

**SEABROOK STATION  
ADMINISTRATIVE PROCEDURE**

**Emergency Operations Facility Operations**

---

**ER 3.3**

Rev. 34

SORC Review: 03-007 Date: 2-12-03

Effective Date: 2-21-03

**EXPIRATION DATE** 2-21-05

Procedure Owner:  
S. Perkins-Grew

## Contents and Revision Status

<u>Contents</u>	<u>Page No.</u>
Cover	1
Contents and Revision Status	2
1.0 OBJECTIVES	6
2.0 RESPONSIBILITIES	6
2.1 Response Manager	6
2.2 EOF Coordinator	6
2.3 Dose Assessment Specialist	6
2.4 Technical Assistant	6
2.5 Offsite Monitoring Coordinator	6
2.6 Security Coordinator	6
2.7 Radiological Assistant	7
2.8 Administrative Services Coordinator	7
2.9 HPN Communicator	7
2.10 Licensing Coordinator	7
2.11 Industry Liaison	7
2.12 EOF Support Staff	7
2.13 METPAC Operator	7
2.14 Document Control Center Coordinator	7
2.15 Material and Logistics Coordinator	7
2.16 Dosimetry Records Personnel	7
2.17 Dose Assessment Personnel	7

Contents and Revision Status

<u>Contents</u>	<u>Page No.</u>
2.18 ERO Technical Liaison	8
2.19 Training Center Staff	8
2.20 Offsite Monitoring Communicator	8
3.0 PRECAUTIONS	8
4.0 PREREQUISITES	9
5.0 ACTIONS	10
5.1 Dose Assessment Personnel Checklist	10
5.2 Response Manager	10
5.3 EOF Coordinator	10
5.4 Dose Assessment Specialist	10
5.5 Technical Assistant	10
5.6 Offsite Monitoring Coordinator	10
5.7 Security Coordinator	10
5.8 Radiological Assistant	10
5.9 Administrative Services Coordinator	10
5.10 HPN Communicator	11
5.11 Licensing Coordinator	11
5.12 Industry Liaison	11
5.13 EOF Support Staff	11
5.14 METPAC Operator	11
5.15 Document Control Center Coordinator	11

Contents and Revision Status

<u>Contents</u>	<u>Page No.</u>
5.16 Material and Logistics Coordinator	11
5.17 Dosimetry Records Personnel	11
5.18 ERO Technical Liaison	11
5.19 Training Center Staff	11
5.20 Offsite Monitoring Communicator	11
6.0 REFERENCES	12
7.0 ATTACHMENTS	
Figure 1 Emergency Operations Facility Layout	13
Figure 2 Emergency Operations Facility Staff	14
Figure 3 Emergency Access Control Measures for the EOF	15
Figure 4 Instructions for Operating the Standby Diesel Generator	16
Figure 5 EOF Sample Return Area Layout	17
Figure 6 Release Definition	18
Figure 7 Loss of Power to the EOF	19
Figure 8 Emergency Operations Facility Lighting Plan	20
Figure 9 Emergency Operations Facility Electrical Plan	21
Figure 10 Deleted	22
Figure 11 Offsite Monitoring and Sampling Team Deployment Flowchart	23
Figure 12 EOF Dosimetry Issue Flowchart	24
Figure 13 TEDE YTD Transit Card	25
Figure 14 EOF Dosimetry Return Card	26
Figure 15 EOF Dosimetry Return Flowchart	27
Figure 16 Post-Emergency Organizations	28
Figure 17 Summary of Changes	29 - 30
	<u>Rev./Chg.</u>
ER 3.3B Emergency Response Personnel Requiring Site Access	33
ER 3.3C Dose Assessment Personnel Checklist	34
ER 3.3D Response Manager Checklist	34
ER 3.3E EOF Coordinator Checklist	34
ER 3.3F Dose Assessment Specialist Checklist	34

## Contents and Revision Status

		<u>Rev./Chg.</u>
ER 3.3G	Radiological Status Board Update Form	33
ER 3.3H	Technical Assistant Checklist	33
ER 3.3I	Offsite Monitoring Coordinator Checklist	34
ER 3.3J	Security Coordinator Checklist	33
ER 3.3K	Radiological Assistant Checklist	34
ER 3.3L	Administrative Services Coordinator Checklist	34
ER 3.3M	ERO Staff Planning	33
ER 3.3Q	HPN Communicator Checklist	33
ER 3.3R	Licensing Coordinator Checklist	33
ER 3.3S	Industry Liaison Checklist	34
ER 3.3W	EOF Support Staff Checklist	34
ER 3.3Y	METPAC Operator Checklist	33
ER 3.3Z	Document Control Center Coordinator Checklist	33
ER 3.3AA	Material and Logistics Coordinator Checklist	34
ER 3.3DD	Dosimetry Records Personnel Checklist	34
ER 3.3EE	Emergency Worker Call-In Report	33
ER 3.3GG	Exposure Tracking Sheet	33
ER 3.3II	Emergency Dosimetry Issue Log	33
ER 3.3KK	ERO Technical Liaison Checklist	33
ER 3.3LL	Training Center Staff Checklist	33
ER 3.3MM	Offsite Monitoring Communicator Checklist	34

## **1.0 OBJECTIVES**

This procedure specifies the actions required to activate and operate the Emergency Operations Facility (EOF). It also provides instruction for recovery from Site Area Emergency or General Emergency conditions.

## **2.0 RESPONSIBILITIES**

### **2.1 Response Manager**

1. Provides overall direction to the emergency response organization.
2. Authorizes notification of offsite authorities, approves protective action recommendations, and approves company news releases.
3. Authorizes requests for external assistance (e.g., INPO, NEI).
4. Obtains NRC and State concurrence of a plan for termination of emergency conditions.
5. Provides management direction and guidance to the Site Emergency Director in the effort to return the Station to a safe condition once the emergency mitigation phase of a Station response has been completed.

### **2.2 EOF Coordinator**

1. Coordinates radiological and protective action assessment activities conducted from the EOF.
2. Performs State notifications.

### **2.3 Dose Assessment Specialist**

1. Determines projected/actual offsite dose conditions from radiological release data.
2. Develops initial projected information regarding the location and extent of contamination of the environment following the termination of a release and its eventual complete dispersal. Coordinates the evaluation of sample analysis data obtained from all groups performing ingestion pathway sampling and develops information useful for the establishment of long-term protective actions.

### **2.4 Technical Assistant**

Coordinates technical assessment and support activities conducted from the EOF.

### **2.5 Offsite Monitoring Coordinator**

Coordinates offsite radiological monitoring and sampling during an emergency.

### **2.6 Security Coordinator**

Coordinates security response actions during an emergency.

**2.7 Radiological Assistant**

Coordinates radiological control measures at the EOF.

**2.8 Administrative Services Coordinator**

Provides administrative support and obtains additional resources to support the emergency effort.

**2.9 HPN Communicator**

Maintains Health Physics Network (HPN) communication with the NRC.

**2.10 Licensing Coordinator**

Coordinates interfaces with regulatory agencies during an emergency.

**2.11 Industry Liaison**

Coordinates interfaces with industry organizations and the Joint Owners during an emergency.

**2.12 EOF Support Staff**

Provides administrative and clerical support.

**2.13 METPAC Operator**

Operates the METPAC Computer System.

**2.14 Document Control Center Coordinator**

1. Coordinates retrieval of documents maintained in the EOF Document Control Center.
2. Coordinates INPO Nuclear Network activities.

**2.15 Material and Logistics Coordinator**

Provides the EOF staff with the resources necessary to complete their assignments and assists in the acquisition of those resources not readily available.

**2.16 Dosimetry Records Personnel**

Issues dosimetry, tracks doses of offsite monitoring teams and dose reporting for emergency response personnel. Coordinates with Framatome TLD Van Coordinator as requested.

**2.17 Dose Assessment Personnel**

Provides administrative and clerical support to the Dose Assessment Specialist.

**2.18 ERO Technical Liaison**

Notifies and interacts with the New Hampshire Public Utilities Commission (NHPUC) and the Massachusetts Emergency Management Agency (MEMA) Nuclear Engineer.

**2.19 Training Center Staff**

Assists the Technical Assistant with monitoring plant operational data.

**2.20 Offsite Monitoring Communicator**

Relays messages to and from offsite teams and maintains a continuous log of field team location and radiological data.

**3.0 PRECAUTIONS**

1. Activation of the New Hampshire Incident Field Office (IFO) is not the responsibility of the Seabrook Station emergency response organization.
2. When notified of an Alert or higher emergency classification level, primary and subject-to-call responders should report immediately to their emergency response facilities. TSC primary responders may receive a briefing directly from Control Room staff. EOF primary responders should call appropriate TSC staff to be briefed.

#### 4.0 PREREQUISITES

1. An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure ER 1.1, Classification of Emergencies.
2. Prior to declaring Recovery, the following plant conditions exist:
  - a. Radiation levels of in-station areas are stable or are decreasing with time.
  - b. As appropriate to the emergency condition, the reactor and associated systems are in a safe and stable condition as indicated by the following:
    - (1) The reactor is shut down and criticality controls are in effect (only if reactor shutdown was required by the emergency condition).
    - (2) The core is being adequately cooled.
    - (3) Control has been established over containment pressure and temperature.
    - (4) An adequate heat transfer path to an ultimate heat sink has been established.
    - (5) Primary system pressure is under control.
  - c. Any fire, flooding, earthquake or similar initiating events are either under control or have ceased.
  - d. Releases of radioactive material to the environment are either under control or have ceased.
  - e. Specified corrective emergency actions have been completed and the Station is in the appropriate operating mode, and notifications are complete.
3. Framatome support will be implemented in accordance with appropriate Framatome procedures.

## 5.0 ACTIONS

### NOTE

Telephone numbers for contacts referenced in the checklists are available in the Emergency Response Telephone Directory.

#### 5.1 Dose Assessment Personnel Checklist

Refer to form ER 3.3C, Dose Assessment Personnel Checklist, for required actions for this position.

#### 5.2 Response Manager

Refer to form ER 3.3D, Response Manager Checklist, for required actions for this position.

#### 5.3 EOF Coordinator

Refer to form ER 3.3E, EOF Coordinator Checklist, for required actions for this position.

#### 5.4 Dose Assessment Specialist

Refer to form ER 3.3F, Dose Assessment Specialist Checklist, for required actions for this position.

#### 5.5 Technical Assistant

Refer to form ER 3.3H, Technical Assistant Checklist, for required actions for this position.

#### 5.6 Offsite Monitoring Coordinator

Refer to form ER 3.3I, Offsite Monitoring Coordinator Checklist, for required actions for this position.

#### 5.7 Security Coordinator

Refer to form ER 3.3J, Security Coordinator Checklist, for required actions for this position.

#### 5.8 Radiological Assistant

Refer to form ER 3.3K, Radiological Assistant Checklist, for required actions for this position.

#### 5.9 Administrative Services Coordinator

Refer to form ER 3.3L, Administrative Services Coordinator Checklist, for required actions for this position.

**5.10 HPN Communicator**

Refer to form ER 3.3Q, HPN Communicator Checklist, for required actions for this position.

**5.11 Licensing Coordinator**

Refer to form ER 3.3R, Licensing Coordinator Checklist, for required actions for this position.

**5.12 Industry Liaison**

Refer to form ER 3.3S, Industry Liaison Checklist, for required actions for this position.

**5.13 EOF Support Staff**

Refer to form ER 3.3W, EOF Support Staff Checklist, for required actions for this position.

**5.14 METPAC Operator**

Refer to form ER 3.3Y, METPAC Operator Checklist, for required actions for this position.

**5.15 Document Control Center Coordinator**

Refer to form ER 3.3Z, Document Control Center Coordinator Checklist, for required actions for this position.

**5.16 Material and Logistics Coordinator**

Refer to form ER 3.3AA, Material and Logistics Coordinator Checklist, for required actions for this position.

**5.17 Dosimetry Records Personnel**

Refer to form ER 3.3DD, Dosimetry Records Personnel Checklist, for required actions for this position.

**5.18 ERO Technical Liaison**

Refer to form ER 3.3KK, ERO Technical Liaison, for required actions for this position.

**5.19 Training Center Staff**

Refer to form ER 3.3LL, Training Center Staff Checklist, for required actions for this position.

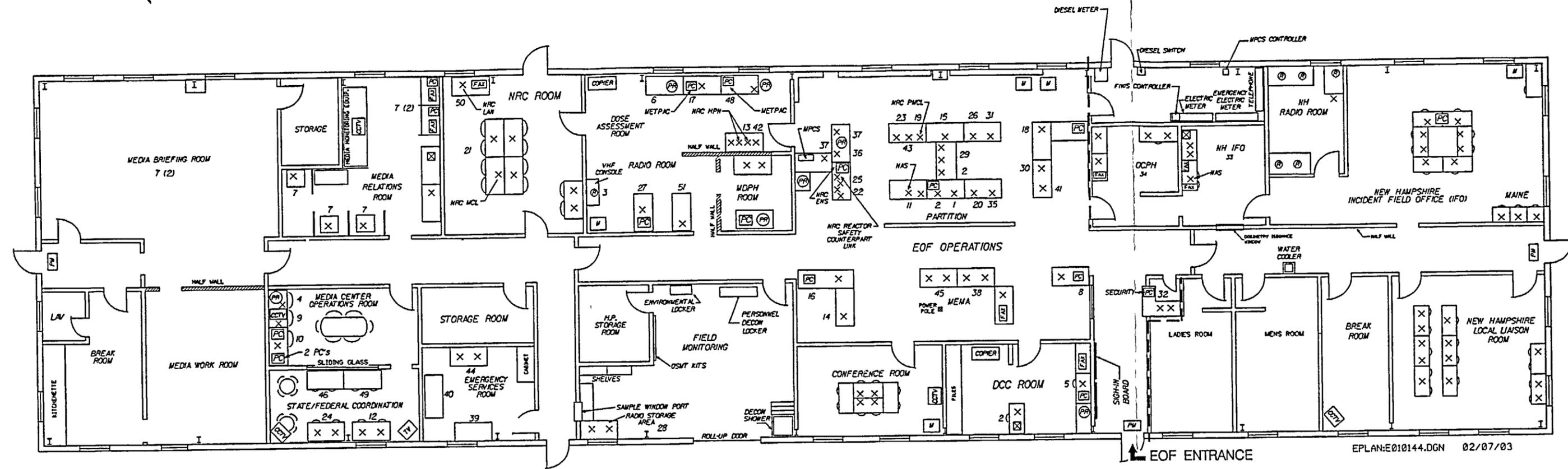
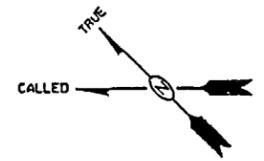
**5.20 Offsite Monitoring Communicator**

Refer to form ER 3.3MM, Offsite Monitoring Communicator Checklist, for required actions for this position.

## 6.0 REFERENCES

1. ER 1.1, Classification of Emergencies
2. ER 2.0, Emergency Notification Documentation Forms Procedure
3. ER 3.5, Media Center Operations
4. ER 4.3, Radiation Protection During Emergency Conditions
5. ER 5.2, Site Perimeter and Offsite Monitoring and Environmental Sampling
6. ER 5.3, Operation of the METPAC System
7. ER 5.4, Protective Action Recommendations
8. GN1332.00, Security Response to a Declared Radiological Emergency
9. NRC Inspection Report No. 50-443/86-18-01
10. Memo SEP901118, NHPUC Contacts During Emergencies
11. METPAC User's Manual
12. Ingest System Manual for Seabrook Station
13. Technical Description of the SB METPAC System
14. SS# 25564, Establishing Efficiencies for Field Calculations of Radioactive Activity on Air Sample Cartridges, June 16, 1986
15. NRC Inspection Report No. 50-433/89-19
16. Health Physics Department Procedures
17. ER 4.6, Offsite Monitoring and Decontamination
18. Memorandum SEP921168
19. NRC Inspection Report No. 50-443/94-15
20. SEP#20000030, Response to A/R #00004326 from CR #00-1882

# FIGURE 1 EMERGENCY OPERATION FACILITY LAYOUT



NOTE: LAYOUT IS TYPICAL

## MEDIA CENTER

## EOF

## IFO

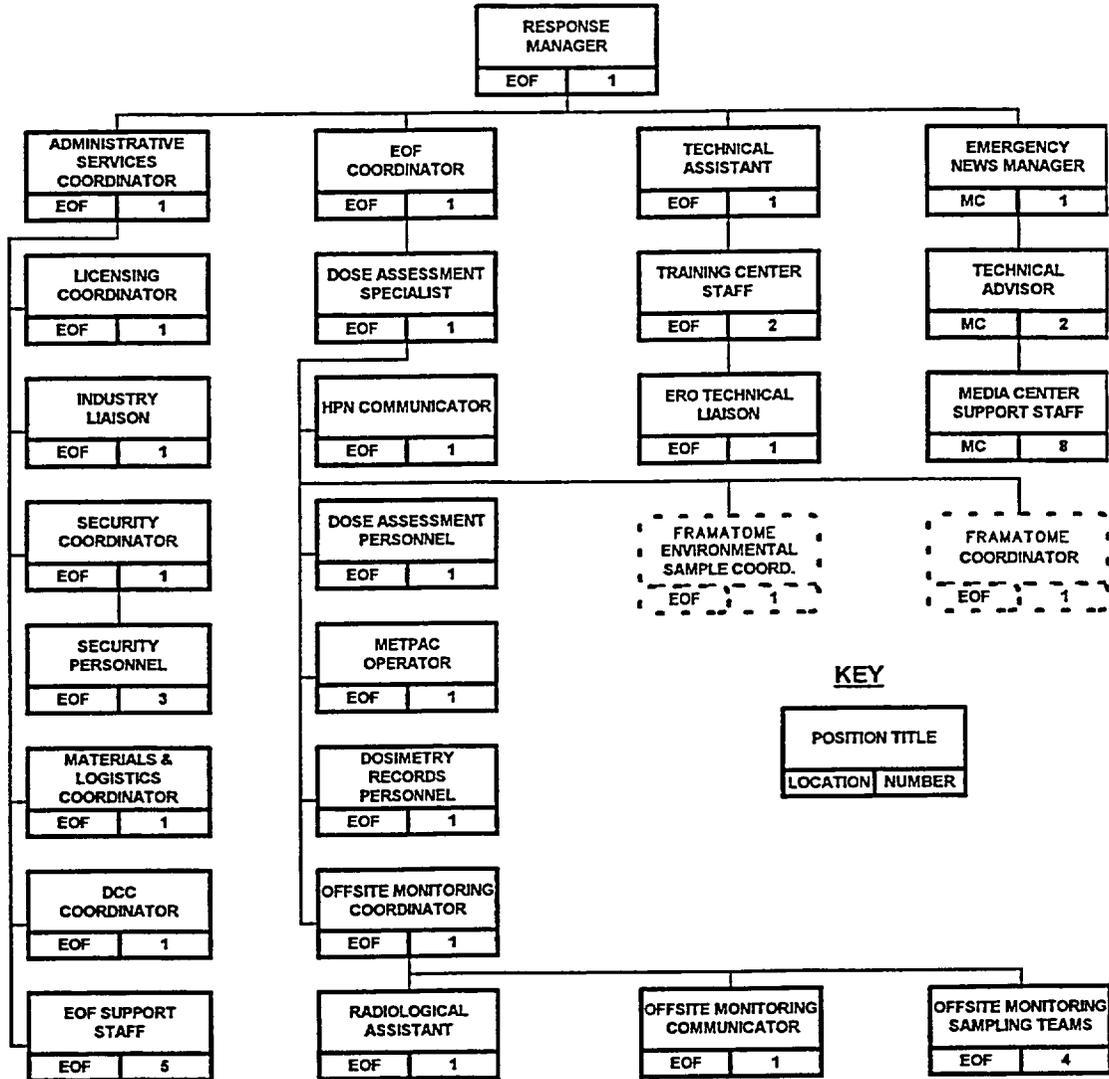
### EOF EMERGENCY RESPONSE ORGANIZATION PERSONNEL LEGEND

