

DISTRIBUTION CONTROL LIST

Document Name: EMER PLAN

CC_NAME	NAME	DEPT	LOCATION
2	EP/TRAINING ADMINISTRATOR	TRAINING (ALL EP'S)	#48
3	RES DEPARTMENT MANAGER	RES (UNIT 3/IPEC ONLY)	45-4-A
4	REFERENCE LIBRARY	REC/TRN(UNT 3/IPEC ONLY)	BLDG/17
9	JOINT NEWS CENTER	EMER PLN (ALL EP'S)	EOF
10	SHIFT MGR.(LUB-001-GEN)	OPS (UNIT 3/IPEC ONLY)	IP3
11	CONTROL ROOM & MASTER	OPS(3PT-D001/6(U3/IPEC)	IP3 (ONLY)
14	EOF	E-PLAN (ALL EP'S)	EOF
16	AEOF/A.GROSJEAN(ALL EP'S)	E-PLAN (EOP'S ONLY)	WPO-12D
19	NUC ENGINEERING LIBRARY	DOC (UNIT 3/IPEC ONLY)	WPO/7A
21	TSC	RECORDS	45-3-F
22	RESIDENT INSPECTOR	US NRC(UNIT 3/IPEC ONLY)	45-2-B
23	SILK DAVID	NRC (ALL EP'S)	OFFSITE
24	SILK DAVID	NRC (ALL EP'S)	OFFSITE
25	DOCUMENT CONTROL DESK	NRC (ALL EP'S)	OFFSITE
28	AVRAKOTOS N	J A(UNIT 3/IPEC ONLY)	OFFSITE
29	E-PLAN STAFF	E-PLAN (ALL EP'S)	EOF
30	E-PLAN STAFF	E-PLAN (ALL EP'S)	EOF
31	BARANSKI J(VOLUME I ONLY)	ST. EMERG. MGMT. OFFICE	OFFSITE
32	SUTTON A -(VOLUME I ONLY)	DISASTER & EMERGENCY	WESTCHESTR
33	LONGO N (VOLUME I ONLY)	EMERGENCY SERVICES	ROCKLAND
34	GREENE D (VOLUME I ONLY)	DISASTER & CIVIL DEFENSE	ORANGE
35	RAMPOLLA M(VOLUME I ONLY)	OFFICE OF EMERG MANAGE	PUTNAM
41	SIMULATOR	TRAIN(UNIT 3/IPEC ONLY)	48-2-A
107	QA MANAGER	QA (UNIT 3/IPEC)	TRL #2A
319	C.STELLATO(NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
354	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
376	E-PLAN STAFF	E-PLAN (ALL EP'S)	EOF
424	J.CHIUSANO(OPS INSTR)	(UNIT 3/IPEC ONLY)	#48
510	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
511	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
512	C.STELLATO(NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
513	C.STELLATO(NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
517	PLANT MANAGER'S OFFICE	ADMIN/(UNIT 2/IPEC ONLY)	IP2
518	DOCUMENT CONTROL	UNIT 2(UNIT 2/IPEC ONLY)	IP2
520	CONTROL ROOM (UNIT 2)	OPS (UNIT 2 & IPEC ONLY)	IP2
521	SIMULATOR	TRAIN (UNIT 2/IPEC ONLY)	IP2
522	NRC RESIDENT	US NRC(UNIT 2/IPEC ONLY)	IP2
523	ROBERT VOGLE (UNIT 2)	TRAIN/LIB (ALL EP'S)	TODDVILLE
524	JOHN MCCANN (UNIT 2)	NUC SAFETY/LIC(ALL EP'S)	IP2

A045




Indian Point 3

AP-18.2
Revision 10

Attachment 1

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		CONTROLLED DOCUMENT TRANSMITTAL FORM	
TO: DISTRIBUTION		DATE 5/6/2003	TRANSMITTAL NO: 28134
FROM: IP3 DOCUMENT CONTROL GROUP		EXTENSION: 2038	
The Document(s) identified below are forwarded for use. In accordance with AP-18.2, please review to verify receipt, incorporate the document(s) into your controlled document file, properly disposition superseded, void, or inactive document(s). Sign and return the receipt acknowledgement below within fifteen (15) working days.			
AFFECTED DOCUMENT : EMERGENCY PLAN IMPLEMENTING PROCEDURES: IP2			
DOC #	REV #	TITLE	INSTRUCTIONS
<i>FOLLOW ATTACHED INSTRUCTIONS</i>			
<u>*PLEASE NOTE EFFECTIVE DATES*</u>			
RECEIPT OF THE ABOVE LISTED DOCUMENT(S) IS HEREBY ACKNOWLEDGED. I CERTIFY THAT ALL SUPERSEDED, VOID, OR INACTIVE COPIES OF THE ABOVE LISTED DOCUMENT(S) IN MY POSSESSION HAVE BEEN REMOVED FROM USE AND ALL UPDATES HAVE BEEN PERFORMED IN ACCORDANCE WITH EFFECTIVE DATE(S) (IF APPLICABLE) AS SHOWN ON THE DOCUMENT(S).			
NAME (PRINT)	SIGNATURE	DATE	CC# 

TO: Nuclear Regulatory Commission **25**
FROM: IPEC Emergency Planning **# 28134**
SUBJECT: Emergency Planning Document Update

Date: 05/05/03

Please update your controlled copy of the documents listed below as specified with the copy(s) attached.

Please sign this memo indicating that you have completed the update as specified and return to:

Entergy Nuclear
Indian Point Nuclear Generating Station
Records and Documents Department
Broadway & Bleakley Aves.
Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
Unit 2	Emergency Plan Implementing Procedures			
TOC	Unit 2 Emergency Plan Implementing Procedures	5-05-03	4/02/03	Remove and Replace
IP-1010	Central Control Room	10 5-05-03	9 3/06/03	Remove and Replace
IP-1002	Emergency Notification and Communication	VOID	29 3/06/03	Delete Entire Document

Update completed as specified:

