REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-001-020 REVISION: 26 CHANGE: 1 DEVIATION: N/A

TITLE: Alert

EFFECTIVE DATE/MILESTONE: N/A
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 04/15/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☐ Revision N/A
☒ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)
☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
Changed "activated" to "responsibilities have been transferred to" in Step 3.4 and the NOTE prior to Step 5.9.1. This change is made to be consistent with Revision 29 of the Emergency Plan.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4-16-03
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 4-16-03

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4/17/03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 4-22-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

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TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

2, 4, 5, 7	Revision 26
10,11,12	Revision 22
9	Revision 12
8	Revision 10
1, 3, 6	Change 1

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator (EC) is responsible for the implementation of this procedure.

3.2 The Emergency Coordinator is responsible for ensuring that the actions as outlined in this procedure are carried out.

3.3 The Shift Manager (SM) is the Emergency Coordinator until properly relieved by the Duty Plant Manager.

3.4 When responsibilities have been transferred to the EOF, then the EOF Director is responsible for ensuring that the actions as outlined in this procedure are carried out. 1

4.0 INITIATING CONDITIONS

4.1 This procedure is to be initiated for the following conditions:

4.1.1 An Alert is classified in accordance with EP-001-001.

4.1.2 At the direction of the Emergency Coordinator or EOF Director.

5.8.4 Initiate any additional response measures in accordance with the applicable emergency procedures listed in Attachment 7.1.

5.9 Event Reclassification

NOTE

When responsibilities have been transferred to the EOF, then the EOF Director is responsible for the decision to reclassify or close out the emergency condition using input from the Emergency Coordinator. The Emergency Coordinator is still responsible for completing Attachment 7.2, Emergency Coordinator's Close-Out Checklist, sounding the STATION ALARM and making any necessary announcements. | 1

5.9.1 As conditions change, periodically check EP-001-001 to determine whether reclassification is necessary.

5.9.2 If reclassification is necessary, then reclassify the emergency in accordance with EP-001-001 and implement the appropriate Emergency Plan Implementing Instruction: EP-001-010, EP-001-030 or EP-001-040.

5.10 Event Termination

5.10.1 Obtain a copy of, and complete, Attachment 7.2 to evaluate a decision to terminate the existing emergency condition. |

5.10.2 Close out the emergency with a verbal summary to all agencies or personnel that were contacted during the emergency (as indicated on Attachment 7.4 of EP-002-010).

5.10.3 Implement appropriate recovery activities in accordance with EP-002-170.

5.10.4 Make the following announcement:

5.10.4.1 "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL: SECURE FROM ALERT. RECOVERY ACTIVITIES ARE IN PROGRESS."

5.10.4.2 If localized problem area(s) remain (For example, radiological hazard areas outside of normally established CAAs), then announce their type and location and instruct personnel to stand clear of the area(s). |

5.10.4.3 If all station personnel are to return to their routine activities and the maintenance radio frequency is returned to normal use, then announce:

"ALL PERSONNEL MAY RETURN TO YOUR NORMAL DUTIES. THE MAINTENANCE RADIO FREQUENCY IS NOW RETURNED TO NORMAL USE."

5.10.4.4 Repeat the above announcement(s) at least once.

5.10.5 Collect all documentation generated as a result of this event and forward it to Emergency Planning. |

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-001-030 REVISION: 25 CHANGE: 1 DEVIATION: N/A

TITLE: Site Area Emergency

EFFECTIVE DATE/MILESTONE: N/A
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 04/15/03

ACTION:

☐	New Procedure	N/A
☐	Deletion	N/A
☐	Revision	N/A
☒	Change	EC? ☐ N/A (Applicable W2.109 Step Numbers)
☐	Deviation	Expiration Date/Milestone: N/A
☐	Temporary Procedure	Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
1) Changed "activated" to "responsibilities have been transferred to" in Step 3.4 and the NOTE prior to Step 5.8.1. 2) Changed "activated" to "operational" in Step 5.2.3.1. These changes are made to be consistent with Revision 29 of the Emergency Plan.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4-16-03
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 4-16-03

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4/17/03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 4-21-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

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TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

2, 5, 6, 8	Revision 25
11, 12, 13	Revision 22
10	Revision 12
9	Revision 9
1, 3, 4, 7	Change 1

Reference Use

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator is responsible for the implementation of this procedure.

3.2 The Emergency Coordinator is responsible for ensuring that the actions as outlined in this procedure are carried out.

3.3 The Shift Manager (SM) is the Emergency Coordinator until properly relieved by the Duty Plant Manager.

3.4 When responsibilities have been transferred to the EOF, then the EOF Director is responsible for ensuring that the actions as outlined in this procedure are carried out. | 1

4.0 INITIATING CONDITIONS

4.1 This procedure is initiated for the following conditions:

4.1.1 A Site Area Emergency is classified in accordance with EP-001-001.

4.1.2 At the direction of the Emergency Coordinator or EOF Director.

5.0 PROCEDURE

5.1 Emergency Organization Activation

> **NOTE**
>
> Notify the Duty Emergency Planner immediately for assistance in activating the automated callout Voice Notification System (VNS) for the following conditions:
>
> 1. Conditions exist that may be hazardous to personnel reporting to the site and special approach messages are necessary,
>
> OR
>
> 2. Access to the Control Room Envelope is limited and directions must be provided for TSC personnel to respond to the EOF.

5.1.1 If not previously activated, then direct the Emergency Communicator to activate the Emergency Pager System in accordance with EP-002-015.

5.1.1.1 If the VNS has not already been activated, then an appropriate time to activate it would be while the Emergency Coordinator is reviewing the initial offsite notification message form.

5.2 Site Evacuation/Announcement(s) to Station Personnel

5.2.1 Select the offsite assembly area to be used (based on wind direction - use upwind assembly area): Monsanto Park, Luling or St. John the Baptist Catholic Church, Edgard.

> **NOTE**
>
> Members of the public may be present in the following areas of the Exclusion Area and portions of the Owner Controlled Area: Texaco Valve Station, agricultural areas, river batture, firing range, Waterford 3 switchyard, softball fields north of the Energy Education Center, Waterford 3 fitness center and Riverland Credit Union.

5.2.2 Notify the Security Shift Supervisor to prepare for the evacuation of the site and to restrict access to the site to authorized personnel only in accordance with PS-016-102.

5.2.2.1 Discuss the need to establish special evacuation routes as necessary because of radiological release or other plant conditions.

5.2.3 Dispatch the Assembly Area Supervisor to the selected offsite assembly area.

5.2.3.1 When the OSC is operational, then coordinate with the OSC Supervisor. 1

5.2.4 If a release is in progress or the potential for a release exists, then dispatch a Health Physics technician (or other trained person selected by the Health Physics Coordinator) to the offsite assembly area.

5.6 Accountability

5.6.1 Ensure accountability activities are performed in accordance with EP-002-190.

5.6.2 Coordinate with Security to ensure the Energy Education Center Visitor's Center is closed and all visitors have departed the site.

5.7 Other Response Actions

5.7.1 Initiate offsite dose assessment in accordance with EP-002-050 for manual assessment or EP-002-051 for computerized assessment.

5.7.2 Determine the need for protective action recommendations in accordance with EP-002-052.

5.7.3 Ensure that emergency logs and records are kept in accordance with EP-002-150.

5.7.4 Initiate any additional response measures in accordance with the applicable emergency procedures listed in Attachment 7.1.

5.8 Event Reclassification

NOTE

When responsibilities have been transferred to the EOF, then the EOF Director is responsible for the decision to reclassify or close-out the emergency condition using input from the Emergency Coordinator. The Emergency Coordinator is still responsible for completing Attachment 7.2 sounding the STATION ALARM and making any necessary announcements. 1

5.8.1 As conditions change, periodically check EP-001-001 to determine whether reclassification is necessary.

5.8.2 If reclassification is necessary, then reclassify the emergency in accordance with EP-001-001 and implement appropriate Implementing Instruction EP-001-010, EP-001-020 or EP-001-040.

5.9 Event Termination

5.9.1 Obtain a copy of, and complete, Attachment 7.2 to evaluate a decision to terminate the existing emergency condition.

5.9.2 Close out the emergency with a verbal summary to all agencies or personnel that were contacted during the emergency (as indicated on Attachment 7.4 of EP-002-010).

5.9.3 Implement appropriate recovery activities in accordance with EP-002-170.

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-001-040 REVISION: 26 CHANGE: 1 DEVIATION: N/A

TITLE: General Emergency

EFFECTIVE DATE/MILESTONE: N/A
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 04/15/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☐ Revision N/A
☒ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
1) Changed "activated" to "responsibilities have been transferred to" in Step 3.4 and the NOTE prior to Step 5.8.1. 2) Changed "activated" to "operational" in Step 5.2.4.1. These changes are made to be consistent with Revision 29 of the Emergency Plan.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4-16-03
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 4-16-03

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4/17/03
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VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

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TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

2, 4, 6, 8	Revision 26
11, 12, 13	Revision 21
10	Revision 11
9	Revision 9
1, 3, 5, 7	Change 1

Reference Use

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator is responsible for the implementation of this procedure.

3.2 The Emergency Coordinator is responsible for ensuring that the actions as outlined in this procedure are carried out.

3.3 The Shift Manager (SM) is the Emergency Coordinator until properly relieved by the Duty Plant Manager.

3.4 When responsibilities have been transferred to the EOF, then the EOF Director is responsible for ensuring that the actions as outlined in this procedure are carried out. | 1

4.0 INITIATING CONDITIONS

4.1 This procedure is to be initiated for the following conditions:

4.1.1 A General Emergency is classified in accordance with EP-001-001.

4.1.2 At the direction of the Emergency Coordinator or EOF Director.

NOTE

Members of the public may be present in the following areas of the Exclusion Area and portions of the Owner Controlled Area: Texaco Valve Station, agricultural areas, river batture, firing range, Waterford 3 switchyard, softball fields north of the Energy Education Center, Waterford 3 fitness center and Riverland Credit Union.

5.2.3 Notify the Security Shift Supervisor to prepare for the evacuation of the site and to restrict access to the site to authorized personnel only in accordance with PS-016-102.

5.2.3.1 Discuss the need to establish special evacuation routes as necessary because of radiological release or other plant conditions.

5.2.4 Dispatch the Assembly Area Supervisor to the selected offsite assembly area.

5.2.4.1 When the OSC is operational, then coordinate with the OSC Supervisor. 1

5.2.5 If a release is in progress or the potential for a release exists, then dispatch a Health Physics technician (or other trained person selected by the Health Physics Coordinator) to the offsite assembly area.

NOTE

If TSC personnel will be required to respond to the EOF, then provide instructions, in the General Emergency announcements, directing them to the EOF.

5.2.6 Sound the STATION ALARM (for at least 5 seconds) and make the following announcement(s):

5.2.6.1 "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL: A GENERAL EMERGENCY WAS DECLARED AT (announce time of declaration using 24-hour clock) DUE TO (announce reason for declaration of General Emergency). ALL MEMBERS OF THE EMERGENCY ORGANIZATION REPORT TO YOUR STATIONS (If necessary, announce routing instructions for EOF responders). DUE TO PLANT CONDITIONS ALL NONESSENTIAL PERSONNEL MUST PROCEED IMMEDIATELY TO THE (state one of the locations: ST. JOHN THE BAPTIST CATHOLIC CHURCH OR MONSANTO PARK AREA). UPON ARRIVAL, ALL PERSONNEL LOG IN WITH THE ASSEMBLY AREA SUPERVISOR. ALL NON-ESSENTIAL PERSONNEL IN THE CONTROLLED ACCESS AREA (CAA) PROCEED TO THE HEALTH PHYSICS CONTROL POINT. THERE WILL BE NO SMOKING, EATING, OR DRINKING UNTIL FURTHER NOTICE. THE MAINTENANCE RADIO FREQUENCY IS NOW DEDICATED FOR EMERGENCY USE ONLY."

5.2.6.2 If there is a localized emergency (e.g., fire, radiological hazard outside of normally established CAAs), then announce its type and location and instruct personnel to stand clear of this area (refer to FP-001-020 for fire).

5.6 Accountability

5.6.1 Ensure accountability activities are performed in accordance with EP-002-190.

5.6.2 Coordinate with Security to ensure the Energy Education Center Visitor's Center is closed and all visitors have departed the site.

5.7 Other Response Actions

5.7.1 Initiate offsite dose assessment in accordance with EP-002-050 for manual assessment or EP-002-051 for computerized assessment.

5.7.2 Determine the need for protective action recommendations in accordance with EP-002-052.

5.7.3 Ensure that emergency logs and records are kept in accordance with EP-002-150.

5.7.4 Initiate any additional response measures in accordance with the applicable emergency procedures listed in Attachment 7.1.

5.8 Event Reclassification

NOTE

When responsibilities have been transferred to the EOF, then the EOF Director is responsible for the decision to reclassify or close out the emergency condition using input from the Emergency Coordinator. The Emergency Coordinator is still responsible for completing Attachment 7.2, sounding the STATION ALARM and making any necessary announcements. 1

5.8.1 As conditions change, periodically check EP-001-001 to determine whether reclassification is necessary.

5.8.2 If reclassification is necessary, then reclassify the emergency in accordance with EP-001-001 and implement appropriate Implementing Instruction EP-001-010, EP-001-020, or EP-001-030.

5.9 Event Termination

5.9.1 Obtain a copy of, and complete, Attachment 7.2, to evaluate a decision to terminate the existing emergency condition.

5.9.2 Close out the emergency with a verbal summary to all agencies or personnel that were contacted during the emergency (as indicated on Attachment 7.4 of EP-002-010).

5.9.3 Implement appropriate recovery activities in accordance with EP-002-170.

5.9.4 Make the following announcement:

5.9.4.1 "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL: SECURE FROM GENERAL EMERGENCY. RECOVERY ACTIVITIES ARE IN PROGRESS."

5.9.4.2 If localized problem areas remain (For example, radiological hazard areas outside of normally established CAAs), then announce the type and location and instruct personnel to stand clear of the area.

5.9.4.3 Repeat the above announcement(s) at least once.

5.9.5 Collect all documentation generated as a result of this event and forward it to Emergency Planning.

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-030 REVISION: 9 CHANGE: 0 DEVIATION: N/A

TITLE: Emergency Radiation Exposure Guidelines & Controls

EFFECTIVE DATE/MILESTONE: 04/11/03
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 03/27/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
1. Reformatted procedure to comply with W2.109 and W2.110. This includes formatting conditional statements, deleting the names of referenced Attachments, eliminating unnecessary wording to make action statements more concise, underlining and, or and except and breaking steps with more than one action statement into multiple steps. **2.** Updated Reference 2.4 from RP-101 to RP-205. **3.** Changed "activated" to "operational" in Step 3.2 to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal, dated December 23, 2002. **4.** Changed the order of steps in Section 5.4 for clarification. **5.** Changed the NOTE regarding recording emergency exposure in the individual's occupational exposure records to Step 5.4.4.2A since this is actually an action statement. **6.** Changed the revision number of Attachments 7.1 and 7.2 to Revision 9 to match the procedure revision. Although the Attachments are not changed, the page numbers changed due to the formatting changes, and changing the revision number will avoid confusion.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4/1/03
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 4/1/03

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4-6-03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 4-8-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

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TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-9 Revision 9

Informational Use

1.0 PURPOSE

1.1 To provide guidelines and administrative controls for radiation exposures in excess of 10CFR20 limits during life saving or accident-mitigating activities.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 Title 10, Code of Federal Regulations, Part 20, Standards for Protection Against Radiation

2.3 EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents

2.4 RP-205, Prenatal Monitoring

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator is responsible for ensuring that the actions outlined in this procedure are carried out.

3.2 When the Emergency Operations Facility (EOF) is operational, then the EOF Director is responsible for implementation of this procedure for EOF personnel.

4.0 INITIATING CONDITIONS

4.1 This procedure is to be initiated upon reaching the following condition:

4.1.1 Emergency response actions to perform life saving or accident-mitigating functions are expected to result in radiation exposures in excess of the 10CFR20 limits.

4.1.1.1 10CFR20 limits are provided for reference in Attachment 7.2.

5.0 PROCEDURE

5.1 RADIATION EXPOSURE IN EXCESS OF 10CFR20 LIMITS

NOTE

To the extent practicable, Nuclear Regulatory Commission (NRC) personnel should be consulted prior to authorizing exposures in excess of 10CFR20 limits. Either the NRC Headquarters Duty Officer or Senior NRC Region IV response personnel may be contacted. It is recognized that coordination with the NRC may not be possible in all cases due to the nature of the situation.

5.1.1 The Emergency Coordinator or EOF Director determines the need to perform specific tasks which are anticipated to result in exposure in excess of 10CFR20 limits by evaluating the risk of not performing the tasks against the anticipated exposure.

5.2 GUIDELINES FOR EMERGENCY EXPOSURE

5.2.1 Emergency Team members chosen to perform Corrective Actions for accident-mitigating activities shall not exceed the following exposure guidelines:

A. TEDE: 10 rem

B. Extremities: 100 rem

C. Thyroid: 100 rem

D. Lens of Eye: 30 rem

5.2.2 Emergency Team members chosen to perform Life Saving activities shall not exceed the following exposure guidelines except as noted in 5.2.3 below:

A. TEDE: 25 rem

B. Extremities: 250 rem

C. Thyroid: 250 rem

D. Lens of Eye: 75 rem

5.2.3 The limits in section 5.2.2 may be exceeded for Life Saving activities only by volunteers fully aware of the risks involved. (Refer to Attachment 7.1 as necessary.)

5.2.4 Emergency Team Members shall not enter any area where dose rates are unknown or unmeasurable with dose rate instruments.

5.2.5 All reasonable precautions for minimizing the radiological consequences of the emergency action shall be taken (i.e., protective clothing, respiratory protection, thyroid prophylaxis, etc.).

5.3 ELIGIBLE EMERGENCY TEAM MEMBERS

NOTE

Declared pregnant females shall be excluded from activities involving emergency exposure.

5.3.1 Emergency Team Members selected should be chosen on a volunteer basis.

5.3.2 The Emergency Team Members selected should be generally familiar with the radiological consequences of the exposure.

5.3.3 Emergency Team Members selected should not have previously received emergency exposure.

5.3.4 All other things being equal, and capabilities being the same, the oldest individuals should be selected for these activities.

5.4 EMERGENCY EXPOSURE AUTHORIZATION FORM GUIDELINES

NOTE

1. Only the Emergency Coordinator or the EOF Director may authorize emergency exposure.
2. Although it is preferable to perform and document these steps prior to the exposure, the Emergency Coordinator or EOF Director may verbally authorize the exposure and complete the documentation at a later time.

5.4.1 When Section A of Attachment 7.1 is completed, then provide to the Emergency Coordinator or EOF Director for signature.

5.4.2 The Radiological Controls Coordinator, TSC Health Physics Coordinator or EOF Radiological Assessment Coordinator briefs the individual(s) on the radiological consequences of exposure. (Refer to Attachment 7.1.)

5.4.3 The Emergency Team Member(s) authorized to receive the emergency exposure complete and sign Section B of Attachment 7.1.

5.4.4 The Radiological Controls Coordinator (RCC) completes Sections C and D.

5.4.4.1 Follow-up medical evaluation will be in accordance with the following guidelines.

A If an individual's deep dose equivalent exceeds 10 rems, or effective dose equivalent exceeds 30 rems for the thyroid, 60 rems for the skin or 150 rems to an extremity, then the details of the exposure incident shall be brought to the attention of a physician to determine the need, extent and nature of any clinical, biological or biochemical examinations.

B If an individual's deep dose equivalent exceeds 25 rems, or effective dose equivalent exceeds 75 rems for the thyroid, 150 rems to the skin or 375 rems for an extremity, then the individual shall be examined by a physician to determine the need, extent and nature of any clinical, biological or biochemical examinations or necessary medical surveillance.

5.4.4.2 The RCC designates an individual to conduct the exposure evaluation and complete a full report on the emergency exposure, including necessary reports in accordance with 10CFR20.2202.

A Any emergency exposures received by an individual shall be recorded on the individual's occupational exposure records.

6.0 FINAL CONDITIONS

6.1 All sections of Attachment 7.1 are complete and assignments have been made for completing necessary exposure reports.

7.0 ATTACHMENTS

7.1 Emergency Exposure Authorization Form

7.2 10CFR20 Limits

8.0 RECORDS

8.1 The following records are generated as a result of this procedure:

- Attachment 7.1, Emergency Exposure Authorization Form

EMERGENCY EXPOSURE AUTHORIZATION FORM

SECTION A

1. Emergency Team Member (to receive exposure): _____

   Soc. Sec. No.: _____

2. Emergency Team Member Badge Number: _____

   Employer/Department: _____

3. Task(s) to be Performed: _____

   _____

4. Date of Authorization: _____ Authorized Limit: _____

5. Conditions:

   Team Member is not a Declared Pregnant Female.

   Team Member is a volunteer or professional rescue person.

   Team Member is generally familiar with radiological consequences of exposure.

   Team Member has not received an emergency exposure previously.

   Dose rates in area are known/measurable.

   Lower doses through rotation of workers or other dose reduction methods are not possible.

   Life saving action? ☐ Corrective action? ☐

6. Emergency Coordinator/EOF Director: _____ (signature) _____

   _____

Section B

I have been briefed in the radiological consequences of the proposed emergency exposure, and I have volunteered to perform the emergency measures during which I will receive the emergency exposure.

7. Signature: _____ Date: _____

EMERGENCY EXPOSURE AUTHORIZATION FORM

SECTION C (Attach exposure evaluation)

1. Dose equivalent assigned for entry: _____

2. TLD/Dosimeter Results: _____

3. Bioassay Results: _____

4. Medical Evaluation/Action: _____

Doctor: _____

5. Radiological Controls Coordinator: _____ Date: _____

SECTION D

1. Disposition (Allow additional exposure, restricted access, etc.):

2. Individual assigned to follow up report(s): _____

3. Radiological Controls Coordinator: _____ Date: _____

EPA 400 TABLES 2-3 AND 2-4

Table 2-3 Health Effects Associated with Whole-Body Absorbed Doses Received Within a Few Hours[a]

Whole Body Absorbed dose (rad)	Early Fatalities[b] (percent)	Whole Body Absorbed dose (rad)	Prodromal Effects[c] (percent affected)
140	5	50	2
200	5	100	15
300	50	150	50
400	85	200	85
460	95	250	98

[a] Risks will be lower for protracted exposure periods.

[b] Supportive medical treatment may increase the dose at which these frequencies occur by approximately 50 percent.

[c] Forewarning symptoms of more serious health effects associated with large doses of radiation.

