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10 CFR 50 App. E

February 19, 2003
2130-03-20056

United States Nuclear Regulatory Commission
Document Control Desk
Washington DC 20555

Subject: Oyster Creek Generating Station
Docket 50-219
Emergency Plan Implementing Procedure Revisions

In accordance with 10 CFR 50 Appendix E, Section V, enclosed is the revised index for the Oyster Creek Emergency Plan Implementing Procedures and the below listed procedure:

<u>Procedure Number</u>	<u>Title</u>	<u>Revision</u>
EPIP-OC- .27	The Operations Support Center	15

If any further assistance or information is required, please contact Mr. John Rogers, of my staff, at 609.971.4893

Very truly yours,



Ernest J. Harkness P.E., Vice President
Oyster Creek Generating Station

EJH/JJR

cc: Administrator, Region I (2 copies)
NRC Senior Resident Inspector

A045

EPIP SERIES - EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NO.</u>	<u>TITLE</u>	<u>REV.</u>	<u>DATE</u>
6630-ADM-4010.03	Emergency Dose Calculation Manual (EDCM)	11	07/23/00
EPIP-OC-.01	Classification of Emergency Conditions	14	11/26/02
EPIP-OC-.02	Direction of Emergency Response/Emergency Control Center	31	09/10/02
EPIP-OC-.03	Emergency Notification	29	11/07/01
EPIP-OC-.06	Additional Assistance and Notification	27	09/10/02
EPIP-OC-.10	Emergency Radiological Surveys Onsite	14	08/05/02
EPIP-OC-.11	Emergency Radiological Surveys Offsite	18	07/25/02
EPIP-OC-.12	Personnel Accountability	9	07/07/01
EPIP-OC-.13	Site Evacuation & Personnel Mustering at Remote Assembly Areas	10	01/31/02
EPIP-OC-.25	Emergency Operations Facility (EOF)	26	12/04/01
EPIP-OC-.26	The Technical Support Center	23	07/05/01
EPIP-OC-.27	The Operations Support Center	15	02/10/03
EPIP-OC-.31	Environmental Assessment Command Center	12	09/16/02
EPIP-OC-.33	Core Damage Estimation	5	08/08/00
EPIP-OC-.35	Radiological Controls Emergency Actions	15	12/17/01
EPIP-OC-.40	Site Security Emergency Actions	12	12/11/01
EPIP-OC-.41	Emergency Duty Roster Activation	8	07/02/02
EPIP-OC-.44	Thyroid Blocking	2	07/21/01
EPIP-OC-.45	Classified Emergency Termination/Recovery	3	12/04/01
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	12	09/10/02
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	12	06/13/02
OEP-ADM-1319.04	Prompt Notification System	5	09/16/02
OEP-ADM-1319.05	Emergency Preparedness Event Reports	2	07/02/01

AmerGen

Telephone No. 609-971-4652 RM Dept.

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February 13, 2003

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EPIP-OC-.27 ENTIRE REV. 15

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EPIP-OC-.27 ENTIRE REV. 14

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OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE

Number
EPIP-OC-.27

Title		Revision No.
THE OPERATIONS SUPPORT CENTER		15
Applicability/Scope	Usage Level	Responsible Department
Applies to work at Oyster Creek	2	Emergency Preparedness
		Effective Date
		2/10/03

Prior Revision 14 incorporated the following Temporary Changes:

N/A

This Revision 15 incorporates the following Temporary Changes:

N/A

List of Pages (all pages rev'd to Rev. 15)

1.0 to 7.0
E1-1 to E1-6
E2-1 to E2-2
E3-1 to E3-2
E4-1 to E4-4
E5-1
E6-1 to E6-2
E7-1 to E7-2
E8-1
E9-1
E10-1
E11-1
E12-1 to E12-2
E13-1
E14-1
E15-1
E16-1

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DOCUMENT HISTORY

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
4	05/94	Provide instructions on Exhibit 1B for Radwaste Operator Accountability.	
5	09/95	1. Clarify EX6A. 2. Clarify EX7A. 3. Modify EX8 to include UPS. 4. Modify EX10 to renumber damage equip. lockers.	
6	06/97	Improved method of information flow and computer equipment upgrades. Inclusion of communicators duties from EPIP-OC-.04	
7	01/98	Added a check on OSC Activation Checklist to make sure facility doors are open. Added a check on OSC Deactivation checklist to restore doors to original configuration. Delete ED/OPS & Plant Status lines. They are incorporated into OPS Coordinator line.	
8	10/99	Change "in accordance" to "suggested", pg. E1-1 & E7-1. Add RWP# to pg. E4-1 and add "typical arrangement" to pg. E8-1, E9-1. Add Fax Log E 14-1. Add GPU Emergency Message form E15-1, add Communication Log E16-1. Add "contact security for TEAM status update".	
9	DOS	Change references from GPU to OCNCS.	
10	09/00	Clarifies the activation of the OSC from the OSEO at the discretion of the ED.	
11	10/00	Add statement to ensure teams are logged into REM on line. Add statement for OSC coordinator to determine team status from Ops Coordinator.	
12	11/01	Add usage level, change 50.59 to "no", clarify communications link between OSC Coord., Tech. assist and OPS Coord. Remove reference to Maint. kits.	A. T. Smith

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DOCUMENT HISTORY

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
13	01/02	Exhibit 1B - Clarify NOTE regarding security coordinator tracking security teams. Exhibit 4A - Modify section for listing team members to allow more space for member name; clarify omitted columns.	J. Bontempo
14	03/02	Provide guidance to replace used respiratory protection equipment. Clarify reference to GSS & SSM Pg. 5.0 Clarify Exhibit 1B Step 1.0 Pg. E1-3	J. Bontempo
15		Delete Medical Rep Update GMS2 to PIMS	P. Thompson

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1.0 PURPOSE

1.1 This procedure provides for the activation and functioning of the Operations Support Center (OSC) and Secondary Operations Support Center (SOSC).