Signature of Controlled Copy Holder

Date

Unit 2 Emergency Plan Implementing Procedures

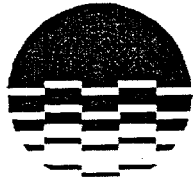
Table of Contents

Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Onsite Emergency Organization	13	5/25/01
IP-1002	Cancelled – Replaced by IP-EP-130	-	-
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1007	Cancelled – Replaced by IP-EP-310	-	-
IP-1008	Personnel Radiological Check and Decontamination	7	4/29/02
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	10	5/5/03
IP-1011	Cancelled – Replaced by IP-EP-260	-	-
IP-1012	Onsite Medical Emergency	10	5/25/01
IP-1013	Cancelled – Replaced by IP-EP-410	-	-
IP-1014	Radiological Check of Equipment Before It Leaves the Site	6	9/1/99
IP-1015	Radiological Monitoring Outside the Protected Area	11	3/6/03
IP-1016	Cancelled – Replaced by IP-EP-510	-	-
IP-1019	Cancelled – Replaced by IP-EP-250	-	-
IP-1020	Airborne Activity Determination	8	01/12/01
IP-1021	Cancelled	-	-
IP-1022	Cancelled – Replaced by IP-EP-510	-	-
IP-1023	Operations Support Center (OSC)	19	8/21/02
IP-1024	Emergency Classification	11	7/11/02
IP-1025	Cancelled	-	-
IP-1026	Emergency Data Acquisition	1	10/31/02
IP-1027	Personnel Accountability and Evacuation	17	8/21/02
IP-1030	Cancelled – replaced by IP-EP-250	-	-
IP-1033	Cancelled – Replaced by IP-EP-520	-	-
IP-1035	Technical Support Center (TSC)	17	9/23/02

Unit 2 Emergency Plan Implementing Procedures

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Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1036	Cancelled – Replaced by IP-EP-620	-	-
IP-1037	Cancelled – Replaced by IP-EP-510	-	-
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1045	Cancelled – Replaced by IP-EP-251	-	-
IP-1047	Cancelled – Replaced by IP-EP-510	-	-
IP-1048	Cancelled – Replaced by IP-EP-610	-	-
IP-1050	Security	4	8/21/02



Indian Point 3

Entergy

IP-1002 REV.29 (VOID DATE 5-MAY-2003)

IS VOID

REASON FOR VOID: REPLACED BY IP-EP-130

CONTROLLED

COPY # 25

UNIT 2 CENTRAL CONTROL ROOM (CCR)

Prepared by:

C. Kelly Walker

Print Name

C. Kelly Walker

Signature

4/25/03

Date

Approval:

Frank Inzirillo

Print Name

Frank Inzirillo

Signature

5/1/03

Date

Reference Use

Effective Date:

5/5/03

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8.0	ADDENDUM	
	None	

CENTRAL CONTROL ROOM (CCR)**1.0 PURPOSE**

To describe emergency response activities and operations of the Unit 2 Central Control Room (CCR).

To provide guidance for the response to emergencies declared at Unit 3.

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

The following types of equipment and materials are utilized for emergency response in the CCR:

- 4.1 PICS for accessing plant data.
- 4.2 MEANS Computer program for performing dose assessment, protective action recommendations and preparing Part I and II NYS Radiological Data Forms.
- 4.3 Plant Procedures
- 4.4 Plant Drawings
- 4.5 Emergency Communication Systems (in addition to normally available systems)
 - 4.5.1 Emergency Management Hotline (SM-EPM-ED)
 - 4.5.2 CCR/TSC/EOF 3-way Ring-down line (CCR-TSC Communicator)
 - 4.5.3 Radiological Emergency Communications System (RECS)
 - 4.5.4 FTS-2001 Emergency Notification System - (NRC)
 - 4.5.5 Local Government Radio (backup to RECS)
 - 4.5.6 Emergency Plan pre-programmed facsimile machine

5.0 INSTRUCTIONS

- 5.1 For a Unit 2 emergency, the Shift Manager (SM) shall follow the instructions outlined in Attachment 1, Shift Manager (Emergency Director) Checklist.
- 5.2 For a Unit 3 emergency, the Shift Manager (SM) shall follow the instructions outlined in Attachment 6, Unit 2 Response to a Unit 3 Emergency Checklist.
- 5.3 For a Security emergency, the Shift Manager (SM) shall follow the instructions outlined in Attachment 7, Shift Manager (Emergency Director) Security Event Checklist.

- 5.4 The CCR Communicator shall follow the instructions outlined in Attachment 2, CCR Communicator Checklist.
- 5.5 The CCR-TSC Communicator shall follow the instructions outlined in Attachment 3, CCR-TSC Communicator Checklist.
- 5.6 The CCR Data Logger shall follow the instructions outlined in Attachment 4, CCR Data Logger Checklist.
- 5.7 The Watch Health Physics Technician shall follow the instructions outlined in Attachment 5, Watch Health Physics Technician Checklist.

6.0 REFERENCES

- 6.1 IP-1001, "Mobilization of Onsite Emergency Organization"
- 6.2 IP-EP-130, "Emergency Notification and Communication"
- 6.3 IP-1024 "Emergency Classification"
- 6.4 IP-1027 "Personnel Accountability and Evacuation"
- 6.5 IP-EP-310 "Dose Assessment"
- 6.6 IP-EP-410 "Protective Action Recommendations"
- 6.7 IP-EP-610 "Termination and Recovery"

7.0 ATTACHMENTS

- 7.1 Attachment 1, Shift Manager (Emergency Director) Checklist.
- 7.2 Attachment 2, CCR Communicator Checklist
- 7.3 Attachment 3, CCR-TSC Communicator Checklist
- 7.4 Attachment 4, CCR Data Logger Checklist
- 7.5 Attachment 5, Watch Health Physics Technician Checklist
- 7.6 Attachment 6, Unit 2 Response to a Unit 3 Emergency Checklist
- 7.7 Attachment 7, Shift Manager (Emergency Director) Security Event Checklist