Table 2-4 Approximate Cancer Risk to Average Individuals from 25 Rem Effective Dose Equivalent Delivered Promptly

Age at exposure (years)	Appropriate risk of premature death (deaths per 1,000 persons exposed)	Average years of life lost if premature death occurs (years)
20 to 30	9.1	24
30 to 40	7.2	19
40 to 50	5.3	15
50 to 60	3.5	11

10CFR20 LIMITS

ORGAN	ANNUAL LIMIT
Whole Body	5 Rem
Extremities	50 Rem
Skin	50 Rem
Thyroid and other organs due to inhalation exposure	50 Rem
Lens of Eyes	15 Rem

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
- ☐ PORC
- ☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-010 REVISION: 28 CHANGE: 2 DEVIATION: N/A

TITLE: Notifications and Communications

EFFECTIVE DATE/MILESTONE: 04/11/03
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): J.J. Lewis / [signature] DATE: 04/07/03

ACTION:
- ☐ New Procedure
- ☐ Deletion
- ☒ Revision 04-9-08
- ☒ Change EC? ☐ _____ (Applicable W2.109 Step Numbers)
- ☐ Deviation Expiration Date/Milestone: _____
- ☐ Temporary Procedure Applicable Conditions: _____

DESCRIPTION AND JUSTIFICATION OF CHANGE: Change the term "activated" to "when activities are transferred to their emergency facility" in step 3.2. Change the term "activated" to "when this activity is transferred" in step 3.3. Change "when activated" to "when activities are transferred" in Attachment 7.8. These changes are made to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal dated December 23, 2002.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:	N/A
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:	N/A
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:	4/9/03
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE:	4/9/03
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE:	4/8/03

Change Notice (CN)? ☐

CHANGE NOTICE (CN) SUPERVISOR		APPROVAL:	N/A	DATE:	N/A
CHANGE NOTICE (CN) ON-SHIFT SM/CRS		APPROVAL:	N/A	DATE:	N/A
				2 Week Final Approval DATE:	N/A

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE:	4-9-03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE:	4/9/03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:	N/A
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:	N/A

CONTROLLED

LIST OF EFFECTIVE PAGES

1, 4 - 30	Revision 28
2, 3	Revision 28, Change 2
42	Revision 25
33	Revision 24
40	Revision 22
39	Revision 21
41	Revision 21, Change 2
31,32	Revision 20
36-37	Revision 19
35, 38	Revision 19, Change 1
34	Revision 16

LIST OF PAGES CONTAINING PROPRIETARY INFORMATION

35,38,42

1.0 PURPOSE

1.1 This procedure provides guidance for making notifications to offsite agencies during a Waterford 3 SES emergency.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan
2.2 State of Louisiana Peacetime Radiological Response Plan
2.3 EP-002-015, Emergency Responder Activation
2.4 EP-003-060, Emergency Communications Guidelines
2.5 EP-002-150, Emergency Plan Implementing Records
2.6 Emergency Management Resources Book
2.7 UNT-007-018, First Aid and Medical Care
2.8 FP-001-020, Fire Emergency/Fire Report
2.9 EP-003-050, Emergency Organization Documentation and Control

3.0 RESPONSIBILITIES

3.1 The Emergency Communicator (on-shift) is responsible for implementation of this procedure.

3.2 The TSC Lead Communicator and the EOF Communications Coordinator are responsible for implementation of this procedure when activities are transferred to their emergency facility. 2

3.3 The ENS Communicator is responsible for maintaining contact with the NRC on the Emergency Notification System (ENS) line when this activity is transferred. 2

A. **NOTIFICATION AFTER EMERGENCY CLASSIFICATION OR CHANGE IN PROTECTIVE ACTION RECOMMENDATIONS (EP-002-010, Section 5.2)**

1. Notify Operational Hotline (OHL) Members and Waterford 1&2 within 15 minutes using Short Message Form (SMF) or Notification Message Form (NMF).

   a. St. Charles Parish
   b. St. John the Baptist Parish
   c. LOEP
   d. LDEQ
   e. Waterford 1 & 2

2. At **ALERT**, or **higher**, the Control Room Emergency Communicator should activate the VNS to mobilize the Onsite Emergency Organization in accordance with EP-002-015.

3. Notify NRC immediately after the above agencies using EP-002-010, Attachment 7.3 (Performed by ENS Communicator when activities are transferred). 2

4. If a **SITE EVACUATION** has been implemented OR a **SITE AREA EMERGENCY/GENERAL EMERGENCY** has been declared, notify the following to establish EAB controls:

   a. St. Charles Parish and St. John the Baptist Parish to control vehicular traffic (can be included on NMF or SMF)
   b. Union Pacific Railroad to control rail traffic (Attachment 7.9)
   c. U.S. Coast Guard to control river traffic (Attachment 7.9)

5. Notify other agencies as required by the emergency conditions (i.e., Hahnville Volunteer Fire Department for fire, Ambulance for medical emergency, etc.)

B. **SUBSEQUENT NOTIFICATIONS (EP-002-010, Section 5.3)**

1. Update OHL Members every 60 minutes using NMF, except for severe weather Events.

   a. St. Charles Parish
   b. St. John the Baptist Parish
   c. LOEP
   d. LDEQ
   e. Waterford 1&2

2. Update the NRC as requested. (Performed by ENS Communicator when activities are transferred.) 2

3. Update other agencies as deemed necessary.

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-060 REVISION: 22 CHANGE: 1 DEVIATION: N/A

TITLE: Radiological Field Monitoring

EFFECTIVE DATE/MILESTONE: 04/11/03
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 03/28/03

ACTION:

☐	New Procedure	N/A
☐	Deletion	N/A
☐	Revision	N/A
☒	Change	EC? ☐ N/A (Applicable W2.109 Step Numbers)
☐	Deviation	Expiration Date/Milestone: N/A
☐	Temporary Procedure	Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
Changed wording regarding the EOF being "activated" to indicate that field team control or responsibilities for dose assessment have been transferred to the EOF. These changes are made to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal, dated December 23, 2002.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 3/31/03
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 3/31/03

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4-7-03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 4-8-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED

LIST OF EFFECTIVE PAGES

1, 3, 5, 6, 9-12, 14-16	Revision 22
38	Revision 20
23-25,34, 36, 37	Revision 19
28-33	Revision 18
18	Revision 17
19	Revision 14
17	Revision 11
26	Revision 12
20-22,27	Revision 6
2, 4, 7, 8, 13, 35	Change 1

LIST OF PAGES CONTAINING
PROPRIETARY INFORMATION
-9-

Informational Use

3.0 RESPONSIBILITIES

3.1 The Radiological Field Monitoring Teams are responsible for implementing this procedure.

3.2 The Radiological Controls Coordinator (RCC) is responsible for the assignment of personnel and vehicles to the Radiological Field Monitoring Teams at the direction of the Health Physics Coordinator (HPC), HPC's designee or Emergency Coordinator.

3.3 The OSC Supervisor is responsible for the following:

3.3.1 If designated vehicles are not available, then provide alternate vehicles for the Radiological Field Monitoring Teams.

3.3.2 If the RCC is unable to supply drivers, then provide OSC personnel to drive the field monitoring vehicles.

3.4 The HPC or the Radiological Assessment Coordinator (RAC) is responsible for field sample analysis at the plant site.

3.5 The Dose Assessment Communicator is responsible for tracking the offsite field monitoring team exposures and recording the dosimeter readings on Attachment 7.6 until field team control is transferred to the EOF Field Team Communicator.

3.6 When field team control is transferred to the EOF, then the Field Team Communicator is responsible for *tracking the offsite field monitoring team exposures and recording the dosimeter readings on* Attachment 7.6. 1

4.0 INITIATING CONDITIONS

4.1 This procedure is initiated upon any of the following conditions:

4.1.1 Declaration of any of the following emergency classifications when the event includes an actual or potential release of radioactive material to the atmosphere:

4.1.1.1 Alert

4.1.1.2 Site Area Emergency

4.1.1.3 General Emergency

4.1.2 At the discretion of the Emergency Coordinator, EOF Director, HPC or the RAC.

5.2.3.3 Vehicles are selected and assigned from the list below.

	Vehicle		Parking Location
1.	EP Siren Maintenance Vehicle	1.	Administration Building West End
2.	REMP/E-Plan Vehicle	2.	Administration Building West End
3.	E-Plan Facilities Vehicle	3.	Riverland Credit Union Building, East End
4.	Storeroom Vehicle	4.	7B Warehouse

5.2.4 Radio Communication Check

5.2.4.1 Obtain a handheld field monitoring radio from the Backup OSC HP Locker and perform a radio check with the TSC Dose Assessment Communicator (or the EOF Field Team Controller if field team control is transferred to the EOF) prior to dispatch from the site. Refer to Attachment 7.4 for correct radio settings. 1

5.2.4.2 Establish communications using the installed vehicle radio (labeled "PRIMARY") prior to dispatch from the site. Refer to Attachment 7.4 for correct radio settings.

5.3 Communications

5.3.1 The primary means of communications between the Field Teams and the TSC/EOF is the installed car radio (labeled "PRIMARY") or the handheld radio. Monitor channel 228.

NOTE

If the primary radio system fails (installed vehicle radio and handheld radio), then turn on and monitor communications on the secondary radio system (labeled "SECONDARY"). Proceed to a pay phone and call the TSC/EOF for instructions, as necessary.

5.3.2 The backup means of communications between the Field Teams and the TSC/EOF, in order of choice are:

5.3.2.1 Installed vehicle radio (labeled "SECONDARY"), channel F1

5.3.2.2 Pay phone

5.3.3 In certain situations it may be necessary to assign a vehicle which does not have an installed radio. In these instances, a handheld radio should be used to maintain communications and a pay phone should be used as a backup.

5.3.3.1 Handheld radios should serve as the primary means of communication for vehicles without installed radios.

5.3.3.2 A roll of quarters is provided in each field monitoring kit for coin-operated telephones.

5.3.4 Until the responsibility for dose assessment is transferred to the EOF, the field teams will receive direction from the HPC through the Dose Assessment Coordinator. 1

5.3.4.1 Field teams should establish communications with the TSC Dose Assessment Communicator and receive initial instructions.

5.3.5 At such time that responsibility for dose assessment has been transferred to the EOF, direction of the field teams should be handled by the RAC through the Field Team Controller.

5.3.5.1 Field teams should establish communications with the EOF Field Team Communicator.

5.5.4 Report Results

5.5.4.1 Notify the HPC/DAC or RAC/Field Team Controller of the results of sampling and analysis for I-131 including:

NOTE

Total sample counts indicating background levels should not be considered an indication that the plume contains no iodines. Consideration should be given to the possibility of an elevated plume that is overhead and not touching the ground (area of the air sampler) in the sample location.

A. Team Designation

B. Sample Number

C. Sample Location

D. Sample Duration (also report sample start and stop times)

E. Sample Flow Rate

F. Gross Count Rate (CPM)

G. Background Count Rate (CPM)

5.5.5 Retain air samples in plastic bags and seal and label them for further analysis, as required.

5.5.5.1 When responsibility for dose assessment is transferred to the EOF, then coordination of field monitoring data, including further analysis, is accomplished through the EOF organization (RAC),. 1

5.5.5.2 Samples should normally be returned to the OSC and analyzed onsite or at offsite facilities in accordance with existing agreements.

5.5.5.3 The HPC/DAC or RAC/Field Team Controller should designate a specified location where samples and data sheets should be returned if the OSC is not to be used.

5.5.6 Proceed as directed by the HPC/DAC or RAC/Field Team Controller to additional monitoring points.

5.5.7 Continue performing surveys and air sampling/analysis as directed.

FIELD TEAM OPERATIONAL CHECKLIST

COMMUNICATIONS

Section 5.3

_____ 1st choice - Vehicle radio or handheld radio (Primary) means of communication)

_____ 2nd choice - Vehicle radio (Labeled Secondary)

_____ 3rd choice - Pay phone (Roll of quarters in field kit)

_____ Initial instructions from DAC (TSC)

_____ When field team control transferred to EOF, instructions from FTC

_____ Lists DAC & FTC phone numbers (PABX)

RESPONSIBILITIES WHILE IN ROUTE TO SAMPLE STATIONS

Section 5.4

_____ Check contents of Field Team Kit

_____ Checklist not required for dispatch from site

_____ Physically check off items on checklist

_____ Update dose rates frequently to DAC/FTC

_____ Notify DAC/FTC at edge of plume

_____ Sample location information is provided in kits

_____ Review guidance provided in Attachment 7.8

Many items on this checklist will be repeated several times. The checklist is to be used for guidance only. Refer to the procedure reference for details.

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-071 REVISION: 18 CHANGE: 1 DEVIATION: N/A

TITLE: Site Protective Measures

EFFECTIVE DATE/MILESTONE: ~~N/A~~ 4/11/03 and 4/9/03
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [signature] DATE: 04/01/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☐ Revision N/A
☒ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)
☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:

1) In Step 3.3, changed "activated" to "responsibilities have been transferred to" relating to when the EOF Director is responsible for implementing this procedure.
2) In Step 5.1.3.1, changed "activated" to "operational".

Both of these changes are made to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal, dated December 23, 2002.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03/003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4/2/03
TECHNICAL REVIEWER		REVIEW:	[signature]	DATE: 4/2/03
Change Notice (CN)? ☐ N/A				
CHANGE NOTICE (CN) SUPERVISOR		APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS		APPROVAL:	N/A	DATE:
			2 Week Final Approval	DATE:
QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 4-6-03
GROUP/DEPT. HEAD	REVIEW ☐ or APPROVAL ☒		[signature]	DATE: 4-8-03
GM, PLANT OPERATIONS	REVIEW ☐ or APPROVAL ☐		N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

4-8	Revision 18
1-3	Change 1

Informational Use

1.0 PURPOSE

1.1 To provide guidance for a site evacuation in conditions other than a Site Area Emergency (SAE) or General Emergency (GE).

1.2 To provide instructions for the Assembly Area Supervisor in the performance of their duties.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 EP-002-010, Notifications and Communications

2.3 EP-001-020, Alert

2.4 EP-001-030, Site Area Emergency

2.5 EP-001-040, General Emergency

2.6 PS-016-102, Security Response to Plant Emergency Conditions

2.7 EP-002-190, Personnel Accountability

2.8 EP-002-032, Monitoring and Decontamination

2.9 FP-001-020, Fire Emergency/Fire Report

2.10 EP-004-010, Toxic Chemical Contingeny Procedure

2.11 *Emergency Planning Desk Guide 14, Emergency Planning Forms*

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator is responsible for implementing this Procedure.

3.2 The Shift Manager (SM) is the Emergency Coordinator until properly relieved by the Duty Plant Manager.

3.3 When responsibilities have been transferred to the EOF, then the EOF Director is responsible for ensuring that the actions as outlined in this procedure are carried out. | 1

3.4 The Assembly Area Supervisor is responsible for completing those activities listed in Section 5.3 of this procedure.

4.0 INITIATING CONDITIONS

4.1 At the direction of the Emergency Coordinator or EOF Director.

5.0 PROCEDURE

NOTE

This procedure is implemented for radiological emergency conditions. If the off normal condition is a toxic chemical release, on or off site, which may require site protective measures, then implement EP-004-010.

5.1 SITE EVACUATION

5.1.1 Select the offsite assembly area to be used (based on wind direction - use upwind assembly area): Monsanto Park, Luling or St. John the Baptist Catholic Church, Edgard.

NOTE

Members of the public may be present in the following areas of the Exclusion Area and portions of the Owner Controlled Area: Texaco Valve Station, agricultural areas, river batture, firing range, Waterford 3 switchyard, softball fields north of the Energy Education Center, Waterford 3 fitness center and Riverland Credit Union

5.1.2 Notify the Security Shift Supervisor to prepare for the evacuation of the site and to restrict access to the site to authorized personnel only in accordance with PS-016-102.

5.1.2.1 Discuss the need to establish special evacuation routes because of a radiological release or other plant conditions.

5.1.3 Dispatch the Assembly Area Supervisor to the selected offsite assembly area.

5.1.3.1 When the OSC is operational, then coordinate dispatch with the OSC Supervisor. 1

5.1.4 If a release is in progress or the potential for a release exists, then dispatch a Health Physics technician (or other trained person selected by the Health Physics Coordinator) to the offsite assembly area.

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-081 REVISION: 8 CHANGE: 0 DEVIATION: N/A

TITLE: Search and Rescue

EFFECTIVE DATE/MILESTONE: 04/11/03
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / DATE: 03/31/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:

1) Re-formatted procedure in accordance with W2.109 and W2.110 (conditional statements, underlining, eliminating unnecessary wording to provide clear and concise action statements).
2) Updated Reference 2.8 from UNT-007-017 to IS-102.
3) Split responsibilities for clarification.
4) Changed Health Physics to Radiation Protection throughout the procedure.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	Rickey Oakes	DATE: 4/1/03
TECHNICAL REVIEWER		REVIEW:	Rickey Oakes	DATE: 4/1/03

Change Notice (CN)? ☐ N/A

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	Michael J. Hickey	DATE: 4-6-03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒		DATE: 4-8-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-4 Revision 8

Informational Use

1.0 PURPOSE

1.1 To provide guidance to the Operational Support Center Supervisor and Search and Rescue Team Leaders for the search and rescue of personnel who may be missing, trapped, or injured.

2.0 REFERENCES

2.1 EP-002-030, Emergency Radiation Exposure Guidelines and Controls

2.2 EP-002-031, In-Plant Radiological Controls and Surveys During Emergencies

2.3 EP-002-032, Monitoring and Decontamination

2.4 EP-002-101, Operational Support Center (OSC) Activation, Operation and Deactivation

2.5 EP-002-130, Emergency Team Assignments

2.6 EP-002-150, Emergency Plan Implementing Records

2.7 EP-002-190, Personnel Accountability

2.8 IS-102, Permit Required Confined Space

2.9 UNT-007-018, First Aid and Medical Care

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator has overall responsibility Search and Rescue Team activities.

3.2 The OSC Supervisor is responsible for assembling and dispatching Search and Rescue Teams in accordance with this procedure.

3.3 The Search and Rescue Team Leader reports to the OSC Supervisor and is responsible for conducting Search and Rescue Team activities in accordance with this procedure.

4.0 INITIATING CONDITIONS

4.1 This procedure is implemented when:

4.1.1 Personnel have not been accounted for in accordance with EP-002-190.

4.1.2 Personnel are unable to exit an area without assistance.

4.1.3 As directed by the Emergency Coordinator or OSC Supervisor.

5.0 PROCEDURE

5.1 OSC Supervisor Actions

NOTE

Search and Rescue Team(s) may consist of individuals from Operations, Maintenance, Radiation Protection, Chemistry or Security.

5.1.1 Select two individuals at a minimum and assign one as team leader.

5.1.2 Determine the designated search area.

5.1.3 Brief the team including the following information:

5.1.3.1 Complete an Emergency Team Briefing Sheet.

5.1.3.2 Radiological hazards in accordance with EP-002-031.

5.1.3.3 That dose limits specified in 10CFR20 are not exceeded without the Emergency Coordinator's permission, in accordance with EP-002-030.

5.1.4 Maintain continuous personnel accountability in accordance with EP-002-190.

5.1.5 Notify the Emergency Coordinator when the team has been dispatched.

5.1.6 If persons are injured or contaminated and offsite medical assistance is requested, then refer to UNT-007-018.

5.1.7 Provide assistance to team as necessary.

5.1.8 After the search and rescue operation is complete, then ensure team members are debriefed in accordance with the Emergency Team Debriefing Sheet.

5.1.9 After debriefing, then collect all logs and records pertaining to the search and rescue operations.

5.1.9.1 The OSC Supervisor ensures records are controlled in accordance with EP-002-150.

5.1.10 Inform the TSC of the results of the search and rescue task.

5.2 Search and Rescue Team Leader Emergency Actions

5.2.1 Designate a team member as communicator and instruct the individual to obtain a handheld radio.

5.2.1.1 Perform a radio check with the OSC Supervisor Communicator.

5.2.2 Direct a team member(s) to obtain any safety equipment that may be required.

5.2.2.1 Ensure all equipment to be used by the team is functional.

5.2.3 Ensure dose rate meters are turned on and source checked before the teams leaves the OSC.

5.2.4 Conduct search and rescue operations.

5.2.4.1 Proceed to the designated search area with the dose rate meter turned on.

5.2.4.2 Maintain communications with the OSC at predetermined intervals.

5.2.4.3 Keep the OSC informed of team's location, observations, and search results.

NOTE

If SCBAs are worn by the Search and Rescue Team members, then the requirements of IS-102 may be suspended.

5.2.4.4 Implement IS-102, as required.

5.2.4.5 When the missing individual is located, then determine if additional assistance, First Aid or Radiation Protection, is required.

5.2.4.6 Report the following findings to the OSC as soon as possible.

A. Location where the missing individual was found

B. Extent of injuries, if applicable

C. Contamination levels, if applicable

D. Radiation levels, if applicable

E. First aid administered, if applicable

5.2.4.7 Request assistance from the OSC Supervisor for transport of any injured or contaminated individuals, if required.

5.2.4.8 Upon completion of search and rescue operations, report to the OSC for debriefing.

6.0 FINAL CONDITIONS

6.1 Missing individual(s) located and removed from hazardous area.

6.2 Secured when directed by the Emergency Coordinator.

7.0 ATTACHMENTS

None

8.0 RECORDS

None

LAST PAGE

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-100 REVISION: 31 CHANGE: 0 DEVIATION: N/A

TITLE: Technical Support Center (TSC) Activation, Operation, and Deactivation

EFFECTIVE DATE/MILESTONE: 04/11/2003
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): Marc VanDerHorst / MVH DATE: 2/11/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE: **1)** This revision is major rewrite of the procedure: therefore no revision bars are needed. **2)** Throughout the procedure, unnecessary wording has been removed. Wording necessary to satisfy commitments has been retained. Specific details, such as which doors need to be posted or unlock, have been moved to the Emergency Planning Desk Guides. **3)** The Responsibility Section (3.0) has been revised to be more consistent with the responsibilities listed in the Emergency Plan. **4)** The procedure has been revised to include guidance on minimum staffing, declaring the TSC operational, the required time for declaring the TSC operational and activation time goals to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal, dated December 23,2002. **5)** A section was deleted for the Security Superintendent to report to the Emergency Coordinator and was added to EP-002-101 to reflect reporting to the OSC Supervisor. This change moves the responsibility for evacuation accountability to the OSC. **6)** Attachment 7.2, 7.3, 7.11 and 7.14 were placed in Emergency Desk Guides. **7)** Attachment 7.13, Emergency Diesel Generator (EDG) Fuel Oil Transfer Contingency, and references to Attachment 7.13, were deleted because of Waterford 3 TS Amendment 157. **8)** Attachments 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, and 7.10 have been deleted. **9)** Attachment 7.12 was changed to Attachment 7.2 and Attachment 7.15 changed to Attachment 7.3. Attachment 7.1, TSC Floor Plan and Equipment Locations was replaced with the same TSC Floor Plan included in Section 7 of the Plan. **10)** A section was added for the TSC Co-location to replace information previously covered in an Attachment to this procedure.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 2-20-03
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VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED

REF

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

Informational Use

1.0 PURPOSE

1.1 This procedure provides guidance for the Technical Support Center (TSC) staff in the activation, operation and deactivation of the Technical Support Center (TSC).

