordance with Section 8 of the Emergency Plan. Findings and corrective action records shall be maintained by the QA department in accordance with their procedures.
- 4.1.6 Drill/Exercise Documentation - Documentation for drills and exercises shall be maintained by the Emergency Planning Manager or designee. Documentation shall be developed in accordance with section 4.5.
- 4.1.7 Drill/Exercise Conduct, Evaluation, Critiques and Deficiencies - A formalized method for evaluating a drill or exercise has been established. SAP-6, DRILL/EXERCISE CONDUCT, details the method for conducting the Drill/Exercise Evaluation Program, Critique, and Deficiency action.
- 4.1.8 Mentors may be used during drills. A mentor is an ERO member who has experience in the assigned position and can be used to fill the position, or to provide guidance to an ERO member in training, or requiring additional experience. Mentors are credited with participation in a drill.

4.2 Training

The responsibility for training is shared by the Training Manager and the Emergency Planning Manager.

- 4.2.1 Training Manager - The Training Manager is responsible for the formal classroom training of individuals who have duties in the emergency response organization. The Training Manager is also responsible for specialized training services such as fire fighting, first aid and search/rescue. The Training Manager is responsible for all documentation of fire brigade drills.
- 4.2.2 Emergency Planning Coordinator - The Emergency Planning Manager is responsible for communications, medical emergency (contaminated injury), radiological monitoring and radiation protection drills.

- 4.2.3 Initial training and periodic retraining shall be conducted in accordance with TP-1.01, TRAINING RECORDS, TP-4.01, GENERAL EMPLOYEE TRAINING and ITP-12, EMERGENCY RESPONSE TRAINING.
- 4.2.4 Formal training shall be documented using a Training Report (as defined by Training procedures).
- 4.2.5 The Training Manager shall be responsible for maintaining all Emergency Plan training records. This shall include records of all formal training sessions, drills and exercises.

4.3 Drills

Responsibility for the conduct of drills is divided between the Emergency Planning Manager (EPM) and the Fire Protection Supervisor (FPS)/Fire Protection Training Specialist. There are five drill areas:

4.3.1 Communication Drills - Emergency Planning Coordinator.

Communications with Federal, State and local governments within the Emergency Planning Zones shall be tested monthly. Communications between the nuclear facility, State and local emergency operations centers, and field assessment teams shall be tested annually. These drills shall also include the aspect of understanding the content of messages. Documentation for communication drills shall be in accordance with procedure SAP-3, EMERGENCY COMMUNICATIONS TESTING. Communication drills shall be reviewed by the Emergency Planning Manager.

4.3.2 Fire Drills - Fire Protection Supervisor/Fire Protection Training Specialist.

Fire drills shall be conducted in accordance with the plant administrative procedures, Fire Protection Procedures and Training Procedures. Fire Brigade drills are the responsibility of the Fire Protection Supervisor. Response to an actual fire may be counted as a drill. Documentation of Fire Drills shall be done by the Training Manager in accordance with TP-4.02, FIRE AND RESCUE TRAINING.

4.3.3 Medical Emergency Drills - Emergency Planning Manager.

A medical emergency drill involving a simulated contaminated individual and contains provisions for participation by the local support services agencies (i.e., Oswego Hospital, Upstate Medical Center and the Oswego Fire Department Ambulance) shall be conducted annually. The medical drill may be performed as part of the required exercise. Response to an actual medical emergency may be counted as a drill. Documentation of Medical Emergency Drills shall be done by completing Attachment 1, Drill Subject Report, with a drill scenario and providing a completed copy in accordance with the JAF Records Retention Turnover Schedule.

Radiological Monitoring Drills - Emergency Planning Manager.

Plant environs and radiological monitoring drills (onsite and offsite) shall be conducted annually. These drills shall include collection and analysis of sample media (e.g., water, vegetation, soil and air), and provisions for communications and record keeping. This drill may be conducted as part of the JAFNPP Biennial Exercise. Documentation for Radiological Monitoring Drills shall be done by completing Attachment 1, Drill Subject Report, with a drill scenario and providing a completed copy in accordance with the JAF Records Retention Turnover Schedule.

4.3.4 Radiation Protection Drills - Emergency Planning Manager.

A. Radiation Protection drills shall be conducted semi-annually which involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements in the environment.