8.0 ADDENDUM

NONE

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 1 of 9

Initial Responsibility/Activity	Notes
<p>1.0 Classification of the Emergency</p> <p>Authority to classify and declare an emergency is reserved solely for the Emergency Director and may not be delegated. The SM in the role of Emergency Director makes the initial emergency classification.</p> <p>1.1 Classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>1.2 IF a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-EP-410, Protective Action Recommendations.</p> <p>1.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>1.4 Ensure Unit 3 Control Room is notified of the emergency classification.</p> <p>1.5 At an Alert or higher classification, ensure the Unit 3 Site Assembly alarm is sounded with appropriate PA announcement (coordinate with Unit 3 CCR).</p> <p>2.0 Notification – Unusual Event (Use Form EP-3)</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>2.1 IF the initial emergency classification is an Alert or higher THEN proceed to step 3.0.</p> <p>2.2 Ensure CCR Communicator to available. IF CCR Communicator is unavailable THEN direct a qualified individual to serve as CCR Communicator.</p> <p>2.3 Complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>2.4 Direct notification of offsite authorities using Form EP-3 by providing the completed and signed NYS Radiological Data Form Part I (Form EP-1) to the CCR Communicator.</p> <p>2.5 Determine if Emergency Response Organization mobilization is needed or if Emergency Response Organization should receive event notification only:</p> <p>A. IF based on Shift Manager (Emergency Director) judgment the Emergency Response Organization should be activated, THEN direct the CCR Communicator use Envelope A "IPEC ERO Mobilization" envelope as indicated on Form EP-3 "Control Room NUE Notification Checklist."</p> <p>B. IF based on Shift Manager (Emergency Director) judgment the Emergency Response Organization should be called and notified only, THEN direct the CCR Communicator use Envelope B "IPEC ERO Event Notification" envelope as indicated on Form EP-31 "Control Room NUE Notification Checklist."</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 2 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>3.0 Notification & Mobilization - Alert, Site Area or General Emergency (Use Form EP-4)</p> <p>Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher.</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>3.1 Ensure CCR Communicator to available. IF CCR Communicator is unavailable THEN direct a qualified individual to serve as CCR Communicator.</p> <p>3.2 Complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I."</p> <div data-bbox="203 871 1214 1010" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions.</p> </div> <p>3.3 IF personnel assembly is suspended, THEN inform the CCR Communicator prior to directing personnel mobilization and instruct him NOT to sound the site assembly alarm.</p> <div data-bbox="203 1144 1214 1381" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IF adverse conditions exist onsite to an extent impacting safety of Emergency Response Organization personnel responding from outside the Protected Area, THEN consider having Security direct responding personnel to the Emergency Operations Facility rather than reporting directly to their assigned emergency facility.</p> </div> <p>3.4 IF based on Shift Manager judgment the Emergency Response Organization should respond to a remote location due to security event, THEN direct the CCR Communicator to use Envelope C "IPEC ERO Mobilization to Remote Location" envelope as indicated on Form EP-4 "Control Room Alert/SAE/GE Initial Notification Checklist".</p> <p>3.5 Otherwise direct the CCR Communicator to use Envelope A "IPEC ERO Mobilization" envelope as indicated on Form EP-4 "CCR Alert/SAE/GE Initial Notification Checklist".</p> <p>3.6 Direct notification of offsite authorities using Form EP-4 by providing the completed and signed NYS Radiological Data Form Part I (Form EP-1) to the CCR Communicator.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

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Initial Responsibility/Activity(cont.)	Notes
<p>4.0 Establish Personnel Accountability</p> <div data-bbox="240 432 1203 659" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTES</p> <p>Accountability rosters are located in the Shift Manager Position Binder.</p> <p>The Shift Manager may call for accountability to be completed any time conditions due to hazards in the plant such as fire, toxic gas, high radiation levels, earthquake etc. are present.</p> </div> <p>4.1 IE a Site Area Emergency or General Emergency has been declared, and personnel accountability has not already been established, THEN initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation.</p> <p>4.2 Have all shift staff personnel (including Shift Watch HP and Chemistry) swipe their security badge through the CCR accountability card reader. Record the names, badge numbers and locations of any watch personnel located in the field on an Accountability Roster, Form IP-1027-1 and forward roster to the Lead Accountability Officer or OSC Manager (if OSC activated).</p> <p>4.3 IE any individuals are missing, THEN direct available personnel and Security to conduct search and rescue operations to locate the missing individuals.</p> <p>5.0 Assess Any Radiological Release</p> <p>The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations.</p> <p>5.1 IE any indications exist of abnormal radiological release as a result of the emergency, THEN assess offsite consequences in accordance with IP-EP-310, Dose Assessment.</p> <p>5.2 IE dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines THEN declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Attachment 10.2 of IP-EP-410, Protective Action Recommendations.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

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Continuous Responsibility/Activity (Emergency Director)	Notes
<div data-bbox="240 394 1198 625" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">NOTES</p> <p>IF while performing the Continuous Responsibility/Activity steps as Emergency Director, you are relieved of Emergency Director duties by the EPM or On-Call ED, THEN exit this section and enter the Continuous Responsibility/Activity (Shift Manager) section at step 11.0.</p> </div> <p>6.0 Re-Classify the Emergency if Necessary</p> <p>6.1 IF plant conditions change or other events occur which may warrant upgrade of the emergency classification, THEN re-classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>6.2 IF a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-EP-410, Protective Action Recommendations.</p> <p>6.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>6.4 Complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>6.5 Direct the CCR Communicator to perform notifications using Form EP-5 "Upgrade/Update Notification Alert/SAE/GE Notification Checklist".</p> <p>7.0 Establish Radiological Controls and Maintain Onsite Personnel Safety</p> <p>7.1 Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel.</p> <p>7.2 Once established, maintain personnel accountability.</p> <p>7.3 IF the potential for abnormal radiological conditions in-plant or onsite exists, THEN:</p> <p style="margin-left: 20px;">A. Direct the Watch Health Physics Technician to establish radiological controls for the Central Control Room and initiate habitability monitoring for the Central Control Room.</p> <p style="margin-left: 20px;">B. Evaluate the need to perform a site evacuation per IP-1027, Personnel Accountability and Evacuation.</p> <p style="margin-left: 20px;">C. Authorize emergency exposure, if necessary, per Form IP-1023-6, Emergency Exposure Authorization.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

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Continuous Responsibility/Activity (Emergency Director)	Notes
7.4 IF an on-site medical emergency occurs, THEN implement IP-1012, On-site Medical Emergency.	
8.0 Perform Periodic Update Notifications 8.1 Periodic update notifications to offsite authorities should be made approximately every 30 minutes or more frequently when plant conditions change. 8.2 For each update notification, complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I." 8.3 IF there has been a radiological release to the environment, THEN complete (or have completed) and sign a Form EP-2 "NYS Radiological Data Form, Part II." 8.4 For periodic update notifications during an Unusual Events , direct the CCR Communicator to perform update notifications using Form EP-3 "Control Room NUE Notification Checklist". 8.5 For periodic update notifications during an Alert or higher classifications, direct the CCR Communicator to perform update notifications using Form EP-5 "Upgrade/Update Notification Alert/SAE/GE Notification Checklist".	

Attachment 1

Shift Manager (Emergency Director) Checklist

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Continuous Responsibility/Activity (Emergency Director)	Notes
<p>9.0 Turnover Emergency Director Responsibilities</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>For Unusual Events, the Shift Manager will normally maintain the Emergency Director responsibilities until the classification is terminated per IP-EP-610, Emergency Termination & Recovery. For Alert and higher classifications, the Emergency Plant Manager will relieve the Shift Manager of Emergency Director duties in the Control Room. The On-Call Emergency Director in the EOF at his discretion may assume Emergency Director duties directly from the Shift Manager via telephone turnover.</p> </div> <p>9.1 Provide a status briefing to the Emergency Plant Manager upon his arrival in the Central Control Room. The Emergency Plant Manager will request status on all of the information specified on Form EP-9, Essential Information Checklist.</p> <p>9.2 Provide copies of all completed NYS radiological Emergency Data forms to the Emergency Plant Manager.</p> <p>9.3 Resume duties as Shift Manager and proceed to step 11.0 in the Continuous Responsibility/Activity (Shift Manager) section.</p>	
<p>10.0 Terminate the Emergency (Unusual Event Only)</p> <p>10.1 When conditions warrant termination of the Unusual Event, enter IP-EP-610 Emergency Termination & Recovery and terminate the emergency per section 6.1 "Transition and Recovery Following an Unusual Event."</p> <p>10.2 Exit this section after termination of the emergency and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

