
 Entergy IPEC SITE MANAGEMENT MANUAL	QUALITY RELATED ADMINISTRATIVE PROCEDURE	IP-SMM-AD-103 Revision 0
	INFORMATIONAL USE	Page 13 of 21

ATTACHMENT 10.1

SMM CONTROLLED DOCUMENT TRANSMITTAL FORM

SITE MANAGEMENT MANUAL CONTROLLED DOCUMENT TRANSMITTAL FORM - PROCEDURES

Page 1 of 1

 Entergy		CONTROLLED DOCUMENT TRANSMITTAL FORM - PROCEDURES	
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TO: Nuclear Regulatory Commission

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FROM: IPEC Emergency Planning

SUBJECT: Emergency Planning Document Update

Date: 07/14/03

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

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
Unit 3Vol II	Emergency Plan Implementing Procedures			
TOC	Table of Contents	7/14/03	7/09/03	Replace old with new
IP-2201	Operations Support Center (OSC) Manager	Rev10 7/14/03	Rev 9 09/02	Replace old with new
IP-2204	OSC Team Leaders	Rev 4 7/14/03	Rev 3 06/02	Replace old with new
IP-2205	OSC H.P. Team Leader	Rev 9 7/14/03	Rev 8 10/99	Replace old with new
IPEC	Emergency Plan Implementing Procedures			
TOC	Table of Contents	7/14/03	7/09/03	Replace old with new
IP-EP-115	Emergency Plan Forms	Rev 4 7/14/03	Rev 3 5/19/03	Replace old with new
Unit 2	Emergency Plan Implementing Procedures			
TOC	Table of Contents	7/14/03	7/09/03	Replace old with new
IP-1023	Operations Support Center (OSC)	Rev 20 7/14/03	Rev 19 8/21/02	Replace old with new

Unit 2 Emergency Plan Implementing Procedures

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Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Emergency Response Organization	14	06/06/03
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)	20	07/14/03
IP-1024	Emergency Classification	11	7/11/02
IP-1025	Cancelled	-	-
IP-1026	Emergency Data Acquisition	1	10/31/02
IP-1027	Cancelled – replaced by IP-EP-430	-	-
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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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

OPERATIONS SUPPORT CENTER

Prepared by:	<u>D. Weaver</u> Print Name	<u><i>Dawn Weaver</i></u> Signature	<u>6/10/03</u> Date
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Reviewer:	<u> </u> Print Name	<u> </u> Signature	<u> </u> Date
SNSC Review:	<u>Previous #2871</u> Meeting Number	<u> </u> Signature Secretary	<u>3/05/02</u> Date
Approval:	<u>Frank Inzirillo</u> Print Name	<u><i>Frank Inzirillo</i></u> Signature	<u>7/1/03</u> Date

Reference Use

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Effective Date: 7/14/03

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OPERATIONS SUPPORT CENTER (OSC)

1.0 PURPOSE

To describe the activation and operation of the Operations Support Center (OSC)

2.0 DISCUSSION

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT AND MATERIALS

4.1 The following type of equipment and materials are kept in the emergency lockers located in the stairwell at 53" elevation:

4.1.1 Protective Clothing

4.1.2 Respirators

4.1.3 KI Tablets

4.2 Portable radios and some radiation monitoring equipment is located in the TSC Lockers.

4.3 Keys for TSC Cabinets are contained in the TSC key locker. The key to the key locker is kept in the FSS Office. A backup key is located in a break glass container in the TSC.

5.0 INSTRUCTIONS

- 5.1 The OSC Manager shall follow the instructions outlined in Attachment 1, OSC Manager Checklist.
- 5.2 The Radiation Protection Coordinator shall follow the instructions outlined in Attachment 2, RP Coordinator Checklist.
- 5.3 The Maintenance Coordinator shall follow the instructions outlined in Attachment 3, Maintenance Coordinator Checklist.
- 5.4 The I&C Coordinator shall follow the instructions outlined in Attachment 4, I&C Coordinator Checklist.
- 5.5 The Team Coordinator shall follow the instructions outlined in Attachment 5, Team Coordinator Checklist.
- 5.6 The Operations Coordinator shall follow the instructions outlined in Attachment 6, Operations Coordinator Checklist.
- 5.7 The Accountability Clerk shall follow the instructions outlined in Attachment 7, Accountability Clerk Checklist.