B. Analysis of in-plant liquid samples with actual or simulated elevated radiation levels including use of the post-accident sampling system shall be included in Radiation Protection drills. This drill may be conducted as part of the JAFNPP Biennial Exercise. Documentation of Radiation Protection Drills shall be done by completing Attachment 1, Drill Subject Report, with drill scenario and providing a completed copy in accordance with the JAF Records Retention Turnover Schedule. Response to an incident involving elevated airborne or liquid activity or elevated radiation levels may be counted as a drill.

- 4.3.5 Drill Scheduling - The Emergency Planning Manager shall be responsible for the scheduling of all drills with the exception of Fire Drills, which is the responsibility of the Fire Protection Supervisor/Fire Protection Training Specialist. To the greatest extent possible drills should be scheduled in conjunction with each other to minimize interference with plant operating schedules. (Example: Exercising fire, medical and communications aspects of the emergency plan in conjunction with the JAFNPP Biennial Exercise.). The Emergency Manager will provide a schedule of drill dates to appropriate site representation when drills are planned that will involve all craft employees being involved for the drill or assembly.

4.4 Exercises

An emergency response exercise is an event that tests the integrated capability of a major portion of the basic elements contained in the JAFNPP Emergency Plan. An exercise can be comprised of numerous drills conducted simultaneously.

The purpose of the exercise, as described in NUREG-0654, is to test the full-scale response capabilities of the Plant, State, Local and Federal agencies. The Plant is directly involved and is evaluated on its response to the simulated emergency situation.

The JAFNPP is required to conduct an exercise biennially. The exercise shall either be a full-scale exercise which will include full participation by State and Local agencies or a small scale exercise that shall include only limited participation of State and Local agencies.

- 4.4.1 All personnel at JAFNPP may participate in an emergency exercise. (Note: Only Fire Brigade personnel may participate in a fire drill.)
- 4.4.2 An exercise scenario shall be developed and should include the Alert, Site Area or General Emergency.
- 4.4.3 The scenario should be varied from year to year such that all major elements of the plans and preparedness organizations are tested within a five-year period. Once every six years an exercise shall be off-hours. Some exercises should be unannounced. The EPM shall maintain a five-year schedule of all major elements to be tested.
- 4.4.4 Offsite support groups should be contacted and included in the development of a JAFNPP Exercise, and requested to supply evaluators
- 4.4.5 Some exercises of emergency preparedness should simulate an emergency that results in offsite radiological releases, which would require responses by offsite authorities.

- 4.4.6 Exercises should be conducted under various weather conditions. To facilitate this, since the Emergency Planning Manager cannot reliably schedule drills in advance to coincide with adverse weather, it is advisable not to cancel or postpone drills based on unexpected inclemencies unless continuation would constitute undue risk to the participants or to the plant.
- 4.4.7 The biennial exercises shall be planned in advance via a formal scenario incorporating simulated plant, environmental, and personnel related events (input by controllers) to guide the action and allow for free play.
- 4.4.8 Documentation of the exercise shall be conducted in a manner consistent with section 4.5 of this procedure.

4.5 Drill and Exercise Development and Documentation

- 4.5.1 Development Responsibilities - The Emergency Planning Manager shall insure the development, planning, scheduling and coordination of all drills/exercises involving the JAFNPP Emergency Plan.
- A. The Fire Protection Supervisor shall assist the Emergency Planning Manager in preparing drill/exercise scenarios, requiring use of the fire brigade. The Fire Protection Supervisor is responsible for the development and conduct of fire brigade drills.
 - B. The General Manager Plant Operations shall provide assistance to the Emergency Planning Coordinator in preparing drill/exercise scenarios.
 - C. The Radiation Protection Manager and Chemistry Superintendent shall provide assistance to the Emergency Planning Coordinator in preparing drill/exercise scenarios.
 - D. The Maintenance Manager and the Director of Safety and Assurance shall provide assistance to the Emergency Planning Manager in preparing drill/exercise scenarios.

- E. The Manager of Communications shall provide assistance to the Emergency Planning Manager in preparing the drill/exercise scenarios.
- F. At a minimum, the Emergency Planning Manager and a Licensed Operator shall review drill/exercise scenarios.
- G. SRO licensed regualification examinations are considered as an emergency plan drill when the exam scenario includes expected classification of an event and notifications to off site agencies.