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Continuous Responsibility/Activity (Shift Manager)	Notes
<p>11.0 Evaluate Emergency Action Levels</p> <p>11.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification.</p> <p>11.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.</p>	
<p>12.0 Maintain Communications with the Emergency Plant Manager and Emergency Director</p> <p>12.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations.</p> <p>12.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis.</p> <p>12.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.</p>	
<p>13.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC</p> <div data-bbox="191 1409 1206 1665" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability.</p> </div> <p>13.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.</p>	<p>Operations Coordinator telephone # in OSC:</p> <p>734-5556</p>

Attachment 1

Shift Manager (Emergency Director) Checklist

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<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p>13.2 For operations teams already dispatched and in the field prior to the OSC being activated, coordinate the transfer of team control to the OSC with the Operations Coordinator.</p> <p>13.3 Direct requests for in-plant operational support IMMEDIATELY to the Operations Coordinator in the OSC to facilitate prompt response to Control Room needs. Keep the Emergency Plant Manager informed of all requests.</p> <p>13.4 Re-enforce Control Room priorities and needs with the Emergency Plant Manager if in-plant team support is not being provided in a timely and effective manner.</p>	
<p>14.0 Request Technical Support as Needed to Mitigate the Emergency</p> <p>14.1 Request the TSC Manager to provide forward-looking technical support as needed to assist the Control Room staff in responding to the emergency.</p> <p>14.2 Provide the Emergency Plant Manager and TSC Manager with periodic briefs on current mitigation strategies and emergency procedures currently being implemented.</p>	
<p>15.0 Exit to Recovery Phase</p> <p>15.1 Upon notification from the Emergency Director that the emergency has been terminated, exit this section and enter the Closeout Responsibility/Activity section at step 16.0.</p>	

Attachment 1

Shift Manager (Emergency Director) Checklist

Sheet 9 of 9

Closeout Responsibility/Activity	Notes
16.0 Direct the Control Room staff to return all equipment utilized in the response to proper storage locations	
17.0 Review all documentation the Control Room staff generated during the emergency: 17.1 Ensure all logs, forms and other documentation are complete. 17.2 Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for long-term restoration. 17.3 Collect all computer printouts and strip charts.	
18.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 2

CCR Communicator Checklist

Sheet 1 of 4

Initial Responsibility/Activity	Notes
<p>1.0 Assume the Duties of CCR Communicator</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>1.1 Upon being notified to fulfill the CCR Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN swipe your security badge through the CCR accountability card reader.</p> <p>1.3 Inform the Shift Manager (Emergency Director) and the Control Room staff that you have assumed the duties of CCR Communicator.</p> <p>1.4 IF the emergency classification is an Unusual Event, THEN, proceed to step 2.0.</p> <p>1.5 IF the emergency classification is an Alert or higher, THEN, proceed to step 3.0.</p>	
<p>2.0 Perform Initial Unusual Event Notifications (Use Form EP-3)</p> <p>2.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p>2.2 Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>2.3 Using Form EP-3, "Control Room NUE Notification Checklist", start the initial roll call to State and counties within 15 minutes of the declaration of the Unusual Event.</p> <p>2.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>2.5 Request direction from Shift Manager (Emergency Director) if Emergency Response Organization mobilization is needed or if Emergency Response Organization should receive event notification only.</p> <p>2.6 Complete the remaining notifications as specified on the Form EP-3 checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2
CCR Communicator Checklist

Sheet 2 of 4

Initial Responsibility/Activity	Notes
2.7 Fax copies of the NYS Radiological Data Form to State/counties/EOF.	Fax numbers can be found in the Emergency Telephone Directory
<p>3.0 Perform Initial Alert/SAE/GE Notifications (Use Form EP-4)</p> <p>3.1 Determine if personnel accountability is being suspended from the Shift Manager.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Form EP-4, Control Room Alert/SAE/GE Initial Notification Checklist is used only once. After notifications are complete using this form, all subsequent upgrade and update notifications shall be made using Form EP-5, Upgrade/Update Notification Alert/SAE/GE Checklist.</p> </div> <p>3.2 Using Form EP-4, Control Room Alert/SAE/GE Initial Notification Checklist, initiate notification of personnel located in the Protected Area, Unit 3 CCR and the Emergency Response Organization.</p> <p>3.3 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>3.4 Using Form EP-4, Control Room Alert/SAE/GE Initial Notification Checklist, start the initial roll call to State and counties within 15 minutes of the declaration of the Alert, SAE or GE.</p> <p>3.5 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>3.6 Complete the remaining notifications as specified on the Form EP-4 checklist.</p> <p>3.7 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2

CCR Communicator Checklist

Sheet 3 of 4

Continuous Responsibility/Activity	Notes
<p>4.0 Perform Periodic Update Notifications – Unusual Event</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p align="center">NOTE:</p> <p>Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> <p>4.1 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 40px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>4.2 Using Form EP-3, Control Room NUE Notification Checklist, perform ONLY the circled items, to make the periodic update notifications.</p> <p>4.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>4.4 Fax copies of the NYS Radiological Data Form to State/counties/EOF.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
<p>5.0 Perform Periodic Update Notifications – Alert/SAE/GE</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p align="center">NOTE:</p> <p>Periodic Update Notifications to offsite authorities shall be made approximately every 30 minutes or whenever conditions change.</p> </div> <p>5.1 Obtain the completed NYS Radiological Emergency Data Form Part I (Part II if a radiological release has occurred or is in progress) from the Shift Manager.</p> <p style="padding-left: 40px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>5.2 Using Form EP-5, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties.</p> <p>5.3 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>

Attachment 2
CCR Communicator Checklist

Sheet 4 of 4

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
5.4 Complete the remaining notifications as specified on the Form EP-5 checklist.	
<p>6.0 IF the Emergency Classification is Upgraded, THEN Perform Upgrade Notifications (Use Form EP-5)</p> <p>6.1 Using Form EP-5, Upgrade/Update Alert/SAE/GE Checklist, initiate notification of personnel located in the Protected Area, Unit 3 CCR and the Emergency Response Organization.</p> <p>6.2 Obtain the completed NYS Radiological Emergency Data Form Part I from the Shift Manager.</p> <p style="padding-left: 20px;">A. Review form to ensure all required information is completed, including Shift Manager (Emergency Director) signature.</p> <p>6.3 Using Form EP-5, Upgrade/Update Alert/SAE/GE Checklist, start the initial roll call to State and counties within 15 minutes of upgrade of the emergency classification.</p> <p>6.4 Complete Section 1 of the NYS Radiological Data Form Part I, by recording the date and time the message is being transmitted as well as checking the appropriate communication method (RECS or Other).</p> <p>6.5 Complete the remaining notifications as specified on the checklist.</p>	<p>Fax numbers can be found in the Emergency Telephone Directory</p>
7.0 When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
<p>8.0 Review all documentation the generated during the emergency:</p> <p>8.1 Ensure all logs, forms and other documentation are complete.</p> <p>8.2 Collect all forms, logs and other documentation.</p>	
9.0 Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 3
CCR-TSC Communicator Checklist
 Sheet 1 of 2