6.0 REFERENCES

- 6.1 IP-1027, "Site Personnel Accountability and Evacuation"
- 6.2 IP-1035, "Technical Support Center"
- 6.3 IP-1041, "Use of the Triton to Monitor Radiogas"
- 6.4 IP-1020, "Airborne Iodine-131 Determination"
- 6.5 System Operating Procedure 11.1, Ventilation System Operation
- 6.6 Form EP-38, "Emergency Team Briefing Form", located in IPEC Emergency Plan Forms Procedure, IP-EP-115

7.0 ATTACHMENTS

- 7.1 Attachment 1, OSC Manager Checklist
- 7.2 Attachment 2, Rad Protection Coordinator Checklist
- 7.3 Attachment 3, Maintenance Coordinator Checklist
- 7.4 Attachment 4, I&C Coordinator Checklist
- 7.5 Attachment 5, Team Coordinator Checklist
- 7.6 Attachment 6, Operations Coordinator Checklist
- 7.7 Attachment 7, Accountability Clerk Checklist
- 7.8 Attachment 8, Search and Rescue

8.0 ADDENDUM

- 8.1 Addendum 1, OSC / TSC Complex Layout
- 8.2 Addendum 2, OSC / TSC Radiological Setup
- 8.3 Addendum 3, Task Assignment Log (Form IP-1023-1)
- 8.4 Addendum 4, Individual Exposure Tracking Log (Form IP-1023-3)
- 8.5 Addendum 5, ERO Log Sheet (Form IP-1023-4)
- 8.6 Addendum 6, Emergency Radiation Work Permit (Form IP-1023-5)
- 8.7 Addendum 7, Emergency Exposure Authorization (Form IP-1023-6)
- 8.8 Addendum 8, Normal OSC Staffing (Form IP-1023-7)
- 8.9 Addendum 9, ERO Tracking Log (Form IP-1023-8)
- 8.10 Addendum 10, ERO Shift Rosters (Form IP-1023-9)
- 8.11 Addendum 11, OSC Guidelines (Form IP-1023-10)
- 8.12 Addendum 12, Sample Patient Package Insert for THRO-BLOCK Tablets
- 8.13 Addendum 13, Assembly Area Coordinator Instructions (Form IP-1023-11)

Attachment 1
OSC Manager Checklist
 Sheet 1 of 10

Initial Responsibility/Activity	Notes
1.0 Initial Accountability IF The event has been classified as a Site Area Emergency or General Emergency AND Initial Accountability has not been performed THEN direct accountability be performed in accordance Section 6 of this checklist.	
2.0 Assume the duties of the OSC Manager. 2.1 Swipe your Security Badge at one of the Accountability card readers. 2.2 Sign in on the facility organization chart. 2.3 Review TSC/OSC status boards if available. 2.4 IF the OSC has not yet been activated THEN activate the OSC as follows: A. Receive a briefing from the EPM or the Shift Manager in the CCR on plant conditions and any Repair/Operations personnel currently in the field (not to delay facility activation). B. Verify that the following minimum staffing is available before activating: 1. OSC Manager 2. Team Coordinator 3. Rad Protection Coordinator 4. 1 HP Technician (may be in field at time of activation) C. IF the Team Coordinator is not present THEN assume the duties of the Team Coordinator per Attachment 5. D. Direct the Accountability Clerk or other personnel to monitor both Accountability card readers while ERO members are carding into the TSC/OSC. Direct them to verify badges are properly read by the Accountability card reader. Direct them to log the name and badge number on an Accountability Roster (Form IP-1027-1) of anyone having difficulty carding in. E. Designate an individual to report to the Energy Education Center and act as Assembly Area Coordinator. F. IF additional personnel are required THEN call or assign someone to call the Assembly Areas for additional personnel.	

Attachment 1
OSC Manager Checklist
 Sheet 2 of 10

Initial Responsibility/Activity (cont.)	Notes
<p>G. IE needed individuals are not available onsite THEN assign someone to call individuals at home using the Emergency Telephone Directory (Appendix A of Emergency Plan Implementing Procedures, Emergency Roster.)</p> <p>H. Determine when the OSC staff is prepared to assume primary functions of OSC (dispatching and accounting of operations, HP, maintenance Teams into the plant).</p> <p>I. When ready to activate the OSC, formally relieve the CCR of the responsibilities to track inplant teams as follows:</p> <ol style="list-style-type: none"> 1. Call the EPM (Shift Manager if EPM not available) and request a complete listing of personnel currently performing tasks outside the CCR. 2. Inform the Shift Manager that you are now activating the OSC and assuming responsibility for accountability of all personnel inside the Protected Area and outside the CCR. 3. Inform the EPM that the OSC has been activated. 4. Make an announcement to the OSC, TSC, and inform the EOF that the OSC has been activated. <p>J. Augment the OSC staff as necessary:</p> <ol style="list-style-type: none"> 1. IE OSC staffing is less than that shown on Form IP-1023-7, Normal OSC Staffing THEN call for additional personnel per above steps. 2. Call in as many additional resources (in addition to that called for normal staffing) as needed for the event in progress. <p>K. Direct Accountability Clerk to contact warehouse personnel to be available by:</p> <ol style="list-style-type: none"> 1. IE during normal working hours THEN call the Material Control Storekeeper at Indian Point Stores and notify him/her of the emergency and direct him/her to arrange for continuous staffing of the warehouse until the emergency is terminated. 	