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>1 - ADMINISTRATIVE SERVICES COORDINATOR</li> <li>2 - EOF SUPPORT STAFF</li> <li>3 - OFFSITE MON COMMUNICATOR</li> <li>4 - ASST. EMERGENCY NEWS MANAGER</li> <li>5 - DOCUMENT CONTROL CENTER COORDINATOR</li> <li>6 - DOSE ASSESSMENT SPECIALIST</li> <li>7 - MEDIA CENTER SUPPORT STAFF</li> <li>8 - DOSIMETRY RECORDS PERSONNEL</li> <li>9 - MEDIA CENTER TECHNICAL ADVISOR (MC)</li> <li>10 - EMERGENCY NEWS MANAGER</li> <li>11 - EOF COORDINATOR</li> <li>12 - FEMA PIO</li> <li>13 - HPN COMMUNICATOR</li> <li>14 - INDUSTRY LIAISON</li> <li>15 - LICENSING COORDINATOR</li> </ul> | <ul style="list-style-type: none"> <li>16 - MATERIAL AND LOGISTICS COORDINATOR</li> <li>17 - METPAC OPERATOR</li> <li>18 - NHPUC REPRESENTATIVE</li> <li>19 - NRC DIRECTOR OF SITE OPERATIONS</li> <li>20 - NRC EMERGENCY RESPONSE COORDINATOR</li> <li>21 - NRC ENV. DOSE ASSESSMENT COORDINATOR</li> <li>22 - NRC OPERATIONS TEAM LEADER</li> <li>23 - NRC PROTECTIVE MEASURES COORDINATOR</li> <li>24 - NRC PUBLIC AFFAIRS COORDINATOR</li> <li>25 - NRC REACTOR SAFETY COORDINATOR</li> <li>26 - NRC GOV'T LIAISON COORDINATOR</li> <li>27 - OFFSITE MONITORING COORDINATOR</li> <li>28 - RADIOLOGICAL ASSISTANT</li> <li>29 - RESPONSE MANAGER</li> <li>30 - FEMA LIAISON</li> </ul> | <ul style="list-style-type: none"> <li>31 - SECURITY COORDINATOR</li> <li>32 - SECURITY PERSONNEL</li> <li>33 - NH OEM LIAISON</li> <li>34 - NH OCPH LIAISON</li> <li>35 - MEDIA CENTER TECHNICAL ADVISOR (EOF)</li> <li>36 - TECHNICAL ASSISTANT</li> <li>37 - TRAINING CENTER STAFF</li> <li>38 - MEMA</li> <li>39 - FRAMATOME ENV. SAMPLE COORDINATOR</li> <li>40 - FRAMATOME TLD COORDINATOR</li> <li>41 - ERO TECHNICAL LIAISON</li> <li>42 - NRC HPN COMMUNICATOR</li> <li>43 - NRC PMCL COMMUNICATOR</li> <li>44 - WESTINGHOUSE REPS</li> <li>45 - MDPH</li> <li>46 - NH PIO</li> <li>47 - RESERVED</li> <li>48 - DOSE ASSESSMENT PERSONNEL</li> <li>49 - MA PIO</li> <li>50 - NRC STATUS SUMMARY COORDINATOR</li> <li>51 - OCPH MONITORING COORDINATOR</li> </ul> |
|---|---|---|

### EQUIPMENT SYMBOLS

- ANSWERING MACHINE
- RADIO
- PRINTER
- FAX
- PERSONAL COMPUTER
- PHONE
- MONITOR
- PORTAL MONITOR
- CLOSED CIRCUIT TV

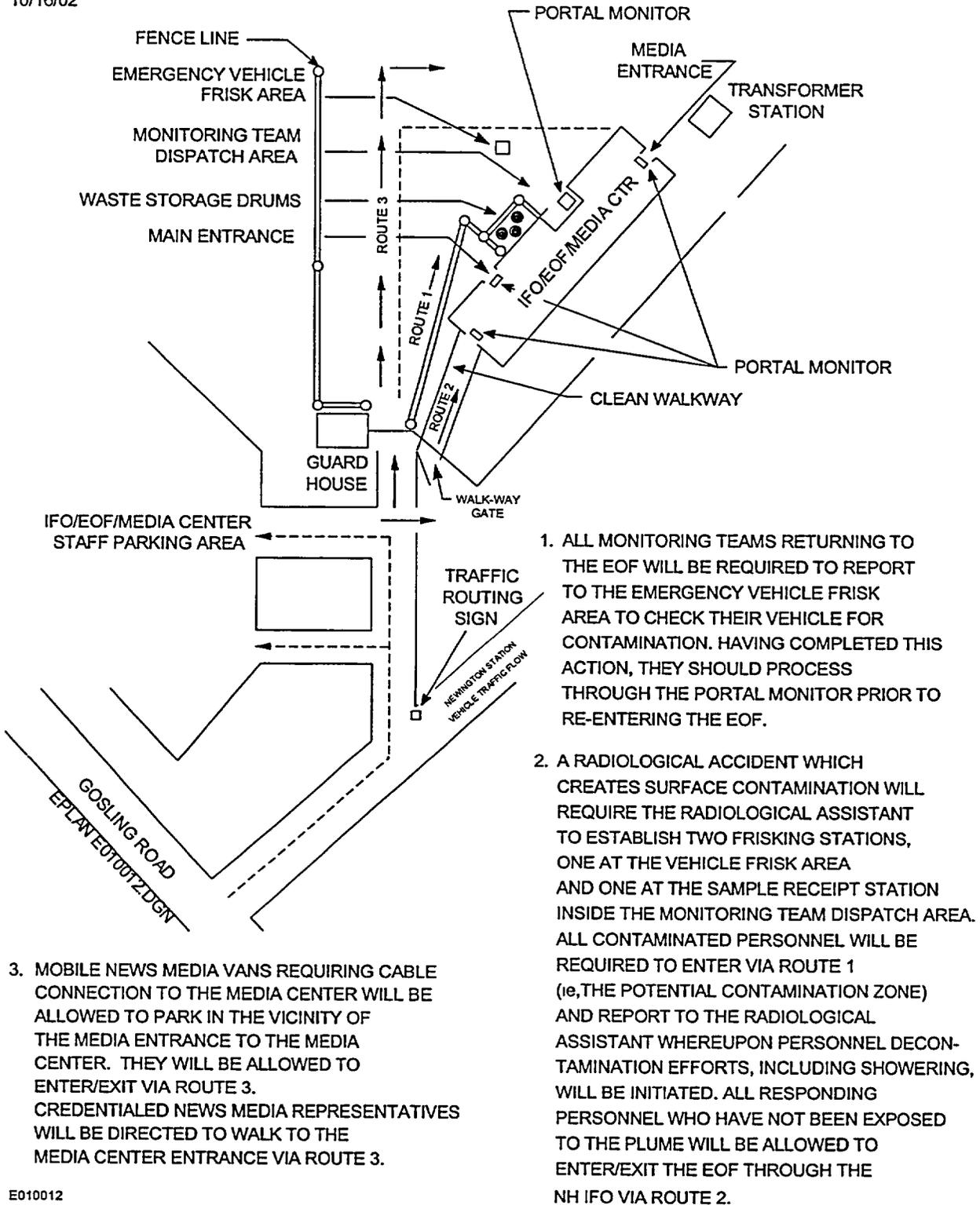
**Figure 2**  
**Emergency Operations Facility Staff**



ER33F2

**Figure 3**  
**Emergency Access Control Measures for the EOF**

10/16/02



E010012

**Figure 4**  
**Instructions for Operating the Standby Diesel Generator**

**1.0**    **STARTING**

1.    Start the engine from the Emergency Generator Control Panel in the EOF utility room.
2.    Depress the engine START button and hold until engine starts. If start does **not** occur within 30 seconds, refer to readiness checks listed on form ER 3.3LL.
3.    Allow engine to run for 5 minutes to warm up.

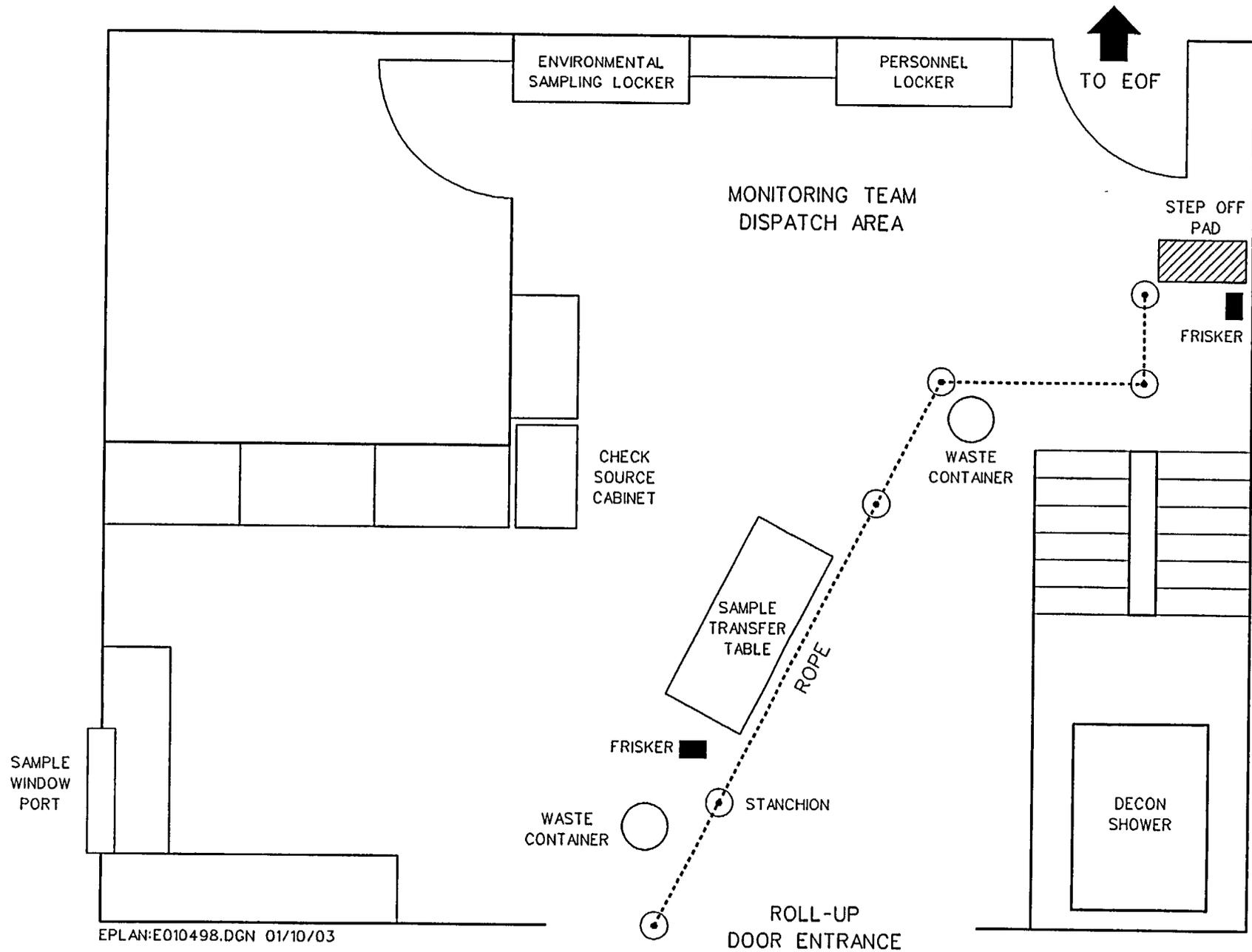
**2.0**    **LOADING/UNLOADING GENERATOR**

1.    Turn all yellow color-coded circuit breakers labeled "CU2" and "AH2" (located on Panel 1C) to the "OFF" position.
2.    Push "TRANSFER TO EMERGENCY" switch on the TRANSFER SWITCH PANEL that is located to the right of the utility room exterior door. The generator is now supplying building load.
3.    Log start and run hours, water temperature, oil pressure and charge amps in diesel log book located in utility room next to outside door.
4.    To unload the generator and return to utility power, push the "RETRANSFER TO NORMAL" switch on the TRANSFER SWITCH PANEL.
5.    Turn all yellow color-coded circuit breakers labeled "CU2" and "AH2" (located on Panel 1C) to the "ON" position.

**3.0**    **STOPPING ENGINE**

1.    Allow 5 to 10 minutes of unloaded run time to cool generator and engine.
2.    Depress the engine STOP button to stop engine.
3.    Verify engine stops and reset the fuel rack trip on the engine per readiness check instructions on form ER 3.3LL.

### FIGURE 5 EOF SAMPLE RETURN AREA LAYOUT



### Figure 6 Release Definition

1. A "release" for purposes of completing form ER 2.0B, State Notification Fact Sheet, Block 5, is defined as follows:

**Radioactive material is being released to the environment as indicated by**

**A. Radiation monitoring effluent alarms (Alert or High).**

**OR**

**B. Response Manager judgement that a radiological release has occurred and been terminated, or is continuing.**

**AND**

**C. Release of material is directly attributed to the event.**

2. A "release" for purposes of requiring offsite dose assessment (i.e., a METPAC run) is defined as follows:

**A. Wide Range Gas Monitor (WRGM) High Alarm (RM-6528-4).**

**OR**

**B. Main Steam Line Monitor High Alarm with an Open ASDV or SRV on the affected main steam line.**

**OR**

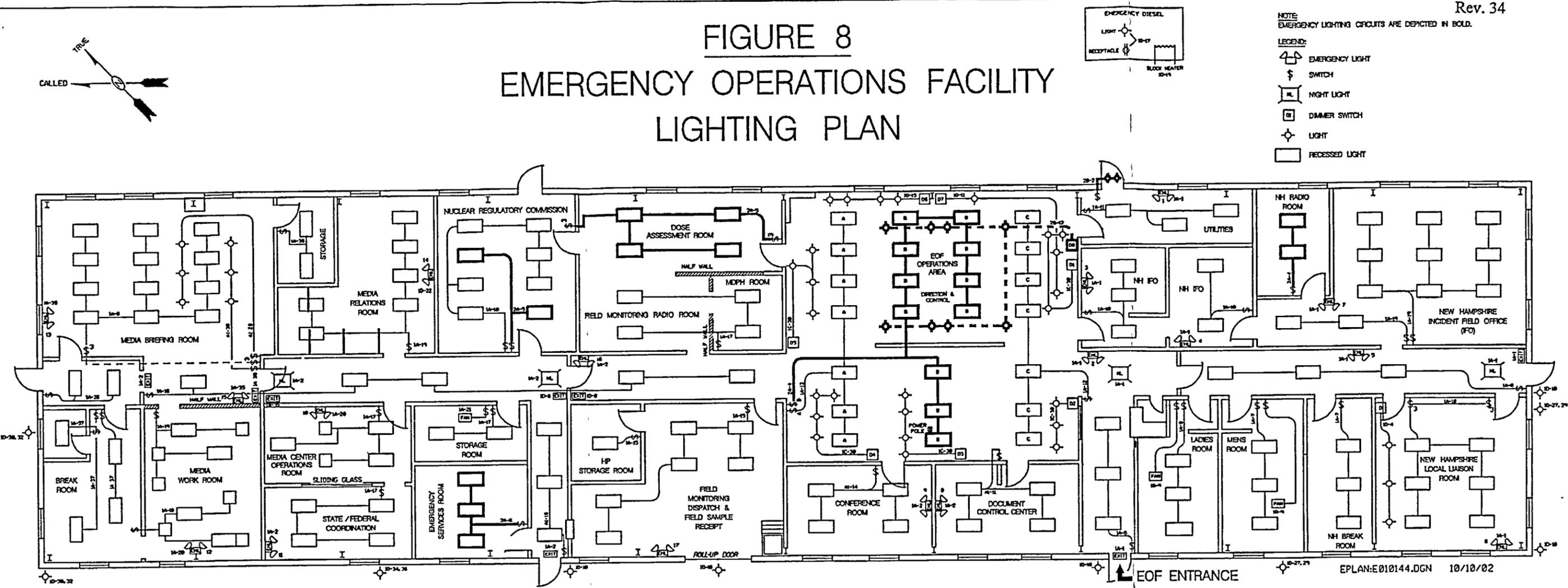
**C. The results of effluent analysis or site boundary monitoring indicate dose rate  $\geq$  .06 mrem/hr.**

3. During an Alert, Site Area Emergency or General Emergency, a "release" for purposes of requiring activation of the remote monitoring and decontamination area at Schiller Station is the same as number 2 above.

## Figure 7 Loss of Power to the EOF

1. EOF lighting and power circuits are shown in Figure 8, Emergency Operations Facility Lighting Plan, and Figure 9, Emergency Operations Facility Electrical Plan. These figures are also displayed on the door to the EOF utility room.
2. On Figure 8, EOF overhead lighting fixtures that would be powered by the EOF emergency diesel generator are displayed in **bold**. The lighting fixtures powered by the diesel generator are also identified on the emergency power panels 2A and 2B.
3. Figure 8 also shows the locations of emergency flood lights that would illuminate automatically when normal AC power is lost in the EOF prior to activation of the emergency diesel generator.
4. On Figure 9 wall outlets and power strips that would be powered by the EOF emergency generator are displayed in **bold**. The outlets and power strips powered by the diesel generator are also identified on emergency power panels 2A and 2B.
5. If normal AC power is lost in the EOF, the Administrative Services Coordinator should ensure that all EOF and Media Center computers are turned off prior to start-up of the emergency diesel generator.
6. When emergency power to the EOF is started, the Administrative Services Coordinator should call in appropriate Specialty Technical Assistants for the following:
  - IRG to assist restarting EOF personal computers and communications equipment if necessary.
  - Computer Engineering to assist restarting the MPCS and Security computer if necessary.
  - Site Services to assist resetting HVAC thermostats.

# FIGURE 8 EMERGENCY OPERATIONS FACILITY LIGHTING PLAN



PANEL 1A			
1	Lighting Emergency Hall, NH Radio Rm, NH FO Rm, NH FO Rm	2	Lighting Emergency Hall, Conference Rm, Night Lights Hall
3	Receptacle Break Room	4	Receptacle Media Briefing Rm
5	Receptacle Break Counter	6	Lighting Media Briefing Room
7	Lighting NH Break Room, Men's Room	8	Lighting Corridor South, Ladies Room
9	Lighting New Hampshire Incident Field Office (IFO)	10	Receptacle NH Local Liaison Room, NH Local Liaison Room
11	Receptacle Calling NH FO, Utility Room, Lighting DCC Room	12	Lighting Operations Area, NH FO, NH FO
13	Lighting NH MEDIA	14	Lighting Conference Room
15	Lighting Field Monitoring Dispatch, Field Sample Rm, HP Storage Room	16	Lighting Corridor North
17	Lighting State/Federal Public Information Coordination, Field Monitoring Radio Room, Media Center Operations Room, MOPH Room, Storage Rm	18	Lighting Media Work Room, Nuclear Regulatory Comm.
19	Lighting Media Work Room, Media Relations Room	20	Receptacle Media Center Operations Room, Media Work Room
21	Receptacle Media Center Operations Room, Emergency Services Room, Public Information Coordinator, Fax Storage Room	22	Receptacle HP Storage, Field Monitoring Dispatch, And Field Sample Receipt
23	Receptacle Conference Room, Field Monitoring Dispatch, Field Sample Receipt	24	Receptacle Document Control Center, Conference Room
25	Receptacle Document Control Center, Ladies Rm, Men's Rm, South Hall, NH Break Room	26	Receptacle Media Briefing Room, 3 Slide Sports Media Briefing Room, Lighting North Entrance
27	Receptacle NH FO	28	Receptacle Field Monitoring Dispatch, Field Sampling Rm.
29	Receptacle NH FO, Utility Rm, Tel. 306	30	Receptacle FEMA Liaison Rm, NH FO 19
31	Receptacle Nuclear Regulatory Commission, Dose Assessment Rm	32	Receptacle Media Relations Room, Nuclear Regulatory Commission
33	Receptacle Media Relations Room	34	FEED TO PANEL 1B
35	Receptacle Storage - Media Briefing Rm, Partial Media Work, Large Flood Media Briefing Rm, Lighting Storage - Media Briefing Rm	36	
37	Lighting Break Room - Lin.	38	
39	Receptacle Break Room, Media Work Room	40	
41	Receptacle Break Room - Counter	42	CORR SHACK

200 MAIN / PANEL 1B			
1		2	
3	CU 3 100 AMP	4	CU 1 100 AMP
7		8	
9	AH 3 15 AMP	10	AH 1 15 AMP
11		12	FAN
13		14	
15	AH 3 50 AMP	16	AH 1 50 AMP
17	HEAT	18	HEAT
19		20	
21	AH 3 50 AMP	22	AH 1 50 AMP
23	HEAT	24	HEAT
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	

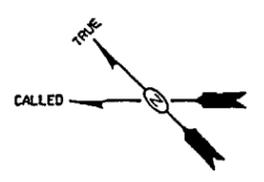
200 MAIN / PANEL 1C			
1		2	
3	AH 2 80 AMP	4	CU 2 100 AMP
5	HEAT	6	
7		8	
9	AH 2 80 AMP	10	CU 4 70 AMP
11	HEAT	12	
13		14	
15	AH 2 15 AMP	16	CU 4 30 AMP
17	FAN	18	
19		20	
21	AH 3 50 AMP	22	
23	HEAT	24	
25	Emergency Services Room	26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	

PANEL 1D			
1	Receptacle NH Radio/Control Rm, NH Local Liaison Rm	2	Receptacle Operations Area, Directions + Control, Also Telephone
3	Receptacle NH Incident Field Office	4	Lighting Floods NH Local Liaison Room
5	Hot Water Tank Men's And Women's Room, Shower Control Closet	6	Feed To Fire Alarm Panel
7	Receptacle Field Monitoring Dispatch, Field Sample Receipt	8	Receptacle South - Field Partial Monitor, Call - Copy Machine, Field Monitoring Dispatch, NH Radio, North West Hall - Copy Machine
9	Fans Ladies And Men's Room	10	Feed To Lighting Controller, Lights Outside CU 2 Speaker, 3 Hood
11	Big Spot Light Dimmer + 7, EOP Operations Area, Directions + Control	12	Receptacle MOPH TV
13	Emergency Generator, Battery Charger	14	OUTSIDE RECT WEST, 80 AMP
15	Big Spot Light Dimmer + 8, EOP Operations Area, Directions + Control	16	
17	Lighting + Other Emergency Gen.	18	OUTSIDE RECT, EAST, 80 AMP
19	Block Heater Emergency Gen.	20	
21	Receptacle Media Center Operations Rm	22	Receptacle Media Center Operations Rm
23	Receptacle Power Strip Storage Room	24	Receptacle Media Center Operations Rm
25	AC "On Thermostat" Utility Room	26	Receptacle Media Center Operations Rm
27	OUTSIDE LIGHTS CU WEST, WEST	28	Receptacle Power Strip Storage Room
29		30	OUTSIDE LIGHTS CU NORTH, WEST
31		32	
33		34	OUTSIDE LIGHTS CU WEST
35		36	
37		38	
39		40	
41		42	