1.1.1 The OSC is located in the Drywell Processing Center.

1.1.2 The SOSC is located in the rear of the Technical Support Center (TSC) on the first floor of the Site Emergency Building.

1.2 Guidance and direction are given by this procedure for Command and Control of the OSC, emergency team organization, search and rescue, and damage control operations.

2.0 APPLICABILITY/SCOPE

2.1 This procedure applies to OSC personnel and all others who support the OSC during declared or simulated emergencies.

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

4.1 The Operations Support Center (OSC) Coordinator will perform duties in accordance with Exhibit 1.

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4.2 The Functional Area Coordinators will complete Exhibit 2A.

4.2.1 The Emergency Maintenance Coordinator (EMC) shall direct the activities of maintenance personnel involved in emergency maintenance repair and corrective actions. He may also direct the Equipment Operators in their Emergency Duties as directed by the Operations Coordinator.

NOTE

The Emergency Maintenance Coordinator shall ensure appropriate actions are taken to replace or replenish any respirator equipment used to respond to a plant emergency.

4.2.2 The Radiological Controls Coordinator (RCC) shall coordinate onsite and in-plant rad con support in accordance with EPIP-OC-.35, "Radiological Controls Emergency Actions."

4.2.3 The OSC Operations Coordinator, if assigned, shall receive directions from the Control Room through the OSC Coordinator and direct the emergency duties of the Equipment Operators.

5.0 PROCEDURE

5.1 On Shift Emergency Organization will be directed to report to the appropriate areas by the Emergency Director (SM).

5.1.1 OSEO may not be required to immediately activate the OSC. Their activities will be determined by ED/SM.

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5.2 Initial Response Emergency Organization (IREO) personnel will report to the OSC when they are notified of the activation of the ERO and perform the responsibilities identified in their assigned exhibits to this procedure and as requested by their emergency supervisors.

NOTE

Emergency Maintenance, Chemistry, Rad Con, and First Aid equipment locker locations are identified in Exhibit 10, OSC Kits and Locker Locations.

NOTE

Keys for locker padlocks are maintained in the OSC facility key locker, which will be unlocked upon activation of the center. The locker key is in the OSC Coordinator log book. The lock is the "Breakaway" type and can be twisted off by hand if necessary.

6.0 REFERENCES

- 6.1 2000-PLN-1300.01, OCGS Emergency Plan.
- 6.2 EPIP-OC-.01, Classification of Emergency Conditions.
- 6.3 EPIP-OC-.10, Emergency Radiological Surveys Onsite.
- 6.4 EPIP-OC-.12, Personnel Accountability.
- 6.5 EPIP-OC-.26, The Technical Support Center.
- 6.6 EPIP-OC-.35, Radiological Controls Emergency Actions.
- 6.7 Procedure 106, Conduct of Operations.
- 6.8 Procedure OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance.
- 6.9 Procedure 831.10, Operation of the GE Post-Accident Sampling System.

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7.0 EXHIBITS

- 7.1 OSC Coordinator Checklist
 - Exhibit 1A, Activation of OSC
 - Exhibit 1B, Operation of OSC
 - Exhibit 1C, Deactivation of OSC
- 7.2 Functional Area Coordinator Checklist
 - Exhibit 2A, Activation of OSC
 - Exhibit 2B, Operation of OSC
- 7.3 Search and Rescue Assignment
 - Exhibit 3A, Checklist
 - Exhibit 3B, Guidelines
- 7.4 Emergency Team Briefing/Debriefing
 - Exhibit 4A, Briefing Form
 - Exhibit 4B, Debriefing Form
 - Exhibit 4C, Briefing Guidelines
 - Exhibit 4D, Debriefing Guidelines
- 7.5 Emergency Job Planning Guidelines
 - Exhibit 5
- 7.6 Exhibit 6A, Evacuation of OSC to the SOSC OSC Coordinator Checklist
 - Exhibit 6B, Evacuation of OSC to the SOSC Functional Area Coordinators Checklist
- 7.7 Exhibit 7A, Activation of SOSC, OSC Coordinator Checklist
 - Exhibit 7B, Activation of SOSC, Functional Area Coordinators Checklist
- 7.8 Exhibit 8, OSC Floor Plan
- 7.9 Exhibit 9, SOSC Floor Plan
- 7.10 Exhibit 10, OSC Kits and Locker Locations
- 7.11 Exhibit 11, OSC Communicator - Team Status Tracking
- 7.12 Exhibit 12, OSC Communications Coordinator Responsibilities
- 7.13 Exhibit 13, OSC Emergency Shift Schedule
- 7.14 Exhibit 14, OSC Hy Fax Log
- 7.15 Exhibit 15, OSC Emergency Message
- 7.16 Exhibit 16, OSC Communication Log

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EXHIBIT 1A

OSC COORDINATOR CHECKLIST
ACTIVATION OF OSC

CHECK

- _____ 1.0 Ensure the OSC is set up as suggested in Exhibit 8.
- _____ 2.0 The OSC should be declared activated when the following areas are functional:

NOTE

These areas need not be 100% staffed to be considered functional.