4.5.2 Drill and Exercise Scenario Development and Documentation.

A drill scenario shall be developed, organized and documented in a manner chosen by the Emergency Planning Manager. As a minimum, the scenario package will contain the following:

- A. Drill Title: (e.g., Refueling accident, loss of coolant accident, etc.).
- B. Objectives: The basic objective of the drill.
- C. Performance Indicator Data: A narrative description of opportunities for personnel to demonstrate accurate event classification, notification and PARs appropriate to the event within specified time limits. The following information should be included:
 - 1. Expected emergency classifications
 - 2. Expected offsite notifications for initial classification and upgrade of classification
 - 3. Expected PAR (initial PAR and any PAR change)
 - 4. Expected offsite notification for initial PAR or any change

- D. Summary: A narrative summary describing the conduct of the events. This may include such things as simulated casualties, offsite department assistance, rescue of personnel, evacuation required, use of protective clothing, deployment of radiological monitoring teams, and public information activities.
- E. Drill Subject Report: This report describes information pertinent to the understanding of the drill intent. The report also includes a sign-off sheet for the reviewers, as well as a list of evaluators and controllers. Evaluators and controllers may also be designated by memo or other manner included in the drill or exercise package.

4.5.3 The Emergency Planning Manager may include in the drill or exercise package any or all of the following information, or any additional information as required:

- A. Scope: Date, time, duration, location, and participating onsite and offsite organizations.
- B. Rules and Guidelines: Includes all ground rules, scope, safety precautions and procedure for exercise conduct, and the date, time and location of briefings and critiques.
- C. Event Information: Including reactor vessel level and pressure graphs, dose assessment displays and meteorological forecasts, etc.
- D. Safety Precautions: Safety precautions to be followed.
- E. Time Schedule: A time schedule of initiating events including expected or simulated plant alarms, indications, or emergency classifications.

- F. Meetings: A time schedule for training, badging, briefings, plant tours and critiques.
- G. Timeline: A time schedule of major events and emergency classifications.
- H. Messages: Includes completed sheets for use in the exercise detailing activities, events, time, and sequence.
- I. Data: Includes Emergency and Plant Information Computer (EPIC), ARM's and In-plant Rad Maps, PASS data, Environmental Sample Data, and Offsite Rad Data.
- J. Anticipated Actions: A timeline of anticipated actions that should be taken by emergency facilities.
- K. Method of Evaluation: Contents should include the standard to which evaluation shall be made and supporting documentation.
- L. EPIC Screens: An accurate list of EPIC screens will be developed and displayed on the EPIC terminals.

5.0 ATTACHMENTS

1. DRILL SUBJECT REPORT

DRILL SUBJECT REPORT

Page 1 of 4

James A. FitzPatrick Nuclear Power Plant
Emergency Plan

Drill/Exercise Title

Drill/Exercise Date

The items checked in this drill or exercise package are expected to result from using the scenario that is attached.

Prepared By

Date

Licensed Operator Review

Date

Emergency Planning Manager - Approval

Date

Attach with copies of Evaluator/Controller List & Scenario and send to:

1. JAFNPP Emergency Planning Manager
2. JAFNPP Training Manager

SAP-1

MAINTAINING EMERGENCY

ATTACHMENT 1

Rev. No. 17

PREPAREDNESS

Page 15 of 18

| ELEMENTS THAT SHOULD BE EXERCISED EACH YEAR | | |
|---|---|-------|
| | ELEMENT | CHECK |
| 1 | Accident Detection and Assessment | |
| 2 | Emergency Classification (LIST) | |
| 3 | Personnel Notifications | |
| | Notification of onsite responders | |
| | Notification of offsite responders | |
| 4 | Communications | |
| | RECS | |
| | NRC ENS Phone | |
| | Other Special (LIST) | |
| 5 | Radiological Exposure Control | |
| | Inplant air/liquid samples | |
| | Onsite air/liquid samples | |
| | Offsite air/liquid samples (field monitoring) | |
| | Personnel exposure control | |
| 6 | Protective Action Recommendations | |
| | Initial Protective Actions | |
| | Augmented Dose Assessment Protective Actions | |
| 7 | Staff Augmentation | |
| | Full facility activation | |
| | Shift change | |
| 8 | Shift Staffing | |
| | Partial facility staffing (mini drill) | |
| | EAP-43 staffing review | |
| NOTES: | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| ELEMENTS THAT SHOULD BE EXERCISED OVER A 5 YEAR PERIOD | | |
|--|---|-------|
| | ELEMENT | CHECK |
| 1 | Off-hours Staffing (6pm-4am) | |
| 2 | Activation of Joint News Center (JNC) | |
| | News release(s) will be prepared | |
| | Media briefing(s) will be conducted | |
| | Prompt Notification System/EBS | |
| 3 | Use of Fire Brigade | |
| | Onsite response | |
| | Offsite Scriba Volunteer Fire Department | |
| | Offsite other | |
| 4a | Use of First Aid Team | |
| | Contaminated medical injury | |
| | Non-contaminated medical injury | |
| 4b | Use of Search and Rescue Team | |
| 5 | Use of Medical Support Team | |
| | Onsite First Aid Team | |
| | Offsite Oswego Hospital | |
| | Offsite University Hospital | |
| | Offsite City of Oswego Fire Department Ambulance | |
| | Offsite other (LIST) | |
| 6 | Use of security personnel to provide quick access for emergency equipment and support | |
| | Emergency equipment access | |
| | Sabotage/Bomb | |
| | Intruder | |
| | Accountability | |
| 7 | Use of backup communications | |
| | Radio (LIST) | |
| | Phone (LIST) | |
| | Other communication (LIST) | |
| 8 | Rumor Control | |
| 9 | Use of Emergency Power at Emergency Response Facility (ERF) | |
| 10 | Evacuation of ERFs and relocation to backups | |
| 11 | Ingestion Pathway Exercise (State site requirement) | |
| 12 | Field monitoring including soil, vegetation and water sampling | |
| | Collect environmental media | |
| | Sampling station collections/including TLDs | |

ENTERGY NUCLEAR OPERATIONS, INC.
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY COMMUNICATIONS TESTING
SAP-3
REVISION 73

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A

DATE: N/A

APPROVED BY:

[Signature]
RESPONSIBLE PROCEDURE OWNER

DATE: 4/12/03

EFFECTIVE DATE:

February 14, 2003

FIRST ISSUE ☐

FULL REVISION ☐

LIMITED REVISION ☒

*
* INFORMATIONAL USE *
*

*
* ADMINISTRATIVE *
*

*
* TSR *
*

CONTROLLED COPY # 34

PERIODIC REVIEW DUE DATE: JULY 2005

REVISION SUMMARY SHEET

REV. NO.

- 73
 - Deleted NRC Resident Inspector who is no longer on site.
 - Corrected Emergency Room from 464-5611 to 464-5612.
 - Corrected title change of Emergency Planning Coordinator to Emergency Planning Manager throughout entire procedure.
 - Replace reference to contact K. Szeluga with contact JAF's E-Plan Group on attachment 1 page 3 of 4.
 - On attachments 1 and 3 added statement to notify security coordinator before and after performing radio communications test.
- 72
 - In section 4.3.B to let EPC modify Attachment 4 to include additional checks of JAFNPP ERO regarding corrective lenses for respirator users and EP Green Cards.
 - Added a column on attachment 1 #2 and Attachment 3 #2 for SAS Date. Also added SAS to be checked along with TSC.
 - In attachment 1 added Secondary Alarm Station verification.
 - Added a contact to when testing the TSC-WPO hotline (K. Szeluga 6713)
 - Attachment 1 Added numbers "3 or 4" to C. EOF list.
 - In section 6 of attachment 1 added Security Shift Supervisor Cell phone number.
 - On attachment 2 updated NRC Resident's home number - Editorial Correction.
 - On attachment 2 updated NYS Bureau of Env. Rad Control person and removed The Energy Center number.
 - On attachment 2 removed words "attach completed SAP 3 Attachment 5 forms to this checklist".
 - On attachment 3.B - added #1, in section C and D updated guidelines for Control Room base and UHF radio.
 - ON attachment 3 # 3.3 changed the 10 digit number to 11 digit number.

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1.0 PURPOSE

The purpose of this procedure is to provide instructions for testing emergency communications systems and checking and updating the telephone number list. This procedure also provides a mechanism for determining if an organization has changed key personnel.

2.0 REFERENCES

2.1 Performance References

2.1.1 EAP-1.1, OFFSITE NOTIFICATIONS

2.2 Developmental References

2.2.1 NUREG-0654, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

3.0 INITIATING EVENTS

None

4.0 PROCEDURE

4.1 Communication checks shall be performed by an individual assigned by the Radiation Protection Manager, except for the listing produced by the Emergency Planning Department and sent out under Attachment 4.