PANEL 2A EMERGENCY POWER			
1	SOLAR TRANSFORMER FOR PANEL 2-B	2	Receptacle Utility Room/Telephone CD
3		4	Power B Lighting Operations Area, Directions + Control, About Lights NH Radio Rm
5	Receptacle Downside Records, (Copy Machine), Lighting Dose Assessment Rm, and Nuclear Regulatory Comm.	6	Receptacle Power Strip CD, Lighting Working House DE-S Support
7	Receptacle Dose Assessment Rm	8	Receptacle (4) Dose Assessment Rm, Copy Machine, Telephone Nuclear Regulatory Comm.
9	Receptacle Working House D-S Support CD	10	Receptacle NH Radio Rm
11	Receptacle Media CTL, Security(4)	12	Receptacle Media CTL, Security(4), NH Incident Field Office CD, (Copy Machine)
13	BLANK	14	BLANK
15	BLANK	16	BLANK

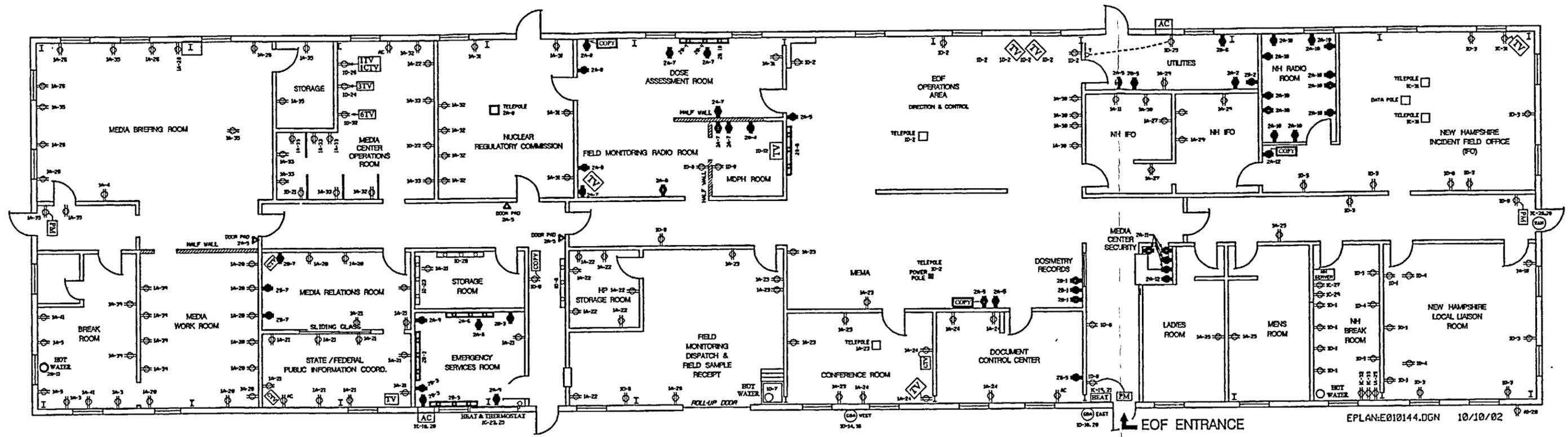
PANEL 2B REG. EMERGENCY POWER			
1	Receptacle Downside Records CD	2	Receptacle Utility Room/Telephone, Lighting "Back" Utility Room, Outside
3	Receptacle Power Strip CD, Emergency Services Room CD	4	Receptacle MOPH Room
5	Operations Area, Receptacle Utility Room Tel. To 311, Emergency Services Room	6	Receptacle Utility Room, UPS Utility Room
7	Receptacle Power Strip, Media Center, Operations Room	8	Receptacle Power Strip, Training Center Staff, Operations Area, Directions + Control
9	Receptacle Power Strip, Dose Assessment Area, Light side	10	Receptacle Power Strip, Dose Assessment Area, Light side
11	Receptacle Hot Water Heater Break Room	12	Lighting DE Small waste and control, Operations Area, Directions + Control
13	BLANK	14	BLANK
15	BLANK	16	BLANK

# FIGURE 9 EMERGENCY OPERATIONS FACILITY ELECTRICAL PLAN



NOTE:  
1. EMERGENCY OUTLETS ARE DEPICTED IN BOLD.  
2. HOT WATER TANKS = 3

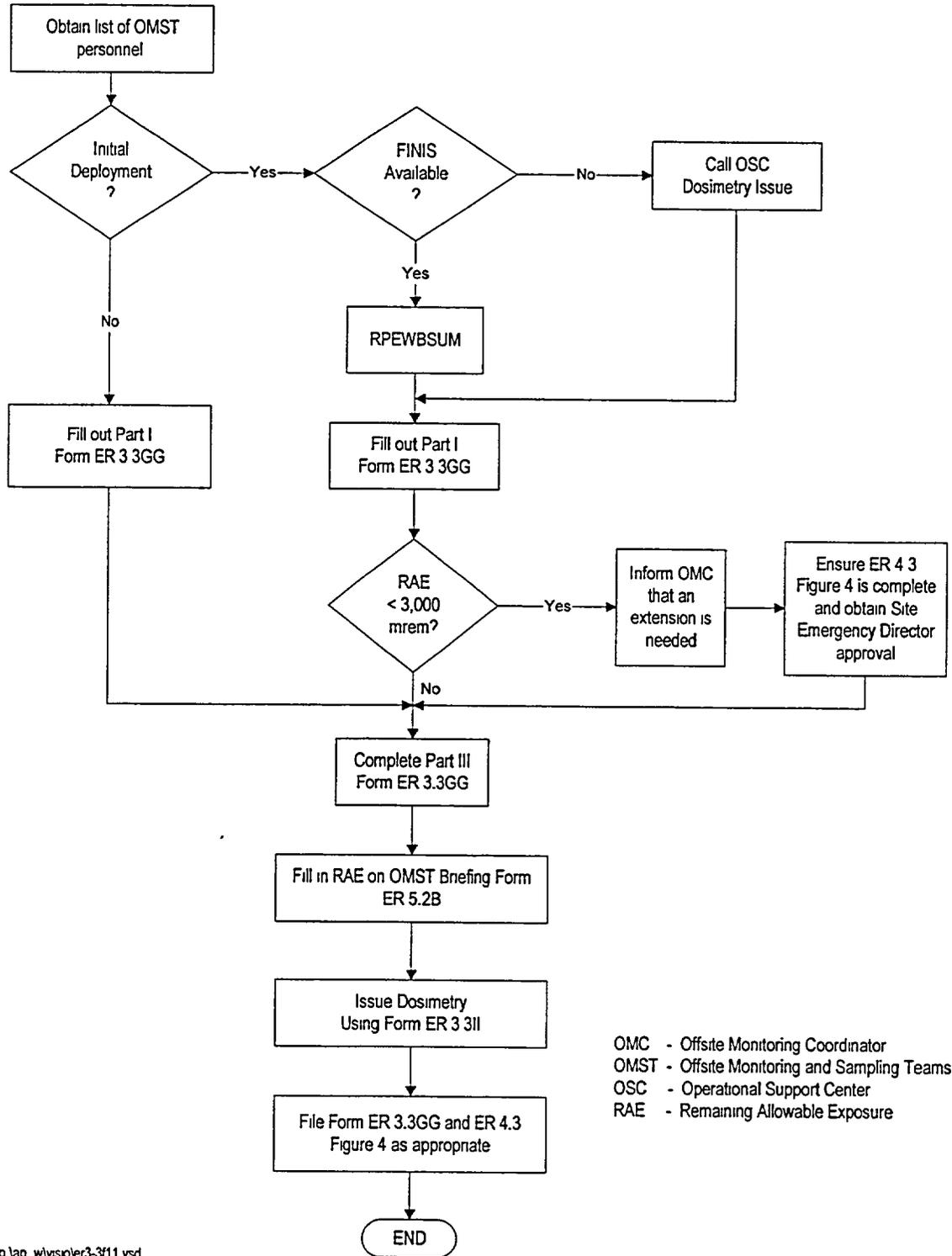
LEGEND:  
⊕ DUPLEX OUTLET  
⊕ EMERGENCY POWER OUTLET



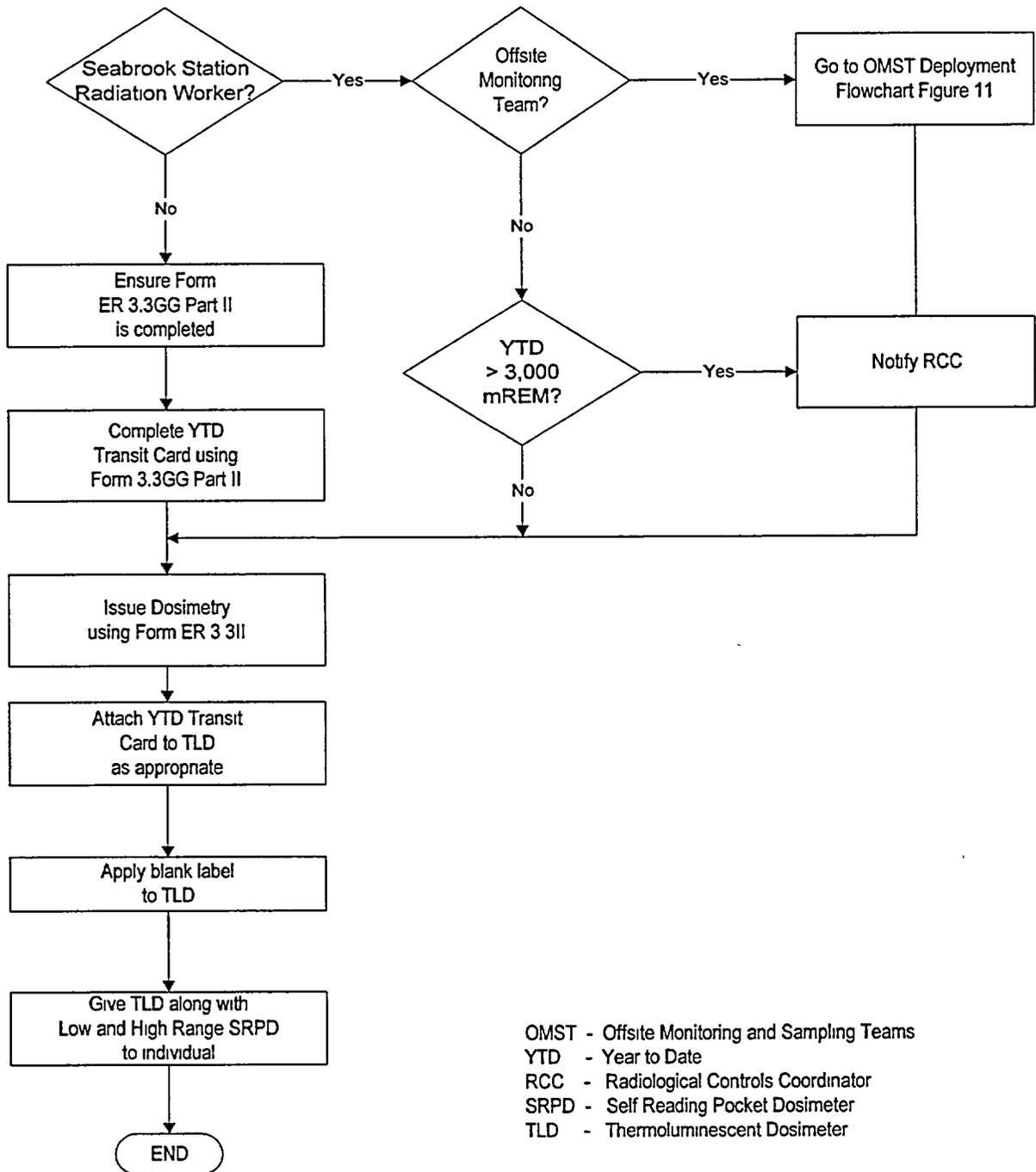
LEGEND:  
TV - BOF SYSTEM  
CTV - CLOSED CIRCUIT TV

**Figure 10**  
(Deleted)

**Figure 11**  
**Offsite Monitoring and Sampling Team Deployment Flowchart**



**Figure 12**  
**EOF Dosimetry Issue Flowchart**



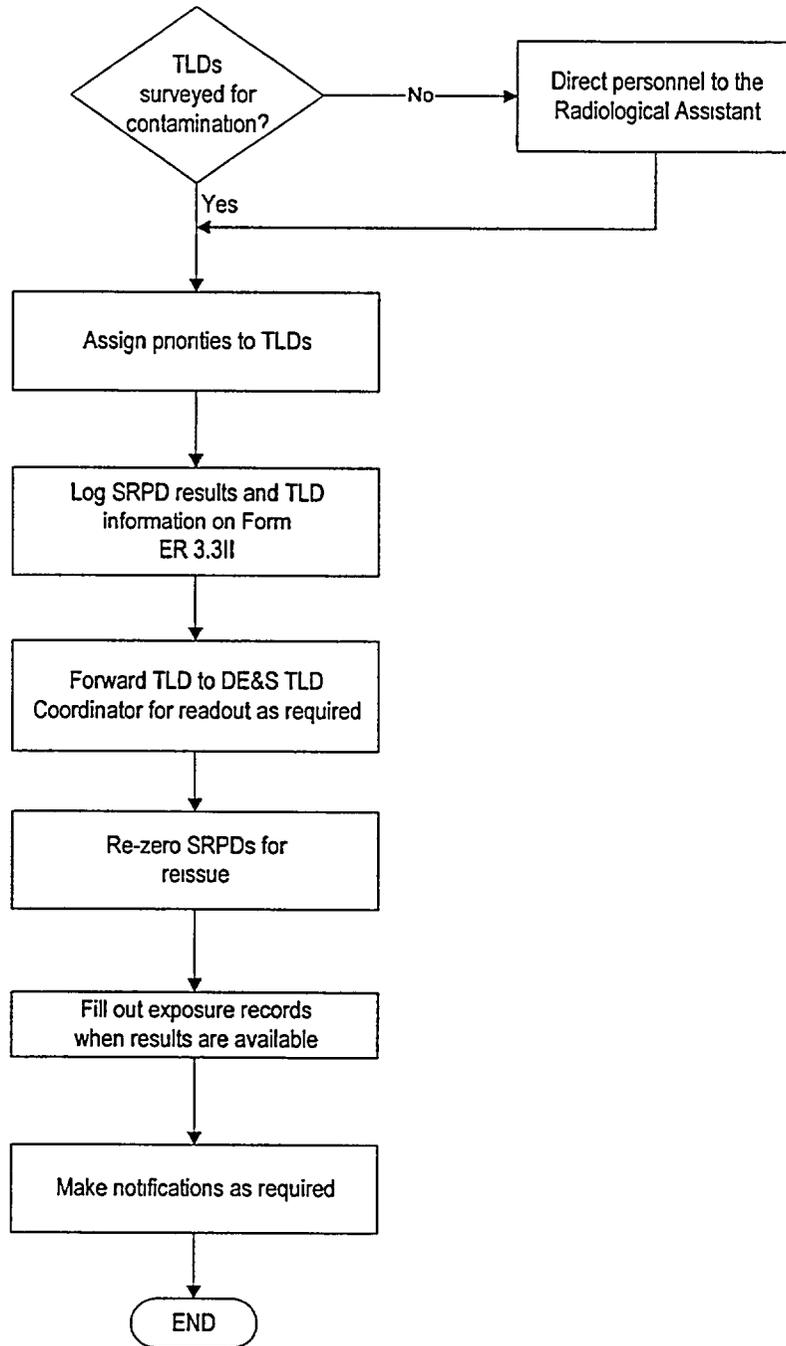
**Figure 13**  
**TEDE YTD Transit Card**

<u>TEDE YTD TRANSIT CARD</u>	
Name:	_____
SSN:	_____
TEDE YTD:	_____ mrem
	estimate/record
Dose Limit Extended to	_____ mrem
	Initial _____

**Figure 14**  
**EOF Dosimetry Return Card**

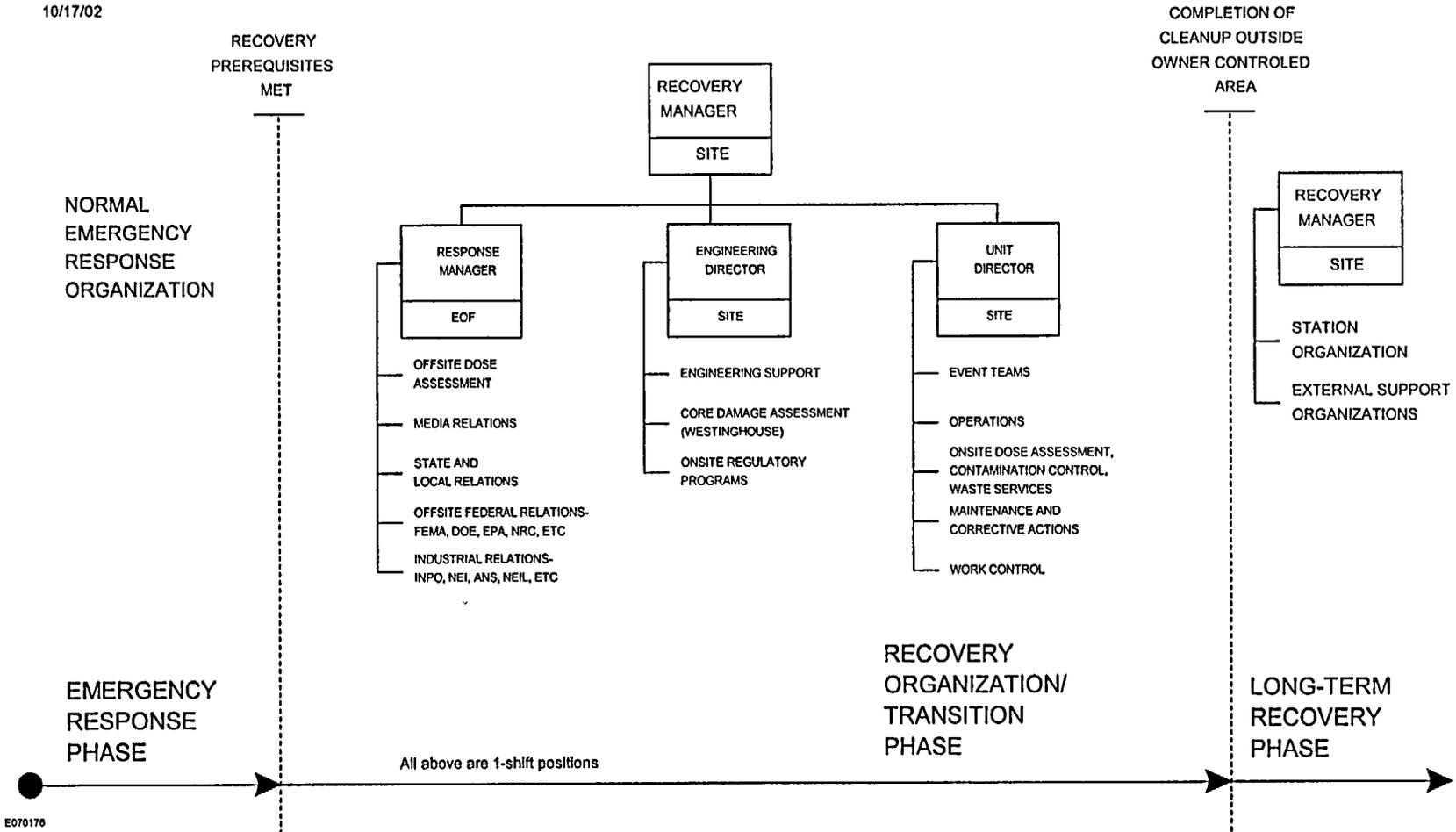
<u>EOF DOSIMETRY RETURN</u>	
Name:	_____
TLD#:	_____
SRPD Estimated Dose:	_____
Comments:	

**Figure 15**  
**EOF Dosimetry Return Flowchart**



SRPD - Self Reading Pocket Dosimeter  
TLD - Thermoluminescent Dosimeter

**Figure 16**  
**Post-Emergency Organizations**



**Figure 17**  
**Summary of Changes**  
(Sheet 1 of 2)

**Rev. 34:**

*On Figure 1, revised EOF diagram to show changes to the Media Center facility and relocation of MEMA representatives (CR 02-12446).*

*On Figure 2, identified Framatome support staff in lieu of DE&S support staff.*

*On Figure 5, EOF Sample Return Area Layout, showed frisker station in lieu of portal monitor.*

*On Figure 8, revised the EOF emergency power lighting plan (CR 02-12446).*

*On Figure 9, revised the EOF emergency power electrical plan (CR 02-12446).*

*On form ER 3.3C, clarified document distribution instructions that allows copying documents in one package for distribution and added MEMA to the distribution list (CR 02-14069).*

*On form ER 3.3D, added a step that directs the Response Manager to coordinate a facility briefing schedule with the Site Emergency Director and added briefing guidance based on Operations Good Practice 019 (CR 02-13436 and CR 02-12440).*

*On form ER 3.3D, referenced INPO in lieu of Framatome as source for obtaining industry assistance to meet resource requests from the states and deleted reference to Framatome as a component of a recovery organization (SEP#20022107).*

*On form ER 3.3E, revised instructions for EOF Coordinator to notify the state via the Nuclear Alert System (NAS) to account for new NAS equipment (CR 02-02421).*

*On form ER 3.3E, deleted instructions for the EOF Coordinator to obtain dose assessment support from Framatome (SEP#2002107).*

*On form ER 3.3E, added a step directing the EOF Coordinator to have support staff telefax completed forms ER 2.0B to the Site Emergency Director (CR-02-12437).*

*On form ER 3.3L, referenced the EOF Answering Unit in lieu of Call Director.*

*On form ER 3.3L, added steps for the Administrative Services Coordinator to monitor EOF status boards to ensure they are accurate and current (CR 02-14069 and CR 02-13806).*

*On form ER 3.3L, clarified instructions for calling out IRG support services (CR02-16494).*

*On form ER 3.3L, deleted references to the Framatome Engineering Support Center and to the Framatome DE&S Emergency Mutual Assistance Agreement (SEP#2002107).*

**Figure 17**  
**Summary of Changes**  
(Sheet 2 of 2)

*On form ER 3.3S, deleted a step directing the Industry Liaison to contact the Framatome Engineering Support Center for a site team response (SEP#2002107).*

*On form ER 3.3W, added a step for the EOF Support staff assigned to the Response Manager to contact the TSC logkeeper to obtain or verify information (CR 02-12434).*

*On form ER 3.3W, referenced use of form ER 3.3EE for recording employee messages left on the EOF answering unit.*

*On form ER 3.3AA, deleted step for the Materials and Logistics Coordinator to obtain equipment resources through Framatome Engineering Support Center.*

Rev. 33:

Throughout the procedure updated company names (e.g., changed DE&S to Framatome ANP DE&S, North Atlantic to Seabrook Station, NU to FPL Group).