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Assume the Duties of CCR-TSC Communicator</p> <p>1.1 Upon being notified to fulfill the CCR-TSC Communicator role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN swipe your security badge through the CCR accountability card reader.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR-TSC Communicator.</p> <p>1.4 If not already established, establish an open line of communications with the TSC Communicator and EOF (EOF may not always be on line) over the 3-way ring down phone:</p> <p style="margin-left: 40px;">A. Remove handset from cradle (may use headset if available).</p> <p style="margin-left: 40px;">B. Press button labeled "TSC-CCR-EOF"</p> <p style="margin-left: 40px;">C. Press SIGNAL button to ring other locations.</p> <p style="margin-left: 40px;">D. Listen to ensure other parties pick up (it may take additional time for the TSC Communicator to arrive in TSC)</p> <p style="margin-left: 40px;">E. Inform other parties that you are establishing an open line from the CCR.</p> <p style="margin-left: 40px;">F. Stay on line or inform other parties any time you will be offline.</p> <p>1.5 Inform the Shift Manager that you have established communications with the TSC and EOF.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Maintain Communications with the TSC and EOF</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The primary responsibility of the CCR-TSC Communicator is to provide an open line of communication between the CCR and TSC, however, the Technical Advisor to the Emergency Director in the EOF will periodically monitor the communications line or will request information from the CCR and TSC.</p> </div> <p>2.1 Transmit information as requested by the TSC and EOF.</p>	

Attachment 3
CCR-TSC Communicator Checklist
Sheet 2 of 2

<u>Continuous Responsibility/Activity (cont.)</u>		<u>Notes</u>
2.2	Use Form IP-1023-4, ERO Log Sheet, to maintain a log. A. Log the time when you assumed the duties of CCR-TSC Communicator B. Log significant communications pertaining to plant operations and emergency events.	
<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
3.0	When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
4.0	Review all documentation the generated during the emergency:	
4.1	Ensure all logs, forms and other documentation are complete.	
4.2	Collect all forms, logs and other documentation..	
5.0	Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 4
CCR Data Logger Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p>1.0 Assume the Duties of CCR-Data Logger</p> <p>1.1 Upon being notified to fulfill the CCR-Data Logger role, IMMEDIATELY report to the Control Room.</p> <p>1.2 IF site accountability has been directed, THEN swipe your security badge through the CCR accountability card reader.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of CCR Data Logger.</p>	
<p>2.0 Initiate Data Acquisition</p> <p>2.1 Begin manual data collection and entry into PICS:</p> <p style="margin-left: 20px;">A. Activate the manual overlay functions of PICS on the PICS console.</p> <p style="margin-left: 20px;">B. Begin manual data collection and entry into PICS from the SPDS Secondary Menu.</p> <p style="margin-left: 40px;">1. Screen 42B Left - Enter equipment status</p> <p style="margin-left: 40px;">2. Screen 42B Right – Enter equipment status and Accumulator levels</p> <p style="margin-left: 40px;">3. Screen 42C - Enter values for text boxes provided</p> <p>2.2 IF PICS is not functional, THEN begin manual collection of data for the following forms for manual transmission to the TSC:</p> <p style="margin-left: 20px;">A. Form IP-1026-1, Plant Parameters – 42A</p> <p style="margin-left: 20px;">B. Form IP-1026-2, Equipment Status – 42B</p> <p style="margin-left: 20px;">C. Form IP-1026-3, Radiological Data – 42C</p> <p>Completed forms should be faxed or physically delivered to the TSC.</p>	

Sheet 2 of 3

Continuous Responsibility/Activity	Notes
<p>3.0 Maintain Up-to-Date Plant Data Transmissions</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The primary responsibility of the CCR-Data Logger is to provide constant updates of manually acquired plant data for input into PICS. If PICS is not functional the CCR-Data Logger is responsible for manual acquisition and transmission of plant data as needed. However, additional requests for plant information may be made by the TSC or EOF.</p> </div> <p>3.1 Maintain [PICS manual input data up-to-date:</p> <p style="margin-left: 40px;">A. Update manual data points at least every 15 minutes and any time there is a significant change in value or status.</p> <p style="margin-left: 40px;">If there is any qualifying information that may be important or useful for the TSC or EOF to be aware of regarding data being manually entered into PICS, pass that information on via the CCR-TSC Communicator.</p> <p>3.2 IF PICS is not functional, THEN continue manual collection of data for the following forms for manual transmission to the TSC:</p> <p style="margin-left: 40px;">A. Form IP-1026-1, Plant Parameters – 42A</p> <p style="margin-left: 40px;">B. Form IP-1026-2, Equipment Status – 42B</p> <p style="margin-left: 40px;">C. Form IP-1026-3, Radiological Data – 42C</p> <p style="margin-left: 40px;">Completed forms should be faxed or physically delivered to the TSC.</p>	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <p style="margin-left: 40px;">A. Log the time when you assumed the duties of CCR-TSC Communicator</p> <p style="margin-left: 40px;">B. Log significant communications pertaining to plant operations and emergency events.</p>	

Sheet 3 of 3

<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
5.0	When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
6.0	Review all documentation generated during the emergency:	
6.1	Ensure all logs, forms and other documentation are complete.	
6.2	Collect all forms, logs and other documentation..	
7.0	Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 5

Watch Health Physics Technician Checklist

Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p>1.0 Assume the Duties of Watch Health Physics Technician</p> <p>1.1 Upon being notified of a classified emergency, IMMEDIATELY report to the Control Room.</p> <p>A. IF the declared emergency is an Alert or higher, THEN first proceed to HP1 and determine who has NOT signed out of the RCA by accessing the computer (Option 3 main menu, option 1 sub-menu).</p> <p>B. Report list of personnel still in RCA to the Shift Manager.</p> <p>1.2 IF site accountability has been directed, THEN swipe your security badge through the CCR accountability card reader.</p> <p>1.3 Inform the Shift Manager and the Control Room staff that you are assuming the duties of Watch Health Physics Technician.</p>	
<p>2.0 Establish Initial CCR Radiological Protection</p> <p>2.1 Evaluate the need and make a recommendation to establish radiological access control for the Control Room</p> <p>A. Ask the Shift Manager if there is potential for abnormal radiological conditions outside of the RCA.</p> <p>B. Evaluate PRM-ARM instrumentation.</p> <p>2.2 IF the Shift Manager directs that Control Room radiological controls be established, THEN:</p> <p>A. Set up step off pad (SOP) requiring shoe check and frisker at the entrance from the turbine floor to SFS Office and at the side entrance.</p> <p>B. Place SOPs in a position that does not preclude opening the door while standing on the SOP.</p> <p>C. Perform periodic contamination surveys on both sides of the SOP</p> <p>D. Perform periodic airborne contamination checks.</p> <p>E. Record results on applicable forms.</p>	