- Radiological Protection
- Maintenance Support (appropriate expertise)
- Communications links to Ops Coordinator and TSC Coordinator

- _____ 3.0 Report OSC activated to the Operations Coordinator and log time. _____
- 3.1 Announce to OSC staff that center is activated.
- 3.2 Determine plant and teams status prior to OSC activation, and update center staff.

NOTE

The following actions should be performed expeditiously but are not necessary to declare the OSC functional.

- _____ 4.0 Radiological Monitoring Established
- _____ 5.0 Make sure facility access/egress doors are in the proper configuration. (Facility doors, including Drywell Process Facility, may lock automatically when closed. Tape over or otherwise disable locking mechanism to allow access/egress)

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EXHIBIT 1A (continued)

OSC COORDINATOR CHECKLIST
ACTIVATION OF OSC

CHECK

- 6.0 Areas Staffed:
- 6.1 Emergency Maintenance Coordinator
 - 6.2 Rad Con Coordinator
 - 6.3 OSC Operations Coordinator
 - 6.4 OSC Communications Coordinator
 - 6.5 Chemistry Coordinator

NOTE

Notify Security of OSC positions not manned and request appropriate persons be contacted.

- 7.0 Communications established
- 7.1 OSC Coordinator Line
 - 7.2 Communications operability check completed on all center phone/fax systems. Report deficiencies to the OSC Communications Coordinator.

OSC Coordinator

Date/Time

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EXHIBIT 1B

OSC COORDINATOR CHECKLIST
OPERATION OF OSC

- 1.0 Maintain communications with Tech. Assistant in the TSC, the Operations Coordinator in the ECC. Receive team dispatch directions via the Emergency Director and/or Operations Coordinator.
- 2.0 Maintain communications with Functional Area Coordinators.
- 3.0 Perform job planning activities using Exhibit 5, Emergency Job Planning Guidelines.
- 4.0 Periodically advise Functional Area Coordinators to provide updates to their respective standby personnel.
- 5.0 Approve the call-out of additional support personnel requested by Functional Area Coordinators as required.
- 6.0 Evaluate the need for an Industrial Safety Representative to provide guidance and recommendations for work involving entry to confined spaces or extreme temperature work conditions.
- 7.0 Periodically advise the ED of the status of all OSC teams.
- 8.0 Notify the Emergency Director if OSC habitability conditions exist that could require evacuation.
- 9.0 If evacuation of OSC becomes necessary, refer to Exhibit 6 A & B, 7 A & B, Evacuation of OSC/Activation of SOSC.
- 10.0 Personnel accountability is performed as directed by the ECC.

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EXHIBIT 1B
(continued)

OSC COORDINATOR CHECKLIST
OPERATION OF OSC

- 10.1 Announce Site Accountability to OSC Staff and ensure that all personnel present in the OSC have key carded into accountability card readers.

NOTE

Radwaste Operators will be tracked as a team at the "ALERT" level and above. Briefings and debriefings will be done via telephone or radio.

- 10.2 Instruct the OSC Communication Coordinator to call Main Gate Security with Radwaste Operator's name and keycard number(s) within ten (10) minutes of initial declaration of accountability.

NOTE

Security Coordinator will track locations and movements of Security Response Force and keep OSC advised.

- 11.0 If notified by the Security Shift Command/Designee of Security Computer Failure, complete Steps 11.1 - 11.3.

11.1 Assign individual to collect accountability badges.

11.2 Direct individual to sort cards into Main Gate and North Gate groups by color/gate design.

NOTE

Radwaste Operators will be tracked as a team at the "ALERT" level and above. Briefings and debriefings will be done via telephone or radio.

- 11.3 Direct individual to call both Main Gate and North Gate (when utilized) Security with badge slot number within ten (10) minutes of initial declaration of accountability.

- 12.0 If search and rescue activity is required, utilize Exhibits 3A/3B, Search and Rescue Assignment Checklist/Guidelines.

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EXHIBIT 1C

OSC COORDINATOR CHECKLIST
DEACTIVATION OF OSC

CHECK

- _____ 1.0 Directed by the Emergency Director or the Operations Coordinator to deactivate the center.
- _____ 2.0 All teams recalled and debriefed.
- _____ 3.0 All standby personnel notified of deactivation.
- _____ 4.0 Emergency equipment replaced and restored to standby condition.
 - _____ 4.1 Contact Radiation Protection for replacement of all used Respiratory Protection Equipment.
- _____ 5.0 Center returned to standby condition.
 - _____ 5.1 Restore tables and chairs as required.
 - _____ 5.2 Wipe all status boards clean.
 - _____ 5.3 Refile all prints and procedures as required.
 - _____ 5.4 Restore access/egress doors to original configuration. (including Drywell Process Facility Doors).
- _____ 6.0 Documentation collected.
 - _____ 6.1 OSC Coordinator Checklist, Exhibit 1 A, B, C.
 - _____ 6.2 Functional Area Coordinator Checklists, Exhibit 2 A & B.
 - _____ 6.3 Search and Rescue Assignment Checklists, Exhibit 3 A & B.
 - _____ 6.4 Emergency Team Briefing/Debriefing Forms, Exhibit 4 A & B.
 - _____ 6.5 Evacuation of OSC/Activation of SOSC, OSC Coordinator Checklist, Exhibit 6 A & B.
 - _____ 6.6 Evacuation of OSC/Activation of SOSC, Functional Area Coordinator Checklist, Exhibit 7 A & B.
 - _____ 6.7 OSC Logs.
 - _____ 6.9 Emergency Message Forms.
 - _____ 6.10 Facsimile Machine transmitted documents.
 - _____ 6.11 Print copy of teams from team status computer.