Rev. 32:

In Figure 1 removed NH Rumor Control function from EOF/IFO diagram.

In Figure 3 corrected EOF entry instructions when contamination is present.

In Figure 16 provided more detailed guidance for recovery organization components.

On form ER 3.3D revised instruction for Response Manager to review EOF organization requirements against the EOF sign-in board. Instruct the Response Manager to obtain status of EOF staffing from the Administrative Services Coordinator.

On form ER 3.3H removed references to DE&S ESC in Technical Assistant checklist.

On form ER 3.3L added placekeeping spaces for specific tasks that the Administrative Services Coordinator is required to implement beyond the Activation steps in the Administrative Services Coordinator checklist.



## DOSE ASSESSMENT PERSONNEL CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Dose Assessment Personnel emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Verify operability of copy machines and adequacy of the paper supply. \_\_\_\_\_
- e. Ensure the paper trays are present for documentation handling. \_\_\_\_\_
- f. Assist METPAC Operator and Dose Assessment Specialist in establishing adequate supply of dose assessment forms. \_\_\_\_\_

2. ACCIDENT ASSESSMENT

- a. Obtain logger trend printouts from the Technical Assistant and provide it to the METPAC Operator.
- b. After each run of METPAC, copy the following documents into one package for distribution and distribute as follows:

Documents

Distribution

- |   |   |
|---|---|
| 1. METPAC Input Data Log  | - Response Manager (hand-deliver)   |
| 2. METPAC Output Printout   | - EOF Coordinator (hand-deliver)  |
| 3. Plume Plot   | - HPN Communicator (hand-deliver)   |
| 4. Status Board Update Form (ER 3.3G)<br>(Updated forms ER 3.3G are produced as METPAC printouts) | - MA Health Dept.* (MDPH)<br>- NRC Protective Measures Coordinator*<br>- NH Public Health* (NHOCPH)<br>- Maine Health Dept.*(MEDHE)<br>- MA Emergency Management (MEMA) |

\* Place in the appropriate mail slot in the Dose Assessment Room.

- c. Update the Radiological Status Board in the Emergency Operations area, including current meteorological conditions, as directed by the Dose Assessment Specialist.
- d. Depict approximate plume location on the plume EPZ map based on METPAC plume plots or as otherwise directed.

3. DEACTIVATION

Place original documentation in chronological order and provide to the Dose Assessment Specialist.

# RESPONSE MANAGER CHECKLIST

INITIAL

## 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Response Manager emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Direct the Administrative Services Coordinator to assign an individual to maintain a log for you using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_
- e. Contact the Site Emergency Director (SED) or Short Term Emergency Director (STED) to obtain a briefing on the following:
  - (1) Station status
  - (2) radiological releases, if applicable
  - (3) classification
  - (4) notifications completed
  - (5) protective action recommendations (PARs) status \_\_\_\_\_
- f. Determine EOF staffing status from the Administrative Services Coordinator. \_\_\_\_\_
- g. Brief the EOF Staff on the emergency status using the EOF page system, as conditions warrant. \_\_\_\_\_
- h. Ensure the EOF Staff has completed or is nearing completion of the activation sections of its checklists. \_\_\_\_\_
- i. The following personnel should be present before the EOF is declared activated: (Protected: Ref. 6.19)
  - (1) Response Manager \_\_\_\_\_
  - (2) EOF Coordinator \_\_\_\_\_
  - (3) Dose Assessment Specialist \_\_\_\_\_
  - (4) Offsite Monitoring Coordinator \_\_\_\_\_
  - (5) Administrative Services Coordinator \_\_\_\_\_
  - (6) Technical Assistant \_\_\_\_\_
  - (7) ERO Technical Liaison \_\_\_\_\_
  - (8) Personnel for 2 offsite monitoring teams (2 monitors and 2 drivers) \_\_\_\_\_

**RESPONSE MANAGER CHECKLIST**  
(Continued)

INITIAL

j. Assume the following non-delegable responsibilities from the Site Emergency Director (SED). (Protected: Ref. 6.9)

- (1) Authorization of PARs
- (2) Authorization of State notifications
- (3) Authorization of news releases
- (4) Authorization of requests for industry emergency response assistance

k. Declare the EOF activated.

l. Inform the SED of EOF activation.

2. ACCIDENT ASSESSMENT/MITIGATION

- a. Establish a briefing schedule with the Site Emergency Director (e.g., on the half hour, etc.) to avoid trying to contact one another during scheduled facility briefings.
- b. Obtain regular plant status briefings from the SED.
- c. Conduct regular briefings for the EOF Staff.
- d. Document and periodically review "action items" needed to respond to the emergency (e.g., what is needed, who is responsible, due dates/times, priorities, coordination among affected facilities and individuals, etc.).
- e. Ensure that "action item" assignments, expectations and priorities are communicated to the appropriate individuals.

3. CLASSIFICATION

- a. If the EOF staff recognizes a dose or dose rate condition that meets or exceeds 12 series Initiating Conditions on form ER 1.1A, notify the SED immediately to reclassify the emergency.

**CAUTION**

**State notifications shall be initiated within 15 minutes of reclassification of the event.**

- b. After the SED reclassifies the emergency, authorize the EOF Coordinator to notify the states.

**RESPONSE MANAGER CHECKLIST**  
(Continued)

4. PROTECTIVE ACTION RECOMMENDATIONS (PARs)

**CAUTION**

**State notifications shall be initiated within 15 minutes of Response Manager Approval of a new PAR.**

- a. Review proposed PARs as provided by the EOF Coordinator.
- b. Authorize the PAR by signature in Block 6 of form ER 2.0B.
- c. Direct the EOF Coordinator to make necessary PAR notifications.
- d. Convene a meeting of available State and Federal agency representatives to discuss Seabrook Station's PAR and receive input from the offsite organizations on their intended actions/responses.
- e. Review each step listed above upon reclassification of the event.

5. NOTIFICATIONS AND BRIEFINGS

- a. Authorize State notifications; review and sign forms as required.

**NOTE**

The criteria to be used in determination of a radiological release are in Figure 6.

- b. Notify and provide a briefing to FPL Group executive management.
- c. Conduct regular briefings with the EOF staff by meeting in the operations horseshoe area or by using the EOF public address system as appropriate. Consider holding a staff briefing:
  - (1) At intervals agreed to with the Site Emergency Director
  - (2) Following a significant change in accident conditions
  - (3) Following a change in emergency classification level
  - (4) Following a change in radiological conditions
  - (5) Following a change in protective action recommendations
  - (6) Following a change in response actions or priorities

## RESPONSE MANAGER CHECKLIST

(Continued)

- d. Conduct EOF staff briefings with the following format in mind:
- (1) **B**eginning: This is a brief
  - (2) **R**evue: Discuss what has happened in a brief sequence of events
  - (3) **I**nput: Does anyone have any questions or anything to add
  - (4) **E**xpectations: Where are we going, what are the concerns, what are our priorities
  - (5) **F**inish: The brief is over
- e. Ensure the Media Center, through the Technical Advisor, is apprised of changing plant status and response actions.
- f. Review and approve news statements, if generated.
- g. Conduct periodic briefings with State and Federal response officials.
- (1) Prior to a briefing, perform the following:
    - Direct the Administrative Services Coordinator to coordinate EOF activities while you are in the briefing.
    - Identify Seabrook Station ERO personnel who should attend.
    - Determine the status of any action items committed to in previous briefings (e.g., requests for information).
    - Identify an individual to document the briefing and any commitments.
    - If the NRC is attending the briefing, instruct the Licensing Coordinator to attend and capture any commitments made to the NRC.
    - Focus on keeping the briefing short and concise.
    - Ascertain the status of media briefings taking place in the media center and how media are responding to information being released by Seabrook Station and state public information officers.
  - (2) A suggested briefing agenda follows:
    - Introductions
    - Current emergency classification level
    - Brief summary of events to date
    - Current plant status - discuss plant stability (degrading, stable or improving – see Supplemental Material #03-01)
    - Status of event mitigation actions and event prognosis
    - Results of radiological assessments
    - Protective action recommendations (by Seabrook Station ERO)
    - Protective actions actually implemented (by States)
    - Summary of Federal and State response activities

## RESPONSE MANAGER CHECKLIST

(Continued)

- Level of media and political interest
- Review available answers to any open questions from prior briefings
- Open discussion/question and answer session
- Time of next briefing

(3) Following the briefing, ensure that action items and commitments discussed in the briefing are assigned to the appropriate individuals.

### 6. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.
- b. Monitor and approve requests for assistance to various industry and support groups (e.g., Westinghouse and INPO), as necessary.
- c. If the State of New Hampshire or Massachusetts requests additional support staff or resources, consider asking INPO for help in meeting these requests through industry mutual assistance. If industry support is requested for state monitoring and decontamination activities, instruct INPO to have the contacted utility ensure that designated personnel are not part of the Massachusetts Nuclear Incident Advisory Team (NIAT).

### 7. PLANNED RELEASES

- a. Review Section 1 of form ER 3.1M, Planned Radiological Releases Data. Discuss the information with the Site Emergency Director.
- b. Review Sections 2 and 3 of form ER 3.1M. Discuss the information with the EOF Coordinator. When possible, discuss protective actions associated with the pending release and obtain concurrence of offsite authorities before a planned release is authorized.
- c. Complete Section 4 of form ER 3.1M.
- d. Direct the SED to implement the release and associated sampling and monitoring actions.
- e. Direct the EOF Coordinator to inform the States of the release and its projected duration.
- f. Direct the Emergency News Manager to draft a news statement on the event.
- g. Notify offsite authorities when the action has been completed.

## RESPONSE MANAGER CHECKLIST

(Continued)

### 8. EMERGENCY TERMINATION AND RECOVERY

When the risk posed by the emergency is clearly decreasing or has ceased, de-escalation or closeout of the emergency is appropriate. A combination approach is used and summarized in the table below.

	Classification Downgrading Allowed?	Event Closeout via Termination?	Event Closeout via Recovery?
Unusual Event	N/A	Yes	No
Alert	Yes	Yes	No
Site Area Emergency with no long-term station damage	Yes	Yes	No
Site Area Emergency with long-term station damage	Yes	No	Yes; may occur after downgrading
General Emergency	Yes	No	Yes; may occur after downgrading

#### NOTE

Prior to downgrading an emergency classification from a Site Area Emergency or a General Emergency, perform the following:

- (1) Confer with the Site Emergency Director, Technical Assistant and EOF Coordinator to verify that the EALs which required the current classification are no longer met by existing (and/or projected) operational or radiological parameters.
- (2) Review the basis for downgrading with cognizant State and Federal authorities.
- (3) Inform state authorities that no protective action recommendations will be made when the emergency classification is downgraded. The states must decide whether to maintain or modify previous protective action decisions.
  - a. Confer with the Site Emergency Director, Technical Assistant and EOF Coordinator to determine whether actual/potential conditions warrant entry into a recovery mode.
  - b. If recovery is appropriate, direct the Site Emergency Director, Technical Assistant and EOF Coordinator to confer with their respective staffs and determine whether any radiological and/or operational conditions exist which would preclude entry into a recovery mode.

## RESPONSE MANAGER CHECKLIST

(Continued)

### NOTE

Conditions required for declaring recovery are listed in Section 4, Prerequisites.

- c. Direct the Site Emergency Director to develop an onsite recovery organization and shift schedule.
- d. Designate an interim Recovery Manager to initiate development of an integrated recovery organization. Consider other members of the Response Manager pool for this assignment. Direct the Technical Assistant and EOF Coordinator to support the interim Recovery Manager in developing an offsite recovery organization and shift schedule.
- e. Refer to Figure 16, Post-Emergency Organizations, for guidance for structuring the organizations from the emergency phase through the transitional phase to the recovery phase.
  - (1) The recovery organization should, to the degree practical, draw upon the functional departments and capabilities of the normal FPL Group Nuclear organization.
  - (2) As needed, new recovery organization positions may be created.
  - (3) ERO positions may be carried over into the recovery organization if desired.
  - (4) Consider structuring the recovery organization such that offsite impacts on station recovery activities are minimized, i.e., keeping long-term governmental, regulatory, media, public and financial interface points at offsite locations (e.g., the EOF).
- f. The organizational structure should take into account incident specifics and consider outside support organizations such as
  - (1) FPL Group
  - (2) Westinghouse
  - (3) Resources coordinated through INPO
- g. Direct key recovery organization members to prepare written prioritized work plans required to
  - (1) maintain long-term Station stability
  - (2) confirm the status of systems and equipment
  - (3) confirm radiation and contamination conditions
  - (4) repair damaged systems and equipment
  - (5) remove contamination
  - (6) maintain doses to recovery personnel ALARA

## RESPONSE MANAGER CHECKLIST

(Continued)

- (7) minimize industrial hazards to recovery personnel
  - (8) facilitate reentry into all Station areas
  - (9) maintain communications with the media and the public
  - (10) maintain communications with State authorities
  - (11) maintain communications with regulatory agencies
- h. Consider need for special re-entry and recovery procedures, including the following:
- (1) Exposure guidelines/ALARA
  - (2) Work Control requirements
  - (3) In-plant safety practices
  - (4) Equipment maintenance, repair or replacement
  - (5) Component design changes/modifications
- i. As needed, direct development, review and approval of new or revised procedures.
- j. Review procedure NM 11800, Hazardous Condition Response Plan, to identify additional recovery considerations.
- k. Review and approve the recovery organization and a master action plan.
- l. Review the proposed recovery organization, action plans, and the date and time for entry into the recovery mode with the following:
- (1) NRC representatives
  - (2) FEMA representatives
  - (3) State emergency response officials
- m. Brief key ERO managers on the recovery organization, action plans, and date and time for entry into recovery mode.
- n. Direct the Emergency News Manager to issue a news statement concerning entry into the recovery mode.
- o. Provide recovery assistance to State authorities, as requested.
- p. Direct the administrative, financial and legal support necessary for the recovery organization.

## 9. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

## EOF COORDINATOR CHECKLIST

INITIAL

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the EOF Coordinator's emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_
- e. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_
- f. Obtain a briefing from the Response Manager. \_\_\_\_\_
- g. If the Response Manager is unavailable, contact the Site Emergency Director (SED) for a briefing on the following:
  - (1) Station status
  - (2) radiological releases, if applicable
  - (3) classification
  - (4) offsite notification status
  - (5) protective action recommendations (PARs) status \_\_\_\_\_
- h. Ensure that the HPN Communicator maintains the Health Physics Network (HPN), if requested to do so by the NRC. \_\_\_\_\_
- i. Inform the Response Manager when responsibility for notifications and protective action recommendations can be assumed. \_\_\_\_\_
- j. If a radiological release has occurred or is in progress, advise the Administrative Coordinator and the Security Coordinator concerning release instructions for personnel in the Inprocessing Center assembly area. \_\_\_\_\_
- k. Obtain copies of all completed State notification forms from the TSC (fax from the Site Emergency Director). \_\_\_\_\_

## EOF COORDINATOR CHECKLIST

(Continued)

### 2. ACCIDENT/DOSE ASSESSMENT

#### NOTE

The criteria to be used in determination of a Radiological Release are in Figure 6.

- a. Coordinate offsite radiological and protective action assessments with the Dose Assessment Specialist and Offsite Monitoring Coordinator.
- b. As needed, obtain Station operational data from the Technical Assistant.
- c. As needed, obtain onsite radiological data from the HP Coordinator.

### 3. CLASSIFICATION

#### CAUTION

**General Emergency Initiating Condition 12e is based on dose versus dose rate.**

- a. Review offsite dose projections or field monitoring data which may affect the emergency classification or protective action recommendations.
- b. Inform the Response Manager immediately when dose or dose rate estimates exceed a 12 series Initiating Condition contained on form ER 1.1A.

### 4. PROTECTIVE ACTION RECOMMENDATIONS (PARs)

#### CAUTION

**When performing PAR assessments using ER 5.4A, obtain Critical Safety Function Status Tree (CSFST) information from the Technical Assistant.**

#### CAUTION

**When completing ER 5.4A during a General Emergency, remember that the radiological criteria used to select a PAR Group B is based on the TEDE and adult thyroid CDE dose at 5 miles, not dose rate.**

- a. As changes in station and radiological conditions warrant, complete form ER 5.4A, Plume Exposure Protective Action Recommendation (PAR) Worksheet.
- b. If a new PAR is identified by completion of ER 5.4, complete form ER 2.0B, State Notification Fact Sheet, with the PAR results.

## EOF COORDINATOR CHECKLIST

(Continued)

- c. Review form ER 2.0B with the Response Manager and obtain his authorization.
- d. Transmit the information on ER 2.0B to the State Emergency Operations Centers using the Nuclear Alert System (NAS) Group Call Number A2. If the NAS Group Call number fails, establish contact the backup method in Supplemental Material 97-02 - "Nuclear Alert System (NAS) and Backup Phone Instructions."
- e. Verify that State personnel have correctly received ER 2.0B information by asking one or both to read back the information.
- f. Notify the appropriate State and NRC personnel present at the EOF of any PARs transmitted to the State EOCs, and give them a copy of form ER 2.0B.
- g. Direct an EOF Support Staff to fax completed forms ER 2.0B to the Site Emergency Director in the TSC.
- h. Periodically review protective actions implemented by State authorities, including precautionary actions. Ensure that protective action-related information is posted and kept current on the protective action status board.
- i. When the evaluation process above results in no PAR, carefully review the Station conditions and prognosis with the Response Manager and Technical Assistant. Depending on the results of this review, consider issuing a precautionary PAR that is appropriate to the Station prognosis.
- j. If a projected dose based on field measurement data is TEDE  $\geq 1$  rem or CDE Thyroid  $\geq 5$  rem at 10 miles downwind or farther, do the following:
  - (1) Consult with NRC and DOE dose assessment personnel to determine if their models obtain similar dose projections.
  - (2) Review the dose projections with MA, ME, and NH public health personnel present at the EOF.
  - (3) Determine with MA, ME, and NH public health and emergency management personnel present at the EOF what public protective actions are warranted for specific jurisdictions beyond the 10 mile EPZ jurisdictions.

### CAUTION

**Ensure that public protective actions within the 10 Mile EPZ have been completed before PARs are recommended for the public beyond the 10 Mile EPZ.**

## EOF COORDINATOR CHECKLIST

(Continued)

- (4) Complete form ER 2.0L, State Notification of Protective Action Recommendations Beyond the 10 Mile EPZ.
- (5) Obtain the Response Manager's approval signature on form ER 2.0L.
- (6) Notify the states via telephone numbers shown on form ER 2.0L.
- (7) Direct an EOF Support Staff to fax completed forms ER 2.0L to the Site Emergency Director in the TSC.
- (8) Post PAR and specific towns affected on the EOF accident time log board.