Attachment 1
OSC Manager Checklist
 Sheet 3 of 10

Initial Responsibility/Activity (cont.)	Notes
<p>2. IE during off-hours THEN call in a Material Control Storekeeper.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Note: OSC Guidelines (Form IP-1023-10) information should be provided to each OSC Technician.</p> </div> <p>L. Conduct, or have the Team Coordinator conduct, a briefing for the OSC technicians:</p> <ol style="list-style-type: none"> 1. Provide a brief explanation of the event that caused the emergency. 2. Inform personnel not to leave the TSC/OSC Complex without checking out with the OSC Team Coordinator. 3. Inform personnel that they will be briefed by one of the OSC Coordinators prior to being sent into the field to perform a task. 4. When briefed and dispatched by a Coordinator they MUST check out with the OSC Team Coordinator before they leave the TSC/OSC Complex. 5. When returning from a mission they MUST check in with the OSC Team Coordinator and report any radiation exposure received while dispatched. <p>2.5 IE relieving another OSC Manager THEN perform a formal turnover with the current OSC Manager.</p> <ol style="list-style-type: none"> A. Review the OSC Manager's activity log. B. Obtain a briefing on the emergency and any actions that have been completed or are in progress. C. Make a formal announcement to OSC/TSC when the turnover takes place. <p>2.6 IE relieving another OSC Manager AND there has been a shift change of OSC Technicians THEN brief the OSC Technicians per step 2.3.1 above.</p>	

Attachment 1
OSC Manager Checklist
 Sheet 4 of 10

Continuous Responsibility/Activity	Notes
<p>3.0 Inform EPM and OSC Coordinators when temporarily leaving the work area.</p> <p>3.1 Direct the TSC Communicator or Clerk to answer your phone while you are away.</p> <p>3.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from the EPM on any events which have occurred while away.</p>	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log</p> <p>4.1 Log when OSC is activated or when there is a manager change.</p> <p>4.2 Log major decisions and any important details of actions taken</p>	
<p>5.0 Supervise the activities of the OSC Coordinators and team personnel.</p> <p>5.1 The EPM is responsible for overall control of the onsite emergency response. Obtain EPM concurrence prior to directing any actions that may affect the operability of a plant system.</p> <p>5.2 Coordinate activities of operations personnel in the OSC with the Operations Coordinator and the Central Control Room.</p> <p>5.3 Inform the EPM immediately of any operations teams requested to be dispatched from the OSC by the CCR.</p> <p>5.4 Maintain adequate personnel and material resources for the onsite response.</p> <p>5.5 IF any necessary materials or supplies are not available on site THEN request assistance in obtaining items from the Material Control Storekeeper and/or the Administrative and Logistics Director at the corporate offices.</p>	

Attachment 1
OSC Manager Checklist
 Sheet 5 of 10

Continuous Responsibility/Activity (cont.)	Notes
<p>5.6 Ensure that priorities are consistent with the priorities established by the EPM</p> <p>A. Task fall into the following three general categories:</p> <ol style="list-style-type: none"> 1. High (H): The task is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent. 2. Medium (M): Any task that requires action by the OSC and should be worked on immediately, but does not fit the criteria of protecting the health and safety of the public. For example, there is a leak, or there is a secondary plant problem, and so forth. 3. Low (L): Any task which can be worked on when resources permit (for example, getting meals). <p>B. Within each of the general categories (H, M or L), rank the priority of the tasks with numbers (1, 2, 3 etc.) when assigning tasks to the OSC Coordinators.</p> <p>5.7 Assign task to OSC Coordinators. The OSC Manager's Task Assignment Log (Form IP-1023-1) may be used to track task assignments.</p> <p>5.8 Keep the Coordinators, Team Leaders, and Team Members informed of the overall focus of the emergency, task priorities and existing radiological conditions.</p> <p>5.9 Remind the Coordinators to maintain an awareness of the activities and concerns of OSC team members and team leaders.</p> <p>5.10 Verify that the Mission Status Board is updated as new tasks are assigned, old tasks are completed, and as priorities are changed.</p> <p>5.11 Obtain approval from the EPM prior to deviating from any existing plant procedure dealing with changing plant configuration or personnel safety. Also, obtain approval from the EPM prior to performing an action that would normally require a procedure but no procedure exists.</p>	

Attachment 1
OSC Manager Checklist
Sheet 6 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>6.0 Establish and Maintain ongoing accountability</p> <p>6.1 IF the emergency classification is changed to a Site Area Emergency or General Emergency OR if directed by the Emergency Plant Manager THEN establish or re-establish initial accountability as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Initial Accountability shall be accomplished within approximately 30 minutes for events classified at the Site Area Emergency or General Emergency. Accountability may be directed at the Alert classification (or any other time deemed necessary) at the direction of the Shift Manager or Emergency Plant Manager.</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Accountability is accomplished by assembly of all non-essential personnel outside the Protected Area and physically accounting for all individuals who remain within the IPEC Protected Area (Unit 2 and Unit 3).</p> </div> <ul style="list-style-type: none"> A. Non-essential personnel will leave the Protected Area and are removed from the list of onsite personnel automatically by the Security computer. B. All ERO members reporting to the TSC/OSC will report to the TSC/OSC and swipe their Security Badge at one of the Accountability card readers. TSC personnel should use the card reader located outside the door near the Team Coordinator (short hallway going toward the NRC office). OSC personnel should use the card reader outside the OSC command room door (long hallway). C. TSC/OSC Facility Leads should identify themselves and move to the front of the line to expedite facility activation. D. Control Room personnel will swipe their Security Badge at the Accountability card reader just inside the CCR door. The Shift Manager will account for any Operations personnel outside the CCR using Accountability Roster (Form IP-1027-1) to list of all watch individuals assigned to tasks in the field. 	