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 Emergency Management Resources Book

2.3 EP-001-001, Recognition and Classification of Emergency Conditions

2.4 EP-001-020, Alert

2.5 EP-001-030, Site Are Emergency

2.6 EP-001-040, General Emergency

2.7 EP-002-010, Notifications and Communications

2.8 EP-002-015, Emergency Responder Activation

2.9 EP-002-030, Emergency Radiation Exposure Guidelines and Controls

2.10 EP-002-031, In-Plant Radiological Controls and Surveys During Emergencies

2.11 EP-002-032, Monitoring and Decontamination

2.12 EP-002-033, Administration of Iodine Blocking Agents

2.13 EP-002-034, Onsite Surveys During Emergencies

2.14 EP-002-050, Offsite Dose Assessment (Manual)

2.15 EP-002-051, Offsite Dose Assessment (Computerized)

2.16 EP-002-052, Protective Action Recommendations

2.17 EP-002-090, Core Damage Assessment

2.18 EP-002-091, Emergency Chemistry

2.19 EP-002-101, Operational Support Center (OSC) Activation, Operation and Deactivation

2.20 EP-002-102, Emergency Operations Facility (EOF) Activation, Operation and Deactivation

2.21 EP-002-150, Emergency Plan Implementing Records

2.22 EP-002-170, Recovery

2.23 EP-002-190, Personnel Accountability

2.24 EP-003-040, Emergency Equipment Inventory

2.25 FP-001-020, Fire Emergency/Fire Report

2.26 UNT-007-018, First Aid and Medical Care

2.27 Waterford 3 SES FSAR Table 8.3-1

2.28 OP-004-016, System Operating Procedure Seismic Monitoring

2.29 Drawing 5817-12134

2.30 HP-CAL8C-2001-001, PASS System Elimination(Dose Rate Calculation)

2.31 Emergency Planning Desk Guides

3.0 RESPONSIBILITIES

3.1 Emergency Coordinator

3.1.1 Classification and declaration of emergencies.

3.1.2 Direct that the notification of the offsite agencies be made and ensure that they are kept informed of the emergency condition.

3.1.3 Make protective action recommendations to offsite agencies, including evacuation/shelting recommendations.

3.1.4 Activate and Deactivate the TSC.

3.1.5 Request assistance from offsite agencies.

3.1.6 Direct the organization and coordination of emergency teams.

3.1.7 Initiate protective actions at the site.

3.1.8 Authorize radiation exposure in excess of 10CFR20 limits.

3.2 Technical Support Center (TSC) Supervisor

3.2.1 Reports to the Emergency Coordinator.

3.2.2 Direct the coordination of the TSC and Operational Support Center (OSC).

3.2.3 Coordinate the efforts of the TSC Engineers.

3.2.4 Ensure TSC logs are properly maintained.

3.2.5 Coordinate TSC activation.

3.2.6 Accountability of TSC personnel.

3.3 Health Physics Coordinator (HPC)

3.3.1 Reports to the Emergency Coordinator.

3.3.2 Evaluate offsite and onsite monitoring data and calculate dose projections for use by the Emergency Coordinator and Emergency Offsite Facilities.

3.3.3 Coordinate onsite radiological monitoring activities.

3.3.4 Coordinate offsite radiological monitoring activities.

3.3.5 Provide radiological assessment data to offsite agencies, under the direction of the Emergency Coordinator.

3.3.6 Maintain communications with the Radiological Assessment Coordinator in the EOF.

3.3.7 Coordinate in-plant radiation protection activites by directing the activities through the Radiological Controls Coordinator.

3.3.8 Overall management of site Radiation Protection activities.

3.3.9 Contact for the NRC on the Health Physics Network (HPN) Line.

3.4 Dose Assessment Coordinator (DAC)

3.4.1 The Dose Assessment Coordinator reports to the Health Physics Coordinator.

3.4.2 Directs the activities of the Dose Assessment Communicator and the Dose Assessment Coordinator Assistant.

3.4.3 Performs offsite dose calculations and directs offsite field monitoring teams.

3.5 Operations Coordinator

3.5.1 Operations Coordinator reports to the Emergency Coordinator.

3.5.2 Keep the Emergency Coordinator informed of plant status.

3.5.3 Operation of the SDS console to obtain necessary plant conditions and status.

3.5.4 Provide directives from management pertaining to the plant operation to be given through the Operations Coordinator.

3.5.5 Maintains communications with the Control Room Communicator on updates of activities of the Control Room.

3.6 Chemistry Engineer

3.6.1 Chemistry Engineer reports to the Operations Coordinator.

3.6.2 Coordinates chemistry related emergency response activities.

3.7 Lead Engineer

3.7.1 Lead Engineer reports to the TSC Supervisor.

3.7.2 Provides the overall direction of the engineers conducting plant assessment and technical evaluation.

3.8 Technical Assessment Engineers

3.8.1 The Technical Assessment Engineers report to the Lead Engineer.

3.8.2 Provide expertise in the areas of thermohydraulics, thermodynamics, nuclear engineering and electrical engineering.

3.8.3 Nuclear Engineer is responsible for the core thermal hydraulics functions.

3.8.4 Monitor the SDS console to obtain the necessary plant conditions and status.

3.9 Lead Communicator

3.9.1 Lead Communicator reports to the Emergency Coordinator.

3.9.2 Coordinates communications traffic with the offsite agencies until the transfer to the EOF.

3.9.3 Ensures information leaving the TSC to non-Entergy agencies has been approved by the Emergency Coordinator.

3.10 ENS Communicator

3.10.1 The ENS Communicator reports to the Emergency Coordinator.

3.10.2 Maintains continuous contact with the NRC on the ENS.

3.11 TSC Supervisor Communicator

3.11.1 The TSC Supervisor Communicator reports to the TSC Supervisor.

3.11.2 Transmits and receives information between the TSC and the OSC as directed by the TSC Supervisor.

3.12 Health Physics Coordinator Assistant

3.12.1 The Health Physics Assistant reports to the Health Physics Coordinator.

3.12.2 Maintaining a log of the Health Physics Coordinator's activities, updating the status board and maintaining communications.

3.13 TSC First Responders

3.13.1 Initiation of this procedure.

3.13.2 Responsible for the activities in Section 5.2 of this procedure.

3.14 EOF Offsite Technical Advisor

3.14.1 When reporting to the TSC, then carry out activities in accordance with EP-002-102 under the direction of the Emergency Coordinator.

4.0 INITIATING CONDITIONS

4.1 This procedure is initiated any time a decision is made to activate the TSC.

4.2 The TSC may be activated at any time, and shall be activated at an Alert, Site Area Emergency or General Emergency declaration.

4.3 The TSC shall become operational as soon as possible after declaration of any of these emergency classifications.

4.3.1 When facility minimum staffing can be accomplished with onsite personnel, then the goal is to become operational within 45 minutes.

4.3.2 When facility minimum staffing must be accomplished using offsite personnel, then the TSC shall become operational within 90 minutes.

5.0 PROCEDURE

NOTE

1. If the Backup TSC is to be activated, then GO TO Section 5.10.
2. Emergency Planning Desk Guides are provided for TSC personnel. The Desk Guides may be used to assist the TSC personnel in the performance of their duties.

5.1 General Instructions for all TSC Personnel

5.1.1 Perform a frisk as required.

5.1.2 Card into an accountability keycard reader.

5.1.3 Sign in on the TSC Sign-in Board.

5.1.4 If you are one of the first arrivals, then GO TO Step 5.2.

5.1.5 Report to your assigned area and conduct operations in accordance with the appropriate section of this procedure.

5.1.6 TSC personnel should not leave the Control Room envelope area without checking out with the TSC Supervisor and the Health Physics Coordinator for continuous accountability and protective measures instructions.

5.2 TSC First Responders

5.2.1 Unlock the applicable TSC areas.

5.2.2 Adjust plant page volume so plant announcements are audible.

5.2.3 Set up TSC for operation.

5.3 Emergency Coordinator

5.3.1 Declare the TSC Operational

5.3.1.1 Minimum staffing to declare the TSC operational includes the Emergency Coordinator (EC), and the Health Physics Coordinator (HPC) or Dose Assessment Coordinator (DAC) and one Communicator.

5.3.1.2 Get a briefing from the Shift Manager (SM) on the plant status and the emergency status.

A. At the earliest appropriate time relieve the Shift Manager of the responsibilities of the Emergency Coordinator.

B. When the SM has been relieved as the Emergency Coordinator, then ensure an announcement is made over the plant page system.

5.3.1.3 Review with the Health Physics Coordinator or Dose Assessment Coordinator the capability of performing radiological assessment functions.

5.3.1.4 Review with the Lead Communicator or Communicator the capability of performing offsite communication functions.

5.3.1.5. When the Communicator and HPC report that they are capable of performing their functions, then declare the TSC operational and make an announcement over the plant page system.

5.3.2 Transfer of Responsibilities

NOTE

The responsibilities that remain with the TSC Emergency Coordinator and will not be delegated are:

A. Classification and Declaration of an emergency.

B. Request for assistance of offsite agencies.

C. Decision to notify and recommend protective actions to offsite agencies.

D. Authorization of radiation exposure in excess of 10CFR20 limits for onsite emergency teams

5.3.2.1 The responsibilities transferred to the TSC are:

A. Classification and Declaration of an emergency

B. Offsite Protective Action Recommendation

C. Offsite Dose Assessment

D. Offsite Communications

E. Coordination of Emergency Teams

F. Authorization of radiation exposure in excess of 10CFR20 limits for onsite emergency teams.

5.3.2.2 Notify the Shift Manager that the TSC staff is ready to begin transfer activities.

5.3.2.3 Direct the Communicator and Health Physics Coordinator or Dose Assessment Coordinator to begin transfer activities.

5.3.2.4 When the Communicator and the Health Physics Coordinator or Dose Assessment Coordinator are ready, then inform the Shift Manager that responsibilities have been transferred.

5.3.2.5 Announce that responsibilities have been transferred to the TSC.

NOTE

The responsibilities that remain with the TSC Emergency Coordinator and will not be transferred to the EOF Director are:

A. Authorization of radiation exposure in excess of 10CFR20 limits for emergency response personnel performing activities in the Plant Controlled Area

B. Authorization of the distribution of Potassium Iodide (KI) for emergency response personnel performing activities in the Plant Controlled Area

C. Requests for offsite emergency medical and fire fighting assistance.

5.3.2.6 When informed by the EOF Director that the EOF is ready for transfer of responsibilities, then complete transfer. Responsibilities transferred to the EOF are:

A. Classification and Declaration of an emergency

B. Offsite Protective Action Recommendation

C. Offsite Dose Assessment

D. Offsite Communications

5.3.3 Operation

5.3.3.1 Ensure communications are conducted in accordance with EP-002-010.

5.3.3.2 Classify or declassify the emergency condition in accordance with EP-001-001.

5.3.3.3 Make offsite Protective Action Recommendations in accordance with EP-002-052.

5.3.3.4 Direct the dispatch of emergency repair teams from the OSC as required to correct equipment failure.

5.3.3.5 Keep the EOF Director apprised of the emergency conditions.

5.3.3.6 Establish goals and priorities.

5.3.3.7 Periodically communicate goals and priorities throughout the emergency organization.

5.3.3.8 Conduct periodic staff meetings with the TSC staff to update them on the overall status and priorities.

5.3.3.9 Implement EP-002-170 as required.

5.3.3.10 The Emergency Coordinator will have the responsibility of ensuring that the Emergency Diesel Generator (EDG) fuel oil is managed in accordance with FSAR Table 8.3-1 and that Waterford 3 has sufficient fuel for seven days of operation with a Loss of Offsite Power.

5.3.3.11 Consider conducting periodic conference calls with the EOF Director and Control Room Shift Manager.

- Share updated information,
- Review status of response actions, and
- Ensure the three primary facilities are working to the same goals and priorities.

5.3.3.12 Communicate established goals and priorities to the OSC and -4 Control Point using fax machines or applicable hotline circuits.

5.3.3.13 Continue to assess the emergency condition in relation to the requirements of EP-001-001.

A. Classify or reclassify the emergency as required.

5.3.3.15 Continue to assess the Protective Action Recommendations in accordance with EP-002-052.

A. Update Protective Action Recommendations as required.

5.3.3.16 Direct the dispatch of emergency repair teams from the OSC as required to correct equipment failures.

5.3.4 Deactivation

5.3.4.1 When the TSC is deactivated, then ensure the actions in Section 6.0 of this procedure are performed.

5.4 TSC Supervisor

5.4.1 Initial Response Activities

NOTE
The TSC Supervisor Communicator assists the TSC Supervisor in the performance of these activities.

5.4.1.1 Ensure the activities listed in step 5.2 have been completed.

5.4.1.2 Establish TSC access controls.

NOTE
1. Minimum Staff for the operation of the TSC is: 1 - Emergency Coordinator 1 - Health Physics Coordinator or Dose Assessment Coordinator 1 - TSC Communicator (can be the Lead Communicator)
2. Members of the TSC staff may provide support to the on-shift emergency organization prior to declaring the TSC operational at the direction of the Emergency Coordinator.

5.4.1.3 Evaluate the TSC response to ensure adequate staffing for continued operation.

A. Direct the callout of additional TSC staff as the situation requires.

5.4.1.4 Establish communications with the OSC.

A. Brief the OSC Supervisor on plant status, priorities and OSC manpower needed to support the present situation.

5.4.2 Operation

5.4.2.1 Coordinate the overall administrative activities of the TSC.

5.4.2.2 Direct the activities of the TSC Lead Engineer, OSC Supervisor and TSC Supervisor Communicator.

5.4.2.3 Ensure communications are maintained with the OSC.

5.4.2.4 Provide the TSC interface for TSC Security matters (accountability, personnel access to TSC or the Waterford 3 Site).

5.4.2.5 Ensure continuous accountability is performed in accordance with EP-002-190.

5.4.2.6 Upon site evacuation, ensure accountability is performed in accordance with EP-002-190.

5.4.2.7 Maintain a facility log of TSC Supervisor activities in accordance with EP-002-150.

5.4.2.8 Coordinate technical assessment and emergency response team operations.

5.4.2.9 Assist the Emergency Coordinator in classification of the emergency in accordance with EP-001-001.

5.4.2.10 Assist the Emergency Coordinator in the assessment of protective action recommendations.

5.4.2.11 The TSC Supervisor is responsible for coordinating relief shift efforts for the Onsite Emergency Organization (Control Room, OSC, TSC).

5.4.2.12 Keep the status boards updated.

A. Ensure the current Emergency Classification is displayed on the Emergency Classification signs for both the TSC and Control Room.

5.4.2.13 Coordinate access to the EOF with the EOF Administration/Logistics Coordinator for personnel dispatched from the plant to the EOF (HP, Repair Teams, etc.)

5.4.3 Deactivation

5.4.3.1 Collect documentation generated by the TSC staff and forward to Emergency Planning.

5.4.3.2 Assist in follow-up activities and evaluation of the event as directed.

5.4.3.3 Restore equipment to pre-emergency condition.

5.5 Health Physics Coordinator (HPC)

5.5.1 Declaring the TSC Operational

NOTE
1. The Health Physics Coordinator Assistant, Dose Assessment Coordinator, Dose Assessment Coordinator Assistant and Dose Assessment Communicator may assist in performing all activities assigned to the HPC.
1. Only the Health Physics Coordinator or the Dose Assessment Coordinator is needed to declare the TSC operational.

5.5.1.1 Get a turnover from Control Room personnel performing offsite dose assessment as appropriate and discuss status of protective action recommendations.

5.5.1.2 When ready to accept dose assessment responsibilities from the Control Room, then advise the Emergency Coordinator.

5.5.2 Transfer of Dose Assessment Responsibilities

5.5.2.1 When directed by the Emergency Coordinator, then relieve the On-Shift organization of Health Physics activities (including dose assessment).

5.5.2.2 Direct the TSC Dose Assessment personnel to establish control of radiological field monitoring teams.

5.5.3 Operations

5.5.3.1 Conduct offsite dose assessment in accordance with EP-002-051 or EP-002-050.

5.5.3.2 Maintain contact with the offsite field monitoring teams and monitor their activities in accordance with EP-002-060.

5.5.3.3 Maintain radiological controls of the TSC.

A. Source check the TSC friskers.

B. Set up frisking station, as necessary.

C. Ensure personnel monitor their Self Reading Dosimetry (SRDs), as necessary.

5.5.3.4 Ensure in-plant and onsite radiological surveys are performed and controls established as appropriate in accordance with EP-002-031 and EP-002-034 by directing the activities of the Radiological Controls Coordinator.

A. Ensure the RCC is frequently updated on plant conditions and goals/priorities that have been established.

5.5.3.5 Advise the Emergency Coordinator on offsite Protective Action Recommendations in accordance with EP-002-052.

A. When the responsibilities have transferred to the EOF, then provide input to the Radiological Assessment Coordinator (RAC) on Protective Action Recommendations based on plant conditions, as necessary.

5.5.3.6 Advise the Emergency Coordinator on classification of the emergency in accordance with EP-001-001.

A. When the responsibilities have transferred to the EOF, then provide input to the RAC on classification of the emergency based on plant conditions, as necessary.

5.5.3.7 The Health Physics Coordinator is the contact for the NRC on the NRC Health Physics Network (HPN) line.

5.5.3.8 Initiate Notification Forms in accordance with EP-002-010.

5.5.3.9 Coordinate environmental sampling and analysis activities including air samples and smear surveys until responsibilities have been transferred to the EOF.

5.5.3.10 Assist the Emergency Coordinator in implementing emergency exposure controls in accordance with EP-002-030, as necessary.

5.5.3.11 Advise the Emergency Coordinator as to the need to issue KI in accordance with EP-002-033.

5.5.4 Deactivation

5.5.4.1 Collect radiological documentation generated within the TSC during the emergency and provide to the TSC Supervisor.

5.5.4.2 Assist in evaluation and analysis of the event including coordination of further sampling and analysis, dose commitment calculations, and report generation during recovery phase.

5.5.4.3 Restore the TSC radiological equipment to pre-emergency condition.

5.6 Lead Engineer

5.6.1 Initial Response Activities

5.6.1.1 Set up the TSC Technical Assessment Engineering area as appropriate.

5.6.1.2 Check operability of the Satellite Display System terminals in the TSC.

5.6.2 Operation

5.6.2.1 Continually assess the status of the core.

5.6.2.2 Provide support to the Control Room in evaluating engineering related problems of the reactor, essential safety related systems and any other significant problem.

5.6.2.3 Provide support to the OSC and emergency repair teams in the field in evaluating equipment failures and suggesting potential resolutions.

5.6.2.4 Coordinate design of modifications necessary to support off-normal plant conditions.

A. Provide procedures or guidelines to implement such modifications.

5.6.2.5 Conduct transient or accident analysis, as necessary.

5.6.2.6 Coordinate technical assessment activities with the EOF staff and request their assistance as appropriate for specific assignments.

5.6.2.7 Coordinate activities with the TSC Operations Coordinator.

5.6.2.8 Provide input on plant status to the HPC for completion of the Notification Message Form.

5.6.2.9 Provide recommendations on emergency classifications and on Protective Action Recommendations.

5.6.2.10 Keep the TSC Supervisor informed of technical assessment activities.

5.6.2.11 Maintain a position specific facility log.

5.6.3 Deactivation

5.6.3.1 Collect documentation generated by the TSC Technical Assessment staff and provided to the TSC Supervisor.

5.6.3.2 Assist in follow up activities and evaluation of the event as required.

5.6.3.3 Restore TSC Engineering equipment to pre-emergency condition.

5.7 Operations Coordinator

NOTE
The TSC Status Board Keeper and the TSC Chemistry Engineer may assist in the performance of any activities assigned to the Operations Coordinator.

5.7.1 Operations

5.7.1.1 Maintain communications with the Control Room.

5.7.1.2 Continuously monitor plant data.

5.7.1.3 Ensure the TSC Supervisor and OSC Supervisor are updated on operations activities.

5.7.1.4 Assist the TSC Technical Assessment staff in technical assessment activities as required.

5.7.1.5 Ensure the Shift Manager is kept informed of goals and priorities.

5.7.1.6. Review Attachment 7.2 and ensure the Emergency Coordinator and the Shift Manager are made aware of required applicable actions after a Design Basis Accident.

5.7.1.7 Coordinate emergency chemistry activities.

5.71.8 Keep the Emergency Coordinator advised of plant status and conditions.

5.7.1.9 Maintain a position specific facility log in accordance with EP-002-150.

5.7.1.10 Parallel all page announcements on the Control Room Intercom Circuit and keep the Control Room apprised of emergency organization activities using this line.

5.7.2 Deactivation

5.7.2.1 Provide documentation generated by the Operations Coordinator and provide to the TSC Supervisor.

5.7.3.2 Assist in follow up activities and evaluation of the event as required.

5.7.2.3 Restore the Operations Coordinator equipment to pre-emergency condition.

5.8 Lead Communicator

NOTE

1. The TSC Communicators assist the Lead Communicator in the performance of activities.
2. Only One (1) TSC Communicator is required to declare the TSC operational.

5.8.1 Declaring the TSC Operational

5.8.1.1 Discuss the status of offsite communications with the Control Room.

5.8.1.2 When ready to accept offsite communications responsibilities from the Control Room, then advise the Emergency Coordinator.

5.8.2 Transfer of Communications

5.8.2.1 At the direction of the Emergency Coordinator, transfer communications from the Control Room to the TSC.

A. When the TSC has taken responsibility for offsite communications, then inform the Emergency Coordinator.

B. Inform each of the previously contacted offsite agencies that the TSC is now responsible for offsite communications and provide the appropriate callback numbers.

5.8.2.2 At the direction of the Emergency Coordinator, transfer communications from the TSC to the EOF.

A. When the TSC is ready to complete the transfer of offsite communications to the EOF, then inform the Emergency Coordinator.

5.8.3 Operation

5.8.3.1 TSC communications activities are carried out in accordance with EP-002-010.

5.8.3.2 Transmit communications as instructed by the Emergency Coordinator and ensure all communications to non-Entergy agencies are approved.

5.8.3.3 Ensure messages received by the TSC Communicators are acted upon by the proper individuals and that the Emergency Coordinator is aware of these transmissions.

5.8.3.4 Ensure a narrative Facility Log is maintained in accordance with EP-002-010.

5.8.3.5 Direct requests for information from non-involved agencies, organizations and individuals to the Rumor Control Organization.

5.8.3.6 Aid the Emergency Coordinator and HPC in ensuring Notification Message Forms are completed in a timely manner and transmitted.

5.8.3.7 Maintain Communications status boards.

5.8.3.8 Keep the Emergency Coordinator informed on the status of communications activities.

NOTE

The RCC is responsible for continuous accountability of the Emergency First Aid Team (EFAT), and the OSC Supervisor is responsible for continuous accountability of the Fire Brigade. When the EFAT or Fire Brigade are dispatched, then the TSC Lead Communicator assumes the responsibility for teams. The TSC Lead Communicator is responsible for dispatching the EFAT and Fire Brigade.

5.8.3.9 Upon notification of a fire, dispatch the Fire Brigade in accordance with FP-001-020.

5.8.3.10 Upon notification of a medical emergency, dispatch the Emergency First Aid Team in accordance with UNT-007-018.

5.8.4 Deactivation

5.8.4.1 Collect communications documentation generated by the communicators and provide to the TSC Supervisor.

5.8.4.2 Close out communications with offsite agencies as directed by the Emergency Coordinator

5.8.4.3 Assist in the follow up evaluation of the event as directed.

5.8.3.3 Restore the TSC Communicators group equipment to pre-emergency conditions.

5.9 ENS Communicator

5.9.1 Report to the Control Room and discuss the status of notifications made to the NRC with the Emergency Communicator.

5.9.1.1 Assist the Emergency Communicator in the Control Room, as required, until the responsibility for offsite communications is transferred to the TSC.

5.9.2 Verify that the Emergency Response Data System (ERDS) has been activated. (The status of ERDS can be obtained from the TSC Satellite Display System (SDS) terminals and directions for activating ERDS are in EP-001-020, EP-001-030 and EP-001-040.)

5.9.3 Provide information directly to the NRC as requested, except information regarding decisions in progress and not yet finalized.

5.9.3.1. Information obtained from status boards, previously approved notification forms and other TSC personnel (including changes in classification and Protective Action Recommendations) do not require approval prior to transmittal.