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EXHIBIT 1C (continued)

OSC COORDINATOR CHECKLIST
DEACTIVATION OF OSC

CHECK

- 7.0 Ensure the following are completed and report discrepancies to the Emergency Preparedness Manager or designee.
- 7.1 Deliver collected documents from Section 6.0.
- 7.2 Report missing supplies, equipment, and documents discovered in performing Sections 4.0 and 5.0.
- 8.0 Report OSC/SOSC secured to the Operations Coordinator in the Emergency Command Center.

OSC Coordinator

Date/Time

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EXHIBIT 2A

FUNCTIONAL AREA COORDINATOR CHECKLIST
ACTIVATION OF OSC

NOTE

All the listed steps need not be completed prior to declaring an area fully functional.

CHECK

- _____ 1.0 Establish work area for respective work.
- _____ 2.0 Assist other Functional Area Coordinators in arranging the OSC (Exhibit 8).
- _____ 3.0 Establish telephone communications on respective emergency line.
- _____ 4.0 Establish radio communications utilizing appropriate radio.
- _____ 5.0 Notify the OSC Coordinator that you have assumed your duties and provide him with a shift schedule for extended operations if applicable.

Functional Area Coordinator

Date

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EXHIBIT 2B

FUNCTIONAL AREA COORDINATOR CHECKLIST
OPERATION OF OSC

- Maintain communications with OSC Coordinators.

NOTE

OSC Communications Coordinators shall perform their duties in accordance with Exhibit 12.

- Maintain awareness of activities of response teams assigned to their respective areas.
- Ensure team briefings are provided to each Emergency Response Team utilizing In-plant Emergency Response Team Briefing. Refer to Exhibit 4C/D, Emergency Team Briefing/Debriefing Guidelines.
- Provide team debriefing to each returning Emergency Response Team utilizing In-plant Emergency Response Team Debriefing.

NOTE

It may be necessary to debrief personnel dispatched prior to the activation of the OSC such as the Fire Brigade, Rad Con and Maintenance personnel to assess plant conditions.

- Coordinate Emergency Response Team activities with Rad Con Coordinator including ingress and egress routes, protective clothing and dosimetry requirements and allowable radiation exposure limits for each assignment.
- Ensure Emergency Response Teams in the field are advised of any changing plant conditions that could affect their routes of travel.
- Call out additional plant personnel as necessary with the OSC Coordinator's approval.
- Establish Relief Duty Roster as required.
- Ensure arriving personnel are directed to the standby assembly area in the Drywell Processing Center.
- Emergency Response Teams shall be formed by the Functional Area Coordinators as required, assigned a team leader, and furnished with portable two-way radio communications for contact with the OSC.

If personnel radiation exposure is anticipated above the limits of 10 CFR 20, only volunteers shall be assigned as team members.

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EXHIBIT 3A

SEARCH AND RESCUE ASSIGNMENT CHECKLIST

TIME/INITIALS

- ____ / ____ 1.0 Notified by Emergency Director or Operations Coordinator of:
- ____ 1.1 Missing person
 - ____ 1.2 Disabled Person
 - ____ 1.3 Trapped Person
- ____ / ____ 2.0 Identification of Person
- ____ 2.1 Name _____
 - ____ 2.2 Work Section _____
- ____ / ____ 3.0 Last known work assignment
- ____ 3.1 Building and Elevation _____
 - ____ 3.2 RWP Number _____
- ____ / ____ 4.0 Emergency Team Number Assignment
- _____
- ____ / ____ 5.0 Functional Area Coordinator briefed
- ____ 5.1 Area: _____
 - ____ 5.2 Rad Con Coordinator _____
- ____ / ____ 6.0 Results
- ____ 6.1 Located
 - ____ 6.2 Medical Treatment Required
 - ____ 6.3 Trapped

OSC Coordinator Review

Date/Time

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EXHIBIT 3B

SEARCH AND RESCUE GUIDELINES

NOTE

This section provides guidance in Search and Rescue during emergency conditions.

Paperwork required by procedures should be completed AS TIME PERMITS.

First aid and rescue actions shall have priority over other actions.

- The OSC Coordinator, upon notification of a missing or trapped individual by the Emergency Director or his designee, shall ensure a team is assigned to Search and Rescue and is dispatched in accordance with Sections 1.0 through 5.0 of Exhibit 3A, Search and Rescue Assignment.
- After the individual has been located and if medical assistance is necessary, the team assigned to search and rescue shall render first aid. The OSC Coordinator shall be informed. The RCC shall be informed and assign response using 6630-ADM-4330.02 Attachment 6630-ADM-4330.02-8, Response to a contaminated injury requiring transit offsite
- Search and rescue operations may be terminated by the Emergency Director or his designee when all of the following conditions are met:
 - All missing persons have been accounted for.
 - All injured or disabled persons are in the care of medical personnel in accordance with applicable medical procedures.
 - All trapped persons have been rescued and released from their entrapment to return to their duties.
 - Search and rescue teams have returned to their duty station to stand by.