Attachment 1
OSC Manager Checklist
Sheet 7 of 10

Continuous Responsibility/Activity (cont.)	Notes
<p>6.2 The Lead Accountability Officer (LAO) will generate the list of missing persons. This list will be provided to the OSC Manager. The OSC Manager will notify the Emergency Plant Manager of any missing persons.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>During plant shutdowns, when there may be large numbers of workers onsite and within the radiological control areas, a Health Physics computer printout may be used to assist in locating missing personnel within the radiological control area after accountability is completed.</p> </div> <p>6.3 IF there are individuals who are missing for (Unit 2 or Unit 3) THEN verify that the Accountability Clerk:</p> <ul style="list-style-type: none"> A. Sends an HP to obtain the Health Physics Computer Printout of individuals within the Radiological Control Area. B. Review HP Computer Printout for any missing individuals within the Radiological Control Area. C. Conduct search and rescue activities in accordance with Attachment 8, Search and Rescue. <p>6.4 IF there has been a release of radioactive materials THEN direct the RP Coordinator to dispatch an HP Technician to the Energy Education Center to verify habitability.</p> <p>6.5 Inform the Emergency Plant Manager or Shift Manger of any habitability concerns in the Energy Education Center.</p> <p>6.6 Designate an individual to report to the Energy Education Center and act as Assembly Area Coordinator. Provide them with an copy of Assembly Area Coordinator Instructions (Addendum 13, Form IP-1023-11) and direct them to:</p> <ul style="list-style-type: none"> A. Call the OSC Manager or Accountability Clerk and establish a communications path between OSC and Assembly Area. Another individual at the Assembly Area should be selected to act as a communicator. 	

Attachment 1
OSC Manager Checklist
 Sheet 8 of 10

Continuous Responsibility/Activity (cont.)	Notes
<p>B. Have personnel stand-by in the Assembly Area until directed to leave the site or return to work. Inform the EPM immediately of any personnel are discovered missing</p> <p>C. Coordinate movement of personnel to the Buchanan Service Center if required.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE</p> <p>Ongoing Accountability is required at the Site Area Emergency level, but may be relaxed by Emergency Plant Manager at the Alert level.</p> </div> <p>6.7 Direct OSC Staff to maintain accountability of all OSC personnel through the use of status boards, team assignments, Form IP-1023-3, Individual Exposure Tracking Log and Form IP-1023-8, ERO Tracking Log.</p> <p>6.8 IF anyone is unaccounted for THEN</p> <p>A. Commence search and rescue operations using Attachment 8, Search and Rescue and OSC task and team assignment procedures.</p> <p>B. Instruct search and rescue teams not to move an incapacitated victim without a Medical Representative or qualified first responder UNLESS the potential harm from radiation or other hazards out weights the potential harm of moving the victim.</p> <p>6.9 Coordinate release of personnel at the EEC with the Emergency Plant Manager, LAO and Assembly Area Coordinator.</p>	
<p>7.0 Inform the EPM of changing situations in the plant based on information received from teams out in the field.</p>	
<p>8.0 Participate in periodic briefings of TSC/OSC staff.</p> <p>8.1 Update the Material Control Storekeeper on briefing items</p> <p>8.2 Ensure personnel in the field are updated.</p>	
<p>9.0 Assist EPM and TSC Staff in developing ad hoc procedures and defining tasks to mitigate the emergency.</p>	

Attachment 1
OSC Manager Checklist
Sheet 9 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>10.0 Evaluate the need to evacuate the TSC/OSC and evacuate as necessary.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>An organized evacuation of the TSC/OSC Complex should be started when the following radiological conditions occur:</p> <ul style="list-style-type: none"> • Exposure rates > 80 mRem/Hr TEDE <u>OR</u> 500mRem/Hr TODE • Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE <u>OR</u> Thyroid Dose >5 Rem TODE • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1. <p>Evacuation may be performed at rates below those listed based on plant conditions and response needs.</p> </div> <p>10.1 Determine a suitable alternate location should the recommendation to relocate the OSC be made by the RP Coordinator.</p> <p>10.2 Determine the speed at which the relocation of personnel should occur giving consideration to the following items:</p> <ul style="list-style-type: none"> A. The impact of immediate relocation vs. projects in progress. B. Current radiological conditions within the TSC/OSC C. Radiological conditions at the proposed relocated TSC/OSC. D. Radiological conditions en route. E. The adequacy of response from the alternate location. <p>10.3 Coordinate evacuation of the TSC/OSC with the EPM and TSC Manager.</p> <p>10.4 Request that the EPM announce the decision to evacuate, times and new location over the Station PA system.</p> <p>10.5 Inform the CCR and Material Control Storekeeper of the change in location of the OSC.</p> <p>10.6 Notify Security to instruct incoming personnel to report to the alternate TSC/OSC.</p> <p>10.7 Direct that all equipment and materials needed for the alternate OSC be packaged and delivered to the new location.</p>	