NOTE

If the NRC has requested that the ENS line be continuously manned prior to relocating to the TSC, then the TSC Communicators should man the ENS in the TSC until the ENS Communicator arrives.

5.9.4 After transfer of communications to the TSC, then relocate to the TSC and maintain communications with the NRC on the ENS line.

5.9.5 Deactivation

5.9.5.1 Collect communications documentation generated by the communicators and provide to the TSC Supervisor.

5.9.5.2 Close out communications with the NRC as directed by the Emergency Coordinator.

5.9.5.3 Assist in follow-up evaluation of the event as directed.

5.9.5.4 Restore the ENS Communicator equipment to pre-emergency condition.

5.10 Back Up TSC Co-Location Operations

5.10.1 TSC Responders

5.10.1.1 Upon arrival at the EOF entrance:

A. Follow the frisking requirements if necessary.

B. Check in with security for access authorization.

C. Respond to the appropriate location as directed by the desk guide.

D. Interface with position counter part.

6.0 FINAL CONDITIONS

6.1 Collect documentation generated during the operation of the TSC and forward to Emergency Planning.

6.2 Restore functional equipment and supplies to pre-emergency condition.

6.3 The entire TSC staff has been relieved of all duties associated with the operation of the TSC.

6.4 EP-002-170 has been implemented for TSC activities as appropriate.

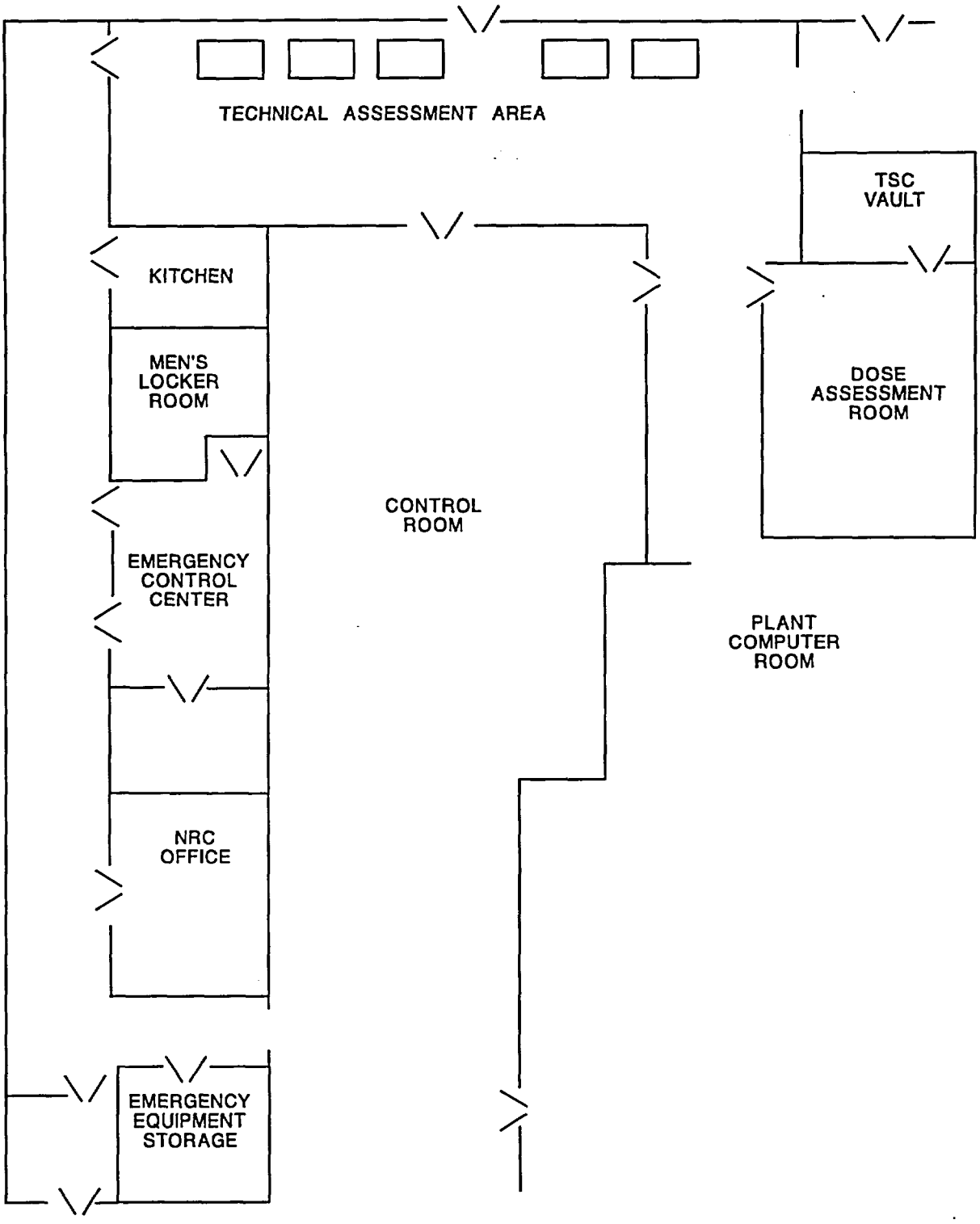
7.0 ATTACHMENTS

7.1 Technical Support Center Layout

7.2 Post Accident Contingencies and Concerns Checklist

7.3 Guidance for Measurement of Spent Fuel Rack Gap Measurement Following OBE Exceedance Event

TECHNICAL SUPPORT CENTER FLOOR PLAN



POST ACCIDENT CONTINGENCIES AND CONCERNS CHECKLIST

1. ULTIMATE HEAT SINK FOLLOWING A DESIGN BASIS ACCIDENT

NOTE
There are approximately 11,000 gallons (1.5 ft.) of usable water available below the zero percent indicated level. (See calculation EC-M95-012.)

1.1 In order to ensure that adequate water inventory exists for one Ultimate Heat Sink (UHS) train following a Design Basis Accident, the following must be performed approximately 3 days post accident.

1.1.1 If all of the following conditions exist, then provide makeup to the Operable Wet Cooling Tower via the unavailable Wet Cooling Tower Basin or the Circulating Water System:

One Ultimate Heat Sink train is inoperable, and

Basin level of the Operable Ultimate Heat Sink train is less than 5%, and

The operating Essential Chiller is using ACCW for cooling (Wet Tower mode).

1.1.2 To provide makeup to the Operable Wet Cooling Tower (WCT) basin from the unavailable WCT basin, open the following:

ACC-138A	ACC WET COOLING TOWER A CROSS-CONNECT ISOLATION
ACC-138B	ACC WET COOLING TOWER B CROSS-CONNECT ISOLATION

1.1.3 To provide makeup to WCT A from the Circulating Water System, open the following:

CW-402	WET COOLING TOWERS CIRC WATER INLET HDR ISOL
CW-403A	WET COOLING TOWER A CIRC WATER INLET ISOLATION

1.1.4 To provide makeup to WCT B from the Circulating Water System, open the following:

CW-402	WET COOLING TOWERS CIRC WATER INLET HDR ISOL
CW-403B	WET COOLING TOWER B CIRC WATER INLET ISOLATION

1.1.5 If no makeup is available to the Operable Wet Cooling Tower, then swap the operating Essential Chiller to the Dry Cooling Tower mode.

2. RESTORING FUEL POOL COOLING FOLLOWING A DESIGN BASIS ACCIDENT

2.1 Restore Fuel Pool cooling following a Design Basis Accident before the Fuel Pool Temperature exceeds 180 degrees F. (see FSAR Table 9.2-3 and Figure 9.2-4)

2.2 Ensure CCW flow through the standby Fuel Pool Heat Exchanger is secured.

2.3 Maintain the Fuel Pool at a constant temperature below 180°F. Do not commence cool down of the Fuel Pool until an evaluation can be performed based on available water inventory, current meteorological conditions, and actual condition of the UHS system to provide guidance to cool the Fuel Pool back to normal operating temperatures.

3. WET COOLING TOWER MAKEUP FOLLOWING A DESIGN BASIS TORNADO

NOTE
There are approximately 11,000 gallons (1.5 ft.) of usable water available below the zero percent indicated level. (See calculation EC-M95-012.)

3.1 If Wet Cooling Tower fans cannot be repaired or the undamaged Dry Cooling Tower fans are not operated at full capacity, then within 24 hours provide makeup to the Operable Wet Cooling Tower via the unavailable Wet Cooling Tower Basin or the Circulating Water System

(See FSAR 9.2.5.3.3.c item 4).

3.1.1 To provide makeup to the Operable Wet Cooling Tower (WCT) basin from the unavailable WCT basin, open the following:

ACC-138A	ACC WET COOLING TOWER A CROSS-CONNECT ISOLATION
ACC-138B	ACC WET COOLING TOWER B CROSS-CONNECT ISOLATION

3.1.2 To provide makeup to WCT A from the Circulating Water System, open the following:

CW-402	WET COOLING TOWERS CIRC WATER INLET HDR ISOL
CW-403A	WET COOLING TOWER A CIRC WATER INLET ISOLATION

3.1.3 To provide makeup to WCT B from the Circulating Water System, open the following:

CW-402	WET COOLING TOWERS CIRC WATER INLET HDR ISOL
CW-403B	WET COOLING TOWER B CIRC WATER INLET ISOLATION

4. EMERGENCY DIESEL GENERATOR FUEL OIL MAKEUP FOLLOWING A DESIGN BASIS ACCIDENT AND A LOSS OF OFFSITE POWER

4.1 Order Emergency Diesel Generator fuel oil and verify delivery in 3 days.

4.2 If normal Emergency Diesel Generator fuel oil delivery cannot be guaranteed within 3 days, and only one Emergency Diesel Generator Fuel Generator is running, then:

4.2.1 Cross-connect Emergency Diesel Generator Fuel Oil Storage Tanks.

4.3 At approximately 3 days Post LOCA, if fuel oil delivery cannot be performed and both Emergency Diesel Generators are running, then:

4.3.1 Cross-connect Emergency Diesel Generator Fuel Oil Storage Tanks

AND

4.3.2 Evaluate reducing EDG loading

Guidance for Measurement of Spent Fuel Rack Gap Measurement Following OBE Exceedance Event

If a seismic event has occurred that results in an OBE exceedance in accordance with OP-004-016, then the following steps must be taken:

1. Measure the gaps between the spent fuel racks in the spent fuel pool and the cask storage pit area. The gap should be measured at the top of the rack.

2. If the gap is greater than 75% of the values shown on drawing 5817-12134, then the gap is acceptable.

3. If the gap is less than 75% of the value shown on drawing 5817-12134, then either reposition the racks, or reanalyze the gap to confirm continued operability using the previously licensed codes.

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-101 REVISION: 27 CHANGE: 0 DEVIATION: N/A

TITLE: Operational Support Center (OSC) Activation, Operation and Deactivation

EFFECTIVE DATE/MILESTONE: 04/11/2003
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): A.S. Lubinski / [initial] DATE: 2/11/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
1) This revision is a major rewrite of the procedure; therefore no revision bars are used. **2)** Throughout the procedure, unnecessary wording has been removed. Wording necessary to satisfy commitments has been retained. Specific details, such as which doors need to be unlocked and locations of telephone jacks, have been moved to Emergency Planning Desk Guides. **3)** The Responsibility Section (2.0) has been revised to be more consistent with the responsibilities listed in the Emergency Plan. **4)** The procedure has been revised to include guidance on minimum staffing, declaring the OSC operational, the required time for declaring the OSC operational and activation time goals to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal, dated December 23, 2002. **5)** A Section has been added for the Security Superintendent to reflect reporting to the OSC Supervisor instead of the Emergency Coordinator and to reflect changing the responsibility for evacuation accountability to the OSC. **6)** Attachments have been removed from the procedure and placed in Desk Guides. **7)** A Section was added for the Backup OSC Operations to replace information previously covered in an Attachment to this procedure.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
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Change Notice (CN)? ☐ N/A

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CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
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QUALIFIED REVIEWER	Required? ☒	REVIEW:	[signature]	DATE: 02/24/03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒	[signature]	DATE: 2-26-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

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TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-22 Revision 27

Informational Use

1.0 PURPOSE

1.1 This procedure provides guidance for the Operational Support Center (OSC) staff in the activation, operation and deactivation of the Operational Support Center.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 Emergency Management Resources Book

2.3 EP-002-030, Emergency Radiation Exposure Guidelines and Controls

2.4 EP-002-031, In-Plant Radiological Controls and Surveys During Emergencies

2.5 EP-002-032, Monitoring and Decontamination

2.6 EP-002-034, On-Site Surveys During Emergencies

2.7 EP-002-060, Radiological Field Monitoring

2.8 EP-002-071, Site Protective Measures

2.9 EP-002-130, Emergency Team Assignments

2.10 EP-002-140, Reentry

2.11 EP-002-150, Emergency Plan Implementing Records

2.12 EP-002-170, Recovery

2.13 EP-002-190, Personnel Accountability

2.14 EP-003-040, Emergency Equipment Inventory

2.15 FP-001-020, Fire Emergency/Fire Report

2.16 UNT-004-032, Control of Emergency Vehicles

2.17 UNT-007-018, First Aid and Medical Care

2.18 Emergency Planning Desk Guides

3.0 RESPONSIBILITIES

3.1 OSC First Responders

3.1.1 Responsible for initiation of this procedure.

3.1.2 Responsible for performing the steps in Section 5.1.

3.2 OSC Supervisor

3.2.1 Reports to the Technical Support Center (TSC) Supervisor.

3.2.2 Has the overall responsibility for ensuring that actions outlined in this procedure are carried out.

3.2.3 Directs the activation, operation and deactivation of the OSC.

3.2.4 Directs the formation, briefing and debriefing of emergency teams, as requested.

3.2.5 Maintains communications with the TSC.

3.2.6 Maintains OSC accountability.

3.3 Radiological Controls Coordinator (RCC)

3.3.1 Reports to the TSC Health Physics Coordinator (HPC).

3.3.2 Forms, briefs and dispatches radiological field monitoring teams.

3.3.3 Maintains communications with the HPC and the OSC.

3.3.4 Coordinates in-plant radiological controls.

3.3.5 Provides radiation protection support for emergency teams, as required.

3.3.6 Directs in-plant and onsite survey teams.

3.3.7 Provides radiation protection equipment to support emergency assessment activities.

3.4 OSC Supervisor Assistant

3.4.1 Reports to the OSC Supervisor.

3.4.2 Ensure the OSC First Responder actions in Section 5.1 are completed.

3.4.3 Ensures OSC accountability is maintained in accordance with EP-002-190.

3.4.4 Ensure OSC status boards are kept current.

3.4.5 Assist the OSC Supervisor in the coordination of other activities as needed.

3.5 OSC Supervisor Communicator

3.5.1 Reports to the OSC Supervisor.

3.5.2 Establishes and maintains communications with the TSC.

3.5.3 Maintains an accurate continuous narrative facility log of OSC activities.

3.5.4 Keeps the OSC Supervisor informed of priorities and goals established by the TSC.

3.5.5 Keeps the TSC informed of OSC emergency team activities.

3.6 OSC Electrical, I&C and Mechanical Leads

3.6.1 Report to the OSC Supervisor.

3.6.2 Coordinate the formation, briefing and debriefing of maintenance emergency teams.

3.6.3 Coordinate the activities of and continuously account for maintenance emergency teams in the plant.

3.6.4 Coordination of maintenance emergency team activities with the Security Superintendent and the OSC Health Physics Liaison.

3.6.5 Keep the OSC Supervisor informed of the status of the maintenance emergency teams.

3.7 OSC Information Technology (IT) Representative

3.7.1 The OSC Information Technology Representative is <u>not</u> a required OSC position, but may be manned to assist the OSC in emergency response.

3.7.2 Reports to the OSC Supervisor.

3.7.3 Coordinates troubleshooting and repairs of telecommunications equipment.

3.7.4 Coordinates troubleshooting and repair of Information Technology hardware and software.

3.7.5 Coordinates support for computer applications problems.

3.8 Security Superintendent

3.8.1 Reports to the OSC Supervisor.

3.8.2 Directs the W3SES Security Force in accordance with the Security Plan.

3.8.3 Responsible for plant personnel accountability.

3.8.4 Coordinates emergency access for OSC emergency teams.

3.8.5 Coordinates security activities with offsite law enforcement officials.

3.9 OSC Health Physics Liaison

3.9.1 Reports to the Radiological Controls Coordinator (RCC).

3.9.2 Acts as a liaison between the OSC Supervisor and the RCC for OSC activities.

3.9.2.1 Maintains communications with the RCC.

3.9.2.2 Keeps the RCC informed of the status of staffing and dispatching of emergency teams.

3.9.2.3 Keeps the OSC Supervisor informed of radiological conditions in the plant.

3.9.3 Participates in emergency team briefings and debriefings on plant radiological conditions.

3.9.4 Monitors OSC habitability.

3.10 All Other Personnel Responding to the OSC.

3.10.1 Responsible for ensuring that activities in their areas are conducted in accordance with this procedure.

4.0 INITIATING CONDITIONS

4.1 This procedure is initiated any time a decision is made to activate the OSC.

4.2 The OSC may be activated at any time, and shall be activated at an Alert, Site Area Emergency or General Emergency declaration.

4.3 The OSC shall become operational as soon as possible after declaration of any of these emergency classifications.

4.3.1 When facility minimum staffing can be accomplished with onsite personnel, then the goal is to become operational within 45 minutes.

4.3.2 When facility minimum staffing must be accomplished using offsite personnel, then the OSC shall become operational within 90 minutes.

5.0 PROCEDURE

NOTE

1. If the Backup OSC is to be activated, then GO TO Section 5.12.
2. Emergency Planning Desk Guides are provided in the OSC. The Desk Guides may be used to assist the OSC personnel in the performance of their duties.

5.1 General Instructions for all Personnel

5.1.1 Perform a hands and feet frisk in accordance with posted instructions.

5.1.2 The first 3-6 Maintenance Manpower personnel to respond perform the OSC First Responders activities in accordance with Section 5.2.

5.1.3 Maintenance personnel check in with the appropriate Manpower Area Coordinator or Maintenance Lead for instructions.

5.1.4 Miscellaneous OSC personnel (Operations, Field Team Drivers, Chemistry, Document Control, Warehouse, etc.) report to the OSC Supervisor Assistant in the OSC Command Room for instructions.

5.1.5 Radiation Protection personnel report to the Radiological Controls Coordinator at the –4 Control Point.

5.1.6 Assembly Area Supervisor reports to the Backup OSC and performs duties in accordance with EP-002-071.

NOTE

Manpower Area Coordinators, when assigned, may assist the Maintenance Leads in assembling and briefing repair teams. The Manpower Area Coordinator positions are not required for operation of the OSC.

5.1.7 Manpower Area Coordinators report to the OSC Manpower Area and coordinate manpower activities with the OSC Leads.

5.2 OSC First Responders

5.2.1 Unlock OSC doors and equipment cabinets.

5.2.2 Set up emergency equipment for operation of the OSC.

5.2.3 Establish OSC access controls.

5.2.4 Adjust the page speaker volume controls.

5.2.5 Post the appropriate classification signs.

5.2.6 When First Responder activities are complete, then notify the OSC Supervisor Assistant.

5.3 OSC Supervisor

NOTE

The OSC Supervisor Assistant may assume the responsibilities of the OSC Supervisor in the absence of the OSC Supervisor.

5.3.1 Declare the OSC Operational

5.3.1.1 Minimum staffing to declare OSC operational includes the OSC Supervisor, or OSC Supervisor Assistant, and at least two maintenance personnel from each discipline.

5.3.1.2 When minimum OSC staff personnel are available, then declare the OSC operational.

A. Announce the OSC is operational using the plant page.

5.3.2 Operation

5.3.2.1 Determine the status of OSC staffing.

A. Contact the TSC Supervisor to determine the OSC manpower needed to support the present and projected emergency activities.

B Call out additional personnel to support plant emergency activities, as required.

5.3.2.2 Establish Communications with the Radiological Controls Coordinator (RCC) at the -4 Control Point.

5.3.2.3 Ensure the OSC Supervisor Assistant establishes OSC accountability in accordance with EP-002-190.

5.3.2.4 Ensure the OSC Supervisor Communicator establishes and maintains communications with the TSC.

5.3.2.5 Ensure OSC First Responder activities are completed in a timely manner.

5.3.2.6 Dispatch emergency teams promptly as requested by the TSC.

5.3.2.7 When notified the EFAT is staffed, then notify the TSC Supervisor of the names and badge numbers of the EFAT members.

A. If a medical emergency occurs, then the TSC Lead Communicator dispatches the EFAT in accordance with UNT-007-018 and assumes responsibility for the EFAT.

B. The OSC provides additional personnel to support the EFAT as requested by the TSC.

5.3.2.8 When notified the Fire Brigade is staffed, then notify the TSC Supervisor of the names and badge numbers of the Fire Brigade members.

A. If a fire occurs, then the TSC Lead Communicator dispatches the Fire Brigade in accordance with FP-001-020 and assumes responsibility for the Fire Brigade.

B. The OSC provides additional personnel to support the Fire Brigade as requested by the TSC.

5.3.2.9 Ensure radiological controls are maintained in the OSC and habitability is assessed by the OSC Health Physics Liaison.

A. If radiation levels are greater than or equal to 100 mrem/hr, or airborne concentration levels are greater than or equal to 10 DAC, and there is no indication these levels may significantly decrease during the next four hours, then consider evacuating the OSC.

B. Accumulated doses to personnel are taken into account.

1. If 10CFR20 limits (see EP-002-030) are approached and there is no indication that conditions may improve before limits are exceeded, then consider evacuating the OSC.

C. If radiation levels are greater than or equal to 500 mrem/hr or airborne concentrations are greater than or equal to 100 DAC, then evacuate the OSC.

D. If the OSC is evacuated to the Backup OSC, then GO TO Attachment 7.2.

5.3.2.10 As requested by the RCC, provide support for Radiological Field Monitoring teams.

5.3.2.11 In the event of a site evacuation:

a. Coordinate the activities of the Assembly Area Supervisor.

b. Ensure the Security Superintendent coordinates evacuation accountability in accordance with EP-002-190.

c. Notify the TSC when accountability has been completed.

d. Dispatch search and rescue teams, as necessary.

5.3.2.12 Periodically update OSC Personnel on emergency conditions, radiological conditions and priorities, using the OSC Building Page System.

5.3.2.13 Keep the TSC Supervisor updated on the status of OSC activities.

5.3.2.14 Maintain a position specific facility log in accordance with EP-002-150.

5.3.2.15 Prepare for continuous manning of the OSC, as required.

5.3.3 Deactivation

5.3.3.1 Assist in follow-up activities and evaluation of the event.

5.3.3.2 Assist in, and provide teams for, recovery operations as directed by the Recovery Manager in accordance with EP-002-170.

5.3.3.3 Collect all documentation generated during the emergency and forward to the Emergency Planning Department.

5.3.3.4 Restore the OSC facility and equipment to pre-emergency conditions.

5.4 OSC Supervisor Assistant

NOTE

The OSC Supervisor Assistant may assume the responsibilities of the OSC Supervisor in the absence of the OSC Supervisor.