4.2 Communication checks shall be performed using the appropriate checklist(s) at the frequencies shown below:

4.2.1 Monthly - Attachment 1, Monthly Emergency Communication Checklist

4.2.2 Quarterly- Attachment 2, Quarterly Emergency Communications Checklist

4.3 As part of the Quarterly Communication Check:

A. Personnel listed will be verified as being the responsible individual in their organization. Changes in such personnel shall be noted so that an updated communications checklist and a revision to EAP-1.1 and EAP-17 can be prepared.

B. JAFNPP Emergency Personnel will be contacted via Attachment 4 to verify phone numbers, EP Green Cards and availability of corrective lenses for respirator users. The EPM may modify Attachment 4 to include additional checks as needed.

4.4 Problems encountered during communication checks should be noted in the remarks section.

4.5 Consult EAP-1.1, OFFSITE NOTIFICATIONS, for guidance for the use of communications system.

4.6 The individual performing the communication checks shall forward the completed checklists to the Emergency Planning Manager (EPM), or designee, who shall take appropriate action.

4.7 **ATTACHMENTS**

1. MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST
2. QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST
3. EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS
4. DEPARTMENT MANAGERS MEMO FOR QUARTERLY EMERGENCY COMMUNICATIONS SURVEILLANCE

MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST

Page 1 of 4

1. Land-Line Communications

| | Location | Telephone # | SAT (✓) | Verified by Initial / Date |
|----|----------------------------|----------------|---------|----------------------------|
| a. | Oswego County E-911 Center | 911 | | |
| b. | NYS Warning Point | 1-518-457-2200 | | |
| c. | Alt. NYS Warning Point | 1-518-457-6811 | | |
| d. | EOF Main Number | 315-593-5700 | | |
| e. | JAF Control Room | 315-349-6666 | | |
| f. | Security (SAS) | Plant Ext-3456 | | |

2. NYS Radiological Emergency Communication System (RECS) Hotline

For EOF only, check the area used: (test different drop periodically)

Main Area Communicator _____ County Room and State _____ Communications Room _____

| CR DATE | TSC DATE | EOF DATE | SAS DATE | SEQUENCE OF RECS ROLL CALL FOR JAFNPP | VERIFIED BY INITIAL |
|------------|-------------|-------------|-------------|---------------------------------------|---------------------------|
| | | | | Nine Mile Point Unit 1 Control Room | |
| | | | | Nine Mile Point Unit 2 Control Room | |
| | | | | Oswego County Warning Point | |
| | | | | Oswego County EOC | |
| | | | | NYS Warning Point (SEMO) | |

MESSAGE CONTENT FOR RECS LINE TEST INITIATED BY JAF

1. Press A then * to activate all call.)
2. "This is a Test. This is a test. This is the James A. FitzPatrick Nuclear Power Plant _____ (state location - Control Room, Technical Support Center, Emergency Operations Facility). Standby for Roll Call . This is a Test"
3. (Call Roll in Accordance with 2 above)
4. Upon hearing their station name called during roll call, the stations will confirm operability by answering.
5. After completing roll call, recall all stations not answering by saying "JAF (State Location) recalling (Name of Station Not Answering)".
6. Sign off by saying "This has been a test from the James A. FitzPatrick (State Location), (Time), and (Date)".

MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST

Page 2 of 4

3. NRC Emergency Telecommunications System (ETS)

(Note: See Attachment 3 for ETS Testing Guidance)

Control Room

| Phone | Phone No. | Location | Outgoing SAT (✓) | Incoming SAT (✓) | Verified by Initial / Date |
|------------------|----------------|-----------|------------------|------------------|----------------------------|
| ENS ¹ | 1-700-371-5321 | SM Office | | | |

¹This phone must be checked at the same time as the TSC and SAS ENS phone.

TSC

| Phone | Phone No. | Location | Outgoing SAT (✓) | Incoming SAT (✓) | Verified by Initial / Date |
|------------------|----------------|-------------------|------------------|------------------|----------------------------|
| ENS ² | 1-700-371-5321 | NRC Comm. Desk | | | |
| HPN | 1-700-371-6773 | RSC Desk | | | |
| HPN | 1-700-371-6773 | NRC Office | | | |
| RSCL | 1-700-371-5319 | NRC Office | | | |
| PMCL | 1-700-371-5322 | NRC Office | | | |
| ERDS | 1-700-371-6270 | Aux Computer Room | | | |

²This phone must be checked at the same time as the CR and SAS ENS phone.