### 5. NOTIFICATIONS

#### **CAUTION**

**Notifications shall be initiated within 15 minutes upon reclassification of the event or formulation of a new PAR.**

- a. Complete form ER 2.0B following reclassification, change in radiological release condition or to recommend protective actions. The definition of a "release" as used in Block 5 of the form is provided in Figure 6.
- b. If notification is for a downgraded emergency classification, check "None" in block 3 of form ER 2.0B.
- c. Review form ER 2.0B with the Response Manager and obtain his authorization.
- d. Transmit the information on ER 2.0B to the State Emergency Operations Centers using the Nuclear Alert System (NAS) Group Call number A2. If the NAS Group Call number fails, establish contact the backup method in Supplemental Material 97-02 - - "Nuclear Alert System (NAS) and Backup Phone Instructions."
- e. Verify that State personnel have correctly received ER 2.0B information by asking one or both to read back the information.
- f. Notify the appropriate State and NRC personnel present at the EOF of any notifications transmitted to the State EOCs, and give them a copy of form ER 2.0B.
- g. Direct an EOF Support Staff to fax completed forms ER 2.0B to the Site Emergency Director in the TSC.

**EOF COORDINATOR CHECKLIST**  
(Continued)

- h. Direct the HPN Communicator to report changes in emergency status, offsite radiological status, and protective action recommendations to the NRC via the Health Physics Network phone.
- i. When contact is established with State personnel present at the EOF, provide them periodic updates of plant and radiological conditions. Use form ER 2.0C, Follow-up Information Form, for this purpose if State personnel request it.
- j. If State personnel are not present at the EOF, use form ER 2.0C to transmit follow-up information as requested to the State EOCs.

6. STAFFING/EQUIPMENT NEEDS

Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.

7. RELEASE OF ASSEMBLY AREA PERSONNEL

- a. Inform the Administrative Services Coordinator if station radiological conditions require directing site personnel to the Remote Monitoring Area.
- b. Inform the Administrative Services Coordinator if the Health Physics Coordinator recommends use of alternate transportation to the Remote Monitoring Area as a contamination control measure.

8. PLANNED RELEASES

- a. Upon receipt of form ER 3.1M from the Site Emergency Director, direct the Dose Assessment Specialist to complete Section 2 of the form.
- b. Using the dose rate information from Part C of Section 2 of form ER 3.1M, evaluate appropriate protective actions associated with the planned release using Procedure ER 5.4, Protective Action Recommendations, and document the results on form ER 2.0B, State Notification Fact Sheet. Obtain the Response Manager's authorization and report the results to the states.

NOTE

Use Section 3 of form ER 5.4A to complete the required evaluation referenced by Step b above. The wind direction used should be the forecasted wind direction for the period that the release is to be initiated. The release duration used should be the actual time it would take to vent the entire source term through the defined release path.

- c. Having completed Section 2 of form ER 3.1M, coordinate discussions with offsite authorities (NH, MA, NRC). The following topics should be reviewed:

**EOF COORDINATOR CHECKLIST**  
(Continued)

- (1) Reason for release,
  - (2) Meteorological conditions and forecast information,
  - (3) Protective actions currently in effect,
  - (4) Additional Protective Actions required as a result of a planned release,
  - (5) Offsite agency concerns regarding a planned release, particularly the release start time,
  - (6) Appropriate media announcements regarding a planned release,
  - (7) Monitoring activities associated with the planned release condition, and
  - (8) Reporting requirements concerning release termination.
- d. After discussing the planned release with offsite authorities, complete Section 3 of form ER 3.1M. Sign in the appropriate space and provide the entire form to the Response Manager.
- e. Notify the remaining EOF representatives of the planned release.
- f. Direct the Dose Assessment Specialist to appropriately position Offsite Monitoring Teams and periodically report any recorded field observation.

**9. REENTRY AND RECOVERY**

- a. Provide reentry and recovery support as directed by the Response Manager.
- b. Recommend that represented organizations make full use of available assessment resources at the EOF and other locations for the prompt determination of reentry and recovery strategies.
- c. Ensure that Seabrook Station provides the required services and equipment to expedite the assessment of radiological samples taken in support of reentry and recovery activities.
- d. Coordinate arrangements for use of additional sampling and measurement teams from other utilities as needed.

**10. DEACTIVATION**

Submit all emergency documentation to the Administrative Services Coordinator

# DOSE ASSESSMENT SPECIALIST CHECKLIST

INITIAL

## 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Dose Assessment Specialist emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephone for operability. \_\_\_\_\_
- e. Obtain an event and response briefing from the EOF Coordinator or the Response Manager. \_\_\_\_\_
- f. Ensure the METPAC computer is activated in accordance with Procedure ER 5.3, Operation of the METPAC System. \_\_\_\_\_
- g. Periodically advise the EOF Coordinator as the activation status of the dose assessment, dosimetry, and offsite monitoring functions. \_\_\_\_\_
- h. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

## 2. ACCIDENT ASSESSMENT

- a. Direct the activities of personnel performing dose assessment, dosimetry, and offsite monitoring functions.
- b. Control activities and noise levels in the dose assessment area to minimize distractions to dose assessment and offsite monitoring staff. (Protected: Ref. 6.20)
- c. Until the METPAC Operator reports, operate the METPAC computer in accordance with Procedure ER 5.3. The batch option should be used to quickly analyze plume data when a release has been in progress prior to initial operation of METPAC.

### NOTE

If using the Dose Assessment Specialist computer to do this, select the MS DOS option to access the METPAC screen or allow the system to time out in 30 seconds.

- d. Direct activities of the METPAC Operator, including selection of program analysis and output options. Ensure the METPAC Operator verifies meteorology data on the Tracking Reports against input data. (Protected: Ref. 6.20)

## DOSE ASSESSMENT SPECIALIST CHECKLIST

(Continued)

### NOTE

If a two-phase flow release from a Main Steam Line (MSL) has been identified, instruct the METPAC Operator to execute steam line pathway 3. This pathway incorporates the correction factors for the calculation of TEDE and thyroid CDE. (Protected: Ref. 6.12)

- e. If a radiological release is in progress, confer with the Technical Assistant to obtain an estimated time when the release will be terminated (i.e., release parameters return to within Technical Specification allowable limits). Provide this information to the METPAC Operator.

### NOTE

The release rate calculation switches from the low to mid range channel at approximately  $10E-2 \mu\text{Ci/cc}$ .

- f. When the potential for stack release exists, the following actions should be periodically initiated in order to properly evaluate which WRGM should be used for off-site dose projections.

- Record the results of the WRGM low, medium and high range monitors using the Logger Trend Report below:

1NG222 CA PLANT VENT LO RANGE GAS \_\_\_\_\_  $\mu\text{Ci/cc}$

1NG223 CA PLANT VENT MID RANGE GAS \_\_\_\_\_  $\mu\text{Ci/cc}$

1NG224 CA PLANT VENT HI RANGE GAS \_\_\_\_\_  $\mu\text{Ci/cc}$

- Calculate the stack concentration using the following equation:

$$\text{STACK CONCENTRATION } (\mu\text{Ci/cc}) = \text{Value A} / \text{Value B} \times \text{CF}$$

where A = 1CC225 CA PLANT VENT DISCH RATE ( $\mu\text{Ci/sec}$ ) from Logger Trend Report

B = 1CC225PF PF PLANT VENT DISCH FLOW (scfm) from Logger Trend Report

CF = FLOW RATE CONVERSION FACTOR =  $2.12 \text{ E-3 sec-ft}^3/\text{min-cc}$

- Compare the calculated stack concentration to the values in the above step. Use the monitor response which is within 10% of the calculated monitor response for dose assessment evaluations.
- g. Use the Dose Assessment Specialist's METPAC computer to evaluate any "worst case" or "what if" release scenarios to assist in the Protective Action Recommendation review process.

## DOSE ASSESSMENT SPECIALIST CHECKLIST

(Continued)

- h. As needed, obtain onsite radiological data from the HP Coordinator.
- i. After each METPAC run, provide copies of the following items to the Dose Assessment Personnel for intra-facility distribution:
  - METPAC Input Data Log (or logger trend printout)
  - METPAC Output Printout
  - Plume Plots
  - Status Board Update Form
- j. Provide any additional input to the Dose Assessment Personnel for updating status boards.
- k. Obtain weather forecast information by calling National Weather Services (NWS) at the numbers listed in the emergency response telephone directory or, as a backup, by calling the PSNH Control Center in Manchester (also listed in the emergency response telephone directory). Tune the weather services radio maintained in the dose assessment room to the 162.550 frequency for area forecast information.
- l. Periodically review data reported by field monitoring team and compare with METPAC projections.
- m. As appropriate, direct METPAC runs based on actual sample isotopic analysis results or field monitoring data, instead of the METPAC accident default isotopic mix.
- n. Periodically review status boards to verify that they contain current radiological and meteorological information.
- o. Designate laboratories (e.g., Framatome Environmental Lab, NH and MA state labs) to receive monitoring and field environmental samples for analysis, and brief the EOF Coordinator, Offsite Monitoring Coordinator and Radiological Assistant of required support arrangements.
- p. Provide overall direction to designated laboratory managers in determining which field samples are to be analyzed and their priority.
- q. As needed, refer to the following technical references maintained in the EOF dose assessment work area:
  - Procedure ER 5.3 for METPAC program capabilities and limitations
  - METPAC SB Technical Description
  - METPAC User's Manual
  - EPA 400 for information on Protective Action Guides (Supplemental Material 94-07)
  - Ingest System Manual for Seabrook Station

**DOSE ASSESSMENT SPECIALIST CHECKLIST**  
(Continued)

3. CLASSIFICATIONS

- a. Periodically check the 12 series Initiating Conditions in Procedure ER 1.1 and monitor the status of the associated EALs expressed in dose rate (i.e., 12a, 12b and 12d) and in dose (i.e., 12e).
- b. Inform the EOF Coordinator immediately when dose or dose rate estimates exceed any 12 series Initiating Condition contained on form ER 1.1A, or any PAR criteria contained on form ER 5.4A. The METPAC "PAGS" Report should be consulted when making this determination.

4. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the EOF Coordinator.
- b. Determine requirements for TLD readouts with Dosimetry Records Personnel.
- c. When notified by the Security Coordinator that personnel are to be dispatched from the EOF to the site, provide a recommendation as to the best site access route(s) to use based on dose considerations and contamination levels.

5. PLANNED RELEASES

- a. Obtain the latest weather forecast from NWS or the PSNH Control Center.
- b. Enter in Section 2 of form ER 3.1M the current meteorological conditions and forecasted data for the period of release as specified in Section 1.
- c. Evaluate the radiological conditions for the 15-minute time interval during which form ER 3.1M is being completed.
  - (1) Record the projected straightline centerline dose rate at 0.6, 2, 5 and 10 mile distances in Part B of Section 2 of form ER 3.1M.
  - (2) Record any available field data indicating the location and time of the report.
- d. Evaluate the projected doses resulting from the planned release and record in Part C of Section 2 of form ER 3.1M.

**DOSE ASSESSMENT SPECIALIST CHECKLIST**  
(Continued)

NOTE

Use the containment vent option using the data recorded in Section 1 of form ER 3.1M. The Dose Assessment Specialist has to determine the forecasted meteorological conditions appropriate to the selected release period.

- e. Assuming persistence of the selected meteorological conditions, determine and record the projected doses associated with the release condition.
  - f. Provide any comments or concerns regarding the planned release condition in the space provided.
  - g. Sign Parts A, B and C of Section 2 of form ER 3.1M, attach the corresponding dose estimate printouts or plume plots, and forward to the EOF Coordinator.
6. OFFSITE MONITORING
- a. Establish an appropriate environmental monitoring and sampling program in concert with the Offsite Monitoring Coordinator and Radiological Assistant.
  - b. Provide the Offsite Monitoring Coordinator with meteorological data and dose projections which may affect the deployment or activities of monitoring teams.
  - c. In the event of an unmonitored radiological release, coordinate with the Health Physics Coordinator for dispatch of an onsite or offsite monitoring team(s) to obtain, and periodically monitor, actual site boundary dose rates (or as close to the site boundary as practical).

CAUTION

**Inform OMST members of potential KI side effects if they are allergic to shellfish or iodide. Replace any OMST members who know they have such allergies in lieu of directing them to ingest KI.**

- d. Consider the need to direct offsite monitoring and sampling (OMST) team personnel to ingest potassium iodide (KI) tablets. The use of KI should be considered for team members where the projected thyroid CDE is greater than or equal to 5 rem.

**DOSE ASSESSMENT SPECIALIST CHECKLIST**  
(Continued)

7. REENTRY AND RECOVERY

Short-Term Actions

NOTE

The objective during the implementation of short-term actions is to develop a potential contamination pattern in order to establish the initial sampling strategies in conjunction with the offsite organizations.

- a. Following the termination of the release, obtain either the I-131 deposition pattern or the most reliable estimate of the thyroid dose,  $H_{th}$ , for each sector block of the affected area. To acquire this pattern, it may be necessary to use the METPAC thyroid TID printout (Refer to Technical Description of the SB METPAC System), the Engineering Support Center (ESC) resources, or other resources to account for actual versus predicted iodine release components.

NOTE

A sector block is an area defined by a one-mile by 22.5 degree region.

- b. Evaluate area contamination levels using the following method for total period of interest:  
 $TID \times 22.0 \mu Ci m^{-2} rem^{-1}$   
Where TID = Total Integrated Thyroid Dose in rem obtained from the F6, F7 function of METPAC.
- c. Prepare a map using the METPAC thyroid TID affected sector information, to aid in the development of sampling strategies.
- d. Refer to Supplemental Material 99-12 for operating the INGEST program on the Dose Assessment Specialist's computer.
- e. Collect available environmental sample data (i.e., soil, vegetation or air samples) which have undergone gamma spectral analysis for radionuclide identification. Enter the reported sample radionuclide concentrations in the Ingest program. The program will calculate exposures to deposited materials and compare the projected year one dose to the PAG for relocation (i.e., 2 rem).

**DOSE ASSESSMENT SPECIALIST CHECKLIST**  
(Continued)

INITIAL

Long-Term Actions

NOTE

The objective of long-term actions is to coordinate, correlate and manage all sampling and measurement data from all groups and provide reports and visual aids of the data in a cohesive form.

- a. Direct the METPAC Operator or other available personnel to enter the offsite sample and measurement data into the Ingest program per the Ingest System Manual.
- b. Periodically run the reports and plot 10 mile and 50 mile maps of the sample areas. The maps will indicate whether an area has exceeded the committed effective dose equivalent PAG of 0.5 rem or the committed dose equivalent to an organ PAG of 5 rem.
- c. Participate in meetings with offsite organizations. Obtain all available sets of environmental data and merge results using Ingest to produce more comprehensive reports.

8. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator. \_\_\_\_\_

## RADIOLOGICAL STATUS BOARD UPDATE FORM

ANALYSIS TIME \_\_\_\_\_

INITIATED BY \_\_\_\_\_  
 STATUS BOARD CURRENT \_\_\_\_\_

### STATUS BOARD UPDATE FORM METEOROLOGICAL CONDITIONS

LATEST MET DATA UPDATE @ \_\_\_\_\_ HRS      WIND DIRECTION FROM \_\_\_\_\_ DEGREES      WIND SPEED \_\_\_\_\_ MPH      STABILITY CLASS \_\_\_\_\_ = \_\_\_\_\_      CURRENT CONDITONS WEATHER = \_\_\_\_\_

FORECASTED CONDITIONS: \_\_\_\_\_

DOSE RATE PROJECTIONS						DOSE RATE MEASUREMENTS					
IF CURRENT CONDITIONS PERSIST (STRAIGHTLINE PAG MODEL)			WITH PREVIOUS CONDITIONS INCLUDED (VARIABLE TRAJECTORY MODEL)			OFF SITE MONITORING REPORTED CONDITIONS					
AFFECTED MI/SECTOR COMPASS PT	ARRIVAL TIME	DOSE RATE		AFFECTED MI/SECTOR COMPASS PT	ANALYSIS TIME	DOSE RATE		AFFECTED MI/SECTOR COMPASS PT	TIME	DOSE RATE	
		REM/HR	TEDE THY			REM/HR	TEDE THY			DIRECT READING R/HR	ADULT THY CDE REM/HR
0.6/				/				/			
2.0/				/				/			
5.0/				/				/			
10.0/				/				/			
/				/				/			
/				/				/			
/				/				/			
/				/				/			

## TECHNICAL ASSISTANT CHECKLIST

INITIAL

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Technical Assistant emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephone for operability. \_\_\_\_\_
- e. Obtain a briefing from either the EOF Coordinator or the Response Manager. \_\_\_\_\_
- f. Verify operability of the Main Plant Computer System (MPCS) terminal. If the terminal is not operating properly, request the Administrative Services Coordinator to call-out a Computer Engineer or Technician to make repairs. \_\_\_\_\_
- g. Review plant status information available on the MPCS. \_\_\_\_\_
- h. Review plant status with the Response Manager. \_\_\_\_\_
- i. Verify that the current emergency classification is correct. \_\_\_\_\_
- j. Direct a member of the Training Center Staff to trend plant data and activate the Logger Trend (Log Name - EOF), using the BOP/EMERGENCY RESPONSE menu on the MPCS workstation. Refer to Supplemental Material 99-06 for SDS Operations instructions. Once activated, a multi-page report of the plant process parameters will be printed every 15 minutes on the EOF logger. Provide the first page of the Logger Trend printout (Dose Assessment Data Points) to the METPAC Operator. The remaining pages are for trending purposes. \_\_\_\_\_
- k. Contact the Emergency Operations Manager to determine plant status. \_\_\_\_\_
- l. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

### 2. ACCIDENT ASSESSMENT

- a. Assess and interpret operational data and trends for the Response Manager. Respond to questions as required.
- b. Assign a Training Center Staff member to update the operational trend status board and the system status board.

**TECHNICAL ASSISTANT CHECKLIST**  
(Continued)

- c. As requested, provide briefings and logger trend printouts to the Dose Assessment Specialist and ERO Technical Liaison.
- d. Maintain an organized set of computer printouts.
- e. If a reactor trip has occurred, confer with the Emergency Operations Manager to determine if the Critical Safety Function Status Trees (CSFSTs) have been verified, i.e., MPCs displays are accurate based on hardwired indications. Advise the Training Center Staff when the CSFSTs have been verified.
- f. Periodically review status boards to verify that they contain current operational and response information.
- g. If a Westinghouse emergency response representative is stationed at the EOF, request the Westinghouse representative to keep you informed of the results from any core damage assessments as they become available. Provide this information to the Response Manager, Licensing Coordinator and NRC Reactor Safety Coordinator.

3. NOTIFICATIONS

Provide information to the NRC over the telephone if the TSC is unable to perform this function. If available, use the FTS-2000 handset. A commercial phone may be used as a backup.

NOTE

In addition to verbal communication with the NRC, the TSC maintains an Emergency Response Data System (ERDS) link with NRC headquarters. The data transmitted via this electronic link are shown in Supplemental Material 99-07.

4. ACCIDENT MITIGATION

- a. If radiological conditions do not preclude use of the Station simulator and where deemed appropriate, coordinate the development of simulated operational sequences with the Emergency Operations Manager.
- b. Direct members of the Training Center organization to run proposed operational sequences on the Station simulator.

**TECHNICAL ASSISTANT CHECKLIST**  
(Continued)

5. PROTECTIVE ACTION RECOMMENDATIONS

**CAUTION**

**Due to the time required for plant equipment to change states following a reactor trip or containment isolation signal, a Critical Safety Function Status Tree (CSFST) may briefly proceed along one path before changing to another. For example, if containment pressure exceeds 18 psig, the containment (Z) CSFST will briefly indicate a red path while the containment isolation valves are closing and then indicate an orange path after all valves have closed. Exercise appropriate judgment when using the CSFSTs for protective action decision-making.**

- a. Provide the EOF Coordinator with operational data needed to prepare protective action recommendations. Expedite providing this information when the fifteen minute PAR notification clock is running.
- b. If a radiological release is in progress, determine, in conjunction with the Emergency Operations Manager, an estimated time when the release will be terminated (i.e., release parameters return to within Technical Specification allowable limits). Provide this information to the Dose Assessment Specialist.

6. STAFFING/EQUIPMENT NEEDS

- a. Assist the Response Manager with planning and scheduling of resources.
- b. Assist the Emergency Operations Manager planning and scheduling of resources.
- c. In the event of a power loss at the EOF, direct a Training Center Staff member to start the standby diesel generator using the instructions provided in Figure 4.
- d. In the event of a total or partial Main Plant Computer System (MPCS) failure, consider the following guidance as appropriate to the extent and nature of the failure:
  - (1) Designate an individual to receive data from the TSC. Personnel assigned to this role should have a basic working knowledge of station operations, operating parameters, and the MPCS.
  - (2) Remind the assigned individual to use forms ER 2.0H through K to facilitate data transfer activities.

**TECHNICAL ASSISTANT CHECKLIST**  
(Continued)

- (3) Contact the Technical Services Coordinator and specify who at the EOF should receive data (and their phone number), and at what desired frequency (e.g., as needed, an established callback schedule, continuous open line, etc.). Set realistic expectations for data flow timeliness given current conditions and constraints at the site.
- (4) Brief the Response Manager and EOF Coordinator on the compensatory arrangements for data transfer, including realistic expectations for timeliness and other limitations.
- (5) If forms ER 2.0H through K are used, copies of the completed sheets should be provided to the individual(s) maintaining the operational and system status boards so that the data can be posted.
- (6) Consider the need for headsets for the individual receiving data.
- (7) If available, consider use of a telecopy machine to facilitate inter-facility communication of data.
- (8) Request the Reactor Engineer to coordinate dispatch of appropriate Computer Engineering personnel to the EOF to make needed repairs to computer equipment.