5.4.1 Initial Response Activities

5.4.1.1 Identify EFAT members and assign an EFAT Communicator in accordance with EP-002-130.

5.4.1.2 Establish OSC Facility Accountability.

5.4.1.3 Assign an individual to act as the OSC Main Entrance/Exit Accountability Watch.

5.4.1.4 Dispatch Field Monitoring Team drivers as requested by the RCC.

5.4.1.5 Identify Fire Brigade members in accordance with EP-002-130.

5.4.1.6 Coordinate completion of OSC First Responders activities.

5.4.1.7 Dispatch one person from the Manpower Area to the TSC to serve as the TSC Accountability Coordinator.

5.4.2 Operation

5.4.2.1 Ensure the OSC status boards are updated.

5.4.2.2 Coordinate the development of an OSC watch bill, as required.

5.4.2.3 Maintain a position specific facility log in accordance with EP-002-150.

5.4.2.4 Perform other activities as directed by the OSC Supervisor.

5.4.3 Deactivation

5.4.3.1 Assist in follow-up activities and evaluation of the event.

5.4.3.2 Collect all documentation generated during the emergency and provide to the OSC Supervisor.

5.4.3.3 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.4.3.4 Perform other tasks as directed by the OSC Supervisor.

5.5 OSC Maintenance Leads

NOTE

The Manpower Area Coordinators may assist Maintenance Leads in the performance of these activities.

5.5.1 Operation

5.5.1.1 Assemble the maintenance personnel in the Manpower Area and report staffing levels to the OSC Supervisor.

5.5.1.2 Instruct Manpower Area personnel to "card-in" on the Accountability Keycard Reader at the direction of the OSC Supervisor Assistant.

5.5.1.3 Dispatch emergency teams promptly as requested by the TSC in accordance with EP-002-130.

5.5.1.4 Coordinate emergency team activities with the OSC Health Physics Liaison and the Security Superintendent.

5.5.1.5 Update the OSC Supervisor on the status of emergency team activities frequently.

5.5.1.6 Ensure the OSC Repair Team Status Board reflects the current status of emergency team activities.

5.5.1.7 Call out additional maintenance personnel, as required, to support emergency team activities.

5.5.1.8 Coordinate the staffing of relief shifts with the OSC Supervisor Assistant.

5.5.1.9 Maintain a position specific facility log in accordance with EP-002-150.

5.5.1.10 Perform other activities as directed by the OSC Supervisor.

5.5.3 Deactivation

5.5.3.1 Assist in follow-up activities and evaluation of the event.

5.5.3.2 Assist in, and provide teams for, recovery operations as directed by the OSC Supervisor.

5.5.3.3 Collect all documentation generated during the emergency in your area and provide to the OSC Supervisor.

5.5.3.4 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

NOTE

1. The OSC Information Technology Representative is not a required OSC position.
2. The OSC Information Technology Representative may be staffed to assist the OSC, as needed.

5.6 OSC Information Technology (IT) Representative

5.6.1 Operation

5.6.1.1 Report to the OSC Supervisor and discuss the need for additional Information Technology (IT) support.

A. Call out additional IT support, as required.

5.6.1.2 Coordinate troubleshooting and repair of telecommunications or computer application problems.

5.6.1.3 Obtain assistance from non-Entergy personnel as required.

5.6.1.4 Ensure the OSC Supervisor is kept informed of the status of IT activities.

5.6.1.5 Ensure personnel assisting in the troubleshooting and repair activities are continuously accounted for in accordance with EP-002-190.

5.6.1.6 Maintain a position specific facility log in accordance with EP-002-150.

5.6.1.7 Perform other activities as directed by the OSC Supervisor.

5.6.2 Deactivation

5.6.2.1 Assist in follow-up activities and evaluation of the event.

5.6.2.2 Collect documentation generated during the emergency and provide to the OSC Supervisor.

5.6.2.3 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.7 OSC Supervisor Communicator

5.7.1 Operation

5.7.1.1 Maintain communications with the TSC Supervisor, or TSC Supervisor Communicator.

5.7.1.2 Keep the OSC Supervisor informed of changes in plant conditions, priorities and goals.

5.7.1.3 Keep the TSC Supervisor informed of OSC emergency team activities.

5.7.1.4 Maintain a narrative facility log to document overall OSC activities in accordance with EP-002-150.

5.7.1.5 Perform other tasks as directed by the OSC Supervisor.

5.7.2 Deactivation

5.7.2.1 Assist in follow-up activities and evaluation of the event.

5.7.2.2 Collect all documentation generated during the emergency and provide to the OSC Supervisor.

5.7.2.3 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.8 Emergency Response Team Leader

5.8.1 Operation

5.8.1.1 Report to the appropriate Maintenance Lead for a briefing in accordance with EP-002-130.

A. Ensure the team understands the task to be performed and the priority of the task.

B. Ensure the team understands the routing instructions and any radiological precautions associated with the task.

C. Ensure that team personnel have adequate Security clearance to perform the task and that Security support is arranged in advance as needed.

5.8.1.2 When the team has been briefed, then assemble the appropriate equipment, procedures and drawings necessary to perform the task.

5.8.1.3 Promptly respond to the assigned area.

A. Perform a radio check prior to leaving the OSC to verify the operation of the radio.

5.8.1.4 Conduct emergency team operations in accordance with the appropriate procedures and direction from the Maintenance Lead.

5.8.1.5 Maintain communications with the OSC while in the field.

5.8.1.6 Request additional assistance (backup team, Operations support, Security Support, etc.) as required.

5.8.1.7 Report completion of the assigned task to the OSC and request further instructions.

5.8.2 Deactivation

5.8.2.1 Return to the OSC at the direction of the Maintenance Lead.

A. Teams that have been in a Controlled Access Area are debriefed by the RCC at the -4 Control Point.

B. Debrief with the OSC Maintenance Lead.

1. Provide all documentation (Briefing sheets, debriefing sheets, work packages, etc.) to the Maintenance Lead.

5.8.2.2 Restore equipment to proper storage locations and report any equipment deficiencies to the Maintenance Lead.

5.8.2.3 Report to the appropriate Manpower Area and await further instructions.

5.9 Radiological Controls Coordinator (RCC)

5.9.1 Initial Response Activities

5.9.1.1 Discuss the status of Health Physics activities and current plant radiological levels with the shift Radiation Protection personnel.

5.9.1.2 Dispatch a Health Physics Technician to the OSC Command Room to serve as OSC Health Physics Liaison.

5.9.1.3 Establish communications with the Health Physics Coordinator (HPC).

5.9.1.4 Determine the current staffing levels of the -4 Control Point.

5.9.1.5 Call out additional personnel as needed.

5.9.1.6 Communicate names and badge numbers of the EFAT members to the OSC.

5.9.1.7 Establish facility accountability in accordance with EP-002-190.

5.9.1.8 Request emergency access for personnel whose normal access would prevent them from responding to emergency situations.

5.9.1.9 Dispatch the Radiological Field Monitoring Teams in accordance with EP-002-060.

5.9.1.10 Assign a Radiation Protection technician to respond to the offsite assembly area in the event of a site evacuation.

5.9.2 Operation

5.9.2.1 Conduct in-plant and onsite surveys and maintain radiological controls in a accordance with applicable Health Physics procedures, EP-002-031 and EP-002-034.

5.9.2.2 Provide Health Physics support for decontamination operations in accordance with applicable Health Physics procedures and EP-002-032.

5.9.2.3 Maintain communications with the HPC.

5.9.2.4 Maintain communications with the OSC Health Physics Liaison.

5.9.2.5 Provide Health Physics coverage for emergency response teams as necessary.

5.9.2.6 Provide Health Physics support for the Fire Brigade and Emergency First Aid Team (EFAT).

5.9.2.7 Ensure the OSC Health Physics Liaison conducts habitability surveys in the OSC in accordance with EP-002-034.

5.9.2.8 Coordinate development of a watch bill for extended operations with the HPC and OSC Supervisor Assistant.

5.9.2.9 Maintain a log of -4 Control Point activities in accordance with EP-002-150.

5.9.3 Deactivation

5.9.3.1 Assist in follow-up activities and evaluation of the event.

5.9.3.2 Ensure affected plant and offsite areas are surveyed for radioactive contamination and cleared, or appropriate controls established and corrective actions taken.

5.9.3.3 Assist in recovery operations as directed.

5.9.3.4 When the -4 Control Point is deactivated, then collect all documentation and forward to the Emergency Planning Department.

5.9.3.5 Restore the -4 facility and equipment to pre-emergency conditions.

5.9.3.6 Inventory emergency equipment in accordance with EP-003-040.

5.10 OSC Health Physics Liaison

5.10.1 Operation

5.10.1.1 Discuss status of emergency team activities with the OSC Supervisor.

5.10.1.2 Establish OSC radiological controls and habitability.

5.10.1.3 Maintain communications with the -4 Control Point.

A. Keep informed of changing radiological conditions in the plant, including areas posted due to high radiological levels.

B. Coordinate the emergency team activities with the RCC.

C. Frequently update the RCC on the status of OSC habitability.

5.10.1.4 Participate in emergency team briefings in accordance with EP-002-130.

5.10.1.5 Keep the OSC informed of changing radiological conditions.

5.10.1.6 Maintain continuous OSC habitability.

5.10.1.7 Maintain the OSC Radiological Status Boards.

5.10.1.8 Maintain a position specific facility log in accordance with EP-002-150.

5.10.1.9 Perform other duties as directed by the OSC Supervisor or the RCC.

5.10.2 Deactivation

5.10.2.1 Collect all documentation generated during the emergency and provide to the OSC Supervisor.

5.10.2.2 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.10.2.3 Report to the RCC and assist in follow-up activities and evaluation of the event.

5.10.2.4 Perform other tasks as directed by the RCC.

5.11 Security Superintendent

5.11.1 Operation

5.11.1.1 Coordinate the activities of the W3SES Security Force in accordance with the Security Plan.

5.11.1.2 Participate in emergency team briefings, as necessary.

a. Coordinate emergency access for OSC emergency teams.

b. Provide Security personnel to support emergency team activities.

5.11.1.3 Coordinate plant personnel accountability in accordance with EP-002-190.

5.11.1.4 Coordinate security activities with offsite law enforcement officials, as necessary.

5.11.2 Deactivation

5.11.2.1 Assist in follow-up activities and evaluation of the event.

5.11.2.2 Collect all documentation generated during the emergency and provide to the OSC Supervisor.

5.11.2.3 Assist in restoring the OSC facility and equipment to pre-emergency conditions.

5.12 Backup OSC Operations

5.12.1 This Section is implemented under the following conditions:

a. The OSC is inaccessible.

b. The habitability of the OSC deteriorates, requireing evacuation.

c. The Emergency Coordinator directs the use of the Backup OSC.

5.12.2 Operation of the Backup OSC without initial Primary OSC operation.

5.12.2.1 Respond to the location chosen as the Backup OSC.

5.12.2.2 Set up equipment provided.

5.12.2.3 Establish communications with the TSC and RCC.

5.12.2.4 Consider retrieving equipment from the Primary OSC.

5.12.2.5 Follow applicable procedures, ensuring adjustments are made for the use of the Backup OSC.

5.12.3 Transfer to the Backup OSC from the Primary OSC.

5.12.3.1 Advise the TSC of the relocation to the Backup OSC.

5.12.3.2 Brief the OSC personnel on the transfer to the Backup OSC.

5.12.3.3 Dispatch an advance team to the Backup OSC to relocate key equipment and set up the Backup OSC.

5.12.3.4 Establish communications with the Backup OSC.

5.12.3.5 Transfer control of emergency teams to the Backup OSC.

5.12.3.6 Coordinate transfer of personnel and additional equipment to the Backup OSC.

5.12.3.7 When all OSC personnel, command and control and communications are established in the Backup OSC, then notify the TSC of the transfer to the Backup OSC.

5.12.3.8 Follow applicable procedures, ensuring adjustments are made for the use of the Backup OSC.

6.0 FINAL CONDITIONS

6.1 Collect all documentation generated during the operation of the OSC and forward to Emergency Planning.

6.2 Restore all functional equipment and supplies to pre-emergency conditions, as appropriate.

6.3 EP-002-170 has been implemented for OSC activities as appropriate.

6.4 The entire OSC staff is relieved of all duties associated with the operation of the OSC.

6.5 Returning field monitoring team vehicles and personnel are surveyed in accordance with EP-002-060.

7.0 ATTACHMENTS

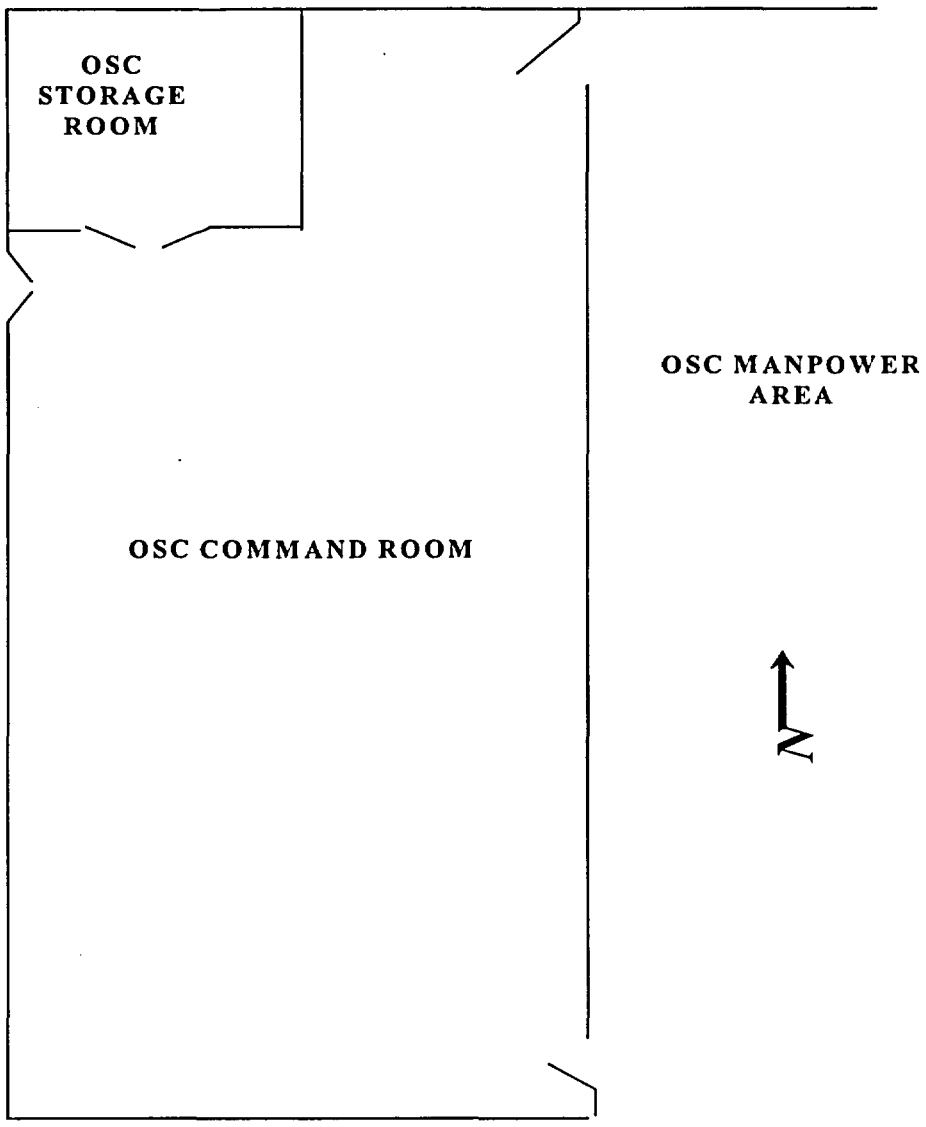
7.1 OSC Floor Plan

7.2 Backup OSC Floor Plan

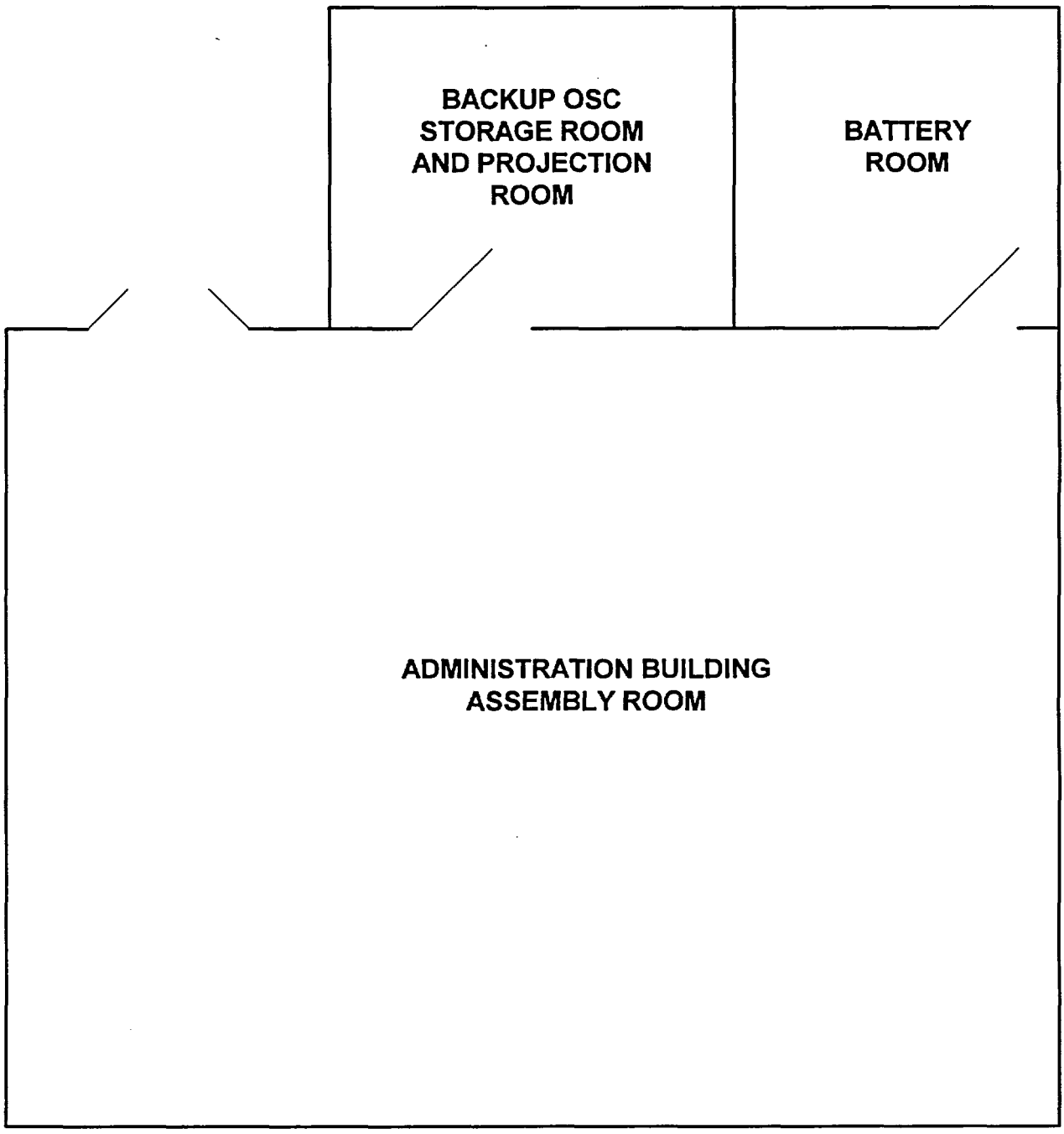
8.0 RECORDS

None

OSC FLOOR PLAN
MAINTENANCE SUPPORT BUILDING FIRST FLOOR



BACKUP OSC FLOOR PLAN



REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-102 REVISION: 27 CHANGE: 0 DEVIATION: N/A

TITLE: Emergency Operations Facility (EOF) Activation, Operation, and Deactivation

EFFECTIVE DATE/MILESTONE: 04/11/2003
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): Ricky Oubre / RO DATE: 02/17/2003

ACTION:

☐ New Procedure
☐ Deletion
☒ Revision
Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)

☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
1) This revision is a major rewrite of the procedure; therefore no revision bars are used. **2)** Throughout the procedure, unnecessary wording has been removed. Wording necessary to satisfy commitments has been retained. Specific details, such as which doors need to be unlocked and locations of telephone jacks, have been moved to Emergency Planning Desk Guides. **3)** The Responsibility Section (3.0) has been revised to be more consistent with the responsibilities listed in the Emergency Plan. **4)** The procedure has been revised to include guidance on minimum staffing, declaring the EOF operational, the required time for declaring the EOF operational and activation time goals to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal, dated December 23, 2002. **5)** Attachments have been removed from the procedure and placed in Desk Guides. **6)** A Section was added for the Backup EOF Operations to replace information previously covered in an Attachment to this procedure.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE: 12-23-02
50.54 REVIEWER	Required? ☒	REVIEW:	Marc VanDeHoef	DATE: 2/18/03
TECHNICAL REVIEWER		REVIEW:	Marc VanDeHoef	DATE: 2/17/03

Change Notice (CN)? ☐

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SM/CRS	APPROVAL:	N/A	DATE:
		2 Week Final Approval	DATE:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	Robert J. Penny, Jr.	DATE: 2/25/03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒		DATE: 2-28-03 3-10-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1.0 PURPOSE

1.1 This procedure provides guidance for the Emergency Operations Facility (EOF) staff in the activation, operation and deactivation of the Emergency Operations Facility.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 Emergency Management Resources Book

2.3 EP-001-001, Recognition and Classification of Emergency Conditions

2.4 EP-001-010, Unusual Event

2.5 EP-001-020, Alert

2.6 EP-001-030, Site Area Emergency

2.7 EP-001-040, General Emergency

2.8 EP-002-010, Notifications and Communications

2.9 EP-002-030, Emergency Radiation Exposure Guidelines and Controls

2.10 EP-002-031, In-Plant Radiological Controls and Surveys During Emergencies

2.11 EP-002-034, Onsite Surveys During Emergencies

2.12 EP-002-050, Offsite Dose Assessment (Manual)

2.13 EP-002-051, Offsite Dose Assessment (Computerized)

2.14 EP-002-052, Protective Action Guidelines

2.15 EP-002-060, Radiological Field Monitoring

2.16 EP-002-061, Emergency Environmental Monitoring

2.17 EP-002-100, Technical Support Center (TSC) Activation, Operation and Deactivation

2.18 EP-002-150, Emergency Plan Implementing Records

2.19 EP-002-170, Recovery

2.20 EP-002-190, Personnel Accountability

2.21 FP-001-020, Fire Emergency/Fire Report

2.22 UNT-007-018, First Aid and Medical Care

2.23 HP-CALC-2001-001, PASS System Elimination (Dose Rate Calculation)

2.24 Emergency Planning Desk Guides

3.0 RESPONSIBILITIES

3.1 EOF Director

3.1.1 The EOF Director has overall responsibility for ensuring actions outlined in this procedure are carried out.

3.1.2 The EOF Director is responsible for authorization of radiation exposure in excess of 10CFR20 limits for EOF personnel and Field Monitoring Teams.

3.1.3 The EOF Director is responsible for authorization of the administration of Potassium Iodide (KI) for EOF personnel and Field Monitoring Teams.

3.1.4 When the potential exists for an increase in radiation/contamination levels (such as a wind shift or increase in release rate) in the EOF, then make a general announcement to the EOF Staff.

3.1.5 Provide overall command and control of the emergency response.

3.1.6 Activation and deactivation of the EOF.

3.1.7 Classification and declaration of emergencies.

3.1.8 Make protective action recommendations to offsite agencies, including evacuation/sheltering recommendations, based on Emergency Plan Implementing Procedure guidance.