Secondary Alarm Station (SAS)

| Phone | Phone No. | Location | Outgoing SAT (✓) | Incoming SAT (✓) | Verified by Initial / Date |
|------------------|----------------|-----------------------------|------------------|------------------|----------------------------|
| ENS ³ | 1-700-371-5321 | (SAS) Shift Supervisor desk | | | |

³This phone must be checked at the same time as the TSC and EOF ENS phone.

EOF

| Phone | Phone No. | Location | Outgoing SAT (✓) | Incoming SAT (✓) | Verified by Initial / Date |
|-------|----------------|-------------------------------------|------------------|------------------|----------------------------|
| ENS | 1-700-371-0064 | Main Area - Communicator Desk | | | |
| ENS | 1-700-371-0064 | Comm. Room | | | |
| HPN | 1-700-371-6299 | Dose Assessment Room - Communicator | | | |
| RSCL | 1-700-371-0063 | NRC Office Area | | | |
| PMCL | 1-700-371-0062 | NRC Office Area | | | |

MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST

Page 3 of 4

EOF continued

| | | | | | |
|------|----------------|---|--|--|--|
| PMCL | 1-700-371-0062 | Main Area – Protective Measures Coordinator | | | |
| MC | 1-700-371-0060 | NRC Office Area | | | |
| MCL | 1-700-371-0060 | Main Area – Protective Measures Coordinator | | | |
| LAN | 1-700-371-0061 | NRC Office Area | | | |
| RSCL | 1-700-371-0063 | Main Room – Reactor Safety Coordinator | | | |

4. Dedicated Lines (Hotlines)

| Communications Link Utilized | | SAT (✓) | Verified by Initial / Date |
|------------------------------|---|---------|----------------------------|
| a. | TSC/CR/EOF/OSC #63 PLNA-35125 | | |
| b. | TSC-WPO #63 PL-10793 (Contact JAF's E-Plan Group) | | |
| c. | TSC-OSC #63 PL-18382 | | |
| d. | TSC-AOSC #63 PL-16960 | | |
| e. | TSC-EOF #63 PLNA-28775 | | |

5. Radio Communications (Refer to attachment 3 – Notify Security Coordinator 6425 before and after radio tests)

| Communications Link Utilized | | SAT (✓) | Verified by Initial / Date |
|------------------------------|----------------------------|---------|----------------------------|
| a. | TSC | | |
| | 1. JAF Radio (KKD 650): | | |
| | w/Security | | |
| | w/Vehicle Radios | | |
| | EP1 | _____ | |
| | EP2 | _____ | |
| | RES3 | _____ | |
| | OS3 | _____ | |
| | w/EOF Radiological Channel | | |
| b. | Control Room | | |
| | 1. Security Radio: | | |
| | w/UHF EOF Consoles | | |
| | w/Security | | |
| | w/Vehicle Radios | | |
| | EP1 | _____ | |
| | EP2 | _____ | |
| | RES3 | _____ | |
| | OS3 | _____ | |
| | w/EOF Radiological Channel | | |

MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST

Page 4 of 4

| | | | |
|----|--|---|--|
| c. | EOF | | |
| | 1. T-1617 #1 _____ Console #2 _____ Dose Assessment Rm _____ | | |
| | (Check area used) | | |
| | w/TSC Radiological Channel | | |
| | w/Vehicle Radios | EP1 _____ EP2 _____ RES3 _____ OS3 _____ | |
| | 2. Comm Room 3 or 4 _____ Main Area _____ Dose Assessment Rm _____ | | |
| | (Check area used - Alternate periodically) | | |
| | Check with TSC UHF Console 1 (check all channels) | | |
| | Check with TSC UHF Console 2 (check all channels) | | |
| | 3. Security Console w/Plant Security | | |

6. Cellular and Satellite Telephones

| | Location | Telephone # | SAT (✓) | Verified by Initial / Date |
|----|--------------------------------|----------------|---------|----------------------------|
| a. | EP-1 (Cell) | 591-2165 | | |
| b. | EP-2 (Cell) | 591-2173 | | |
| c. | RES-3 (Cell) | 593-5005 | | |
| d. | OSC-3 (Cell) | 593-5027 | | |
| e. | Control Room (Cell) | 591-0482 | | |
| f. | TSC (Cells) | 591-0473 | | |
| | | 591-0476 | | |
| | | 591-0479 | | |
| g. | OSC (Cell) | 593-4757 | | |
| h. | Security Shift Supervisor Cell | 593-9539 | | |
| i. | TSC (Satellite) | 1-800-988-7278 | | |