7. REENTRY AND RECOVERY

Provide reentry and recovery support as directed by the Response Manager.

8. DEACTIVATION

- a. Direct a member of the Training Center Staff to deactivate the Logger Trend (Log Name - EOF), using the BOP/EMERGENCY RESPONSE menu on the MPCS workstation.
- b. Submit all emergency documentation to the Administrative Services Coordinator.

## OFFSITE MONITORING COORDINATOR CHECKLIST

INITIAL

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Offsite Monitoring Coordinator emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_
- e. Immediately report any problems with the field team radio to the Dose Assessment Specialist. \_\_\_\_\_
- f. If more than 2 monitoring team monitors or drivers are available for assignment to field monitoring teams, determine which individuals shall be initially assigned. Any excess personnel should be directed to return to their homes and await further instructions. \_\_\_\_\_
- g. Advise the Administrative Services Coordinator of the staffing arrangements for the field monitoring teams. \_\_\_\_\_
- h. Perform a source check on the three (3) portal monitors located at entrances to the EOF/Media Center by using Supplemental Material 99-13. \_\_\_\_\_
- i. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

### 2. OFFSITE MONITORING

- a. Review station emergency operational, radiological and meteorological conditions with the EOF Coordinator and Dose Assessment Specialist.
- b. Provide an initial briefing to the NH Monitoring Team Coordinator and Nuclear Incident Advisory Team (NIAT) Field Team Coordinator, and determine any State monitoring support needs.
- c. Coordinate requests from State organizations regarding field team dispatch and sample analysis.
- d. As ERO monitoring team personnel report, group them in teams consisting of one monitor and one driver. Assign them to two offsite monitoring and sampling teams by number (1 and 2).

**OFFSITE MONITORING COORDINATOR CHECKLIST**  
(Continued)

- e. Ensure that all monitoring team personnel log in and out on the EOF personnel roster.
- f. Consider the following guidelines for obtaining vehicles for use by the monitoring and sampling teams.
  - (1) Commandeer any available Seabrook Station vehicles located at the EOF.
  - (2) If vehicles are still needed, request the Administrative Services Coordinator to obtain Newington Station vehicles.
  - (3) If vehicles are still needed, request that offsite monitoring team personnel use personal vehicles.
  - (4) If vehicles are still needed, request the Administrative Services Coordinator to obtain additional Seabrook Station vehicles.
  - (5) Request assistance in obtaining special vehicle types (e.g., all-terrain 4-wheel drive) from the Administrative Services Coordinator, if they are needed.
- g. Ensure that the teams complete their Offsite Monitoring and Sampling Team Predeployment Checklist, form ER 5.2A.
- h. Provide a blanket extension up to 4500 mrem/current year for the offsite monitoring teams.
- i. Have monitoring personnel request Dosimetry Records personnel to establish current-quarter dose information.
- j. Notify Dosimetry Records personnel of any further (i.e., greater than 4500) exposure limit changes.
- k. As survey teams report they are ready for dispatch, inform the Dose Assessment Specialist.
- l. In coordination with the NIAT Field Team Coordinator and the NH Monitoring Team Coordinator, brief teams on station emergency conditions, projected plume location, and exposure considerations using form ER 5.2B, Offsite Monitoring and Sampling Team Briefing Form.
  - The NH Monitoring Team Coordinator and NIAT Field Team Coordinator retain the right to assign their monitoring teams.
  - With the NH and NIAT Team Coordinators, establish a consecutive numerical designator for each ERO, NH, and NIAT team (e.g., 1-8).

**OFFSITE MONITORING COORDINATOR CHECKLIST**  
(Continued)

- m. As directed by the Dose Assessment Specialist, review the location of the projected plume, local population, and meteorological considerations and dispatch the survey teams to traverse these offsite areas. Direct offsite teams to identify the locations of maximum ground level concentration and plume boundaries at various locations, if possible.
- n. Ensure that precise survey locations are identified. In many cases monitoring at the site boundary may not be feasible because of the terrain.
- o. Direct offsite team members to read SRPDs at appropriate frequencies based on prevailing radiological conditions.
- p. Evaluate the benefit of respiratory protection, considering the radiological hazard and interference with the performance of required action.
- q. Determine the need to dispense potassium iodide (KI) tablets to emergency response personnel based upon a projected or actual thyroid CDE  $\geq 5$  rem. Administering KI after an uptake may limit thyroid CDE depending on time after exposure.
- r. Direct the Offsite Monitoring Communicator to maintain communications with all offsite monitoring and sampling teams via the VHF radio system.
- s. Direct the Offsite Monitoring Communicator to relay messages to and from offsite survey teams and to maintain a continuous log of location and radiological data on the Field Survey/Air Sample Calculation Worksheet, form ER 5.2C.
- t. As survey teams call in radiological data, calculate the particulate and iodine activity concentration of the samples using the formula on form ER 5.2C. Notify the Dose Assessment Specialist, the NIAT Field Team Coordinator, and the NH Monitoring Team Coordinator when offsite data becomes available.
- u. For higher activity samples place an R02 or R02A on the collection face of the cartridge open window. Divide the dose rate (net) of the sample by 0.5 mR/hr/ $\mu$ Ci to determine sample activity. (Protected: Ref. 6.1)  
$$\text{I-131 } \mu\text{Ci/cc} = \frac{\text{Net (mR/hr)}}{(.5 \text{ mR/hr}/\mu\text{Ci})(\text{Vol. ft}^3)(28,320 \text{ cc/ft}^3)}$$
- v. Attempt to identify actual plume characteristics and centerline values. Review offsite team distribution with the NIAT Field Team Coordinator and NH Monitoring Team Coordinator, and assign locations in accordance with the estimated plume characteristics.

## OFFSITE MONITORING COORDINATOR CHECKLIST

(Continued)

- w. Evaluate and control the radiological exposures being accumulated by offsite teams. Update teams on plant emergency conditions, plume location and exposure considerations.
- x. When appropriate or upon completion of their assignments, direct survey teams to report to the EOF for sample delivery.
- y. As air sample analysis data becomes available, notify the Dose Assessment Specialist.
- z. When appropriate, discuss environmental sampling strategy (sample type, location, laboratory resources, and priority) with the Dose Assessment Specialist.
- aa. After sampling strategy discussions, coordinate team deployment with the NIAT Field Team Coordinator and the NH Monitoring Team Coordinator.
- bb. Using form ER 5.2B, Offsite Monitoring and Sampling Team Briefing Form, brief environmental sampling teams on expected radiological conditions and type/location of environmental samples to be obtained
- cc. Consider the following guidelines for environmental sampling:
  - (1) Using the fifty-mile maps, identify up to three different sample locations per team.
  - (2) Direct sample teams to contact the EOF upon arrival and prior to departure from each sample location.
  - (3) With Seabrook Station Environmental Sampling Teams, review appropriate procedure steps listed in the Radiological Services Environmental Procedures, and document any deviation from procedure on form ER 5.2B.
  - (4) As Environmental Sampling Teams return, direct the Radiological Assistant to maintain facility contamination control measures, review completed Environmental Lab Sample Submission Form ER 5.2E for errors, and weigh and package samples as appropriate for shipment.
  - (5) Evaluate type of analysis using Figure 2, Analysis Matrix, as a guideline. Instruct the Radiological Assistant to ensure appropriate analyses are checked off in the Analysis To Be Performed section of form ER 5.2E.

## OFFSITE MONITORING COORDINATOR CHECKLIST

(Continued)

- (6) Prioritize, coordinate and direct environmental sample dispatch to the Framatome Environmental Laboratory located in Westborough, MA. Notify the Dose Assessment Specialist if special courier services are required to transport samples to Westborough. Also request assistance in obtaining any special sample transport permits.
- (7) As environmental sample analysis data becomes available from the Framatome Environmental Laboratory, notify the Dose Assessment Specialist.

### 3. CLASSIFICATION

Inform the Dose Assessment Specialist immediately when dose or dose rate estimates/measurements exceed any 12 series Initiating Conditions contained on form ER 1.1A. A wall-mounted copy of this form is maintained in the Technical Assistant work area.

### 4. SAMPLE ANALYSIS

- a. Coordinate transportation arrangements for environmental samples from the EOF to selected laboratories with the Dose Assessment Specialist and Radiological Assistant. Radiological Assistants are qualified to prepare and package radioactive materials for shipment.
- b. Coordinate obtaining required sample transportation staffing and resources with the EOF Coordinator, Dose Assessment Specialist and Radiological Assistant.

### 5. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the Dose Assessment Specialist.
- b. If the Remote Monitoring Area (RMA) at Schiller Station has been activated, request Dose Assessment Specialist permission to dispatch any excess offsite monitoring team monitors to assist the Health Physics Technicians with RMA monitoring and decontamination activities.
- c. Monitor Remote Monitoring Area communications through the Offsite Monitoring Communicator. Report manpower, equipment or other assistance needs of the Remote Monitoring Area to the Dose Assessment Specialist and Radiological Assistant.

### 6. REENTRY AND RECOVERY

Provide reentry and recovery support as directed by the Dose Assessment Specialist.

### 7. DEACTIVATION

Submit all documentation to the Administrative Services Coordinator.

## SECURITY COORDINATOR CHECKLIST

INITIAL

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Security Coordinator emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_
- e. Direct EOF security personnel to implement appropriate checklists in GN1332.00, Security Response to a Declared Radiological Emergency. \_\_\_\_\_
- f. Contact the Security Shift Supervisor at the site to determine accountability status and any Station security problems. \_\_\_\_\_
- g. Brief the Administrative Services Coordinator on Station and EOF security status. \_\_\_\_\_
- h. When notified by the Emergency News Manager that the Media Center is activated and ready for news media arrival, instruct the EOF Access Gate Security Officer to direct news media representatives to the Media Center entrance. \_\_\_\_\_
- i. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

### 2. CLASSIFICATION

Provide the Response Manager with input regarding any security threat which may exceed an 18-series Emergency Action Level contained in Procedure ER 1.1, Classification of Emergencies.

### 3. RESPONSE ACTIONS

- a. Coordinate Seabrook Station interface with law enforcement agencies.
- b. Implement Procedure GN1332.00 as applicable.
- c. Provide periodic updates on emergency conditions and response actions to the Guard Island Supervisor.
- d. Periodically consult with the TSC Health Physics Coordinator concerning the need for onsite security personnel to observe any special radiation protection precautions resulting from the event. As requested, direct onsite security personnel to coordinate their movements with the OSC.

**SECURITY COORDINATOR CHECKLIST**  
(Continued)

4. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.
- b. When informed that response personnel will proceed to the site from the EOF (e.g., second shift, industry support) perform the following:
  - (1) Confer with the Dose Assessment Specialist as to the appropriate site access route(s) and Station radiological conditions.
  - (2) Advise the onsite security lead of the impending arrival of personnel at the site (e.g., who, their purpose).
  - (3) As needed, provide a briefing to personnel proceeding to the site concerning site access route(s), site layout, reporting locations, and any special security considerations.
- c. Coordinate establishment of shift schedules for security personnel with the Administrative Services Coordinator.
- d. Ensure the NRC site team has access to designated NRC parking in the EOF parking lot, and coordinate access by the NRC equipment van to the EOF to unload equipment.
- e. Coordinate parking area arrangements with Newington Station management and appropriate NH State and local law enforcement agencies. Consider using Schiller Station property for overflow parking and coordinate with Schiller Station management.

5. RELEASE OF ASSEMBLY AREA PERSONNEL

- a. Consult with the Administrative Services Coordinator to determine if personnel should be sent home or to the Remote Monitoring Area.
- b. If the Remote Monitoring Area is to be used, inform the Security Shift Supervisor to set up appropriate traffic control based on the exit route.

6. REENTRY AND RECOVERY

Provide reentry and recovery support as directed by the Response Manager.

7. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

## RADIOLOGICAL ASSISTANT CHECKLIST

INITIAL

1. ACTIVATION
  - a. Sign in on the EOF roster board. \_\_\_\_\_
  - b. Obtain the Radiological Assistant emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
  - c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
  - d. Check workstation telephones for operability. \_\_\_\_\_
  - e. Obtain a radiological status briefing from the Offsite Monitoring Coordinator. \_\_\_\_\_
  - f. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_
  
2. OFFSITE MONITORING/SAMPLING SUPPORT
  - a. Assist the Offsite Monitoring Coordinator with the dispatch of monitoring and sampling teams.
  - b. Contact the EOF security officer each time a team is dispatched or a team is returning.
  - c. Establish and maintain the sample receipt and transfer process within the EOF.
  
3. RADIATION/CONTAMINATION CONTROLS
  - a. Obtain dosimetry and exposure status from Dosimetry Records Personnel.
  - b. Establish appropriate radiological and sample return controls using Figures 3 and 5 as guidance. For detail, refer to Supplemental Material 98-01.
  - c. Post the emergency support room as a "Radiological Materials Area" (e.g., affix a pocket sign to the door).
  - d. Ensure all personnel entering the EOF Radiologically Controlled Area (RCA) have obtained proper dosimetry.
  - e. Brief the Offsite Monitoring Coordinator and Dosimetry Records Personnel on EOF contamination monitoring and control measures once the teams have been dispatched.

## RADIOLOGICAL ASSISTANT CHECKLIST

(Continued)

- f. Direct monitoring and decontamination activities conducted at the EOF. Obtain guidance as needed from the Dose Assessment Specialist and the Offsite Monitoring Coordinator.
- g. Direct returning monitoring and sampling teams to park their vehicles parallel to one another inside the potential contamination zone shown on Figure 3.
- h. If a portal monitor at an EOF entrance alarms, do the following:

### NOTE

Notification of an alarming portal monitor may occur via the intercom in the Field Team Dispatch Area or in the EOF Radio Room. Refer to Supplemental Material 99-05 for operation of the intercom system.

- 1) Respond to the portal monitor location.
  - 2) Identify the person who caused the portal monitor to alarm.
  - 3) Direct the person to pass through the portal monitor a second time.
  - 4) If the portal monitor alarms again, direct the person to go outside through the same entrance where the portal monitor is located and to proceed to the EOF decontamination area.
  - 5) Attempt to determine the location of contamination on the person.
  - 6) Implement appropriate decontamination methods.
- i. If a portal monitor at an EOF entrance fails to operate properly, do the following:
    - 1) Disconnect power to the portal monitor.
    - 2) If the failed portal monitor is at the NH IFO or the main EOF entrance, close off the entrance and direct personnel to enter through the entrance with the operating portal monitor.
    - 3) If the portal monitor is at the Media Center entrance or in the EOF decontamination area, set up a manual frisker station.
    - 4) If necessary to support manual monitoring of personnel entering the Media Center or other location, request the Administrative Services Coordinator to obtain qualified personnel to operate the frisker station.
  - j. Document personnel and vehicle contamination using Procedure ER 4.6 as guidance.
  - k. Establish and monitor a sample storage area.

#### 4. REMOTE MONITORING AREA SUPPORT

- a. Assist Remote Monitoring Area Health Physics Technicians in obtaining monitoring and decontamination kits and equipment.

## RADIOLOGICAL ASSISTANT CHECKLIST

(Continued)

- b. Issue two portable radios to the Remote Monitoring Area Health Physics Technicians for communications between the monitoring area, decontamination facilities, and Emergency Operations Facility.
- c. Receive reports of assistance required by the Remote Monitoring Area staff from the Offsite Monitoring Coordinator and provide direction and/or assistance as needed.

### 5. FRAMATOME SUPPORT

- a. Notify the Dose Assessment Specialist and Offsite Monitoring Coordinator upon arrival of the Framatome Mobile Environmental Lab.
- b. Allow the Framatome Mobile Environmental Lab vehicle (and any arriving NRC equipment vehicles) to park next to the EOF entrance to the left of the roll-up door (facing the building) inside the potential contamination zone show on Figure 3.
- c. Coordinate placement of the Framatome Mobile Environmental Lab.
- d. Assist Framatome Environmental Lab personnel in establishing their activities at the EOF.

### 6. ENVIRONMENTAL SAMPLE PREPARATION

- a. Accept environmental samples from sample collection teams and survey them for removable contamination on the outside of containers and/or paperwork. Decontaminate or re-bag any samples with removable contamination.
- b. Review all forms to ensure that information is correct and the form is complete. Pay particular attention to sample location; the sample location indicated on form ER 5.2E should match the sample location marked on the environmental sample. Guidance for completing this form is in Procedure ER 5.2, Figure 3, Environmental Lab Sample Submission Form Instructions.
- c. Evaluate type of analysis using ER 5.2, Figure 1, Analysis Matrix, as a guideline. Ensure appropriate analyses are checked off in the Analysis To Be Performed section of form ER 5.2E. Request guidance for additional analysis from the Offsite Monitoring Coordinator.
- d. Weigh sample material as necessary and package for shipment.
- e. Assist the Offsite Monitoring Coordinator in making transportation arrangements for environmental samples.
- f. Inform the Offsite Monitoring Coordinator when samples are ready for transport.

**RADIOLOGICAL ASSISTANT CHECKLIST**  
(Continued)

7. STAFFING/EQUIPMENT NEEDS

Direct requests for additional staffing or equipment resources to the Offsite Monitoring Coordinator.

8. DEACTIVATION

Submit all emergency documentation to the Offsite Monitoring Coordinator.

## ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST

		INITIAL
1.	<b>ACTIVATION</b>	
a.	Sign in on the EOF roster board.	___
b.	Obtain the Administrative Services Coordinator emergency response position materials from the tote-box at your work station and initiate this checklist.	___
c.	Attach your Station badge to the green identification tag located at your workstation.	___
d.	Synchronize Emergency Operations Facility clocks with the Main Plant Computer digital time display.	___
e.	Check status boards in the EOF operations area, dose assessment area, EOF conference room, and NRC room and ensure they are cleared of outdated and unrelated information and notations.	___
f.	Turn on and test the Response Manager public address system.	___
g.	Check workstation telephones for operability.	___
h.	Assign an EOF Support Staff person to monitor calls on the EOF Answering Unit. Direct that individual to implement form ER 3.3W.	___
i.	Assign one EOF Support Staff person to maintain a log for the Response Manager. Direct that individual to implement form ER 3.3W.	___
j.	Assign one EOF Support Staff person to the Media Center. Direct that individual to report to the Emergency News Manager.	___
k.	Assign one EOF Support Staff person to maintain the EOF Chronolog and to access other screens on the Administrative Services Coordinator PC.	___
l.	If any of the following EOF positions are not staffed within 60 minutes of the emergency declaration, implement applicable section 3 actions immediately to fill the position(s)	
	(1) Response Manager	___
	(2) EOF Coordinator	___
	(3) Dose Assessment Specialist	___
	(4) Offsite Monitoring Coordinator	___
	(5) Technical Assistant	___
	(6) ERO Technical Liaison	___
	(7) Personnel for 2 offsite monitoring teams (2 monitors and 2 drivers)	___

**ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST**  
(Continued)

INITIAL

- m. Obtain an event and response briefing from the Response Manager. \_\_\_\_\_
- n. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

2. EOF OPERATIONS

- a. As soon as practical after EOF activation, initiate a brief discussion of State interface responsibilities and expectations with the Response Manager, Technical Assistant and EOF Coordinator. Discuss ways that the Response Manager may be insulated from requests that can be answered or handled by others. The goal is to allow the Response Manager to focus on overall management of Seabrook Station ERO response efforts.
- b. Coordinate EOF activities during those periods when the Response Manager, EOF Coordinator and Technical Assistant are in conference.
- c. Periodically monitor EOF status boards, including the Emergency Classification Level and Radiological status boards, to determine if they are being kept current. As needed, obtain additional assistance to ensure that status boards are properly maintained.
- d. Monitor the EOF chronological log to ensure information posted is accurate and complete. As new information is added to the PC-based electronic log, check the information to ensure its accuracy.

3. INITIAL STAFFING AND SHIFT SCHEDULING

- a. Review the sign-in boards for the EOF and the Media Center, and document the individuals filling each first shift ERO position on form ER 3.3M, ERO Staff Planning. \_\_\_\_\_

NOTE

Form ER 3.3M has been downloaded to the Administrative Services Coordinator's PC and the PC located in the DCC. Either PC may be used instead of a hard copy form. Access by clicking the icon labeled ER 3.3M.

- b. Call out telephone and radio system technicians from IRG listed in the Alternate Staffing tab of the Emergency Response Telephone Directory, and direct them to report to the EOF. Upon arrival, they should be instructed to remain on standby to effect telephone or radio system repairs, as needed. \_\_\_\_\_
- c. During a daytime response (i.e., 0700 to 1630), perform Steps 3.d. through 3.u. During an off-hours response (i.e., 1630 to 0700), proceed to Step 3.k and perform Steps 3.k. through 3.u. \_\_\_\_\_

**ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST**  
(Continued)

INITIAL

- d. Contact the Assembly Area Coordinator.
- (1) Provide a brief summary of emergency conditions. \_\_\_\_\_
  - (2) Using the ERO Roster at your workstation, determine if any individuals qualified to fill vacant first shift ERO positions at the EOF or Media Center are available at the Assembly Area. \_\_\_\_\_
  - (3) Request the Assembly Area Coordinator to brief identified individuals to report to their assigned facilities. Document which individuals were dispatched to which facilities on form ER 3.3M. \_\_\_\_\_
  - (4) Inquire as to the status of any personnel requested by the Maintenance Coordinator. \_\_\_\_\_
  - (5) Request the Assembly Area Coordinator to fax you copies of completed forms ER 3.3M for the Control Room, TSC and OSC when they are available. \_\_\_\_\_

NOTE

If the emergency is declared during an outage, the Assembly Area Coordinator will also provide copies of contact telephone number listings for non-NAESCO craft personnel and vendor technical representatives. Retain this information to support the return-to-work callout of these individuals once the emergency is terminated.