Attachment 1
OSC Manager Checklist
Sheet 10 of 10

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
11.0 Set up second shift of Emergency Response Organization 11.1 Direct the Accountability Clerk to complete an ERO Shift Rosters (Form IP-1023-9). 11.2 Review the completed form with the TSC Manager to ensure all required individuals are identified. 11.3 Request the EPM to establish a shift turnover time with the ED 11.4 Direct Accountability Clerk to use the Emergency Telephone Directory to call a 2 nd shift and notify them when to report to their assigned facility.	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
12.0 Direct OSC personnel to return all equipment to proper storage locations.	
13.0 Review all documentation: 13.1 Verify that logs, forms and other documentation are complete 13.2 Verify that all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or plant recovery operations.	
14.0 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 2
Rad Protection Coordinator Checklist
 Sheet 1 of 7

Initial Responsibility/Activity	Notes
<p>1.0 Assume the position of Rad Protection Coordinator.</p> <p>1.1 Swipe your Security Badge at one of the Accountability card readers</p> <p>1.2 Sign in on the facility organization chart.</p> <p>1.3 <u>IF</u> the OSC has not yet been activated <u>THEN</u> perform the following:</p> <ul style="list-style-type: none"> A. Contact the Watch HP and receive a briefing of radiological conditions and status of any ongoing jobs. B. Determine if any personnel are currently in the field. C. Request the CCR to align the TSC/OSC ventilation system for incident operation per procedure SOP 11.1, Ventilation System Operation. D. Direct a TSC/OSC habitability survey and that radiological controls be set up as shown in Addendum 2 if necessary. E. Establish contamination controls for the CCR if necessary. F. Assign an HP Technician to obtain TLDs and dosimeters from the Control Point for all OSC/TSC personnel. G. <u>IF</u> individuals have not been previously issued TLDs <u>THEN</u> have TLDs issued to them. <p>1.4 Report readiness status to the OSC Manager when prepared to assume the Rad Protection Coordinator position.</p> <p>1.5 <u>IF</u> relieving another Rad Protection Coordinator <u>THEN</u> perform a formal turnover:</p> <ul style="list-style-type: none"> A. Review the RP Coordinator's activity log. B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress. C. Relieve current Rad Protection Coordinator <p>1.6 Inform OSC staff that you are now the Rad Protection Coordinator.</p>	

Attachment 2
Rad Protection Coordinator Checklist
Sheet 2 of 7

Continuous Responsibility/Activity	Notes
<p>2.0 Establish and Maintain radiological habitability.</p> <p>2.1 Direct periodic monitoring of Emergency Response Facilities within the Protected Area and other occupied areas as necessary, particularly when a release of radioactive material into plant environments is in progress or suspected.</p> <p>A. At a minimum, verify habitability in the Main Control Room, TSC, OSC, and Security Building.</p> <p>B. IF the following conditions exist in the TSC/OSC or CCR THEN inform the EPM to implement restrictions on eating and drinking in the effected areas.</p> <ul style="list-style-type: none"> • Contamination Levels above background • Airborne contamination levels above background <p>C. Insure TSC/OSC personnel are aware of any restrictions in place.</p> <p>D. IF any of the following conditions exist THEN Inform the OSC Manager immediately to consider a planned evacuation of the TSC/OSC Complex:</p> <ul style="list-style-type: none"> • TSC/OSC (or other occupied area) Dose rates > 80 mRem/Hr TEDE or 500 mRem/hr TODE. • Projected doses > 1 Rem TEDE or 5 Rem TODE over a 12 hour period • Airborne concentrations which may result in exceeding occupational limits for inhalation specified in 10CFR20, Appendix B, Table 1. <p>2.2 IF any of the above limits are reached THEN Coordinate with the OSC/TSC Managers to survey alternate locations for habitability prior to relocation if possible.</p> <p>2.3 IF a chemical release is detected THEN direct Chemistry Technician or individual qualified in hazardous material response to assist in establishing chemical habitability prior to sending individuals into affected area.</p>	

Attachment 2
Rad Protection Coordinator Checklist
Sheet 3 of 7

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>3.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>3.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>3.2 IE you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>3.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>4.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log.</p> <p>4.1 Record the time you assume position of Rad Protection Coordinator.</p> <p>4.2 Record any significant and unusual indications from the Plant RMS.</p> <p>4.3 Record any significant changes in radiological conditions reported from field teams.</p> <p>4.4 Record any communications outside the Protected Area Fence or significant communications to facilities outside the OSC.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTES:</p> <p>Documentation on ERWPs and Team Briefing Forms may be deferred when immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety. Documentation shall be finished as soon as possible after team dispatch.</p> <p>The HP Technician accompanying the team becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.</p> </div> <p>5.0 Suspend normal RWP requirements for performing work in radiological controlled areas if necessary. Emergency Radiation Work Permits (ERWP) will then be used for team dispatch.</p>	