3.1.9 Direct the notification of offsite agencies and ensure that they are kept informed of the emergency.

3.1.10 Ensure other offsite organizations (NRC, etc.) are kept informed of the emergency.

3.1.11 Direct the activities of the EOF organization in support of the TSC and offsite response agencies (Parishes, State).

3.1.12 Request assistance from offsite agencies, excluding requests for offsite medical and fire assistance.

3.1.13 Ensure that Entergy Operations Inc. and Entergy Louisiana Inc. executive management are kept informed of the emergency.

3.1.14 EOF personnel safety.

3.2 EOF First Responders

3.2.1 Responsible for intiation of this procedure.

3.2.2 Responsible for performing the steps in section 5.2.

3.3 Administration/Logistics Coordinator

3.3.1 The Administration/Logistics Coordinator reports to the EOF Director.

3.3.2 The Administration/Logistics Coordinator is responsible for providing support to the EOF Director and the onsite Emergency Response Organization.

3.3.3 Support the physical activation and operation of the facility.

3.3.4 Provide and direct administrative services such as records management and clerical support.

3.3.5 Manage logistics for supporting the onsite and offsite emergency response such as additional personnel, equipment, meals, lodging and transportation.

3.3.6 Coordinate EOF security matters with Waterford 3 Security.

3.3.7 Coordinate shift schedules for all Emergency Response Facilities.

3.4 Operations/Engineering Coordinator

3.4.1 The Operations/Engineering Coordinator reports to the EOF Director.

3.4.2 Direct the EOF Operations/Engineering Group activities such as technical assessments, operational assessments, procedure development, and problem resolution in support of the TSC.

3.4.3 Ensure the EOF Director is kept informed of plant status and its significance.

3.4.4 Manage the activities of offsite technical support organizations such as Westinghouse Electric Co. LLC, Entergy Corporation, INPO and other utilities.

3.4.5 Provide input to the Radiological Assessment Coordinator to complete notification message forms for trasmission to the Parish and State.

3.4.6 Provide input to the EOF Director for protective action recommendations and emergency clasification.

3.4.7 Operation of the SDS console.

3.5 Operations/Engineering Coordinator Assistant.

3.5.1 The Operations/Engineering Coordinator Assistant reports to the Operations/Engineering Coordinator.

3.5.2 The Operations/Engineering Coordinator Assistant assists the Operations/Engineering Coordinator in the performance of his duties.

3.5.3 The Operations/Engineering Coordinator Assistant is responsible for the coordination of EOF engineering activities as directed.

3.6 EOF Engineers

3.6.1 The EOF Engineers report to the Operations/Engineering Coordinator.

3.6.2 Provides technical evaluation and assessment of plant conditions.

3.6.3 Monitor plant conditions.

3.6.4 Engineer plant modifications to support accident mitigation and control.

3.6.5 Coordinate technical support from non-Waterford 3 organizations.

3.6.6 Assist Operation/Engineering Coordinator with emergency procedure development.

3.7 Radiological Assessment Coordinator

3.7.1 The Radiological Assessment Coordinator (RAC) reports to the EOF Director.

3.7.2 The Radiological Assessment Coordinator is responsible for coordinating the assessment activities for offsite radiological conditions.

3.7.3 Contact for NRC on Health Physics Network (HPN) line.

3.7.4 Direct the activities of the EOF Field Team Controller in the areas of offsite dose projection and radiological field monitoring.

3.7.5 Provide radiological/radiation protection support to the Technical Support Center.

3.7.6 Keep the EOF Director apprised of offsite radiological conditions and their significance.

3.7.7 Ensure that the Notification Message Forms are completed at pre-determined intervals.

3.7.8 Provide radiological support and control within the EOF.

3.7.9 Provide overall liaison and coordination of efforts with Louisiana Department of Environmental Quality Field Response Center Personnel.

3.7.10 Provide input to the EOF Director regarding protective actions and emergency classification.

3.8 Radiological Assessment Coordinator Assistant

3.8.1 The Radiological Assessment Coordinator Assistant reports to the RAC.

3.8.2 Assist the Radiological Assessment Coordinator in maintaining communications with and coordinating the activities of the EOF dose assessment group.

3.8.3 Complete notification message forms as directed by the RAC.

3.8.4 Assist the RAC in performance of his administrative functions (updating of status boards, telephone communications, etc.).

3.8.5 If the RAC is temporarily out of the area or indisposed, then act as a point of contact for the RAC.

3.8.6 Provide other assistance as directed by the RAC.

3.9 EOF Field Team Controller

3.9.1 The Field Team Controller reports to the RAC.

3.9.2 Direct the activities of the EOF Field Team Communicator and Dose Projection Coordinator in the area of offsite dose projections and radiological field monitoring.

3.9.3 Provide radiological support to the Technical Support Center as directed by the RAC.

3.9.4 Direct the activities of the offsite field monitoring teams.

3.9.5 Initiate Notification Message Forms as directed by the RAC.

3.9.6 Provide offsite dose projection information to the RAC.

3.9.7 Provide radiological support and control in the EOF as directed by the RAC.

3.9.8 Provide liaison and coordination of efforts in the area of field team data with Louisiana Department of Environmental Quality Field Response Center personnel.

3.10 Dose Projection Coordinator

3.10.1 The Dose Projection Coordinator reports to the Field Team Controller.

3.10.2 The Dose Projection Coordinator is responsible for performing offsite dose calculations.

3.10.3 Provide offsite dose projection information to the Field Team Controller.

3.11 Field Team Communicator

3.11.1 The Field Team Communicator reports to the Field Team Controller.

3.11.2 The Field Team Communicator maintains radio communications contact with the offsite Field Monitoring Teams.

3.11.3 Transmit directional guidance to offsite field monitoring teams from the Field Team Controller.

3.11.4 Maintain a record of communication with the field teams.

3.12 Offsite Technical Advisor

3.12.1 The Offsite Technical Advisor may report to the Emergency Coordinator until the EOF is sufficiently staffed to support Offsite Technical Advisor operations.

3.12.2 Direct the activities of the Offsite Technical Assistant.

3.12.3 Maintain understanding of emergency conditions.

3.12.4 Advise Parish Technical Representatives, State Technical Representative and Technical Spokesperson of plant conditions, as necessary, and provide responses to technical question from these individuals.

3.12.5 Coordinate technical information with the Emergency News Center.

3.13 Offsite Technical Representatives

3.13.1 The Offsite Technical Representatives report to the Offsite Technical Advisor.

3.13.2 The Offsite Technical Representatives interpret technical information to offsite organizations (State EOC, St. Charles Parish EOC and St. John the Baptist Parish EOC).

3.14 Communications Coordinator

3.14.1 The Communications Coordinator reports to the EOF Director.

3.14.2 The Communications Coordinator is responsible for coordinating communications traffic with offsite agencies.

3.14.3 Ensure the EOF Director approves all communications to non-Entergy agencies.

3.14.4 Ensure offsite agency communications are transmitted in a timely manner.

3.14.5 Review incoming/outgoing messages for clarity and obvious errors.

3.15 EOF Communicators.

3.15.1 The EOF Communicators report to the Communications Coordinator.

3.15.2 Communicate approved information to offsite agencies (St. Charles Parish, St. John the Baptist Parish, Louisiana Department of Environmental Quality and Louisiana Office of Emergency Preparedness, Waterford 1 & 2, etc.).

3.15.3 Receive information from offsite agencies and record it on the proper forms.

3.16 Licensing Coordinator

3.16.1 The Licensing Coordinator reports to the EOF Director.

3.16.2 The Licensing Coordinator provides the interface with NRC site response personnel and coordinates licensing concerns.

3.17 Entergy System Liaison

3.17.1 The Entergy System Liaison reports to the EOF Director.

3.17.2 The Entergy System Liaison provides the primary interface between the Waterford 3 Emergency Response Organization and other Entergy Corporation response organizations.

3.17.3 Request assistance from other Entergy System Business Units.

3.17.4 Provide information and emergency status on a periodic basis to the Plant Managers of Waterford 1&2 and Little Gypsy.

3.17.5 Maintain liaison with the Gretna Transmission Operations Center.

3.17.6 Ensure that notification is made and ongoing information provided to American Nuclear Insurers (ANI) by the Corporate Emergency Center.

3.17.7 Track the activities of and perform accountability for Transmission System personnel performing work at the Waterford 3 site and coordinate radiological support for their activities.

3.17.8 Keep the EOF Director and EOF staff informed of the activities of other Entergy response organizations.

3.17.9 Coordinate implementation of protective measures for Transmission System, Entergy Services and Fossil personnel working within the 10 mile EPZ.

3.17.10 Coordinate Entergy System support for public reception centers.

4.0 INITIATING CONDITIONS

4.1 This procedure is initiated any time a decision is made to activate the EOF.

4.2 The EOF may be activated at any time, and shall be activated at an Alert, Site Area Emergency or General Emergency declaration.

4.3 The EOF shall become operational as soon as possible after declaration of any of these emergency classifications.

4.3.1 When facility minimum staffing can be accomplished with onsite personnel, then the goal is to become operational within 45 minutes.

4.3.2 When facility minimum staffing must be accomplished using offsite personnel, then the EOF shall become operational within 90 minutes.

5.0 PROCEDURE

NOTE

1. If the backup TSC is to be activated, then EOF personnel are responsible for assisting TSC responders in accordance with EP-002-100.
2. If the Backup EOF is to be activated, then refer to section 5.11.
3. Emergency Planning Desk Guides are provided for EOF personnel. The Desk Guides may be used to assist EOF personnel in the performance of their duties.

5.1 General Instructions for All Personnel

5.1.1 Perform a hands and feet frisk, as necessary.

5.1.2 Sign in on EOF status board.

5.1.3 Report to assigned area and conduct operations in accordance with the appropriate section of this procedure.

5.1.4 EOF personnel should not leave the EOF (protected) portion of the Energy Education Center without checking out with the Administration/Logistics Coordinator and the Radiological Assessment Coordinator.

5.2 EOF First Responders

5.2.1 Give priority when performing first responder duties to the requirements to declare the EOF operational.

A. Minimum staffing of EOF Director, one communicator and RAC or Field Team Controller.

B. Set up the EOF Director workstation to support EOF operations.

C. Set up the RAC workstation to support EOF operations.

D. Verify EOF Dose Projection Room is set up to support EOF operations.

E. Verify operation of the EOF HVAC control panel in the Dose Projection Room.

F. Verify EOF Communications Room is set up to support EOF operations.

G. EOF Director contacts Emergency Coordinator and reviews past and present plant conditions, current goals/priorities and actions taken.

5.2.2 Unlock EOF doors.

5.2.3 Establish EOF access controls.

5.2.4 Set volumes for the EOF paging system.

5.2.5 Setup EOF for operations.

5.3 EOF Director

NOTE

The Deputy EOF Director assists the EOF Director in the performance of his duties

5.3.1 Declare the EOF Operational

5.3.1.1 Minimum Staffing Required

A. EOF Director

B. One Communicator

C. Radiological Assessment Coordinator or Field Team Controller

5.3.1.2 Declare the EOF operational when minimum EOF staff is available and capable of performing EOF function.

A. Set up the EOF Director workstation to support EOF operations.

B. Set up the RAC workstation to support EOF operations.

C. Verify EOF Dose Projection Room is set up to support EOF operations.

D. Verify operation of the EOF HVAC control panel in the Dose Projection Room.

E. Verify EOF Communications Room is set up to support EOF operations.

F. EOF Director contacts Emergency Coordinator and reviews past and present plant conditions, current goals/priorities and actions taken.

5.3.1.3 Announce that the EOF is operational.

NOTE

Offsite communications and dose assessment activities may be transferred directly from the Control Room to the EOF if the EOF is prepared to accept these responsibilities before the TSC. The EOF Director should coordinate this action with the TSC Emergency Coordinator.

5.3.2 Transfer of Responsibilities

5.3.2.1 The responsibilities transferred to the EOF are:

Items A, B, D, E, and F can not be delegated.

A. Classification and declaration of an emergency

B. Offsite Protective Action Recommendations

C. Offsite Dose Assessment

D. Offsite Communications.

E. Request for assistance of offsite agencies.

F. Authorization of radiation exposure in excess of 10CFR20 limits for personnel reporting to the EOF and field monitoring teams.

5.3.2.2 Notify the Emergency Coordinator that the EOF staff is ready to begin transfer activities.

5.3.2.3 When the Emergency Coordinator is ready to begin transfer of activities, then direct the Communications Coordinator and Radiological Assessment Coordinator to begin these activities in accordance with their procedures.

5.3.2.4 When the Communications Coordinator and Radiological Assessment Coordinator are ready, then inform the Emergency Coordinator that responsibilities are transferred.

5.3.2.5 Announce that responsibilities are transferred to the EOF.

5.3.3 Operation

5.3.3.1 Ensure offsite communications are conducted in accordance with EP-002-010.

5.3.3.2 Review status of First Responder activities and EOF staffing with Administration/Logistics Coordinator.

5.3.3.3 Coordinate habitability monitoring with the RAC.

A. Whenever the potential exists for an increase in radiation/contamination levels in the EOF, make a general announcement to the EOF Staff.

5.3.3.4 Classify/declassify the emergency in accordance with EP-001-001.

5.3.3.5 Make offsite protective action recommendations to offsite agencies in accordance with EP-002-052

5.3.3.6 Provide support to the TSC as requested.

A. Periodically discuss emergency status and changing plant conditions with the Emergency Coordinator.

B. Coordinate goals and priorities with the Emergency Coordinator.

5.3.3.7 Ensure appropriate NRC site response team interfaces are established and the Licensing Coordinator, as required, provides coordination of activities.

5.3.3.8 Conduct periodic staff meetings with key EOF personnel to update them on the overall emergency status and priorities.

5.3.3.9 Implement EP-002-170 as required.

5.3.4 Deactivation

5.3.4.1 When the EOF is deactivated, then ensure the actions in Section 6.0 of this procedure are performed.

5.4 Administration/Logistics Coordinator

NOTE

The Administrative Assistants/Procurement Representatives assist the Administration/ Logistics Coordinator.

5.4.1 Initial Response Activities

5.4.1.1 Ensure minimum setup is established and reported to the EOF Director (as necessary) to declare the EOF operational.

A. Minimum staffing of EOF Director, one communicator, and RAC or Field Team Controller.

B. Set up the EOF Director workstation to support EOF operations.

C. Set up the RAC workstation to support EOF operations.

D. Verify EOF Dose Projection Room is set up to support EOF operations.

E. Verify operation of the EOF HVAC control panel in the Dose Projection Room.

F. Verify EOF Communications Room is set up to support EOF operations.

G. EOF Director contacts Emergency Coordinator and reviews past and present plant conditions, current goals/priorities and actions taken.

5.4.1.2 Establish EOF access control and ensure that a check point is established at the main EOF entrance.

5.4.1.3 Verify the First Responder activities are completed.

5.4.1.4 Check the EOF Sign-In Board and the other EOF Personnel Board to verify that all personnel present in the EOF are signed in.

A. Make a list of personnel who have not yet reported to the EOF.

B. Contact the Communications Coordinator and obtain the VNS printout of filled positions.

C. Compare the lists in A & B above and compile a list of personnel who have not reported to the EOF and have not been contacted by the VNS.

D. Call out additional personnel as necessary to ensure EOF positions are filled.

5.4.1.5 Issue dosimetry to all EOF personnel.

5.4.2 Operation

5.4.2.1 Provide general clerical/document control support.

5.4.2.2 Coordinate activities with the Communications Coordinator to ensure copies of approved and transmitted Notification Message Forms/Short Message Forms are routed in a timely manner.

5.4.2.3 Ensure continuous accountability is performed.

5.4.2.4 Coordinate access for personnel to the plant site with the TSC Supervisor.

5.4.2.5 Provide logistics support for personnel, parts, equipment, food, travel, lodging and funds.

5.4.2.6 Direct the activities of the EOF Administrative Assistants/EOF Procurement Representatives.

5.4.2.7 Maintain a position specific facility log of the activities of the Administration/Logistics Coordinator.

5.4.3 Deactivation

5.4.3.1 Collect all documentation generated by EOF staff and forward to Emergency Planning.

5.4.3.2 Assist in follow-up activities and evaluation of the event as required.

5.5 Operations/Engineering Coordinator

NOTE

The Operations/Engineering Coordinator Assistant, EOF Status Board Keeper and the EOF Engineering staff may assist in the performance of activities.

5.5.1 Initial Response Activities

5.5.1.1 Ensure the EOF Emergency Diesel Generator is checked out and available.

5.5.1.2 Ensure operability of the Satellite Display System (SDS)

5.5.1.3 If the SDS is inoperable, then coordinate telephone communications with the TSC to obtain data.

5.5.1.4 Setup EOF for engineering operations.

5.5.1.5 Ensure that PassPort is available. PassPort access is available on the PC in the Library.

5.5.1.6 Set up work areas as appropriate.

5.5.1.7 Contact the TSC Lead Engineer for plant information and areas where technical assessment assistance is needed.

5.5.2 Operation

5.5.2.1 Monitor communications on the Control Room Intercom Circuit.

5.5.2.2 Provide assistance to the TSC as needed.

5.5.2.3 Provide assistance to the EOF Director, Radiological Assessment Coordinator and Communications Coordinator as needed.

5.5.2.4 Provide technical support to the TSC.

5.5.2.5 Evaluate engineering related problems.

5.5.2.6 Coordinate the engineering efforts of support organizations.

5.5.2.7 Provide recommendations for system modifications necessary to ensure the immediate safe shutdown of the reactor and any system additions necessary to maintain long-term shutdown capabilities.

5.5.2.8 Assist the TSC Engineering staff in the development of system modifications necessary to support emergency operations.

5.5.2.9 Coordinate review and approve temporary procedures.

5.5.2.10 Provide recommendations for classification/declassification and Protective Action Recommendations.

5.5.2.11 Keep the EOF Director informed of plant conditions and Operations/Engineering group activities.

5.5.2.12 Keep plant condition status/mimic boards updated.

A. Consideration should be given to assigning an engineer to plot or graph certain key parameters for the particular accident and construct information packets that may be useful to decision makers.

5.5.2.13 Maintain position specific facility logs in accordance with EP-002-150.

5.5.3 Deactivation

5.5.3.1 Provide any paperwork generated by the Operations/Engineering staff to the Administration/Logistics Coordinator.

5.5.3.2 Ensure procedures requiring further review are identified and entered into the normal review process

5.5.3.3 Assist in follow-up activities and evaluation of the event as requested.

5.5.3.4 Restore EOF Engineering equipment to pre-emergency condition.

5.6 Radiological Assessment Coordinator (RAC)

NOTE

1. The RAC Assistant, Field Team Controller (FTC), Dose Projection Coordinator (DPC) and Field Team Communicator may assist the RAC in the performance of activities.
2. Only the Radiological Assessment Coordinator or Field Team Controller is required to declare the EOF operational.

5.6.1 Declare EOF Operational

5.6.1.1 Minimum staffing of EOF Director, one communicator and RAC or Field Team Controller.

5.6.1.2 Set up the EOF Director workstation to support EOF operations.

5.6.1.3 Set up the RAC workstation to support EOF operations.

5.6.1.4 Verify EOF Dose Projection Room is set up to support EOF operations.

5.6.1.5 Verify operation of the EOF HVAC control panel in the Dose Projection Room.

5.6.1.6 Verify EOF Communications Room is set up to support EOF operations.

5.6.1.7 EOF Director contacts Emergency Coordinator and reviews past and present plant conditions, current goals/priorities and actions taken.

5.6.1.8 Notify the EOF Director when ready for operational status.

5.6.2 Transfer of Responsibilities

NOTE

Offsite communications and dose assessment activities may be transferred directly from the Control Room to the EOF if the EOF is prepared to accept these responsibilities before the TSC. The EOF Director should coordinate this action with the TSC Emergency Coordinator.

5.6.2.1 When the dose assessment group is ready, then notify the EOF Director and begin activities necessary to transfer offsite dose assessment.

5.6.2.2 Establish communications with the Health Physics Coordinator (HPC) and discuss the status of the emergency and radiological conditions.

5.6.2.3 Discuss status of dose activities with the TSC Dose Assessment Coordinator as necessary.

5.6.2.4 Ensure that the computer is set up in the Dose Projection Room and operational in accordance with EP-002-051.

5.6.2.5 Inform the EOF Director when ready to complete the transfer of dose assessment from the TSC to the EOF.

5.6.2.6 The EOF Director makes a plant page and EOF building page announcement regarding completion of transfer.

5.6.2.7 Request that the TSC Dose Assessment Coordinator inform all field teams of relinquished control to the EOF.

5.6.3 Operation

5.6.3.1 Perform offsite dose projections in accordance with EP-002-050 or EP-002-051.

5.6.3.2 Maintain contact with the offsite field monitoring teams and direct their activities in accordance with EP-002-060.

5.6.3.3 Maintain radiological controls for the EOF by:

> **NOTE**
> Coordinate with the Administration/Logistics Coordinator to ensure personnel read and record self-reading dosimeters at intervals determined by the RAC based on radiological conditions. These intervals may be based on dose rates in the EOF. Example: When gamma dose rates are measured at 5 mR/hr, then dosimeters should be read at 60 minute intervals

A. Ensuring habitability surveys are made in accordance with EP-002-034.

B. Monitoring the HVAC Control Panel's Radiation detectors. If an increase in count rate is observed, then conduct surveys in accordance with EP-002-034.

5.6.3.4 Assist the EOF Director in implementing emergency exposure controls in accordance with EP-002-030 as necessary.

5.6.3.5 Advise the EOF Director of the need to issue KI in accordance with EP-002-033 as necessary.

5.6.3.6 Ensure radiological controls are maintained in the EOF and the RAC Assistant or EOF Health Physics Liaison (if sent from TSC) assesses habitability.

A. If radiation levels are greater than or equal to 100 mrem/hr, or airborne concentration levels are greater than or equal to 10 DAC, and there is no indication these levels may significantly decrease during the next four hours, then consider evacuating the EOF

B. Accumulated doses to personnel are taken into account.

1. If 10CFR20 limits (see EP-002-030) are approached and there is no indication that conditions may improve before limits are exceeded, then consider evacuating the EOF.

C. If radiation levels are greater than or equal to 500 mrem/hr or airborne concentrations are greater than or equal to 100 DAC, then evacuate the EOF

D. If the EOF is evacuated to the Backup EOF, then go to section 5.11 and Attachment 7.2.

5.6.3.7 Advise the EOF Director on offsite Protective Action Recommendations in accordance with EP-002-052.

5.6.3.8 Advise the EOF Director on emergency condition classification in accordance EP-001-001.

5.6.3.9 Coordinate Field Monitoring activities and Protective Action Recommendations with LDEQ and NRC personnel when they are located in the EOF.

5.6.3.10 Initiate Notification Message Forms/Short Message Forms in accordance with EP-002-010.

5.6.3.11 When responsibilities are transferred to the EOF, then The RAC is the contact for the NRC Health Physics Network (HPN) line.

5.6.3.12 Coordinate environmental sampling and analysis activities including air samples and smear surveys with LDEQ personnel, TSC Health Physics Coordinator and OSC Radiological Controls Coordinator.

5.6.3.13 Coordinate the collection and processing of radioactive wastes that may be generated during EOF operations with the Health Physics Coordinator.

A. These wastes should be returned to the Waterford 3 site for final disposal in accordance with the appropriate Radioactive Waste Management procedures.