- e. Obtain a briefing from the EOF Coordinator on site radiological conditions potentially or actually affecting the vicinity of the Assembly Area. Also determine whether or not personnel released from the Assembly Area need to proceed to the Remote Monitoring Area at Schiller Station. \_\_\_\_\_
- f. Contact the Maintenance Coordinator in the TSC and determine the following:
- (1) Whether the Assembly Area should be deactivated based on onsite needs and radiological conditions. \_\_\_\_\_
  - (2) Which personnel, if any, should remain staged at the Assembly Area instead of being released. \_\_\_\_\_
  - (3) Time the Assembly Area should be deactivated. \_\_\_\_\_

**ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST**  
(Continued)

INITIAL

- g. Request the Security Coordinator to specify which egress route should be used by personnel released from the Assembly Area \_\_\_\_\_
- h. Brief the Response Manager on plans for Assembly Area deactivation and release of personnel. \_\_\_\_\_
- i. Contact the Assembly Area Coordinator, and perform the following:
  - (1) Provide a briefing on plans for Assembly Area deactivation and release of personnel. \_\_\_\_\_
  - (2) Remind the Assembly Area Coordinator that ALL second-shift personnel, including those assigned to onsite facilities, must report to the EOF prior to relieving first-shift personnel. \_\_\_\_\_
  - (3) Discuss release instructions to be given to personnel at the Assembly Area including where they should go, the route to use, and a time that second-shift personnel should report to the EOF. \_\_\_\_\_

NOTE

Under most circumstances, Assembly Area personnel will leave the site, either to their homes or to the Remote Monitoring Area, in their own vehicles.

- (4) If informed by the EOF Coordinator that alternate transportation should be used to transport Assembly Area personnel to the Remote Monitoring Area, perform the following actions:
  - (a) Contact the New Hampshire IFO Coordinator and request assistance to obtain the requisite number of buses (36 persons/bus) for dispatch to the site to transport personnel to the Remote Monitoring Area. \_\_\_\_\_
  - (b) Arrange with the Security Coordinator to have the buses met at the site access road, directed to the appropriate location on site to pick up Assembly Area personnel, and provided with a map to the Remote Monitoring Area (ER 3.6, Figure 2). \_\_\_\_\_
  - (c) Contact the Assembly Area Coordinator to advise that buses have been directed to the site to transport personnel to the Remote Monitoring Area. \_\_\_\_\_
- j. Inform the Security Coordinator when the Assembly Area has been deactivated. \_\_\_\_\_

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST

(Continued)

INITIAL

- k. If the initial response is an off-hours response (i.e., 1630 to 0700), obtain the Community Alert Network Reports telefaxed to the EOF. \_\_\_\_\_
- l. Receive a briefing from the Maintenance Coordinator concerning the status of onsite ERO vacancies and staffing needs. \_\_\_\_\_
- m. Using the ERO Roster at your workstation, call out additional personnel as needed to fill open first-shift ERO positions. Document the results on form ER 3.3M. \_\_\_\_\_
- n. Develop a list of second-shift responders and establish two 12-hour shifts consisting of personnel qualified for their respective positions. Document the results on form ER 3.3M, ERO Staff Planning. \_\_\_\_\_
  - (1) Contact Framatome management for names of second shift personnel responding to ERO facilities. Numbers are in Section B5 of the Emergency Telephone Directory. Inform Framatome management of Seabrook Station Fitness-for-Duty requirements (Security Manual, Chapter 7) and provisions for voluntary alcohol testing at the EOF. \_\_\_\_\_
  - (2) Coordinate development of shift schedules for security personnel with the Security Coordinator. \_\_\_\_\_
  - (3) When completed, provide a copy of the second shift roster to the Dosimetry Records Personnel. \_\_\_\_\_

NOTE

If FINIS is not available to confirm RAEs for second-shift personnel, have the EOF Coordinator establish a blanket authorization for the ERO with the concurrence of the Response Manager.

- o. Contact second-shift personnel. \_\_\_\_\_
  - (1) Confirm their assignment to the second shift. \_\_\_\_\_
  - (2) Specify time they should report to the EOF. \_\_\_\_\_
  - (3) Remind individuals assigned to onsite facilities that they must report to the EOF prior to relieving first-shift personnel. \_\_\_\_\_

**ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST**  
(Continued)

INITIAL

- (4) Remind individuals contacted of Fitness-for-Duty requirements (Security Manual, Chapter 7) and provisions for voluntary alcohol testing at the EOF. \_\_\_\_\_
- (5) Provide a telephone number to call in case they are delayed or unable to report. \_\_\_\_\_
- p. If individuals identified for second-shift duty have been evacuated from their homes and cannot be contacted, request the Emergency News Manager prepare and issue a news statement with instructions for Seabrook Station ERO members to contact the EOF. \_\_\_\_\_
- q. Provide the time that second-shift ERO responders are to report to the EOF to the Emergency News Manager (ENM) and request the ENM to update the Seabrook Station Employee Information Line. \_\_\_\_\_
- r. Assign EOF support staff at the EOF Answering Unit to periodically check the Seabrook Station Employee Information Line for messages using Supplemental Material 98-08 and to document any call-ins by ERO personnel on form ER 3.3EE, Emergency Worker Call-In Report. Make additional adjustments to shift schedules as required by the call-ins. \_\_\_\_\_
- s. Provide the NH IFO Radiological Exposure Clerk with a list of names of those personnel that will require access to the exclusion area for shift turnover. \_\_\_\_\_
- t. Ensure that all relief personnel reporting to the Station receive an accident briefing from the Industry Liaison. \_\_\_\_\_
- u. Ensure that all relief personnel receive appropriate dosimetry prior to departure to the Station. \_\_\_\_\_

4. STAFFING/EQUIPMENT NEEDS

- a. Coordinate responses to requests for additional staffing and equipment resources.
- b. Coordinate arrangements for acquisition and distribution of food and beverages to Seabrook Station emergency response facilities.
- c. Provide direction to the Material and Logistics Coordinator.
- d. As needed, direct the Industry Liaison to request staffing and equipment resources from industry support groups.

## ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST

(Continued)

- e. If the EOF loses normal AC power requiring activation of the stand-by diesel generator, refer to Figure 7 for guidance.
- f. If an employee is killed or seriously injured while performing response duties, coordinate notification of the victim's family (next-of-kin).
- g. Review procedure NM 11800, Hazardous Condition Response Plan, to identify additional logistical and recovery considerations that may be useful in responding to the emergency. Brief the Response Manager on any recommendations.
- h. Monitor and help coordinate requests for assistance to various industry and support groups (e.g., Framatome, FPL Group, Westinghouse or INPO). Periodically brief the Response Manager on the status of requests and responses.

### 5. EMERGENCY TERMINATION AND RECOVERY

- a. Provide reentry and recovery support as directed by the Response Manager
- b. If the emergency was declared during an outage, perform the following steps:
  - (1) Contact the Outage Coordinator and request that all contact telephone number listings for non-Seabrook Station craft personnel and vendor technical representatives not already provided be forwarded to you.
  - (2) Develop a return-to-work callout plan for the above outage workers with the Response Manager. Consider who will perform callout and what information will be provided.
  - (3) Brief appropriate personnel on the return-to-work callout plan.
  - (4) If needed, direct procurement of additional dosimetry required to support the processing of outage workers through the EOF (e.g., from Station stock, vendor, etc.).

### 6. DEACTIVATION

- a. Collect all ERO emergency-related documentation.
- b. Provide copies of documentation as requested.
- c. Ensure that appropriate emergency-related documentation is archived.

## ERO STAFF PLANNING

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Shift Manager	Control Room					
Unit Supervisor	Control Room					
Work Control Supervisor	Control Room					
Control Room Operator	Control Room					
Control Room Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Fire Fighter / EMT	Control Room					



**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
BOP Support Engineer	TSC (C306)					
DE&S Radiological Advisor	TSC					
Electrical Support Engineer	TSC (C306)					
Emergency Operations Manager	TSC					
Engineering Coordinator	TSC					
ENS Communicator	TSC					
Health Physics Coordinator	TSC					
I&C Support Engineer	TSC (C306)					
Maintenance Coordinator	TSC					
NSSS Support Engineer	TSC (C306)					
Nuclear Safety Advisor	TSC					
Operations Technician	TSC					
Reactor Engineer	TSC					

**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Site Emergency Director	TSC					
Technical Services Coordinator	TSC					
TSC Electrical Engineer	TSC					
TSC Logkeeper	TSC					
TSC Mechanical Engineer	TSC					
TSC RMD Personnel	TSC					
TSC Work Control Supervisor	TSC					



**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Chemistry Coordinator	OSC					
Chemistry Technician	OSC					
Chemistry Technician	OSC					
Control Room Operator	OSC					
Control Room Operator	OSC					
Electrical Maintenance Personnel	OSC					
Electrical Maintenance Personnel	OSC					
Health Physics Technician	OSC					
Health Physics Technician	OSC					
Health Physics Technician	OSC					
Health Physics Technician	OSC					

**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Health Physics Technician	OSC					
I&C Personnel	OSC					
I&C Personnel	OSC					
Mechanical Maintenance Personnel	OSC					
Mechanical Maintenance Personnel	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
OSC Coordinator	OSC					
Rad Controls Coordinator	OSC					
Specialty Technical Assistant	OSC					

**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Specialty Technical Assistant	OSC					
Specialty Technical Assistant	OSC					
Storekeeper	OSC					
Technical Specialist Coordinator	OSC					
Work Control Supervisor	OSC					



**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Administrative Services Coordinator	EOF					
DCC Coordinator	EOF					
Dose Assessment Personnel	EOF					
Dose Assessment Specialist	EOF					
Dosimetry Records Personnel	EOF					
EOF Coordinator	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
ERO Technical Liaison	EOF					
HPN Communicator	EOF					

**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Industry Liaison	EOF					
Licensing Coordinator	EOF					
Material & Logistics Coord	EOF					
METPAC Operator	EOF					
Offsite Mon Team - Driver	EOF					
Offsite Mon Team - Driver	EOF					
Offsite Mon Team - Monitor	EOF					
Offsite Mon Team - Monitor	EOF					
Offsite Monitoring Communicator	EOF					
Offsite Monitoring Coordinator	EOF					
Radiological Assistant	EOF					
Response Manager	EOF					
Security Coordinator	EOF					

**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Security Officer	EOF					
Security Officer	EOF					
Security Officer	EOF					
Technical Assistant	EOF					
Training Center Staff	EOF					
Training Center Staff	EOF					



**ERO STAFF PLANNING**  
(Continued)

Date/Time: \_\_\_\_\_

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Emergency News Manager	Media Ctr					
Technical Advisor	Media Ctr					
Technical Adviser	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					



## HPN COMMUNICATOR CHECKLIST

INITIAL

1. ACTIVATION
  - a. Sign in on the EOF roster board. \_\_\_\_\_
  - b. Obtain the HPN Communicator emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
  - c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
  - d. Check workstation telephones for operability. \_\_\_\_\_
  - e. Obtain a briefing from the EOF Coordinator or Dose Assessment Specialist. \_\_\_\_\_
  - f. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

### 2. NOTIFICATIONS

- a. As requested by the NRC, establish the Health Physics Network (HPN) and maintain communications per instructions provided by the NRC individual initiating the call.
- b. Use the HPN Event Notification Worksheet, form ER 2.0G, to record radiological information and data.
  - Obtain onsite radiological data from the Health Physics Coordinator.
  - Obtain offsite radiological data and PARs from the EOF Coordinator or Dose Assessment Specialist.

NOTE

Consider using a telecopier to provide copies of HPN forms to the NRC.

- c. Periodically brief the EOF Coordinator, Dose Assessment Specialist and Licensing Coordinator on the status of HPN notifications.
- d. If time permits, assist the Dose Assessment Specialist with posting and distributing radiological data in the EOF. (Protected: Ref. 6.20)

### 3. STAFFING/EQUIPMENT NEEDS

Direct requests for additional staffing or equipment resources to the EOF Coordinator.

**HPN COMMUNICATOR CHECKLIST**  
(Continued)

4. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

## LICENSING COORDINATOR CHECKLIST

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain Licensing Coordinator's emergency response position materials from the tote-box at your work station initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_
- e. Report to and obtain a briefing from the Administrative Services Coordinator. \_\_\_\_\_
- f. Obtain copies of NRC notification forms (ER 2.0D) completed by the Control Room or TSC from the Emergency Operations Manager. \_\_\_\_\_
- g. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

### 2. NOTIFICATION

As needed, assist the Technical Assistant in supporting open NRC telephone communications if this function is transferred to the EOF. Use form ER 2.0D to support this activity.

### 3. LICENSING ACTIONS

Coordinate resolution of all licensing and permit-related issues that may arise during the emergency.

### 4. NRC INTERFACE

- a. Notify the Technical Services Coordinator of any NRC responders who will be reporting to the site. Provide as much information as is available (e.g., number of personnel, names, expected arrival time at the site, etc.).
- b. Facilitate site access arrangements for NRC Site Response Team members with the Security Coordinator.
- c. As time permits, check NRC workstations and telephones prior to their arrival at the EOF.
- d. Obtain information issued to the States and the NRC during the emergency.
  - (1) Contact the EOF Coordinator for copies of State notifications (forms ER 2.0B and 2.0C).

## LICENSING COORDINATOR CHECKLIST

(Continued)

- (2) Contact the Health Physics Network (HPN) Communicator for copies of HPN notifications (form ER 2.0G).
  - (3) Contact the Emergency Operations Manager for copies of Emergency Notification System (ENS) notifications (form ER 2.0D).
- e. Obtain copies of Seabrook Station news statements.
- f. Obtain copies of State news releases and EAS messages/advisories.
- g. Upon arrival of NRC response personnel at the EOF, perform the following:
- (1) Offer them the appropriate NRC position identification badges stored at your workstation.
  - (2) Coordinate the interface between NRC response team members and the Seabrook Station ERO (e.g., introductions, workstation locations, etc.).
  - (3) Provide copies of State and NRC notification forms, news releases and EAS messages/advisories issued to date.
  - (4) Complete the table shown on Page 4 of this checklist. Consider distributing copies to appropriate personnel in the EOF (Seabrook Station, State and Federal).
- h. Identify the appropriate NRC personnel at the EOF who should receive Seabrook Station news statements, and request the Media Center Support Staff to make distribution to these individuals as news statements are issued.
- i. Make periodic inquiries of NRC personnel and determine if their needs are being met:
- (1) Facility workstations (phones, power outlets, seating, etc.).
  - (2) Information flow and availability (adequate, timely, etc.).
  - (3) Commitments made in meetings or briefings (being met on time, etc.).
  - (4) State news releases and EAS messages/advisories (received in a timely manner, etc.)
- j. Attend briefings conducted for NRC response personnel, and document the following:
- (1) Attendees

**LICENSING COORDINATOR CHECKLIST**  
(Continued)

- (2) Briefing topics and discussions
  - (3) NRC requests for information or action
  - (4) Commitments made to the NRC, including due dates or times
  - (5) Individuals assigned to respond to NRC requests or commitments
- k. Periodically track the status of actions items needed to meet NRC requests or commitments. Advise the Response Manager of any actions which will not be complete by the committed due date/time.

**5. STAFFING/EQUIPMENT NEEDS**

Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.

**6. DEACTIVATION**

Submit all emergency documentation to the Administrative Services Coordinator.

**LICENSING COORDINATOR CHECKLIST**  
(Continued)

**KEY PERSONNEL FROM RESPONDING  
ORGANIZATIONS AND AGENCIES**

<b>SEABROOK STATION EMERGENCY RESPONSE ORGANIZATION</b>	<b>NAME</b>
RESPONSE MANAGER	
TECHNICAL ASSISTANT	
EOF COORDINATOR	
ADMINISTRATIVE SERVICES COORDINATOR	
LICENSING COORDINATOR	
SECURITY COORDINATOR	
EMERGENCY NEWS MANAGER	
<b>NUCLEAR REGULATORY COMMISSION</b>	<b>NAME</b>
DIRECTOR OF SITE OPERATIONS	
REACTOR SAFETY COORDINATOR	
PROTECTIVE MEASURES COORDINATOR	
EMERGENCY RESPONSE COORDINATOR	
SAFEGUARDS/SECURITY COORDINATOR	
PUBLIC AFFAIRS TECHNICAL BRIEFER	
GOVERNMENT LIAISON COORDINATOR	
<b>STATE OF NEW HAMPSHIRE (IFO)</b>	<b>NAME</b>
NHOEM EOF LIAISON	
NH OHM RAD HEALTH TECH ADVISOR	
<b>COMMONWEALTH OF MASSACHUSETTS</b>	<b>NAME</b>
MEMA EOF LIAISON	
MDPH COORDINATOR	
<b>FEDERAL EMERGENCY MANAGEMENT AGENCY</b>	<b>NAME</b>
<b>DEPARTMENT OF ENERGY</b>	<b>NAME</b>
<b>OTHER</b>	<b>NAME</b>

## INDUSTRY LIAISON CHECKLIST

INITIAL

1.    **ACTIVATION**

- a.    Sign in on the EOF roster board. \_\_\_\_\_
- b.    Obtain the Industry Liaison's emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c.    Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d.    Check workstation telephones for operability. \_\_\_\_\_
- e.    Report to and obtain a briefing from the Administrative Services Coordinator. \_\_\_\_\_
- f.    Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

2.    **WESTINGHOUSE**

- a.    Notify the Westinghouse Energy Systems Business Unit Emergency Response Team.
  - (1)    Provide an event briefing.
  - (2)    Establish a periodic callback schedule.
  - (3)    Provide your telephone number and the DCC telecopy number.

3.    **INPO**

- a.    Notify INPO
  - (1)    Provide an event briefing.
  - (2)    Inform the Duty Officer that Seabrook Station news statements will be faxed to INPO and request the appropriate fax number.
  - (3)    Request that INPO response personnel enter the contents of Seabrook Station news statements on to Nuclear Network.
  - (4)    Establish a periodic callback schedule.
  - (5)    Provide your telephone number and the DCC telecopy number.
- b.    Ensure DCC Coordinator has the correct INPO telefax number and telefaxes approved news statements to INPO.

**INDUSTRY LIAISON CHECKLIST**  
(Continued)

- c. If needed, develop other messages for transmittal on Nuclear Network and request INPO to enter.
  - d. As requested, review the INPO Resources Manual (or call INPO) to ascertain what equipment and personnel are available for responding to the emergency.
  - e. As approved by the Response Manager, request resources through INPO.
4. AMERICAN NUCLEAR INSURERS (ANI)
- a. Provide an event briefing.
  - b. Establish a periodic callback schedule.
  - c. Provide your telephone number and the DCC telecopy number.
5. NUCLEAR ELECTRIC INSURANCE LIMITED/NUCLEAR MUTUAL LIMITED
- a. Provide an event briefing.
  - b. Establish a periodic callback schedule.
  - c. Provide your telephone number and the DCC telecopy number.
6. NUCLEAR ENERGY INSTITUTE (NEI)
- a. Notify NEI
    - (1) Provide an event briefing.
    - (2) Inform the individual that Seabrook Station news statements will be faxed to NEI and request the appropriate fax number.
    - (3) Establish a periodic callback schedule.
    - (4) Provide your telephone number and the DCC telecopy number.
  - b. Ensure the DCC Coordinator has the correct telefax number and telefaxes approved news statements to NEI.

**INDUSTRY LIAISON CHECKLIST**  
(Continued)

7. OTHER CONTACTS

- a. Ensure the DCC Coordinator telefaxes approved news statements to Joint Owners.
- b. If contacted by a Joint Owner representative, provide information as requested.
- c. As requested, contact other utilities for additional support.

8. VISITORS REPORTING TO THE EOF OR THE SITE

NOTE

For events that have resulted in a release of radioactive materials to the environment, all individuals reporting to the site should be

- 1. Radiation worker qualified at Seabrook Station, or
- 2. Radiation worker qualified at another commercial nuclear power plant, or
- 3. Broadly familiar with the concepts of ionizing radiation and contamination as a result of their normal work activities.

- a. Notify the EOF Coordinator of any visitors who will be reporting to the EOF or the site. Request input for visitor briefings.
- b. Notify the Security Coordinator of any visitors who will be reporting to the EOF or the site. Request input for visitor briefings.
- c. Notify the Technical Services Coordinator of any visitors who will be reporting to the site. Request input for visitor briefings.
- d. Notify the Health Physics Coordinator of any visitors who will be reporting to the site. Request input for visitor briefings.
- e. Brief visitors on the following:
  - (1) where to report
  - (2) ERO interfaces/counterparts
  - (3) accident and response status
  - (4) travel and access route(s) to the EOF or site (if needed)

## INDUSTRY LIAISON CHECKLIST

(Continued)

- (5) radiological or other precautions
- (6) instructions to report to the Dosimetry Records Personnel for dosimetry (if needed)
- f. Ensure all personnel reporting to the site obtain a pass from the NH IFO Radiological Exposure Clerk allowing entry into the exclusion area.
- g. Instruct all visitors who will be reporting to the site to complete form ER 3.3B upon receiving their briefing.
- h. Submit form ER 3.3B to the Security Coordinator for processing of site visitors.
- i. Notify the Technical Services Coordinator when personnel reporting to the site have departed from the EOF.