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EXHIBIT 4A
IN-PLANT EMERGENCY RESPONSE TEAM BRIEFING

Team #: _____ Destination: _____
Priority #: _____ RWP# _____
(the Emergency RWP enables the ESRD Dose Rate Function)

Purpose/Job Description: _____

NAME	(*Team Leader)			
	FFNP	SCBA	EXP. Aval.	EXP. RCV
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Verify Radio Communications Yes No N/A

RADIOLOGICAL DATA

Authorized Stay Time: _____ HRS. Estimated Exposure: _____ mRem

PCs Required: Single PCs Double PCs Single PCs w/wet suit Rubber Boots
 Partial PCs Misc. _____

Resp. Protection: _____ Dosimetry Req: TLD 200 mr SRD 500 mr SRD
SRD

Recommended Route: _____

Team authorized to exceed normal limits (Y/N): ___ to what dose _____ mRem

ED approval required for emergency exposure;
Person verifying ED written approval: _____
Print/Sign _____ Date/Time _____

Special radiological requirements: _____

Reviewed ARM data: Yes No N/A

RCC/Designee: _____
Print/Sign _____ Date/Time _____

Functional Area coordinator/Designee: _____
Print/Sign _____ Date/Time _____

OSC Coordinator: _____
Print/Sign _____ Date/Time _____

Date & Time Dispatched: _____

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EXHIBIT 4B

IN-PLANT EMERGENCY RESPONSE TEAM DEBRIEFING

Team Number: _____ Date: _____

Task Completed: (Y/N) _____ Time Back: _____

Status/Work Performed _____

Observed Abnormal Conditions: (Y/N) _____

Exposure Received: _____

Observed plant hazards (i.e., steam, water, electrical, abnormal radiological conditions)

Confirmation of Route: _____

Debriefing Completed/Time: _____

Assessment of Damage/Comments/Materials Used: _____

Rad Con Coordinator/Designee _____ Date _____ Time _____

Functional Area Coordinator/Designee _____ Date _____ Time _____

OSC Coordinator _____ Date _____ Time _____

JO# _____

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EXHIBIT 4C

EMERGENCY TEAM BRIEFING/DEBRIEFING GUIDELINES
EMERGENCY TEAM BRIEFING

NOTE

The RCC shall identify conditions that do not include radiological concerns (i.e., fire outside RCA, no radiological release in progress and not imminent, etc.). In these instances, direct Rad Con coverage may be deleted with concurrence of the OSC Coordinator.

- All departures from the OSC shall be approved by the OSC Coordinator. Names and team numbers of departing personnel shall be logged in the OSC for personnel accountability.
- Ensure all team members are logged into RWP and issued appropriate dosimetry.
- OSC Functional Coordinators and/or team leaders shall brief teams using the In-plant Emergency Response Team Briefing Form, Exhibit 4A.
- The Radiological Controls Coordinator, or his designee, shall brief all departing teams in coordination with the team's respective Functional Area Coordinator.
- Functional Area Coordinators shall ensure that job documentation and Briefing Checklists are forwarded to the OSC Coordinator for review upon completion.

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EXHIBIT 4D

EMERGENCY TEAM BRIEFING/DEBRIEFING GUIDELINES
EMERGENCY TEAM DEBRIEFING

- OSC Functional Coordinators and/or Team Leaders shall debrief their respective teams using the In-plant Emergency Response Team Debriefing Form, Exhibit 4B.
- The Radiological Controls Coordinator shall ensure the review of exposures received by Emergency Response Team members to determine whether unanticipated high dose rates were encountered.
- The Radiological Controls Coordinator shall ensure the radiological exposure for each team member is entered in the appropriate records.
- Functional Area Coordinators shall ensure that job documentation, team reports, and debriefing checklists are forwarded to the OSC Coordinator as soon as possible for staff notifications of results, review and record retention.

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EXHIBIT 5

EMERGENCY JOB PLANNING GUIDELINES

NOTE

This section provides guidance in job planning during declared emergencies. Documentation required by normal Station Procedures should be completed as TIME PERMITS but may be deferred until the emergency declaration is secured. Repair and maintenance shall have priority over paperwork requirements.

- * Job planning and implementation during emergency conditions will be controlled by EPIP-OC-.27. However, NORMAL PLANT OPERATIONS AND MAINTENANCE PROCEDURES SHOULD NOT BE DEVIATED FROM UNLESS TO PROTECT THE HEALTH AND SAFETY OF THE PUBLIC OR TO PREVENT IMMINENT DAMAGE TO PLANT EQUIPMENT. The Emergency Maintenance Supervisor should identify procedures to be implemented during the work.
- * Component switching and tagging should be controlled by Procedure 108P (Equipment Control). If appropriate to deviated from 108, ensure effective constraints are employed to protect personnel safety and equipment.
- * Work that is to be performed or controlled by EPIP-OC-.27 shall only be activities that are necessary to place the plant in a safe condition or will result in the ultimate termination of the emergency condition should be performed using approved procedures.
- * Work performed, materials installed, testing performed, and configuration changes made, are important information. This information should be documented on the debrief form (Exhibit 4b). After the emergency conditions are secured, a Job Order should be assigned to the debrief form, and the information entered into PIMS.
- * If a job assignment/task cannot be completed as directed, immediately advise the OSC and receive additional instructions. Continue on with the task utilizing this additional information.
- * If personnel radiation exposures in excess of 10 CFR 20 are anticipated, only volunteers shall be assigned as team members. Emergency Director authorization for exposure shall be documented per EPIP-OC-.35, "Radiological Controls Emergency Actions", Exhibit 7, Emergency Dose Authorization.