Attachment 2
Rad Protection Coordinator Checklist
Sheet 4 of 7

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
6.0 Suspend radiological posting requirements, if necessary, for areas outside the RCA that are affected by the accident until the Recover Phase is entered.	
7.0 Document radiological readings taken by HP Technicians or other meter qualified individuals in the field on survey maps.	
8.0 Establish and maintain dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel. 8.1 Use ERWPs (Form IP-1023-5) to control radiological requirements for personnel sent into the plant. 8.2 Start ERWPs for anticipated activities in various plant areas. 8.3 If possible, based on your judgement, use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment. 8.4 Verify the Team Coordinator is tracking individual exposure data on Individual Exposure Tracking Log (Form IP-1023-3) 8.5 Direct radiological control personnel to read TLDs for personnel whose exposure limits are approached.	
9.0 Direct Health Physics Personnel in the following activities: 9.1 Assign Radiation Control personnel to assist in emergency response support activities. 9.2 Use Form EP-38, Emergency Team Briefing Form to prepare and document team assignments. Ensure each team dispatched has a copy of the Emergency Team Briefing Form. 9.3 Assign personnel to conduct in-plant radiological surveys as required to support ERO activities. 9.4 Assign HP Technicians to accompany Damage Control Teams requiring radiological support.	

Attachment 2
Rad Protection Coordinator Checklist
Sheet 5 of 7

Continuous Responsibility/Activity (cont.)	Notes
<p>10.0 IE there are contaminated injured personnel THEN perform the following:</p> <p>10.1 Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.</p> <p>10.2 Monitor patients for contamination and decontaminate as appropriate.</p> <p>10.3 Make arrangements to pick up RP personnel at the hospital.</p> <p>10.4 Follow proper procedures to retrieve radioactive waste from offsite treatment locations.</p> <p>10.5 Obtain concurrence from the EPM prior to releasing the hospital's Radiological Emergency Room or the ambulance for uncontrolled use.</p>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">NOTE</p> <p>Team Briefing Forms may be completed after team dispatch if time does not allow. Briefings shall still take place.</p> </div> <p>11.0 Ensure emergency team receive proper briefs on radiological conditions and requirements.</p> <p>11.1 Depending on conditions the ERWP should state who will give radiological brief to emergency teams</p> <p>11.2 Request that the Team Coordinator attend briefings to ensure continuous accountability of dispatched Team personnel.</p> <p>11.3 Use the ERWP to discuss dose limits, expected and maximum dose rates, and stay times. Advise team members to immediately contact or return to the OSC when dose rates or stay times approach the established limits.</p> <p>11.4 Discuss dosimetry requirements.</p> <p>11.5 Discuss protective clothing and respiratory protection requirements.</p> <p>11.6 Discuss travel route requirements and if there are any releases in progress.</p> <p>11.7 Advise team members on monitoring and decontamination procedures following mission completion.</p>	

Attachment 2
Rad Protection Coordinator Checklist
Sheet 6 of 7

Continuous Responsibility/Activity (cont.)	Notes
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">NOTE:</p> <p>For events that do involve an increase in plant radiation levels above those found during normal plant operations, normal exposure controls may be used vs. implementation of emergency exposure controls.</p> </div> <p>12.0 Maintain onsite emergency exposure controls as follows:</p> <p>12.1 IE emergency exposure controls are implemented THEN Maintain individual emergency exposures as follows:</p> <ul style="list-style-type: none"> A. Request the EPM to authorize emergency exposures up to 1 Rem TEDE for all OSC and Operations Personnel. B. Track individuals doses to ensure no one receives more than 1 Rem TEDE during the emergency unless further exposure is authorized. C. Request the EPM to authorize additional exposure 1 Rem at a time, up to 5 Rem. D. Notify and ensure the EPM authorizes any emergency radiation exposures expected to exceed 5 Rem TEDE or when entry into areas where exposure rates > 25 Rem/Hr may be encountered. E. With EPM authorization volunteers may receive up to 10 REM TEDE to protect valuable property OR 25 REM TEDE to save a life or protect large populations. <p>12.2 An HP Technician escort or qualified self-monitor is required for any team to be sent into an area where any of the following conditions present:</p> <ul style="list-style-type: none"> A. Radiological conditions are unknown. Surveys or ARMs may be used to predict radiological conditions. B. Radiation field in excess of 1 R/hr are expected. <p>12.3 Clearly state exposure limits on ERWPs.</p>	