Attachment 5
 Watch Health Physics Technician Checklist
 Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 Provide Radiological Protection</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>The actions and responsibilities listed in this procedure are intended to assist the Watch Health Physics Technician in the performance of his/her duties. While some items are performed once, others are repeated over the duration of the event.</p> </div> <p>3.1 Provide radiological support, such as issuance of dosimetry, determination of respiratory and protective clothing requirements, and performance of radiological surveys for the following activities, as directed by the Shift Manager:</p> <ul style="list-style-type: none"> A. Search and rescue B. Repair and corrective actions C. Response to fires by Fire Brigade (includes survey /decontamination of Fire Department personnel and equipment) D. Personnel and equipment decontamination E. As requested by the Shift Manager <p>3.2 Conduct outside surveys per IP-1015, Radiological Surveys Outside the Protected Area as requested by the Shift Manager</p> <p>3.3 Provide Radiological Support for Personnel Medical Emergencies</p> <ul style="list-style-type: none"> A. Upon notification that a personnel medical emergency has occurred onsite, report to the scene with the HP Plant Medical Emergency Kit (stored in the HPT Office/Counting Room Area). B. Implement Step 5.4 of IP-1012, On-Site Medical Emergency. 	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <ul style="list-style-type: none"> A. Log the time when you assumed the duties of Watch Health Physics Technician. B. Log significant communications pertaining to personnel radiological conditions and actions. 	

Attachment 5
Watch Health Physics Technician Checklist
Sheet 3 of 3

<u>Continuous Responsibility/Activity (Cont)</u>		<u>Notes</u>
5.0	Turnover to OSC Radiation Protection Coordinator	
5.1	Once the OSC has been activated, upon direction from the Shift Manager, report to the OSC Radiation Protection Coordinator in the OSC.	
<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
6.0	When directed by the Shift Manager, return all equipment utilized in the response to proper storage locations	
7.0	Review all documentation the generated during the emergency:	
7.1	Ensure all logs, forms and other documentation are complete.	
7.2	Collect all forms, logs and other documentation..	
8.0	Provide all logs and records to the Shift Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 6

Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 1 of 3		
Initial Responsibility/Activity		
1.0	Notification of the Emergency	Notes
<div data-bbox="699 415 786 445" data-label="Section-Header">NOTE</div> <div data-bbox="289 451 1243 667" data-label="Text"> <p>The Unit 3 Shift Manager will confer with the Unit 2 Shift Manager for any event or condition which may affect both Units such as security or natural events. IF it is agreed that both units are affected, THEN the Unit 2 Shift Manager shall classify and declare the emergency and assume the role of site Emergency Director in accordance with this procedure.</p> </div> <div data-bbox="289 680 1235 785" data-label="Text"> <p>Upon notification from Unit 3 Control Room that an event has been declared at Indian Point 3 announce the information to Control Room personnel.</p> </div>		
2.0	Notification of ERO Personnel	
2.1	UNUSUAL EVENT	
2.1.1	Make a PA announcement providing information regarding the Unit 3 event and any additional information as required restricting access to Unit 3 areas affected by the emergency.	
2.1.2	Request direction from Unit 3 Shift Manager (Emergency Director) if ERO mobilization is needed or if Emergency Response Organization should receive event notification only.	
2.1.3	Ensure CCR Communicator to available. IF CCR Communicator is unavailable THEN direct a qualified individual to serve as CCR Communicator.	
2.1.4	IF based on Unit 3 Shift Manager (Emergency Director) judgment the Emergency Response Organization is needed, THEN direct the CCR Communicator to use Envelope A "IPEC ERO Mobilization" envelope to mobilize the IPEC ERO members.	
2.1.5	IF based on Unit 3 Shift Manager (Emergency Director) judgment the Emergency Response Organization should be notified only, THEN direct the CCR Communicator to use Envelope B "IPEC ERO Event Notification" envelope.	
2.1.6	IF based on Unit 3 Shift Manager (Emergency Director) judgment the Emergency Response Organization should respond to backup locations, THEN direct the CCR Communicator to use Envelope C "IPEC ERO Event Mobilization to Backup Locations" envelope.	

Attachment 6

Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 2 of 3

Initial Responsibility/Activity(cont.)	Notes
<p>2.2. ALERT/SITE AREA EMERGENCY/GENERAL EMERGENCY</p> <p>2.2.1 Sound the Site Assembly Alarm for 30 seconds (coordinate sounding of the assembly alarm with the Unit 3 CCR) and make the following announcement 3 times over the public address system:</p> <div data-bbox="370 661 1177 892" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>"Attention all personnel, Attention all personnel, an (Alert / Site Area Emergency / General Emergency) has been declared at Unit 3, all essential personnel report to your assigned emergency facility. All other personnel assemble at the Energy Education Center."</i></p> </div> <p>2.2.2 Ensure CCR Communicator to available. IE CCR Communicator is unavailable THEN direct a qualified individual to serve as CCR Communicator.</p> <p>2.2.3 IE based on Unit 3 Shift Manager (Emergency Director) judgment the Emergency Response Organization should respond to backup locations, THEN direct the CCR Communicator to use Envelope C "IPEC ERO Event Mobilization to Backup Locations" envelope.</p> <p>2.2.4 Otherwise direct the CCR Communicator to use Envelope A "IPEC ERO Mobilization" envelope to mobilize the IPEC ERO.</p> <p>2.2.5 IE a Site Area Emergency or General Emergency is declared THEN perform Personnel Accountability per IP-1027.</p> <p>2.2.6 Direct all watch staff, including the Watch HP and Chemistry, to swipe their security badge through the CCR accountability card reader</p>	

Attachment 6
Unit 2 Response to a Unit 3 Emergency Checklist

Sheet 3 of 3	
Initial Responsibility/Activity	Notes
3.0 Provide Support to Unit 3 3.1 Upon request from the Unit 3 Emergency Director, provide a Shift HP Technician to support Unit 3 response. 3.2 Upon request from the Unit 3 Emergency Director, call-out and dispatch Offsite Field Monitoring Teams to support Unit 3 field monitoring activities. Direct offsite monitoring personnel to report to the EOF and inform the Unit 3 Emergency Director of their availability. Refer to the Emergency Telephone Directory for names and telephone numbers of qualified individuals.	
Continuous Responsibility/Activity	Notes
4.0 Provide Support to Unit 3 as Requested Upon request from the Unit 3 Emergency Director, provide Unit 2 personnel, equipment and resources available to you.	
5.0 Provide updates to personnel in Unit 2 with information provided by the Unit 3 Emergency Director When information is provided to you, use the public address system to disseminate that information to the personnel within the Unit 2 fence line.	
6.0 Evaluate Emergency Action Levels Continue to evaluate current plant condition and events relative to the Emergency Action Levels as specified in IP-1024, "Emergency Classification" and make recommendations for upgrade if appropriate to the Emergency Director.	