### 9. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

## EOF SUPPORT STAFF CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Report to the Administrative Services Coordinator for assignment. \_\_\_\_\_
- c. Obtain the EOF Support Staff emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- d. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- e. Verify date and time on EOF fax machines and correct them if necessary. \_\_\_\_\_

2. ADMINISTRATIVE SUPPORT

- a. If you are assigned to support the Response Manager, implement the following actions:
  - (1) Report to the Response Manager.
  - (2) Monitor Response Manager actions and communications, and log noteworthy items on:
    - (a) The electronic log PC, or, if this PC is not available,
    - (b) Form ER 2.0E, Emergency Facility Log.
  - (3) If requested, accompany the Response Manager to conferences. Record noteworthy items such as (a) discussions with the NRC or States concerning PARs; (b) approval of news statements; and (c) classification changes.
  - (4) At the direction of the Response Manager, contact the TSC Logkeeper to obtain or verify information. The TSC Logkeeper can be contacted at the Site Emergency Director telephone number in the Emergency Telephone Directory.
  - (5) At the termination of the emergency, submit the log to the Administrative Services Coordinator.
- b. If assigned to monitor the EOF Answering Unit, implement the following actions:
  - (1) Periodically monitor the Answering Unit for messages left for EOF staff. The message window on the unit will indicate the number of messages recorded.
  - (2) Access messages by pressing and releasing any "MBox" button that is lit.

## EOF SUPPORT STAFF CHECKLIST

(Continued)

- (3) Record the time, date and content of each telephone message in the applicable sections of form ER 3.3EE and provide the completed forms to the Administrative Services Coordinator.
  - (4) When the last stored message is played, the unit will announce, "End of message." After recording the last message, delete messages by pressing and releasing the "delete" key followed by pressing and releasing the lit "MBox" button.
  - (5) At the termination of the emergency, submit the telephone message log to the Administrative Services Coordinator.
  - (6) Provide assistance to the DCC Coordinator or other EOF staff as directed by the Administrative Services Coordinator (e.g., send copies, make copies of documents, deliver copies, etc.).
  - (7) At the direction of the Administrative Services Coordinator, periodically check the Seabrook Station Employee Information Line for messages using Supplemental Material 98-08. Provide messages to the Administrative Services Coordinator.
- c. If assigned to maintain the electronic EOF Chronolog, do the following:
- (1) Refer to Supplemental Material 97-01, EOF Logkeeper PC Instructions.
  - (2) When the EOF Chronolog screen is filled, print out a hard copy of the log.
  - (3) Post the hard copy of the log, in sequence, on the EOF accident time log status board.
- d. If assigned to the Media Center, implement the following actions:
- (1) Report to the Emergency News Manager (ENM).
  - (2) Copy approved news statements and bulletins at the direction of the ENM and distribute in accordance with distribution instructions in ER 3.5. Ask the Media Center Support Staff or Technical Advisor for assistance in identifying personnel and locations on the distribution list.
  - (3) Do not leave the Media Center Operations Room unattended when other Media Center personnel are away from their work stations. Obtain other EOF Support Staff assistance to complete copying or distribution tasks.
  - (4) Monitor telephones in the Media Center Operations Room, answer telephones when Media Center personnel are away from their work stations, and log telephone messages.

**EOF SUPPORT STAFF CHECKLIST**  
(Continued)

- (5) Monitor telecopiers in the Media Center and deliver telecopied material to intended recipients.
- (6) At the termination of the emergency, submit all documentation to the Emergency News Manager.

## METPAC OPERATOR CHECKLIST

INITIAL

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the METPAC Operator's emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_
- e. Activate the METPAC computer in accordance with Procedure ER 5.3, Operation of the METPAC System. \_\_\_\_\_
- f. Inform the Dose Assessment Specialist when the METPAC system is operational. \_\_\_\_\_

### 2. ACCIDENT ASSESSMENT

Perform offsite dose projections using the METPAC computer as directed by the Dose Assessment Specialist.

### 3. CLASSIFICATIONS

Inform the Dose Assessment Specialist immediately when dose or dose rate projections exceed any of the 12-series Initiating Conditions contained on form ER 1.1A. A wall-mounted copy of this form is maintained in the Technical Assistant work area.

### 4. STAFFING/EQUIPMENT NEEDS

Direct requests for additional staffing or equipment resources to the Dose Assessment Specialist.

### 5. REENTRY AND RECOVERY

- a. Provide reentry and recovery support as directed by the Dose Assessment Specialist.
- b. Enter offsite sampling and measurement data into the Ingest program in accordance with the Ingest System Manual for Seabrook Station.
- c. Provide guidance to personnel assigned to assist in the Ingest program data entry process.

**METPAC OPERATOR CHECKLIST**  
(Continued)

- d. Produce requested reports and plots in accordance with the Ingest System Manual for Seabrook Station.

6. DEACTIVATION

Submit all emergency documentation to the Dose Assessment Specialist.

## DOCUMENT CONTROL CENTER COORDINATOR CHECKLIST

INITIAL

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Document Control Center Coordinator's emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_
- e. Report to Administrative Services Coordinator for an accident briefing. \_\_\_\_\_
- f. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

### 2. NOTIFICATIONS

- a. Telefax approved news statements to INPO and NEI.
- b. If requested by the Administrative Services Coordinator to access the INPO Nuclear Network, to access the ERO Staff Planning form (ER 3.3M), to access PASSPORT, or to send a pager message, refer to Supplemental Material 97-11 for instructions.
- c. Telefax approved news statements to the Joint Owner Contacts listed in the Emergency Response Telephone Directory.
- d. Contact a representative of each Joint Owner using the telephone numbers listed in the Emergency Telephone Directory. Inform them that a Seabrook Station news statement has been telefaxed and provide the telefax number to which it was sent.
- e. Provide telecopier support as requested.

### 3. ACCIDENT ASSESSMENT

Coordinate and support document retrieval for the EOF staff.

### 4. DEACTIVATION

- a. Restore/replenish controlled document files used by the EOF staff, as necessary.
- b. Submit all emergency documentation, including Nuclear Network transmissions, to the Administrative Services Coordinator.

## MATERIAL AND LOGISTICS COORDINATOR CHECKLIST

INITIAL

### 1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Material and Logistics Coordinator's emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_
- e. Report to Administrative Services Coordinator for an accident briefing. \_\_\_\_\_
- f. Maintain a log using form ER 2.0E, Emergency Facility Log. \_\_\_\_\_

### 2. STAFFING/EQUIPMENT NEEDS

- a. Obtain and coordinate vendor support of the ERO response effort.
- b. Confer with the Administrative Services Coordinator and determine if an inventory department (warehouse) individual should be called out to assist with locating or receiving materials.
- c. Coordinate and establish logistical arrangements for ERO response personnel (e.g., food, lodging, transportation, supplies).
- d. Interact with the Industry Liaison to obtain equipment resources through industry sources (e.g., INPO, FP&L).
- e. Advise the Security Coordinator of any scheduled personnel arrivals or product deliveries to ERO facilities (onsite or offsite).
- f. If a radiological release has occurred, advise the EOF Coordinator of any scheduled personnel arrivals or product deliveries to the site.
- g. As needed, contact a service provider for any onsite or offsite emergency facility telephone or equipment repairs.
- h. Confer with the Administrative Services Coordinator to determine if video recording/playback equipment is desired at the EOF.
- i. Request additional assistance, as needed, from the Administrative Services Coordinator.

**MATERIAL AND LOGISTICS COORDINATOR CHECKLIST**  
(Continued)

3. DEACTIVATION

Submit all emergency-related documentation to the Administrative Services Coordinator.

## DOSIMETRY RECORDS PERSONNEL CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. \_\_\_\_\_
- b. Obtain the Dosimetry Records Personnel emergency response position materials from the tote-box at your work station and initiate this checklist. \_\_\_\_\_
- c. Attach your Station badge to the green identification tag located at your workstation. \_\_\_\_\_
- d. Check workstation telephones for operability. \_\_\_\_\_

2. EMERGENCY DOSIMETRY PROCESSING

NOTE

Refer to Figure 12 for an overview of the process described below.

a. Preparation

- (1) Verify FINIS Computer terminal operability. Refer to Supplemental Material 99-11 for accessing FINIS on the PC at the Dosimetry Records work station.
- (2) Begin rezeroing hi and lo range Self-Reading Pocket Dosimeters (SRPDs).
- (3) Arrange dosimetry on TLD rack for Offsite Monitoring and Sampling Teams (OMST) in preparation for personnel issue. Include in each group a high and low range SRPD and a TLD.

b. Offsite Monitoring and Sampling Team (OMST) Initial Deployment

- (1) Obtain the names of OSMT personnel from the Offsite Monitoring Coordinator.
- (2) Initiate form ER 3.3GG, Exposure Tracking Sheet, for each OMST member.
- (3) Perform the following steps to determine exposure status (see Figure 11).
  - (a) Sign on to FINIS - RPMS
    - S5
    - 14 RPM
    - 4 RPETRANS
    - 20 RPEWBSUM

## DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

- (b) Determine the current TEDE Year To Date (YTD) for an individual as follows:  
  
RPEWBSUM [SS#, security badge (4 digit) or name]
- (c) If FINIS-RPMS is unavailable, contact the Dosimetry Issue Technician at the OSC for the current TEDE YTD exposure status.
- (d) Enter the value established for the current TEDE YTD on form ER 3.3GG, Part I.
- (e) Subtract the TEDE YTD from the administrative limit (4500 mrem) and enter the value for the Remaining Allowable Exposure (RAE) on form ER 3.3GG, Part I.
- (f) If the RAE is less than 3000 mrem, inform the Offsite Monitoring Coordinator that an exposure extension may be required and note in Part III of form ER 3.3GG.
- (g) If extension is required, ensure Figure 4 of ER 4.3, Emergency Dose Limit Extension, is completed. Call the Site Emergency Director for approval of individual exposure extension and note approval on the SED signature block. Using Figure 4 of ER 4.3, complete Part III of form ER 3.3GG.
- (4) Enter the current RAE (or extended RAE if extension is given) on form ER 5.2B, Offsite Monitoring and Sampling Team Briefing Form, when requested.
- (5) Issue TLD by using form ER 3.3II, Emergency Dosimetry Issue Log.
- (6) Enter the TLD number on form ER 3.3GG, Part IV.
- (7) Give the individual the assigned TLD along with a high and low range SRPD and write his/her name on the TLD.
- (8) Instruct the individual to return dosimetry to the EOF Dosimetry Records Personnel following use unless otherwise directed by the Offsite Monitoring Coordinator.
- (9) File form ER 3.3GG pending return of dosimetry.
- (10) File Figure 4 of ER 4.3 as appropriate.

## DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

### c. OMST Exposure Tracking

- (1) Each time an OMST member returns from the field, record date, time, and SRPD reading on form ER 3.3GG, Part IV.
- (2) Determine new RAE by subtracting the SRPD reading from the current or extended RAE, whichever is greater, and document on form ER 3.3GG, Part IV. Note return time on form ER 3.3II.
- (3) If the TLD readout is requested, make arrangements with Framatome laboratory or forward the TLD to the Framatome TLD Coordinator if present in the EOF. Refer to step 2.f, Dosimetry Return, below.
- (4) Upon receipt of TLD dose results, fill out the appropriate sections on forms ER 3.3GG and ER 3.3II.
- (5) Calculate the revised RAE using form ER 3.3GG, Part IV.
- (6) Notify the Offsite Monitoring Coordinator if the TLD and SRPD values differ by more than a factor of 2.
- (7) Notify the Offsite Monitoring Coordinator of the TLD results and indicate on form ER 3.3II in the "Notification Made" column.

### d. Offsite Monitoring and Sampling Team (OMST) Redeployment

- (1) Perform the following steps to determine exposure status:
  - (a) Initiate a new form ER 3.3GG for each OMST member.
  - (b) Fill in the current RAE using the revised RAE from the member's previous form ER 3.3GG.
  - (c) The Offsite Monitoring Coordinator will determine if an exposure extension is necessary. Fill out Part III of form ER 3.3GG, as appropriate.
  - (d) If an extension is given, ensure Figure 4 of ER 4.3 is completed.
  - (e) Issue TLD and SRPD per Steps 2.b.4 through 2.b.10.

### e. Personnel Deployment to the Site

- (1) Issue dosimetry to personnel authorized site access per form ER 3.3B.

## DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

- (2) Obtain a completed form ER 3.3M, ERO Staff Planning from the Administrative Services Coordinator and begin dosimetry issue process for second shift personnel.
- (3) Initial Deployment to the Site
  - (a) If the individual is a currently monitored Seabrook radiation worker, determine if the TEDE YTD from the Exposure Status Report (ESR) is greater than 3000 mrem.
  - (b) If the individual's TEDE YTD is greater than 3000 mrem, notify the Radiological Controls Coordinator (RCC) at the OSC for further instructions.
  - (c) If the individual is not a currently monitored Seabrook radiation worker, ensure form ER 3.3GG, Part II, Current Year Exposure, is completed. Unless official final dosimetry results are available, the current year exposure is considered an estimate.
  - (d) Complete TEDE YTD Transit Card for the individual (see Figure 13).
  - (e) Issue dosimetry per step 2.e.5.
- (4) Redeployment to the Site  
Issue dosimetry per step 2.e.5.
- (5) Dosimetry Issue
  - (a) If it is determined that site TLDs can be used, proceed to Step 2.e.6.
  - (b) Using form ER 3.3II, Emergency Dosimetry Issue Log, enter the following for Seabrook Worker: date, time, and security badge number. For all others enter date, time, social security number, name and organization.
  - (c) Attach a TEDE YTD Transit Card (Figure 13) to the TLD, as appropriate. Apply label to the TLD with the individual's name.
  - (d) Give the individual the TLD along with a hi and lo range SRPD.
  - (e) If dosimetry is requested for State emergency workers, the State emergency organization is responsible for exposure records and controls. Record issue of dosimetry only.

## DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

- (6) Instruct the individual to return the dosimetry to the EOF Dosimetry Records Personnel following use unless otherwise directed by supervisory personnel.

f. Dosimetry Return

- (1) Verify that all returned dosimetry has been surveyed for contamination. If not surveyed, direct personnel to the Radiological Assistant.
- (2) Dosimetry assigned to an individual not requiring readout may be reused by the same individual for subsequent shifts.
- (3) Prioritize TLD readout from SRPD estimates according to the following, unless otherwise directed.
  - (a) 0-1000 mR Low Priority
  - (b) 1001-2000 mR High Priority
  - (c) 2001-3000+ mR Immediate Readout
- (4) Log all dosimetry returned for processing on form ER 3.3II even if not originally issued from the EOF. If SRPD results and/or comments are listed on the EOF Dosimetry Return (Figure 14), fill out the appropriate sections of form ER 3.3II.
- (5) Separate SRPDs and set aside for rezeroing.
- (6) Forward TLDs for readout to the Framatome TLD Coordinator in the EOF for processing.
- (7) Obtain the TLD report when readout is complete and update TLD and exposure records as follows:
  - (a) For whole body dosimetry indicate DDE, LDE and SDE-ME on form ER 3.3II.
  - (b) For extremity dosimetry enter value under SDE-ME heading on form ER 3.3II.
- (8) Notify the following of dose results, as appropriate:
  - (a) Personnel deployed to site - Dosimetry Issue Technician at OSC.
  - (b) OMST Personnel - OMC at EOF.

**DOSIMETRY RECORDS PERSONNEL CHECKLIST**  
(Continued)

- (c) MA State Personnel - Director of Radiation Control Program.
- (d) NH State Personnel - NH Radiation Exposure Clerk.
- (e) Additional notification per special instructions.
- (f) Any exposure greater than 4.5 rem - Dose Assessment Specialist.

g. Expanded Dosimetry Response

- (1) Determine the projected dosimetry needs of the Station response organization. If the level exceeds available supplies, notify the Dose Assessment Specialist.
- (2) Inform the Dose Assessment Specialist of the Framatome van arrival and subsequent activation to full status.
- (3) Inform the Framatome TLD Coordinator of badge volume needed for issue in preparation of whole body badge TLD system turnover.
- (4) Obtain the badge supply and coordinate issuance.
- (5) Continue emergency dosimetry issue using Framatome TLD badges and rezeroed SRPDs. Indicate badge type (Framatome) on form ER 3.3II.
- (6) Continue coordinating dose records update.

3. DEACTIVATION

- a. Document results of all emergency dosimetry analyses.
- b. Reissue dosimetry to recovery organization for RCA access.
- c. Submit all emergency documentation to the Administrative Services Coordinator.



EXPOSURE TRACKING SHEET

Part I

OSMT Yes \_\_\_ No \_\_\_

Name \_\_\_\_\_ Security Badge# \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(optional/use when no badge#)

Emergency Administrative Limit \_\_\_\_\_ mrem

Current TEDE YTD \_\_\_\_\_ mrem

Current RAE \_\_\_\_\_ mrem

Part II

Current Year Exposure (Non-Seabrook Employees)

Mailing Address \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_ Onsite Contact \_\_\_\_\_

Have you been monitored for occupational radiation exposure during the current calendar year?  
YES \_\_\_ NO \_\_\_

If YES, current year exposure is:

DDE*	LDE*	SDE WB*	SDE ME*	TEDE*	TODE*

Check one: Individual's Estimate \_\_\_\_\_  
Written Estimate \_\_\_\_\_  
Record Dose \_\_\_\_\_

\*All Exposure calculated in REM

Individual's Signature \_\_\_\_\_ Date \_\_\_\_\_

Part III

Exposure Extension Required? YES \_\_\_ NO \_\_\_

Dose Limit Extended to \_\_\_\_\_ mrem  
Extended RAE \_\_\_\_\_ mrem

**EXPOSURE TRACKING SHEET**  
(Continued)

---

Part IV

TLD NO. \_\_\_\_\_

Return Date / Time \_\_\_\_\_ SRPD \_\_\_\_\_ mrem New RAE \_\_\_\_\_

Return Date / Time \_\_\_\_\_ SRPD \_\_\_\_\_ mrem New RAE \_\_\_\_\_

Return Date / Time \_\_\_\_\_ SRPD \_\_\_\_\_ mrem New RAE \_\_\_\_\_

Return Date / Time \_\_\_\_\_ SRPD \_\_\_\_\_ mrem New RAE \_\_\_\_\_

Return Date / Time \_\_\_\_\_ SRPD \_\_\_\_\_ mrem New RAE \_\_\_\_\_

SRPD Total \_\_\_\_\_ mrem\*\*

TLD DDE Dose \_\_\_\_\_ mrem\*\*

Revised RAE \_\_\_\_\_ mrem

---

Note: See subsequent pages of form for instructions to fill out this form.

---

\*\* Notify the Offsite Monitoring Coordinator if SRPD total and TLD DDE Readout differ by a factor of 2.

---

Comments:

---

**EXPOSURE TRACKING SHEET**  
(Continued)

INSTRUCTIONS FOR FILLING OUT FORM

---

Page \_\_\_\_\_ of \_\_\_\_\_: Refers to number of pages per individual.

---

PART I

**Current TEDE YTD:** To be filled in only for initial TLD issue at start of emergency; determine from FINIS, if available, or call Dose Tracking Technician at the OSC. For subsequent TLD issue, fill in N/A.

**Current RAE:** For initial TLD issue, subtract CURRENT TEDE YTD value from 4500; for subsequent TLD issue, use REVISED RAE value from previous TLD readout.

---

PART II & PART III

**Exposure Extension Required:** For initial deployment, the CURRENT RAE must be at least 3000 mrem. If less than 3000 mrem, extension is required; for redeployment, the Offsite Monitoring Coordinator will determine the need for extension.

**Dose Limit Extended to:** Fill in if there is an EXPOSURE EXTENSION REQUIRED; otherwise, fill in N/A.

**Extended RAE:** Subtract 4500 mrem from DOSE LIMIT EXTENDED TO value. Add this new value to the CURRENT RAE. If no EXPOSURE EXTENSION REQUIRED, this is N/A.

---

PART IV

**TLD No.:** Fill in as appropriate based on the TLD issued.

**Return Date/Time:** Record date and time each time OSMT member returns from field with SRPD reading.

**SRPD:** Record reading from lo or hi range SRPD, whichever is greater.

**New RAE:** For initial SRPD reading, subtract that value from the CURRENT RAE (CRAE-SRPD) or the EXTENDED RAE (ERAЕ-SRPD) if an extension was given; subsequent SRPD readings are subtracted from the previous NEW RAE (NRAE-SRPD).

**SRPD Total:** Add up all SRPD readings and fill in value.

**EXPOSURE TRACKING SHEET**  
(Continued)

TLD H300T Dose: Obtain this data from the TLD dose report or the Emergency Dosimetry Issue Log.

Revised RAE: Use the CURRENT RAE value or EXTENDED RAE, if one is given, and subtract the TLD DDE DOSE value from this value (CRAE-DDE or ERAE-DDE) and fill in value.