Attachment 2
Rad Protection Coordinator Checklist
Sheet 7 of 7

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>13.0 IE Individuals receive or are expected to receive large Radioiodine Uptakes (~25 REM) THEN:</p> <p>13.1 Control the specified issuance of KI to onsite emergency workers as follows:</p> <ul style="list-style-type: none"> A. Get approval of the EPM for issuance of KI. B. Direct team members to read Patient Package Insert prior to taking KI (see Addendum 12 for sample). C. Administer KI. D. Record KI issuance information on Addendum 5, Individual Exposure Tracking Log. <p>13.2 Evaluate iodine uptakes for persons issued KI.</p>	
<p>14.0 Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate.</p>	
<p>15.0 Ensure adequate materials and supplies are available for assigned missions.</p> <p>15.1 Obtain needed materials from normal station supply locations.</p> <p>15.2 IE additional supplies are needed THEN request any materials, supplies, or personnel needs from the OSC Manager.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>16.0 IE radiological conditions allow THEN Direct HP Technicians:</p> <p>16.1 To return emergency equipment to proper storage areas and restock supplies as needed.</p> <p>16.2 Review radiological conditions in the plant and update postings as required.</p> <p>16.3 Review any open RWPs to ensure conditions have not changed which may effect their use.</p>	
<p>17.0 Provide all logs and records to the OSC Manager upon termination of the emergency.</p>	

Attachment 3
Maintenance Coordinator Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p>1.0 Assume the position of Maintenance Coordinator.</p> <p>1.1 Swipe your Security Badge at one of the Accountability card readers.</p> <p>1.2 Sign in on the facility organization chart.</p> <p>1.3 Report readiness status to the OSC Manager when prepared to assume the Maintenance Coordinator position.</p> <p>1.4 <u>IF</u> relieving another Maintenance Coordinator <u>THEN</u> perform a formal turnover:</p> <p style="padding-left: 40px;">A. Review the activity log.</p> <p style="padding-left: 40px;">B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.</p> <p style="padding-left: 40px;">C. Relieve current Maintenance Coordinator</p> <p>1.5 Inform OSC staff that you are now the Maintenance Coordinator.</p>	

Attachment 3
Maintenance Coordinator Checklist
Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities:</p> <p>3.1 Record the time you assume position of Maintenance Coordinator</p> <p>3.2 Record Maintenance Team activities undertaken with information on repairs performed and pending actions to ensure repairs are completed. (need not repeat items on team briefing forms)</p> <p>3.3 Record all communications outside the Protected Area Fence.</p>	
<p>4.0 Assist OSC Manager in planning and preparing for any mechanical and/ or electrical maintenance activities needed to return the plant to a safe condition.</p>	

Attachment 3
Maintenance Coordinator Checklist
Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>5.0 Participate in Team dispatch and field operations:</p> <p>5.1 Choose maintenance personnel who are best qualified to conduct assigned tasks(s).</p> <p>5.2 Use Form EP-38, Emergency Team Briefing Form to prepare and document team assignments. Ensure each team dispatched has a copy of the Emergency Team Briefing Form.</p> <p>5.3 Ensure Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.</p> <p>5.4 Participate in Team briefings to ensure team members properly understand assigned task.</p> <p>5.5 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.6 Debrief mechanical and electrical maintenance team members when they return and ensure actions are properly documented.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>6.0 Assist OSC personnel to return all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation the Maintenance Coordinators maintained during the emergency:</p> <p>7.1 Ensure logs, forms and other documentation are complete</p> <p>7.2 Ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations and/or plant recovery operations.</p>	
<p>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 4
I&C Coordinator Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p>1.0 Assume the position of I&C Coordinator.</p> <p>1.1 Swipe your Security Badge at one of the Accountability card readers.</p> <p>1.2 Sign in on the facility organization chart.</p> <p>1.3 Report readiness status to the OSC Manager when prepared to assume the I&C Coordinator position.</p> <p>1.4 <u>IE</u> relieving another I&C Coordinator <u>THEN</u>. perform a formal turnover:</p> <p style="padding-left: 40px;">A. Review the activity log.</p> <p style="padding-left: 40px;">B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.</p> <p style="padding-left: 40px;">C. Relieve current I&C Coordinator</p> <p>1.5 Inform OSC staff that you are now the I&C Coordinator.</p>	

Attachment 4
I&C Coordinator Checklist
Sheet 2 of 3

Continuous Responsibility/Activity	Notes
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) <u>THEN</u></p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities.</p> <p>3.1 Record the time you assume position of I&C Coordinator</p> <p>3.2 Record I&C Team activities undertaken with information on repairs performed and pending actions to ensure repairs are completed. (you need not repeat information on team briefing forms.)</p> <p>3.3 Record all communications outside the Protected Area Fence.</p>	
<p>4.0 Assist OSC Manager in planning and preparing for any I&C maintenance activities needed to return the plant to a safe condition.</p>	

Attachment 4
I&C Coordinator Checklist
Sheet 3 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>5.0 Participate in Team dispatch and field operations:</p> <p>5.1 Choose I&C personnel who are best qualified to conduct assigned task(s)</p> <p>5.2 Use Form EP-38, Emergency Team Briefing Form to prepare and document team assignments. Ensure each team dispatched has a copy of the Emergency Team Briefing Form.</p> <p>5.3 Ensure Team is properly equipped to conduct repairs, including procedures, drawings, tools and repair parts.</p> <p>5.4 Participate in Team briefings to ensure team members properly understand assigned task</p> <p>5.5 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.6 Debrief I&C maintenance team members when they return and ensure actions are properly documented.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>6.0 Assist OSC personnel to return all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation the I&C Coordinators maintained during the emergency:</p> <p>7.1 Ensure logs, forms and other documentation are complete</p> <p>7.2 Ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.</p>	
<p>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 5
Team Coordinator Checklist
Sheet 1 of 4