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EXHIBIT 6A

EVACUATION OF OSC TO THE SOSC
OSC COORDINATOR CHECKLIST

CHECK

- _____ 1.0 OSC evacuation ordered by the Emergency Director.
- _____ 2.0 Advise Functional Area Coordinators to enter SOSC area from doorway identified by the TSC Coordinator.
- _____ 3.0 Direct Functional Area Coordinators to use Exhibit 6B for evacuation of OSC.
- _____ 4.0 Logs, communication documents, needed supplies and equipment collected for evacuation.
- _____ 5.0 OSC evacuated to the SOSC, and communications re-established with the Control Room (ECC) through the TSC.
- _____ 6.0 All personnel/teams dispatched by the OSC have been notified to report to and return to the SOSC.

OSC Coordinator

Date

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EXHIBIT 6B

EVACUATION OF OSC TO THE SOSC
FUNCTIONAL AREA COORDINATORS CHECKLIST

CHECK

- _____ 1.0 Advise the personnel in their respective areas that the OSC is being evacuated and the appropriate evacuation route as recommended by the RCC and prescribed by the OSC Coordinator.
- _____ 2.0 Ensure all assigned responders are advised of the evacuation and appropriate route to SOSC.
- _____ 3.0 Emergency Maintenance Coordinator to ensure personnel assigned to the Tool Room/Cal Lab are informed of the evacuation.
- _____ 4.0 Collect all documentation.
- _____ 5.0 Ensure OSC equipment identified by the OSC Coordinator is transferred to the SOSC.
- _____ 6.0 Advise all telephone contacts of impending evacuation and terminate telephone communications.
- _____ 7.0 Evacuate OSC utilizing route recommended by RCC and prescribed by the OSC Coordinator.

Functional Area Coordinator

Date

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EXHIBIT 7A

ACTIVATION OF SOSC
OSC COORDINATOR CHECKLIST

CHECK

- _____ 1.0 Establish work area for SOSC as suggested in Exhibit 9, SOSC Floor Plan.
- _____ 2.0 Functional Areas staffed:
 - _____ 2.1 Emergency Maintenance Coordinator
 - _____ 2.2 Rad Con Coordinator
 - _____ 2.3 OSC Operations Coordinator
 - _____ 2.4 OSC Communications Coordinator
 - _____ 2.5 Chemistry Coordinator
- _____ 3.0 Communications reestablished
 - _____ 3.1 OSC Coordinator Line
- _____ 4.0 Report SOSC activated to Operations Coordinator and Emergency Director.
 - _____ 4.1 Announce to SOSC staff that center is activated.
 - _____ 4.2 Determine plant status and update center staff.
- _____ 5.0 Ensure all personnel accounted for after relocation.

OSC Coordinator

Date

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EXHIBIT 7B

ACTIVATION OF SOSC
FUNCTIONAL AREA COORDINATORS CHECKLIST

CHECK

- _____ 1.0 Establish work area for respective work support.
- _____ 2.0 Assist other Functional Area Coordinators in arranging the SOSC (Exhibit 9).
- _____ 3.0 Establish telephone communications for respective emergency line.
- _____ 4.0 Notify the OSC Coordinator that you have assumed your duties in the SOSC.