5.6.4 Deactivation

5.6.4.1 Collect all documentation generated by the EOF dose assessment personnel during the emergency and provide to the Administration/Logistics Coordinator.

5.6.4.2 Assist in evaluation and analysis of the event including coordination of further sampling and analysis, dose commitment calculations, and report generation during recovery phase.

5.6.4.3 Restore EOF Dose Assessment group equipment to pre-emergency condition.

5.7 Offsite Technical Advisor (OTA)

NOTE
The Offsite Technical Assistant may assist the OTA in the performance of activities in Sections 5.7.2 and 5.7.3. The Offsite Technical Assistant remains in the EOF.

5.7.1. The OTA may respond and conduct operations from the TSC under the direction of the Emergency Coordinator until the EOF is sufficiently staffed to support his operations.

5.7.2 Operation

5.7.2.1 Provide technical information to the Emergency News Center (ENC) and Corporate Emergency Center (CEC).

5.7.2.2 Provide information, as required, to the Offsite Technical Representatives to help them in coordinating technical information at their assigned locations.

5.7.2.3 Keep the Emergency Coordinator/EOF Director updated on the actions taken by the offsite agencies.

5.7.2.4 Maintain a position specific facility log of the activities of the OTA.

5.7.3 Deactivation

5.7.3.1 Continue to perform functions until the ENC and State and Parish EOCs no longer require services.

5.7.3.2 Collect all documentation generated during the emergency and provide them to the Administration/Logistics Coordinator.

5.7.3.3 Restore the EOF Offsite Technical Advisors group equipment to pre-emergency condition.

5.8 Communications Coordinator

NOTE

EOF communicators assist the Communications Coordinator in the performance of activities.

Only one communicator is required to declare the EOF operational.

5.8.1 Declare EOF Operational

5.8.1.1 Minimum staffing of EOF Director, one communicator and RAC or Field Team Controller.

5.8.1.2 Set up the EOF Director workstation to support OEF operations.

5.8.1.3 Set up the RAC workstation to support EOF operations.

5.8.1.4 Verify EOF Dose Projection Room is set up to support EOF operations.

5.8.1.5 Verify operation of the EOF HVAC control panel in the Dose Projection Room.

5.8.1.6 Verify EOF Communications Room is set up to support EOF operations.

5.8.1.7 EOF Director contacts Emergency Coordinator and reviews past and present plant conditions, current goals and priorities and actions taken.

5.8.1.8 Notify the EOF Director when ready for operational status.

5.8.2 Transfer of Responsibilities

NOTE

Offsite communications and dose assessment activities may be transferred directly from the Control Room to the EOF if the EOF is prepared to accept these responsibilities before the TSC. The EOF Director should coordinate this action with the TSC Emergency Coordinator.

5.8.2.1 When the communications group is ready, then notify the EOF Director and begin activities necessary to transfer offsite communications.

5.8.2.2 Discuss the status of communications activities with the TSC Lead Communicator:

5.8.2.3 When ready to complete the transfer of offsite communications from the TSC to the EOF, then inform the EOF Director.

5.8.2.4 Inform each of the previously contacted agencies that the EOF is now responsible for offsite communications and provide the EOF PABX callback number and the EOF OHL Code Number.

5.8.3 Operation

5.8.3.1 EOF Communications group activities are carried out in accordance with EP-002-010.

5.8.3.2 Transmit communications as instructed by the EOF Director and ensure all communications to non-Entergy offsite agencies are approved.

5.8.3.3 Ensure messages received by the EOF Communicators are acted upon by the proper individuals and that the EOF Director is aware of these transmissions.

5.8.3.4 Maintain Communications status boards.

5.8.3.5 Keep the EOF Director informed of Communications activities.

5.8.3.6 Maintain a position specific facility log for the EOF communications group activities.

5.8.4 Deactivation

5.8.4.1 When the EOF is deactivated, then collect all communications documantation generated during the emergency and provide to the Administration/Logistics Coordinator.

5.8.4.2 Close out communications with offsite agencies as directed by the EOF Director.

5.8.4.3 Assist in follow-up evaluation of the event as instructed.

5.8.4.4 Restore EOF communications group equipment to pre-emergency condition.

5.9 Licensing Coordinator

5.9.1 Initial Response Activities

5.9.1.1 Verify EOF Licensing Coordinator areas are set-up to support EOF operations.

5.9.1.2 Determine the status of communications with the NRC on the ENS and HPN lines.

5.9.1.3 Provide advance preparations for the NRC site response team.

5.9.2 Operations

5.9.2.1 Act as point of contact for coordination of the interface between the Waterford 3 Emergency Response Organization and the NRC site response team.

5.9.2.2 Maintain a position specific facility log of the activities of the Licensing Coordinator.

5.9.2.3 Keep the EOF Director informed of Licensing Coordinator activities.

5.9.3 Deactivation

5.9.3.1 Collect all documentation generated by the Licensing Coordinator and provide to the Administration/Logistics Coordinator.

5.9.3.2 Continue to coordinate follow-up activities with the NRC as directed by the EOF Director.

5.9.3.3 Restore EOF Licensing Coordinator equipment to pre-emergency condition.

5.10 Entergy System Liaison

5.10.1 Initial Response Activities

5.10.1.1 Verify EOF Entergy System Liaison areas are set-up to support EOF operations

5.10.1.2 Remove documents, logs, etc., from storage box and setup work area. Connect phone and verify that it is working correctly.

5.10.1.3 Review the emergency status, radiological conditions and plant conditions with the appropriate EOF staff.

5.10.1.4 Establish communications with Gretna Transmission Operations Center, the Waterford 1 & 2 Plant Manager /Control Room and the Little Gypsy Plant Manager /Control Room to discuss status of the emergency conditions and to establish a mutually agreed upon updating frequency.

5.10.2 Operation

5.10.2.1 Provide information and emergency status to Gretna Transmission Operations Center on a mutually agreed upon frequency or as conditions change to ensure that electrical power system demands can be met.

5.10.2.2 If protective measures are implemented for the public within the 10 mile Emergency Planning Zone, then contact Gretna Transmission Operations Center to ensure that Transmission Systems personnel working within this zone are made aware of the protective measures.

A. Contact the Waterford 1 & 2 Plant Manager/Control Room to ensure that they are aware of the protective measures.

B. Contact the Little Gypsy Plant Manager/Control Room to ensure that they are aware of the protective measures.

5.10.2.3 Maintain a position specific facility log of activities performed by the Entergy System Liaison.

5.10.2.4 If protective measures are implemented for the 10 mile Emergency Planning Zone, then contact reception centers available to the public and advise them of Entergy System support (providing insurance representatives at reception centers, miscellaneous resources, etc.), if needed.

5.10.2.5 Notify Corporate Emergency Center of the need for ANI insurance support at reception centers.

5.10.2.6 Request assistance from other Entergy Business Units as necessary.

5.10.3 Deactivation

5.10.3.1 Continue to perform functions outlined in operational measures until services are no longer required by Transmission Systems, Entergy Services Operations and other offsite organizations.

5.10.3.2 Collect documentation generated during the emergency and provide to the Administration/Logistics Coordinator.

5.10.3.3 Restore Entergy System Liaison equipment to pre-emergency status conditions.

5.11 Backup EOF Operations

NOTE

This section is provided in the form of a checklist for the EOF Director when evacuating the EOF. Other EOF personnel should use this section to ensure the activities in their areas of responsibility necessary for deactivation of the EOF and activation of the Backup EOF are completed.

NOTE

It may be necessary to staff the Backup EOF directly without first activating the EOF. In such a case, steps 7 and 8 below are not applicable and this procedure should be used for Backup EOF operations as it would for operations in the EOF.

1.) Contact the Emergency Coordinator and advise of the decision to evacuate the EOF and activate the Backup EOF.

2.) Contact Entergy Corporate Security. Request that security be provided at the Backup EOF. The Entergy System Liaison can make the contact.

3.) If there is time and staffing capabilities exist, then activate the Backup EOF with personnel not currently staffing the EOF (call-outs).

4.) If activities must be turned over to the TSC in order to evacuate (communications, field monitoring team direction, offsite dose projections, etc.,), then ensure these turnover activities are accomplished in accordance with appropriate procedures.

5.) Ensure offsite agencies are notified of the evacuation, a new plant contact phone number is given to them (TSC) and that communications are to be turned over to the TSC.

6.) Ensure completed documentation, Emergency Management Resources Books, position notebooks and procedures, facility logs and other resources as needed (engineering drawings, etc.) are transported to the Backup EOF.

7.) Ensure EOF activities are formally transferred to the TSC and that offsite agencies and other appropriate organizations notified.

8.) Conduct the evacuation. Consideration should be given to car pooling to the Backup EOF. Ensure personnel avoid hazardous areas while evacuating and, when appropriate, request Parish assistance in moving to the Backup EOF (police escort).

9.) Ensure the appropriate steps of this procedure are repeated to activate the Backup EOF including turnover of activities from the TSC.

10.) Use Attachment 7.2, Backup EOF Floor Plan as a guide to accomplish the activities in Step 8 above.

6.0 FINAL CONDITIONS

6.1 All records generated during the operation of the EOF are collected and provided to the Administration/Logistics Coordinator for forwarding to the Emergency Planning Coordinator.

6.2 All functional equipment/supplies are restored to pre-emergency condition.

6.3 The entire EOF Staff is relieved of all duties associated with the operation of the EOF/Backup EOF.

6.4 EP-002-170 is implemented as required.

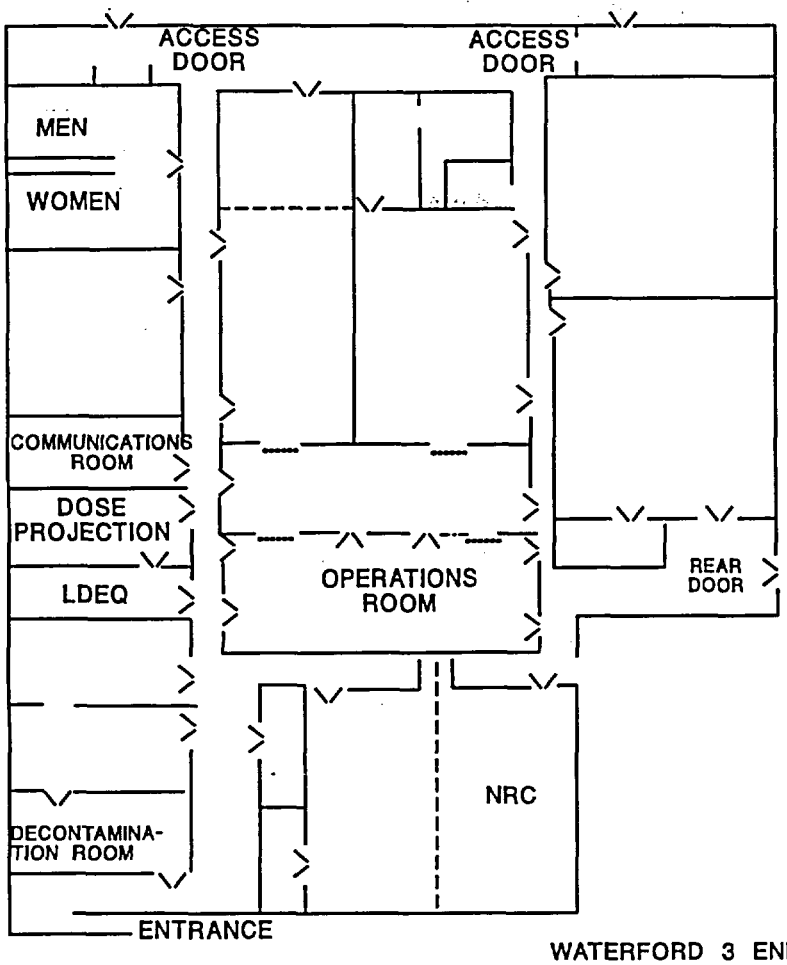
7.0 ATTACHMENTS

7.1 EOF Floor Plan

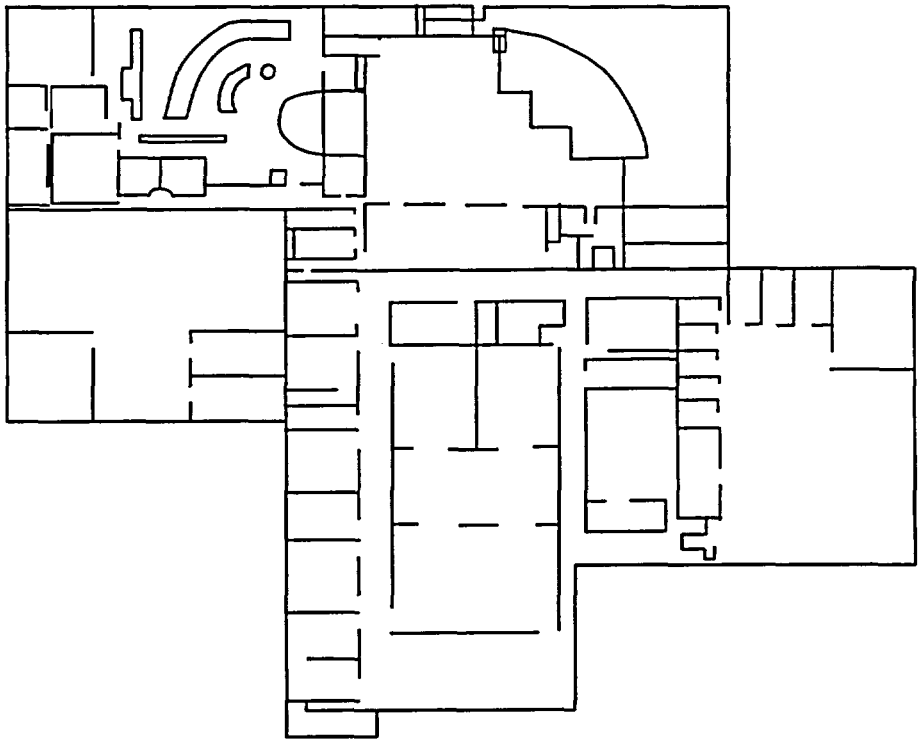
7.2 Backup EOF Floor Plan

8.0 RECORDS

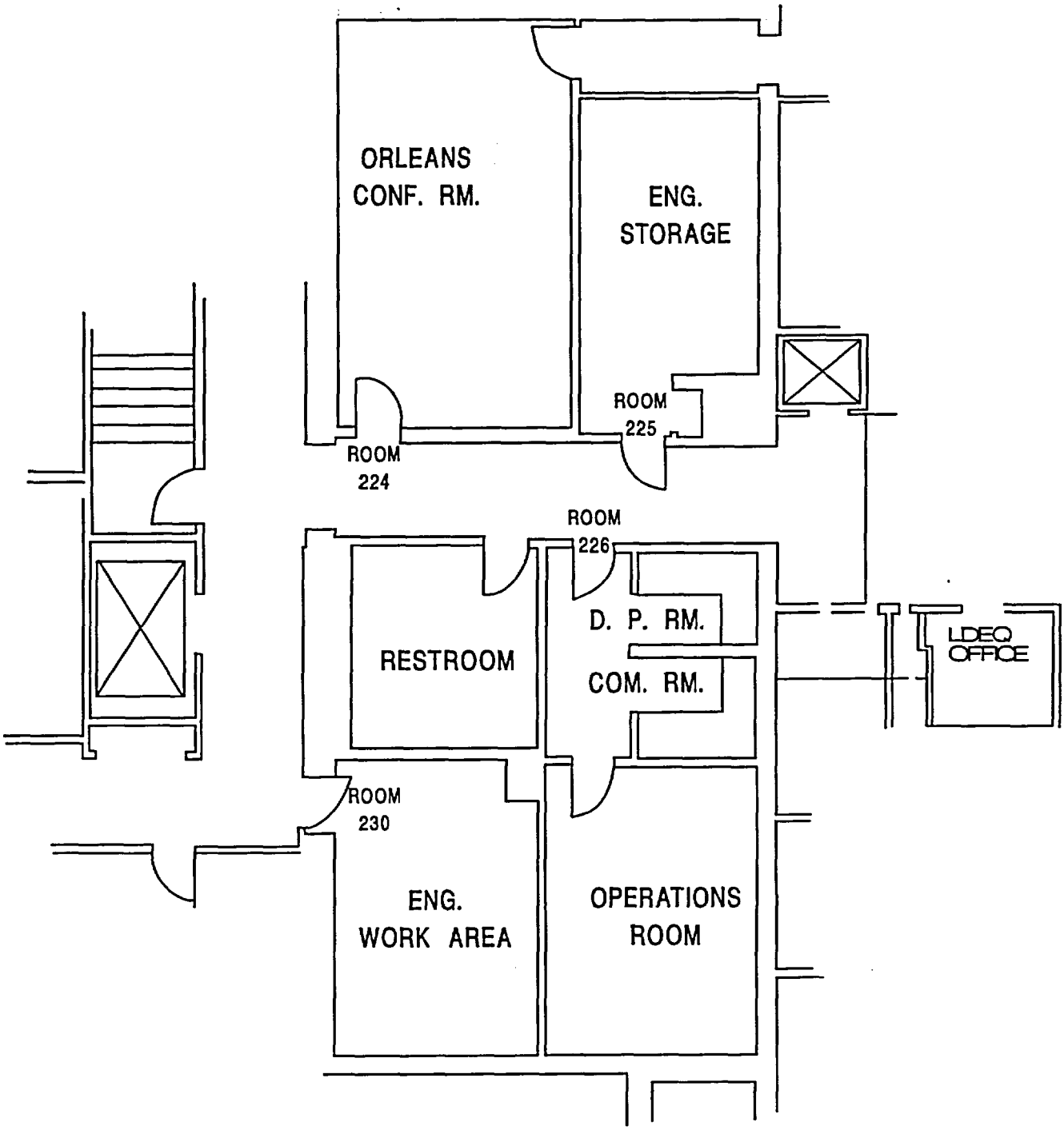
None



WATERFORD 3 ENERGY EDUCATION CENTER



Backup EOF Floor Plan



REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-130 REVISION: 20 CHANGE: 0 DEVIATION: N/A
TITLE: Emergency Team Assignments
EFFECTIVE DATE/MILESTONE: 04/11/2003
(N/A If Same as Approval Date)
PROCEDURE OWNER: Emergency Planning Manager
(Position Title)
PREPARER (Print Name / Initial): A. S. Lubinski / DATE: 2/11/03

ACTION:

☐ New Procedure N/A
☐ Deletion N/A
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.109 Step Numbers)
☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
1) This revision is a major rewrite of the procedure; therefore no revision bars are used. **2)** Throughout the procedure, unnecessary wording has been removed. Wording necessary to satisfy commitments has been retained. Specific details, such as suggested content of team briefings, have been moved to Emergency Planning Desk Guides. **3)** The Responsibility Section (2.0) has been revised to be more consistent with the responsibilities listed in the Emergency Plan. **4)** The procedure has been revised to reflect changes in the definitions of "operational" and "activation" to implement changes approved by the NRC Safety Evaluation Report for the Waterford 3 Emergency Response Time Submittal, dated December 23, 2002. **5)** Attachments 7.2 and 7.3 have been removed from the procedure and placed in Desk Guides.

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:	
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:	
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:	
50.54 REVIEWER	Required? ☒	REVIEW:	Ricky Dalton	DATE:	2/18/03
TECHNICAL REVIEWER		REVIEW:	Ricky Dalton	DATE:	2/18/03
Change Notice (CN)? ☐ N/A					
CHANGE NOTICE (CN) SUPERVISOR		APPROVAL:	N/A	DATE:	
CHANGE NOTICE (CN) ON-SHIFT SM/CRS		APPROVAL:	N/A	DATE:	
			2 Week Final Approval	DATE:	
QUALIFIED REVIEWER	Required? ☒	REVIEW:	Richard L. Hinkley	DATE:	2-21-03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒		DATE:	2-27-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:	
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:	

CONTROLLED

COPY No FEY

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-7 Revision 20

INFORMATIONAL USE

1.0 PURPOSE

NOTE

This procedure does not apply to offsite radiological field monitoring teams. Guidance for offsite radiological field monitoring teams is provided in EP-002-060.

1.1 This procedure provides guidance for coordinating emergency team activiites.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

2.2 EP-002-030, Emergency Radiation Exposure Guidelines and Controls

2.3 EP-002-034, Onsite Surveys During Emergencies

2.4 EP-002-060, Radiological Field Monitoring

2.5 EP-002-081, Search and Rescue

2.6 EP-002-101, Operational Support Center (OSC) Activation, Operation and Deactivation

2.7 EP-002-140, Reentry

2.8 EP-002-190, Personnel Accountability

2.9 FP-001-020, Fire Emergency/Fire Report

2.10 UNT-007-018, First Aid and Medical Care

2.11 Emergency Management Resources Book

2.12 Emergency Planning Desk Guides

3.0 RESPONSIBILITIES

3.1 OSC Supervisor

3.1.1 Overall responsibility for activities performed in accordance with this procedure.

3.2 OSC Maintenance Leads (Electrical Lead, I&C Lead, Mechanical Lead).

3.2.1 Report to the OSC Supervisor.

3.2.2 Responsible for the formation, briefing and debriefing of OSC emergency teams.

3.2.3 Coordinate emergency team activities and priorities with Health Physics (HP) and Security to ensure prompt response to emergency conditions.

3.2.4 Maintain continuous accountability of emergency teams in accordance with EP-002-190.

3.2.5 Inform the OSC Supervisor of the status of emergency team activities.

3.3 Radiological Controls Coordinator (RCC)

3.3.1 Reports to the TSC Health Physics Coordinator.

3.3.2 Provides radiation protection support for emergency teams, as required.

3.3.2.1 Briefs and debriefs teams entering or exiting the Controlled Access Area (CAA).

3.3.3. Directs in-plant and onsite survey teams.

3.3.4 Dispatches a Radiation Protection Technician to the OSC as a liaison for the OSC Supervisor to assist in team briefing, debriefing and OSC radiological controls.

3.3.4.1 Provides input to the OSC HP Liaison regarding plant radiological conditions, emergency team routing, protective clothing needs and respiratory requirements.

3.4 OSC Health Physics Liaison

3.4.1 Reports to the RCC.

3.4.1.1 Informs the RCC of the status of emergency teams activities.

3.4.2 Participates in emergency team briefings to ensure adequate radiological precautions are implemented.

3.4.3 Checks dose margins and respirator qualifications of emergency team members.

3.4.4 Updates the OSC Supervisor on changes in plant radiological conditions that could affect emergency team operations.

3.5 Security Superintendent

3.5.1 Reports to the OSC Supervisor.

3.5.2 Participates in emergency team briefings to ensure adequate Security precautions are observed.

3.5.3 Coordinates plant access for emergency teams with the Central Alarm Station (CAS) (emergency access authorization, Security support for locked doors, etc.).

3.6 OSC Supervisor Assistant

3.6.1 Reports to the OSC Supervisor.

3.6.2 Coordinates staffing the Emergency First Aid Team.

3.6.3 Coordinates staffing the Fire Brigade.

3.7 TSC Lead Communicator

3.7.1 Coordinates Emergency First Aid Team response.

3.7.2 Coordinates Fire Brigade response.

4.0 INITIATING CONDITIONS

4.1 This procedure is implemented upon activation of the OSC.

5.0 PROCEDURE

NOTE

The Emergency Coordinator (EC) may authorize a plant manipulation outside the Control Room to be performed by a non-Operations individual. Approval for this activity may only be granted by the Emergency Coordinator and only in circumstances where an Operator is not readily available.