REMARKS

Performed By _____ Date _____

Performed By _____ Date _____

Performed By _____ Date _____

_____ Date _____

Emergency Planning Coordinator

QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

Page 1 of 3

| <u>Agency/Individual</u> | <u>Phone #</u> | <u>AT (✓)</u> | <u>Verified By Init/Date</u> |
|----------------------------------|----------------|---------------|------------------------------|
| Coast Guard-Buffalo | | | |
| Search & Rescue | (716)843-9500 | _____ | _____ |
| Operations Center | (716)843-9525 | _____ | _____ |
| Coast Guard-Oswego | | | |
| Officer in Charge | (315)343-1551 | _____ | _____ |
| ECC Marcy | (315)797-8271 | _____ | _____ |
| INPO Emergency Response | (800)321-0614 | _____ | _____ |
| NMPNS #1 Control Room | (315)349-2478 | _____ | _____ |
| NMPNS #2 Control Room | (315)349-2170 | _____ | _____ |
| NRC EOC | (301)816-5100 | _____ | _____ |
| | (301)951-0550 | _____ | _____ |
| NRC Resident Office | (315)342-4907 | _____ | _____ |
| D. Dempsey (home) | (315)342-6985 | _____ | _____ |
| New York State | | | |
| Emergency Management Office | | | |
| James Baranski | (518)457-8916 | _____ | _____ |
| Oswego County EOC | (315)591-9150 | _____ | _____ |
| 1. Oswego County | | | |
| E-911 Center (Warning Point) | 911 | _____ | _____ |
| 2. Oswego County Sheriff's Dept. | 911 | _____ | _____ |
| 3. Scriba Volunteer | | | |
| Fire Department | 911 | _____ | _____ |
| 4. Chief, E. Geers | (315)343-2161 | _____ | _____ |

QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

Page 2 of 3

| <u>Agency/Individual</u> | <u>Phone #</u> | <u>SAT (✓)</u> | <u>Verified By Init/Date</u> |
|---|--------------------------------|----------------|------------------------------|
| NYS Bureau of Env. Radiation Control Dr A. Alfie | (518)402-7550 | _____ | _____ |
| General Electric BWR Emergency Support | (408)971-1038 | _____ | _____ |
| U.S. Dept. of Energy RAP/IRAP; Police Headquarters for Brookhaven National Labs | (631)344-2200 | _____ | _____ |
| Radiation Management Consult 24-hr emergency | (215)824-1300 (215)243-2990 | _____ _____ | _____ _____ |
| Dr. David O'Brien office | (315)343-4348 | _____ | _____ |
| Dr. David O'Brien home | (315)343-2484 | _____ | _____ |
| Oswego Hospital | | | |
| Emergency Room | (315)349-5522 | _____ | _____ |
| Administrator - Corte Spencer | (315)349-5520 | _____ | _____ |
| SUNY Health Science Center at Syracuse | | | |
| Emergency Room | (315)464-5612 | _____ | _____ |
| Rad. Services Office | (315)464-6510 | _____ | _____ |
| Dr. G. Connock (RSO) | | | |
| American Nuclear Insurers | (860)561-3433 (Option 0) | _____ _____ | _____ _____ |
| NYS Warning Point (State Emergency Management Office) | (518)457-2200 | _____ | _____ |

QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

Page 3 of 3

Phone # Changes Required:

Phone # Changes Required:

Emergency Planning Coordinator

Date

Attachment 3

Page 1 of 2

EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS1. RADIO CHECK OPERATING GUIDANCE

A. TSC-T1617:

1. Contact Security Coordinator (ext. 6422) prior to test
2. TURN ON
3. Press Channel 1 button
4. Press NYP A P/L A button
5. Contact Security for Radio Check
6. Select Rad Channel (Channel 2 in TSC, Channel 1 AT EOF)
7. Contact EOF, EP-1, EP-2, RES 3, and OS 3
8. TURN OFF
9. Contact Security Coordinator (ext. 6422) after test