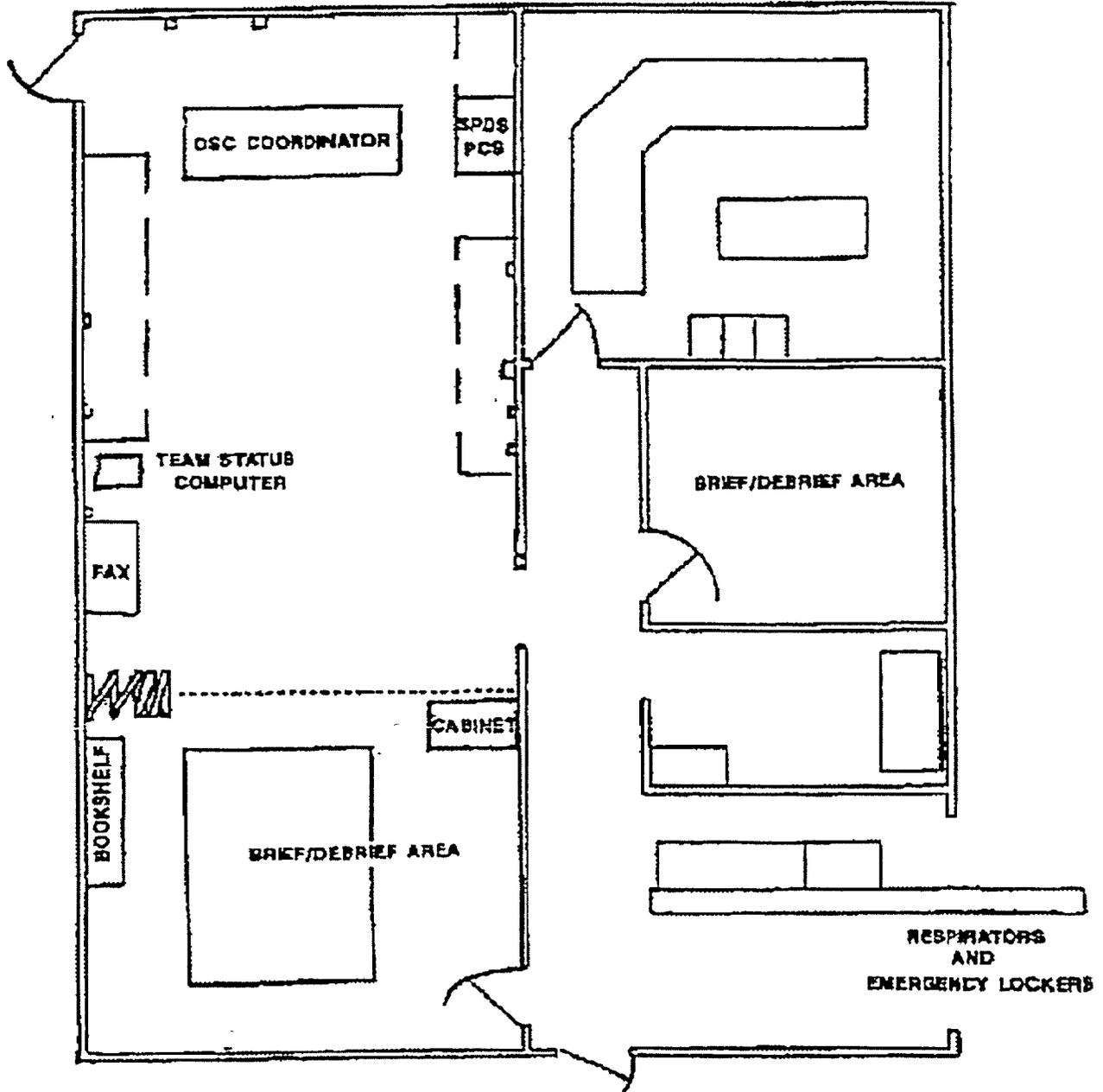
Functional Area Coordinator

Date

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EXHIBIT 8
OSC FLOOR PLAN
TYPICAL ARRANGEMENT



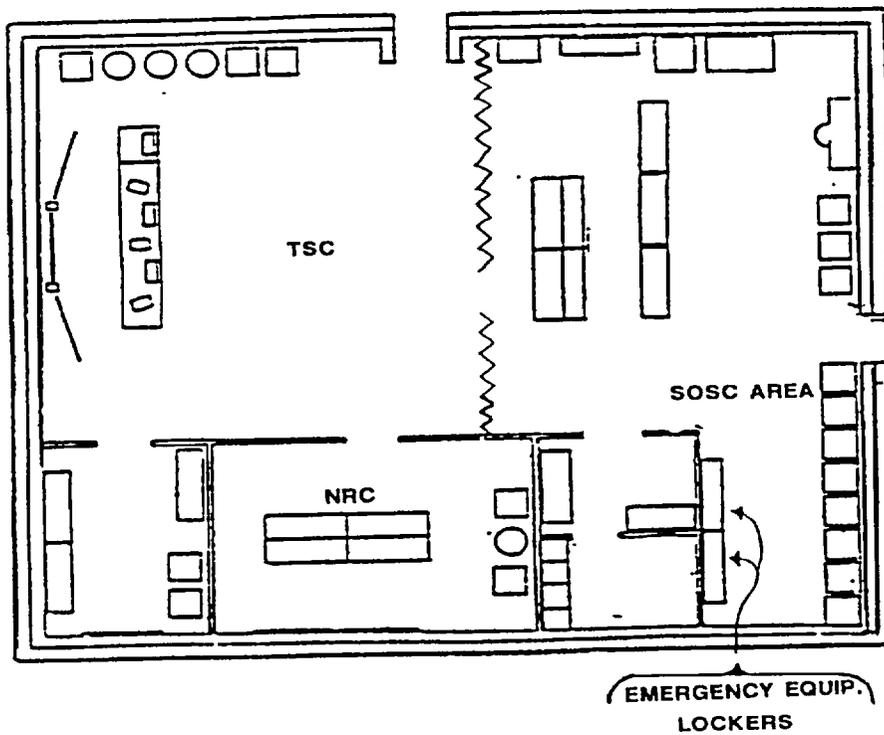
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EXHIBIT 9

SOSC FLOOR PLAN
SITE EMERGENCY BUILDING
Secondary Operations Support Center Area

TYPICAL ARRANGEMENT



2

NOTE

Set up of SOSC will be accomplished by using available tables in that area. Set up should be to accommodate the communication lines As designated in the center.