5.1 General Instructions

5.1.1 Assemble emergency teams as requested.

5.1.1.1 Attachment 7.1 provides guidance for the selection of team members.

5.1.2 When a team is assembled, then immediately inform the OSC HP Liaison and the Security Superintendent of the following.

A. The names and badge numbers of the team members.

B. Assigned task and the priority of the task.

C. Area(s) of the plant where the team will be working.

5.1.3 When the OSC HP Liaison is informed of an assigned emergency team, then contact the RCC and discuss the following.

A. Radiological levels, including stay times in the area(s) of the plant that are entered by the team.

B. The need for protective clothing and respiratory protection.

C. Routing to the assigned task.

D. The need to issue dosimetry, protective clothing or respirators to team personnel.

5.1.4 When informed of an assigned emergency team, then the Security Superintendent discusses the following with CAS.

A. The need for Security support.

B. The need to upgrade access levels for the team members.

5.1.5 When the emergency team is assembled, then the applicable Maintenance Lead briefs the team.

5.1.5.1 The OSC HP Liaison and the Security Superintendent participate in the briefing.

5.1.5.2 When the briefing is complete, then dispatch the team.

5.1.5.3 The Maintenance Lead updates the OSC Supervisor on the emergency team status.

5.1.6 The RCC, or his designee, briefs personnel dispatched from the -4 Control Point.

5.1.7 The OSC Leads maintain frequent communications with teams in the field and provide updates of changing conditions.

5.1.8 Teams report status at pre-designated intervals.

5.1.8.1 These status reports satisfy continuous accountability requirements.

5.1.8.2 If the team does not report within the indicated time, then the Maintenance Lead attempts to contact the team.

5.1.8.3 If the team can not be contacted, then the Maintenance Lead informs the OSC Supervisor and requests dispatching a Search and Rescue Team in accordance with EP-002-081.

5.1.9 Implement EP-002-140, as applicable.

5.1.10 When the assigned task(s) is complete, then the emergency team returns to the OSC.

5.1.11 The RCC, or designee, debriefs emergency teams routed through the –4 Control Point.

5.1.12 When the emergency team arrives at the OSC, then the Maintenance Lead debriefs the team.

5.1.13 The Maintenance Lead informs the OSC Supervisor of the team status.

5.1.14 The OSC Supervisor informs the TSC Supervisor of the emergency team status.

5.2 Fire Brigade

5.2.1 When Operations personnel arrive in the OSC, then the OSC Supervisor Assistant assigns personnel to staff the Fire Brigade.

A. Attachment 7.1 provides guidance for the selection of Fire Brigade Members.

5.2.2 When the Fire Brigade is staffed, then the OSC Supervisor informs the TSC Lead Communicator of the names and badge numbers of the Fire Brigade Members.

5.2.3 The OSC Supervisor Assistant briefs the Fire Brigade Members.

5.2.4 After the Fire Brigade members have been briefed, then the OSC Supervisor Assistant informs the TSC Lead Communicator that the Fire Brigade is ready to relieve the Operations shift of Fire Brigade responsibilities.

5.2.5 The TSC Lead Communicator informs the Shift Manager and the Emergency Coordinator that the Operations shift is relieved of Fire Brigade responsibilities.

5.2.6 Until dispatched to a fire, the OSC Supervisor Assistant is responsible for continuous accountability of the Fire Brigade Members.

5.2.7 If conditions exist that require an evacuation to an alternate OSC, then the OSC Supervisor Asssitant stages the Fire Brigade at the +7 RAB and informs the TSC Lead Communicator of their location.

5.2.7.1. The TSC Lead Communicator assumes responsibility for the Fire Brigade at this time.

5.2.8 If a fire occurs, then the TSC Lead Communicator dispatches the Fire Brigade in accordance with FP-001-020 and assumes responsibility for the Fire Brigade.

5.2.9 If additional Fire Brigade support is required, then the OSC Supervisor provides the necessary manpower.

5.3 Emergency First Aid Team (EFAT)

5.3.1 The OSC Supervisor Assistant coordinates the staffing of the EFAT with the RCC and Operations Coordinator.

5.3.1.1 Attachment 7.1 provides guidance for the selection of EFAT members.

5.3.2 The OSC Supervisor Assistant designates an additional individual to serve as EFAT Communicator.

5.3.2.1 The OSC Supervisor Assistant briefs the EFAT Communicator.

5.3.3 The RCC briefs the EFAT members.

5.3.4 Until dispatched to a medical emergency, the RCC is responsible for continuous accountability of the EFAT.

5.3.5 If a medical emergency occurs, then the TSC Lead Communicator dispatches the EFAT in accordance with UNT-007-018 and assumes responsibility for the EFAT.

5.3.6 If additional EFAT support is required, then the OSC Supervisor provides the necessary manpower.

5.4 Search and Rescue Team

5.4.1 Conduct Search and Rescue Team activities in accordance with EP-002-081.

6.0 FINAL CONDITIONS

6.1 All emergency teams have returned to the OSC or the –4 Control Point.

6.2 Emergency teams have been debriefed.

6.3 Fire Brigade keys are checked in with the Security Superintendent.

7.0 ATTACHMENTS

7.1 OSC Emergency Team Matrix

8.0 RECORDS

None

OSC EMERGENCY TEAM MATRIX

TEAM	QUALIFIED IN							SELECTED FROM				
	RADIATION WORKER	SAFETY SYSTEM TRAINED	MULTI-MEDIA FIRST AID	HEALTH PHYSICS QUALIFIED	FIRST RESPONDER	FIRE BRIGADE QUALIFIED	FIRE TEAM LEADER QUALIFIED	OPERATIONS	HEALTH PHYSICS	CHEMISTRY	SECURITY	MAINTENANCE
- FIRE BRIGADE												
TEAM LEADER	R	R	D			R	R	P				
SUPPORT MEMBER	R	R	D			R		P				
SUPPORT MEMBER	R	R	D			R		P				
SUPPORT MEMBER	R		D			R		P				
SUPPORT MEMBER	R		D			R		P				
- FIRST AID												
TEAM LEADER	R		R*		D				S	P		
SUPPORT MEMBER(S)	R		R*	D	D				P	S		S
EFAT COMMUNICATOR	R											P
- SEARCH AND RESCUE												
TEAM LEADER	R		D					P	S	S	S	P
SUPPORT MEMBER(S)	R		D					P	S	S	S	P
- EMERG. REPAIR/ OPERATIONS												
TEAM LEADER	R	D	D					P	S	S		P
SUPPORT MEMBER(S)	R	D	D					P	S	S		P

R = REQUIRED D = DESIRABLE P = PRIMARY S = SUPPLEMENTARY

* - MINIMUM REQUIREMENT

REQUEST/APPROVAL PAGE

SAFETY RELATED

Required Review Level (check one)
☐ PORC
☒ QUALIFIED REVIEWER

PROCEDURE NUMBER: EP-002-150 REVISION: 12 CHANGE: 0

TITLE: Emergency Plan Implementing Records

EFFECTIVE DATE/MILESTONE: 4/11/2003
(N/A If Same as Approval Date)

PROCEDURE OWNER: Emergency Planning Manager
(Position Title)

PREPARER (Print Name / Initial): Ricky Oubre / R.P.O. DATE: 3/06//2003

ACTION:
☐ New Procedure
☐ Deletion
☒ Revision
☐ Change EC? ☐ N/A
(Applicable W2.302 Step Numbers)
☐ Deviation Expiration Date/Milestone: N/A
☐ Temporary Procedure Applicable Conditions: N/A

DESCRIPTION AND JUSTIFICATION OF CHANGE:
Incorporated formatting and minor wording changes to comply with the guidance in W2.110.
1) Changed Shift Superintendent to Shift Manager throughout the procedure.
2) Changed the wording from "activation" to "Operation" as per the response time submittal change.
3) Changed wording from "will be" to "is" and "and/or" to "and" from "will to should".
5) Changed Attachment 7.4 under Control Room "Emergency Coordinator (SS)" to Control Room "Emergency Coordinator (SM)."

☐ Request/Approval Page Continuation Sheet(s) attached.

EC SUPERVISOR		APPROVAL:	N/A	DATE:
50.59 REVIEWER	Required? ☐	REVIEW:	N/A	DATE:
☒ PROGRAMMATICALLY EXCLUDED		PORC Mtg. No.:	03-003	DATE:
50.54 REVIEWER	Required? ☒	REVIEW:	Marc VanDerHorst	DATE: 3/7/03
TECHNICAL REVIEWER		REVIEW	Marc VanDerHorst	DATE: 3/7/03

Change Notice (CN)? ☐

CHANGE NOTICE (CN) SUPERVISOR	APPROVAL:	N/A	DATE:
CHANGE NOTICE (CN) ON-SHIFT SS/CRS	APPROVAL:	N/A	DATE:
			Final Approval Due By:

QUALIFIED REVIEWER	Required? ☒	REVIEW:	RD Penny	DATE: 3/24/03
GROUP/DEPT. HEAD	REVIEW ☐ or	APPROVAL ☒		DATE: 4-7-03
GM, PLANT OPERATIONS	REVIEW ☐ or	APPROVAL ☐	N/A	DATE:
VICE PRESIDENT, OPERATIONS		APPROVAL:	N/A	DATE:

CONTROLLED

COPY No PEY

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

1-12, 16	Revision 12
18	Revision 9
15,17	Revision 8
14	Revision 7
13	Revision 3

1.0 PURPOSE

1.1 This procedure provides guidance to emergency response personnel for the following:

1.1.1 The use of the Communications Log, the Facility Log and the Emergency Telephone/Radio Log;

1.1.2 Basic logkeeping practices;

1.1.3 The final disposition of all documentation generated during an emergency.

2.0 REFERENCES

2.1 Waterford 3 SES Emergency Plan

3.0 RESPONSIBILITIES

3.1 The Emergency Coordinator and the EOF Director (when operational) have the overall responsibility to ensure that detailed records are maintained for the duration of each emergency situation.

3.2 The following emergency personnel are responsible to ensure that all documentation generated during an emergency is collected and forwarded to the Emergency Planning Coordinator upon termination of the emergency condition.

- Shift Manager - Control Room
- TSC Supervisor - TSC
- OSC Supervisor - OSC
- Administration/Logistics Coordinator - EOF
- Radiological Controls Coordinator - -4 Control Point

NOTE

The ENS Communicator and communicators on the HPN line are exempted from the requirements of step 3.3.

3.3 Each individual listed in Attachment 7.4 who responds to an emergency condition is responsible for maintaining detailed records which document their activities during the course of the emergency and recovery.

4.0 INITIATING CONDITIONS

4.1 This procedure is to be initiated upon declaration of an emergency (Unusual Event, Alert, Site Area Emergency or General Emergency) or in the event of precautionary staffing of emergency response facilities.

5.0 PROCEDURE

NOTE

Refer to Attachment 7.3 for an example of many of the items outlined in this section.

5.1 Basic Logkeeping Practices

5.1.1 A black, ball-point pen should be used for all emergency log entries.

5.1.2 The use of abbreviations and acronyms should be avoided unless:

5.1.2.1 They are previously defined in the log with the acronym/abbreviation shown in parentheses Emergency Coordinator(EC).

5.1.3 Each entry should indicate, in the left margin, the time (using the 24-hour clock) at which the event was recorded in the log.

5.1.4 Each entry is a detailed account of the event. The log should answer the questions: who, what; when; where; and how much.

5.1.4.1 No entries documenting the transmission of information recorded on a Communications Log, Telephone/Radio Log or Notification Message Form are required for Facility Logs. These messages are sufficiently documented by other means.

5.1.5 A new page should be used for the first entry of each day (midnight) during the course of the emergency, and at change of shift.

5.1.6 Corrections to emergency logs should be made as follows:

5.1.6.1 Errors - Draw a single line through the incorrect entry, then date and initial it. Enter the correct information above the error.

NOTE

Late entries should not be used to document events which have occurred prior to the initiation of your log.

5.1.6.2 Late Entries (L.E.) - If an event was observed and for some reason, was omitted from the log, then a late entry can be made by placing the abbreviation "L.E." in the left margin and entering the time and description of the event, as if it had been entered at the correct time.

5.1.7 Listed below are several examples of different events that would be entered in emergency logs. (This list is provided as a reference and is not intended to be all-inclusive).

- Changes in emergency classification.
- Summary of decision-making meetings/discussions.
- Requests for information or services and responses to such requests.
- Recommendations made to other organizations and the actions taken as a result of these recommendations.
- Turnover of responsibilities to relief personnel or other organizations.
- Failures of emergency equipment and corrective action taken.
- Change of logkeeper.

5.2 Communications Log

5.2.1 The Communications Log, Attachment 7.1, is used to document messages transmitted to, or received from, offsite agencies (other than those documented on Notification Message Forms or Short Message Forms and Notification to U.S. Coast Guard/Union Pacific Railroad); and may be used to document:

5.2.1.1 Messages transmitted between Entergy Emergency Response Facilities;

5.2.1.2 Requests for information that are routed within a facility.

5.2.1.3 The messages described in subsection 5.2.1.1 and 5.2.1.2, above, may also be documented using the Facility Log or Emergency Telephone/Radio Log.

5.2.2 Each Communication Log is given a sequential number in accordance with the following guidelines.

5.2.2.1 The Emergency Communicator, TSC Lead Communicator or EOF Communications Coordinator controls the numbering of all Communications Logs.

5.2.2.2 Each key emergency position (HPC, OSC Supervisor, Administration/Logistics Coordinator, etc.) controls the numbering of Communications Logs originating from their position.

5.2.3 In addition to the message, each Communications Log -should contain the following information:

- Message Number (MESSAGE NO Block)
- Agency, or person, receiving the message (MESSAGE TO Block)
- Agency, or person, transmitting the message (MESSAGE FROM Block)
- Date and Time message transmitted or received (TIME/DATE SENT or TIME/DATE RECEIVED Block)
- Number at which the calling agency, or person, can be reached (CALLBACK NUMBER(S) Block).
- Signature of person transmitting/receiving the message (TRANSMITTED/RECEIVED BY Block)
- Signature of the Emergency Coordinator/EOF Director, if the message is being transmitted to a non-Entergy Agency (AUTHORIZED BY Block)

5.2.4 The three (3) copies of the Communications Logs are to be routed-and retained as indicated (in red) on the bottom of each page of the printed form.

5.3 Facility Logs

NOTE

Refer to the example Facility Log, Attachment 7.3.

5.3.1 A position specific narrative Facility Log, Attachment 7.2, should be maintained for each emergency responder listed in Attachment 7.4.

5.3.1.1 Those emergency positions who maintain a narrative plant log as part of their normal operating duties (i.e., Shift Manager, Radiological Controls Coordinator, Security Shift Supervisor) may continue to use their narrative plant log for emergency activities in lieu of a Facility Log.

5.3.1.2 Those emergency positions whose main duties involve frequent telephone/radio communications with other members of the Onsite and Nearsite Emergency Organizations, may use the Emergency Telephone/Radio Log, Attachment 7.5.

5.3.2 The following information should be included on each page of the Facility Log:

5.3.2.1 Date - written in the form MM/DD/YY

5.3.2.2 Print the name of the person maintaining the log

5.3.2.3 Page number

5.3.2.4 Circle the facility or fill in the OTHER blank

5.3.2.5 Print the emergency position for which the log is being maintained. (For example: if the EOF Logkeeper is maintaining a log for the EOF Director, then "EOF Director" should be entered in the blank)

5.3.2.6 Logkeeper's signature as each page is completed

5.3.3 The initial entry should include, as a minimum:

5.3.3.1 The time at which the log was initiated

5.3.3.2 Name of the person the log is being maintained for (if different than the person maintaining the log)

5.3.3.3 Emergency Classification

5.3.3.4 Summation of plant conditions

5.3.4 Log entries are made in accordance with the guidelines for basic logkeeping as outlined in Section 5.1.

5.4 EMERGENCY TELEPHONE/RADIO LOG

NOTE

Refer to the Emergency Telephone/Radio Log Example, Attachment 7.6.

5.4.1 An Emergency Telephone/Radio log may be maintained, in lieu of a Facility Log, for frequent telephone/radio communications.

5.4.2 Individuals responsible for maintaining a Facility Log may choose to maintain an Emergency Telephone/Radio Log as well. There is no need to document communications entries on both.

5.4.3 The Emergency Telephone/Radio Log should not be used to document communications with offsite agencies (except for communications with NRC).

5.4.4 The Emergency Telephone/Radio Log may also be used in lieu of a Communications Log to document facility messages.

5.4.5 The following information should be included on each page of the Emergency Telephone/Radio Log:

5.4.5.1 Date - written in the form MM/DD/YY

5.4.5.2 Logkeeper - print the name of the person maintaining the log

5.4.5.3 Page number

5.4.5.4 Circle the facility for which the log is being maintained

5.4.5.5 Print the emergency position or the purpose for which the log is being maintained. (For example: if a person is assigned to maintain communications with the OSC repair teams, then "Repair Team Communications" would be entered in the blank.)

5.4.5.6 Message From - the person or organization initiating the conversation

5.4.5.7 Message To - the person or organization receiving the message

5.4.5.8 Time

5.4.5.9 Summary of Message - Provide a summary account of the major items of conversation

5.4.5.10 Logkeeper's signature as each page is completed

6.0 FINAL CONDITIONS

6.1 DISPOSITION OF DOCUMENTATION

6.1.1 Collect all documentation generated in the operation of the emergency facility.

6.1.2 Forward the collected documentation to the Emergency Planning Coordinator for review.

7.0 ATTACHMENTS

7.1 Communications Log

7.2 Facility Log

7.3 Facility Log Example

7.4 Positions Required to Maintain Emergency Logs

7.5 Emergency Telephone/Radio Log

7.6 Emergency Telephone/Radio Log Example

8.0 RECORDS

8.1 The following records are generated as a result of this procedure:

- Attachment 7.1, Communications Log
- Attachment 7.2, Facility Log
- Attachment 7.5, Emergency Telephone/Radio Log

COMMUNICATIONS LOG

MESSAGE NO:

MESSAGE TO:	DATE/TIME SENT:
MESSAGE FROM:	DATE/TIME RECEIVED:
CALLBACK NUMBER(S):	
MESSAGE:	
TRANSMITTED/RECEIVED BY:	
AUTHORIZED BY (If sent to non-Entergy Agency):	
REPLY/ACTION TAKEN:	
TRANSMITTED BY:	DATE/TIME TRANSMITTED:
AUTHORIZED BY (If sent to non-Entergy Agency):	

FACILITY LOG

DATE: ____ / ____ / ____ LOGKEEPER: _____ PAGE 1 OF ___

Printed Name

FACILITY (CIRCLE ONE): Control Room TSC OSC -4 Control Point EOF

Other: _____

This log documents the activities of the _____

Print Emergency Position

Time	Event Description

_____

Logkeeper Signature

FACILITY LOG (EXAMPLE)

DATE: 06 / 30 / 93 LOGKEEPER: Jane Doe PAGE 1 OF 6

Printed Name

FACILITY (CIRCLE ONE): Control Room (TSC) OSC -4 Control Point EOF

Other: _____

This log documents the activities of the Emergency Coordinator

Print Emergency Position

Time	Event Description
0912	*Initiated the Emergency Coordinator (EC) log. Joe Manager is the Emergency Coordinator.*
	The following events occurred prior to initiation of this log: An Alert was declared at 0832 due to a primary to secondayr leak of 12 gallons per minute (gpm). The leakage
	appears to be tube leakage in the #2 Steam Generator. The alert was declared based on
	Ititiating Condition B/A/II. The Duty Plant Manager (DPM) was notified of the
	Alert Declaration at 0835.
0915	*OSC Supervisor reports that the OSC is staffed and activated.*
0917	*Control Room reports the loss of the "A" charging pump. The "A/B" charging pump*
	has been started but pressurizer level is still decreasing. Appears the leakage has increased.
0920	*EC directed the TSC Supervisor to have the OSC dispatch a repair team to investigate the*
	charging pump failure.
L.E. 0919	*EC declared Site Area Emergency (SAE) due to RCS leakage greater than charging pump*
	capacity (Initiating Condition B/SAE/I). HPC recommends evacuating to Monsanto
	Park.
0924	*Operational Hotline members notified of SAE declaration (Message Number F-3).*

Jane Doe

Logkeeper Signature

POSITIONS REQUIRED TO MAINTAIN EMERGENCY LOGS

CONTROL ROOM

Emergency Coordinator (SM)*
CRS*
NPO*
Emergency Communicator

TECHNICAL SUPPORT CENTER

Emergency Coordinator
TSC Supervisor/TSC Supervisor's Communicator
Lead Engineer
Operations Coordinator
Health Physics Coordinator
Lead Communicator
Nuclear Engineer
Mechanical Engineer
Electrical Engineer
Chemistry Engineer
Dose Assessment Coordinator
Dose Assessment Communicator

OPERATIONAL SUPPORT CENTER

OSC Supervisor/OSC Supervisor Communicator
Radiological Controls Coordinator*
HP Liaison (assigned to OSC)*
OSC Information Technology Representative
OSC Electrical Lead
OSC I&C Lead
OSC Mechanical Lead
OSC Supervisor Assistant
Security Superintendent*

SECURITY

Security Shift Supervisor*

EMERGENCY OPERATIONS FACILITY

EOF Director/EOF Logkeeper
Radiological Assessment Coordinator
Operations/Engineering Coordinator
Offsite Technical Advisor/Offsite Technical Assistant
Administration/Logistics Coordinator
Communications Coordinator
Licensing Coordinator
Nuclear Engineer
Electrical Engineer
Mechanical Engineer
I&C Engineer
Field Team Controller
Field Team Communicator
Entergy System Liaison

* - denotes those positions which may use normal plant logs in lieu of Facility Logs.

EMERGENCY TELEPHONE/RADIO LOG

DATE: ___/___/___ LOGKEEPER: ______________________ PAGE ___ OF ___

(PRINT NAME)

FACILITY: ☐ CONTROL ROOM ☐ TSC ☐ OSC ☐ -4 CONTROL POINT

☐ EOF ☐ OTHER ______________________

THIS LOG DOCUMENTS COMMUNICATIONS FOR ______________________

(POSITION OR FUNCTION)

MESSAGE FROM	MESSAGE TO	TIME	SUMMARY OF MESSAGE

____

LOGKEEPER SIGNATURE

EMERGENCY TELEPHONE/RADIO LOG

DATE: *06/30/93* LOGKEEPER: Telly Phone PAGE *1* OF *10*

(PRINT NAME)

FACILITY: ☐ CONTROL ROOM ☐ TSC ☒ OSC ☐ -4 CONTROL POINT

☐ EOF ☐ OTHER _____

THIS LOG DOCUMENTS COMMUNICATIONS FOR *Repair Team Communications*

(POSITION OR FUNCTION)

MESSAGE FROM	MESSAGE TO	TIME	SUMMARY OF MESSAGE
Repair Team #1	*OSC*	*1312*	*Arrived at LPSI Pump "B" Commencing to troubleshoot.*
Repair Team #3	*OSC*	*1316*	*Reporting in for accountability still in charging pump "A" room.*
OSC	*Repair Team #2*	*1319*	*Report back to OSC for further instructio*
EFAT	*OSC*	*1320*	*Arrived at 7 RAB. Ready to respond.*

Telly Phone

LOGKEEPER SIGNATURE