Attachment 7

Shift Manager (Emergency Director) Security Event Checklist

Sheet 1 of 9

Initial Responsibility/Activity	Notes
1.0 Activating the Emergency Response Organization during a Security Event	
1.1 IF an emergency is declared due to a security event, THEN the ERO will be mobilized to backup locations until conditions can be established for safe site access.	
1.2 Security and Operations will take steps as directed by Safeguard instructions to protect the safety of site employees and the integrity of plant equipment.	
1.3 Site access and egress will be controlled per Security procedures.	
2.0 Classification of the Emergency Authority to classify and declare an emergency is reserved solely for the Emergency Director and may not be delegated. The SM in the role of Emergency Director makes the initial emergency classification.	
2.1 Classify the emergency condition in accordance with IP-1024 "Emergency Classification".	
2.2 IF a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-EP-410, Protective Action Recommendations.	
2.3 Declare the emergency and announce the classification to Control Room personnel.	
2.4 Ensure Unit 3 Control Room is notified of the emergency classification.	
2.5 If a Security Event is in progress, determine if Site Assembly alarm should be sounded based on what is best for the safety of onsite personnel. Notify Unit 3 to take the same actions.	
3.0 Notification – Unusual Event (Use Form EP-3) State and local authorities shall be notified within 15 minutes of emergency declaration.	
3.1 IF the initial emergency classification is an Alert or higher THEN proceed to step 4.0.	
3.2 Ensure CCR Communicator to available. IF CCR Communicator is unavailable THEN direct a qualified individual to serve as CCR Communicator.	
3.3 Complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I."	
3.4 Direct notification of offsite authorities by providing the completed and signed NYS Radiological Data Form Part I to the CCR Communicator.	

Attachment 7

Shift Manager Security Event Checklist

Sheet 2 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>3.5 Determine if Emergency Response Organization mobilization is needed. IF based on Shift Manager (Emergency Director) judgment the Emergency Response Organization should be directed to report to backup locations, THEN direct the CCR Communicator to use Envelope C "ERO Mobilization to Backup Locations".</p> <p>3.6 IF the ERO is not needed THEN notify the appropriate ERO of the event by directing the CCR Communicator to use Envelope B "ERO Event Notification."</p>	
<p>4.0 Notification & Mobilization - Alert, Site Area or General Emergency</p> <p>Once the EOF is activated, all offsite communications shall be performed by the EOF staff. The following steps are for initial classification at the Alert level or higher.</p> <p>State and local authorities shall be notified within 15 minutes of emergency declaration.</p> <p>4.1 Ensure CCR Communicator to available. IF CCR Communicator is unavailable THEN direct a qualified individual to serve as CCR Communicator.</p> <p>4.2 Complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>4.3 IF personnel assembly is suspended, THEN inform the CCR Communicator prior to directing personnel mobilization and instruct him NOT to sound the site assembly alarm.</p> <p>4.4 Direct the CCR Communicator to use Envelope C "ERO Mobilization to Backup Locations".</p>	

Attachment 7

Shift Manager Security Event Checklist

Sheet 3 of 9

Initial Responsibility/Activity(cont.)	Notes
<p>5.0 Establish Personnel Accountability</p> <div data-bbox="256 438 1219 594" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>IP-1027 "Personnel Accountability and Evacuation" provides guidance for the suspension of personnel accountability under certain conditions.</p> </div> <div data-bbox="256 651 1219 842" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">CAUTION</p> <p>Security and Operations will take steps as directed by Safeguard Instructions to protect the safety of site personnel. Accountability should be suspended until conditions can be established for safe site access.</p> </div> <div data-bbox="256 898 1219 1163" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTES</p> <p>Accountability rosters are located in the Shift Manager Position Binder.</p> <p>The Shift Manager may call for accountability to be completed any time conditions (hazards in the plant such as fire, toxic gas high radiation levels, earthquake etc.) are present where personnel safety may be in question.</p> </div>	
<p>5.1 IF a Site Area Emergency or General Emergency has been declared, and personnel accountability has not already been established, THEN initiate site personnel accountability per IP-1027, Personnel Accountability and Evacuation.</p>	
<p>5.2 IF any individuals are missing, THEN direct available personnel and Security to conduct search and rescue operations to locate the missing individuals as conditions allow.</p>	
<p>6.0 Assess Any Radiological Release</p> <p>The MEANS computer program is available for the performance of dose projections and the formulation of protective action recommendations.</p>	
<p>6.1 IF any indications exist of abnormal radiological release as a result of the emergency, THEN assess offsite consequences in accordance with IP-EP-310, Dose Assessment.</p>	

Attachment 7

Shift Manager Security Event Checklist

Sheet 4 of 9

Initial Responsibility/Activity(cont.)	Notes	
<p>6.2 IE dose assessment results indicate offsite consequences in excess of the EPA Protective Action Guidelines THEN declaration of a General Emergency is required. Evaluate the need to modify the General Emergency PARs as specified in Attachment 10.2 of IP-EP-410, Protective Action Recommendations.</p>		
Continuous Responsibility/Activity (Emergency Director)	Notes	
<table border="1" data-bbox="181 709 1240 751"> <tr> <td data-bbox="181 709 1240 751">NOTES</td> </tr> </table> <div data-bbox="181 772 1240 924" style="border: 1px solid black; padding: 5px;"> <p>IF while performing the Continuous Responsibility/Activity steps as Emergency Director, you are relieved of Emergency Director duties by the EPM or On-Call ED, THEN exit this section and enter the Continuous Responsibility/Activity (Shift Manager) section at step 12.0.</p> </div> <p>7.0 Re-Classify the Emergency if Necessary</p> <p>7.1 IE plant conditions change or other events occur which may warrant upgrade of the emergency classification, THEN re-classify the emergency condition in accordance with IP-1024 "Emergency Classification".</p> <p>7.2 IE a General Emergency is declared, THEN protective action recommendations must be made in accordance with IP-EP-410, Protective Action Recommendations.</p> <p>7.3 Declare the emergency and announce the classification to Control Room personnel.</p> <p>7.4 Complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>7.5 Direct the CCR Communicator to perform notifications using Form EP-5 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p> <p>8.0 Establish Radiological Controls and Maintain Onsite Personnel Safety</p> <p>8.1 Keep the Security Supervisor at the Command Guard House informed of emergency classification, plant status and any radioactive releases which may effect Security Personnel.</p> <p>8.2 Once established, maintain personnel accountability.</p>	NOTES	
NOTES		