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EXHIBIT 10

OSC KITS AND LOCKER LOCATIONS

Emergency Chemistry Equipment

<u>Location</u>	<u>Kit/Locker</u>
OSC (Hallway)	Kits #5 and #6
<u>Emergency First Aid and Rescue Equipment</u>	
New Radwaste Bldg. Control Room adjacent to door	stretcher
Reactor Building Elevation:	
23 ft. adjacent to Drywell entrance	stretcher
23 ft. adjacent to elevator	stretcher and extrication locker w/trauma kit (RB-EL23)
51 ft. adjacent to elevator	stretcher
73 ft. adjacent to elevator	stretcher
119 ft. adjacent to elevator	stretcher
119 ft. stairwell landing	extrication locker w/trauma kit (RB-EL119)
Turbine Building Elevation:	
0 ft. south, adjacent to Condenser Bay entrance	stretcher
0 ft. north, adjacent to Condenser Bay entrance	stretcher
23 ft. adjacent to elevator	stretcher
46 ft. adjacent to PC change area	stretcher and extrication locker w/trauma kit (TB-EL46)
Main Office Bldg., third floor adjacent to Rad Con monitor and control point	Stretcher

Emergency Rad Pro Equipment

OSC (Hallway)	Rad Pro Instrument and Safety Lockers
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EXHIBIT 11

OSC COMMUNICATOR - TEAM STATUS TRACKING

- 1.0 Turn on the power to the large NEC monitor in corner.
- 2.0 Turn on power strip under the inside computer cabinet. The team tracking program will load and establish communications with the TSC.
- 3.0 Set time using "Set Time" stamp with PPM.
- 4.0 Select Lotus Notes Application.
- 5.0 Select "OSC Communications Coordinator".
- 6.0 Select "OSC Team Tracking".
 - 6.1 Screen will list teams dispatched.
 - 6.2 Screen should be "Refreshed" by striking F9 key occasionally.
- 7.0 Assign the team priority (1-3) according to the following definitions:

Priority 1 - Absolute highest priority. Must be accomplished immediately. All available resources should be focused on priority 1 items.

Priority 2 - Standard priority. Item must be accomplished as soon as possible but can wait for priority 1 items.

Priority 3 - For low priority and long term items.
- 8.0 Enter the team description. Make the description as complete as possible, including member's names. When finished, the team will be transferred to the team listing portion of the screen.
- 9.0 Periodically print copy of teams.

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EXHIBIT 12

OSC COMMUNICATIONS COORDINATOR RESPONSIBILITIES

INITIALS

- ____ 1.0 Report to the OSC Coordinator.
- ____ 2.0 Direct the efforts of the OSC Communicators.
- ____ 3.0 Ensure all phone ringers are set below mid-volume to minimize noise level.
 - 3.1 Verify phones and FAX machines are functional.
- ____ 4.0 Indicate the development of a watch bill for your organization that will support the emergency on a 24 hour/day basis. (Refer to Exhibit 13)
- ____ 5.0 Ensure all communications personnel use tag board.
- ____ 6.0 Report failed communications system to the TSC Communications Coordinator.

NOTE

Provide specific information for each trouble report including: circuit, nature of problem, location of phone, etc.

- 7.0 Call out additional personnel if required.

NOTE

For call out of Duty Roster positions contact Security Shift Commander. For additional staff contact Group Leader Admin Support. If he is not available, use normal department call-out methods.

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EXHIBIT 12
(continued)

OSC COMMUNICATIONS COORDINATOR RESPONSIBILITIES

INITIALS

- 8.0 Instructions for use of Team Status Tracking System are found in Exhibit 11. Maintain team status board.

NOTE

If the system fails, continue to track teams manually on the Team Status Sheets and forward the information to the ECC and TSC via fax about every fifteen (15) minutes.

NOTE

Radwaste Operators will be tracked as a team at the "ALERT" level and above if applicable. Briefings and debriefings will be done via telephone or radio.

- 9.0 Plant parameters are displayed via Plant Computer System (PCS) in the TSC, OSC, and EOF.

NOTE

If this system fails ensure that the TSC transmits critical plant parameters to the OSC approximately every fifteen (15) minutes or as conditions change. Manually transmitted plant parameters should be displayed on an overhead projector in the OSC or posted in an area where they are available to the OSC Coordinator.

- 10.0 Upon termination of the emergency, ensure communications equipment, supplies and procedures are replaced or returned to a ready status.

- 11.0 Then forward to the OSC Coordinator, all logs and records.

Signature _____
OSC Communication Coord.

Date _____

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EXHIBIT 13

Page of

EMERGENCY SHIFT SCHEDULE
TYPICAL

DATE:
Functional Group:
GROUP (eg. Admin.):

TIME:	SHIFT 1	SHIFT 2	SHIFT 3
BEGIN			
END			

	NAME	NAME	NAME
POSITION #			
P HOME #			
H WORK #			
O BEEPER #			
N			
E			
POSITION #			
P HOME #			
H WORK #			
O BEEPER #			
N			
E			
POSITION #			
P HOME #			
H WORK #			
O BEEPER #			
N			
E			
POSITION #			
P HOME #			
H WORK #			
O BEEPER #			
N			
E			

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EXHIBIT 15

TYPICAL

Number _____
Emergency Message
To: <input type="checkbox"/> OSC <input type="checkbox"/> TSC <input type="checkbox"/> EACC
_____ Staff Position/Other
<input type="checkbox"/> ECC <input type="checkbox"/> EOF
Message:
Originator: _____
_____ Staff Position Initials Time
Date
Location: <input type="checkbox"/> ECC <input type="checkbox"/> TSC <input type="checkbox"/> OSC <input type="checkbox"/>
EOF
Reply:
Reply Completed
by: : _____
_____ Staff Position Initials Time
Date