B. TSC-UHF

1. Locate TSC UHF Unit-1
2. TURN ON
3. Press Station 1, Frequency 1
4. Key Handset 2 Times
5. Contact EOF
6. Repeat Steps 2 thru 5, for Station 1 Freq 2,
7. Station 2 Freq 1, and Station 2 Freq 2
8. TURN OFF
9. Repeat steps 2 thru 8 for TSC UHF Unit-2

C. CONTROL ROOM BASE (MC2000):

1. Contact Security Coordinator (ext. 6422) prior to test
2. Select "Ch-1 Secur" (green light), top left button
3. Ensure "911" is **NOT** selected, top right button
4. Contact Security for Radio Check
5. Select "Ch-2 Tech", (Channel #1 at EOF)
6. Contact EOF
7. Contact Security Coordinator (ext. 6422) after test

D. CONTROL ROOM UHF RADIO (MC1000)

1. De-select "Station 2", upper right button, no light
2. Select "F1", green light (Corresponds to Station 1 Freq 1 at EOF)
3. Key Microphone 2 times and contact EOF
4. Select "F2", green light (Corresponds to Station 1 Freq 2 at EOF)
5. Key Microphone 2 times and contact EOF
6. Select "Station 2", upper right button, green light
7. Select "F1", green light (Corresponds to Station 2 Freq 1 at EOF)
8. Key Microphone 2 times and contact EOF
9. Select "F2", green light (Corresponds to Station 2 Freq 2 at EOF)

EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS3. TEST PROCEDURES FOR THE NRC EMERGENCY TELECOMMUNICATIONS SYSTEM (ETS)

1. Description

The ETS is a separate and distinct system from the public switched network (NY Telephone, Alltel, etc.). It is part of the Federal Telecommunications System (FTS) 2001 network which provides a separate government network for all essential communications functions.

2. Requirements

Emergency Notification System (ENS) - The Control Room extension is tested daily by Operations personnel. However, a monthly test shall also be conducted from all locations (Control Room, TSC, EOF and SAS) in accordance with section 4 below.

Health Physics Network (HPN) - All bridged extensions shall be tested monthly in accordance with section 4 below.

Emergency Response Data System (ERDS) - This line is located in the TSC (Aux Computer Room) and shall be tested monthly in accordance with section 4 below.

Other ETS lines shall be tested monthly per section 4 below.

3 Instructions for operating ETS phones

Lift the receiver on the telephone instrument and listen for dial tone. After receiving dial tone, dial the desired eleven (11) digit number.

4. Instructions for monthly testing all ETS lines

All ETS lines and bridged extension shall be tested each month for both incoming and outgoing calls.

DO NOT call the NRC Operations Center when testing these phones. Each phone shall be tested by placing and receiving a call to/from any other on site ETS phone.

Attachment 4

Page 1 of 1

DEPARTMENT MANAGERS MEMO FOR QUARTERLY EMERGENCY COMMUNICATIONS
SURVEILLANCE

TO: DEPARTMENT MANAGERS
FROM: EMERGENCY PLANNING MANAGER
SUBJECT: QUARTERLY EMERGENCY PLANNING COMMUNICATIONS SURVEILLANCE

Attached is the Quarterly Emergency Response Organization (ERO) Communications Checklist for your department's review. This checklist is used to verify and update, if necessary, important information for the JAF Emergency plan.

Using the following guidelines, please ensure each individual verifies the listed information:

- Name/No. OK – Verify the listed name and home phone number is correct. Indicate Yes (Y) or No (N) in the appropriate column. If the name and/or home phone number is incorrect, indicate the correct information on the form.
- EP Green Card Yes/No – Verify the individual has a green Oswego County Office of Emergency Preparedness Card. Indicate Yes (Y) or No (N) in the appropriate column. If the individual does NOT have a card, contact the Emergency Planning Department. Each ERO member is required to carry the card at all times.
- Respirator Lenses Yes/No/ NA – For individuals that are required to wear corrective lenses for respirator use, verify the individual has appropriate corrective lenses. Indicate Yes (Y), No (N), or Not Applicable (NA) in the appropriate column. If the individual does NOT have the required lenses, contact the Safety Department.

Please note any personnel changes, initial and date in the appropriate column and return the completed checklist to the Emergency Planning Department **within one week** from the above date.

NICHOLAS AVRAKOTOS
EMERGENCY PLANNING MANAGER