Attachment 7

Shift Manager Security Event Checklist

Sheet 5 of 9

Continuous Responsibility/Activity (Emergency Director)	Notes
<p>8.3 IF the potential for abnormal radiological conditions in-plant or onsite exists, THEN:</p> <ul style="list-style-type: none"> A. Direct the Watch Health Physics Technician to establish radiological controls for the Central Control Room and initiate habitability monitoring for the Central Control Room. B. Evaluate the need to perform a site evacuation per IP-1027, Personnel Accountability and Evacuation. C. Authorize emergency exposure, if necessary, per Form IP-1023-6, Emergency Exposure Authorization. <p>8.4 IF an on-site medical emergency occurs, THEN implement IP-1012, On-site Medical Emergency.</p>	
<p>9.0 Perform Periodic Update Notifications</p> <p>9.1 Periodic update notifications to offsite authorities should be made approximately every 30 minutes or more frequently when plant conditions change.</p> <p>9.2 For each update notification, complete (or have completed) and sign a Form EP-1 "NYS Radiological Emergency Data Form, Part I."</p> <p>9.3 IF there has been a radiological release to the environment, THEN complete (or have completed) and sign a Form EP-2 "NYS Radiological Data Form, Part II."</p> <p>9.4 For periodic update notifications during an Unusual Events, direct the CCR Communicator to perform update notifications using Form EP-3 "CCR NUE Notification Checklist".</p> <p>9.5 For periodic update notifications during an Alert or higher classifications, direct the CCR Communicator to perform update notifications using EP-5 "Upgrade/Update Notification Alert/SAE/GE Initial Notification Checklist".</p>	

Attachment 7

Shift Manager Security Event Checklist

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<u>Continuous Responsibility/Activity (Emergency Director)</u>	<u>Notes</u>
<p>10.0 Turnover Emergency Director Responsibilities</p> <div data-bbox="207 447 1219 810" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>For Unusual Events, the Shift Manager will normally maintain the Emergency Director responsibilities until the classification is terminated per IP-EP-610, Emergency Termination & Recovery. For Alert and higher classifications, the Emergency Plant Manager will relieve the Shift Manager of Emergency Director duties in the Control Room. However, the On-Call Emergency Director in the EOF may, at his discretion, assume Emergency Director duties directly from the Shift Manager via telephone turnover.</p> </div> <p>10.1 Provide a status briefing to the Emergency Plant Manager upon his arrival in the Central Control Room. The Emergency Plant Manager will request status on all of the information specified on Form EP-9, Essential Information Checklist.</p> <p>10.2 Provide copies of all completed NYS radiological Emergency Data forms (Form EP-1) to the Emergency Plant Manager.</p> <p>10.3 Resume duties as Shift Manager and proceed to step 12.0 in the Continuous Responsibility/Activity (Shift Manager) section.</p>	
<p>11.0 Terminate the Emergency (Unusual Event Only)</p> <p>11.1 When conditions warrant termination of the Unusual Event, enter IP-EP-610 Emergency Termination & Recovery and terminate the emergency per section 6.1 "Transition and Recovery Following an Unusual Event."</p> <p>11.2 Exit this section after termination of the emergency and enter the Closeout Responsibility/Activity section at step 17.0.</p>	

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Shift Manager Security Event Checklist
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<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p>12.0 Evaluate Emergency Action Levels</p> <p>12.1 Continue to evaluate current plant condition and events relative to the emergency action levels as specified in IP-1024, Emergency Classification.</p> <p>12.2 Make recommendations to the Emergency Director and Emergency Plant Manager for upgrading of the emergency classification as appropriate.</p>	
<p>13.0 Maintain Communications with the Emergency Plant Manager and Emergency Director</p> <p>13.1 Keep the Emergency Plant Manager and Emergency Director informed of current plant status and planned operations.</p> <p>13.2 Discuss tasks and procedures the Control Room is currently performing and review priorities on a regular basis.</p> <p>13.3 IMMEDIATELY inform the Emergency Plant Manager and Emergency Director of any plant condition or event that has the potential to change the emergency classification or affect radiological release status.</p>	
<p>14.0 Coordinate In-Plant Team Activities with the Operations Coordinator in the OSC</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Once the OSC is activated, the dispatch of personnel into the field for emergency operations is controlled from the OSC. Communications and directions can be provided to the teams from the Control Room, however, the OSC must retain team control for personnel safety and continuous accountability.</p> </div> <p>14.1 Once the OSC is activated, coordinate the dispatch and control of NPOs assigned to perform in-plant operations with the Operations Coordinator located in the OSC.</p>	<p>Operations Coordinator telephone # in OSC:</p> <p>734-5556</p>

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Shift Manager Security Event Checklist

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<u>Continuous Responsibility/Activity (Shift Manager)</u>	<u>Notes</u>
<p>14.2 For operations teams already dispatched and in the field prior to the OSC being activated, coordinate the transfer of team control to the OSC with the Operations Coordinator.</p> <p>14.3 Direct requests for in-plant operational support IMMEDIATELY to the Operations Coordinator in the OSC to facilitate prompt response to Control Room needs. Keep the Emergency Plant Manager informed of all requests.</p> <p>14.4 Re-enforce Control Room priorities and needs with the Emergency Plant Manager if in-plant team support is not being provided in a timely and effective manner.</p>	
<p>15.0 Request Technical Support as Needed to Mitigate the Emergency</p> <p>15.1 Request the TSC Manager to provide forward-looking technical support as needed to assist the Control Room staff in responding to the emergency.</p> <p>15.2 Provide the Emergency Plant Manager and TSC Manager with periodic briefs on current mitigation strategies and emergency procedures currently being implemented.</p>	
<p>16.0 Exit to Recovery Phase</p> <p>16.1 Upon notification from the Emergency Director that the emergency has been terminated, exit this section and enter the Closeout Responsibility/Activity section at step 17.0.</p>	

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Shift Manager Security Event Checklist

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<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
17.0 Direct the Control Room staff to return all equipment utilized in the response to proper storage locations	
18.0 Review all documentation the Control Room staff generated during the emergency: 18.1 Ensure all logs, forms and other documentation are complete. 18.2 Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for long-term restoration. 18.3 Collect all computer printouts and strip charts.	
19.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	