Initial Responsibility/Activity	Notes
<div data-bbox="198 478 1230 627" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">NOTE</p> <p>If there is no OSC Manager present perform the steps in Attachment 1, OSC Manager Checklist in conjunction with this checklist.</p> </div> <p>1.0 Assume the position of Team Coordinator.</p> <p>1.1 Swipe your Security Badge at one of the Accountability card readers.</p> <p>1.2 Sign in on the facility organization chart.</p> <p>1.3 Review TSC/OSC status boards if available.</p> <p>1.4 Inform the OSC Manager that you are ready to activate and assist in OSC activation as needed.</p> <p>1.5 Obtain a briefing from the OSC Manager on the status of any personnel or teams currently in the field.</p> <p>1.6 Coordinate taking control of personnel and/or teams by establishing communications with field personnel and informing them that they are now under the control of the OSC.</p> <p>1.7 IE relieving another Team Coordinator THEN perform a formal turnover with current Team Coordinator.</p> <p style="margin-left: 20px;">A. Review the Team Coordinator activity log.</p> <p style="margin-left: 20px;">B. Obtain a briefing on the emergency and any actions that have been completed or are in progress.</p> <p style="margin-left: 20px;">C. Review field operations and take control of accountability for personnel in the field.</p> <p style="margin-left: 20px;">D. Inform the TSC Manager you are now the Team Coordinator.</p> <p style="margin-left: 20px;">E. Make a formal announcement to OSC Staff when relief takes place.</p>	

Attachment 5
Team Coordinator Checklist
Sheet 2 of 4

Continuous Responsibility/Activity	Notes
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to assume the Team Coordinator duties while you are away.</p> <p>2.2 IF you are leaving the TSC/OSC Complex (the restroom is within complex) THEN</p> <p style="padding-left: 40px;">A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B. Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from acting Team Coordinator on any events which have occurred while away.</p>	
<p>3.0 Ensure ongoing accountability (unless directed otherwise) for TSC and OSC personnel.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTE:</p> <p>A computer spreadsheet may be used in place of the ERO Tracking Log and Individual Exposure Tracking Log to keep records of teams sent into the field from the OSC</p> <p>IF the spreadsheet is used THEN printout copies often to maintain hard copy records of team activities.</p> </div> <p>3.1 Use Form EP-38, Emergency Team Briefing Form to prepare and document team assignments. Ensure each team dispatched has a copy of the Emergency Team Briefing Form.</p> <p>3.2 Track all individuals leaving TSC/OSC Complex on the ERO Tracking Log (Form IP-1023-8).</p> <p>3.3 IF individuals are going to be receiving emergency radiation exposure THEN track radiation exposures on Individual Exposure Tracking Log (Form IP-1023-3).</p> <p>3.4 Inform the OSC Manager immediately of any missing personnel.</p> <p>3.5 IF anyone is unaccounted for THEN assist in search and rescue operations utilizing teams</p>	

Attachment 5
Team Coordinator Checklist
Sheet 3 of 4

Continuous Responsibility/Activity (cont.)	Notes
<p>4.0 Monitor the activities of the team personnel in the field.</p> <p>4.1 Keep informed on team mission priorities</p> <p>A. The OSC Manager will inform you which task is the number 1 priority and which are numbers 2 & 3.</p> <p>B. Place (or direct the Accountability Clerk to place) the priority number on the Mission Status board.</p> <p>C. Continually remind OSC personnel dispatched to perform task of current priorities and any changes to priorities.</p> <p>4.2 IE team tracking task allows the time THEN participate in team briefings to ensure you are aware of the teams assigned task and expected hazards.</p> <p>4.3 Maintain the Mission Status Board. Update as tasks are assigned, old tasks are completed, and as priorities are changed.</p> <p>4.4 Maintain communications with teams once they are dispatched from the OSC.</p> <p>4.5 Keep track of team radiation exposure while they are in the field using spreadsheet or manual forms (transfer information to Individual Exposure Tracking Log (Form IP-1023-3) when teams return.</p> <p>4.6 IE team tracking task allows the time THEN participate in Team Debriefings when they return to the OSC to keep informed on field conditions.</p> <p>4.7 Immediately update teams of any change in emergency classifications or changing conditions which may affect their safety, such as the start of a release.</p> <p>4.8 Immediately update RP Coordinator of any changing or unexpected conditions reported by teams in the field.</p>	
<p>5.0 Direct the Accountability Clerk to assist you in maintaining records as necessary.</p>	

Attachment 5
Team Coordinator Checklist
Sheet 4 of 4

<u>Continuous Responsibility/Activity (cont.)</u>		<u>Notes</u>
6.0	Inform the OSC Manager and other OSC Coordinators of changing situations in the plant based on information received from dispatched teams.	
6.1	Unexpected radiation levels.	
6.2	Unreported hazardous conditions.	
6.3	Important equipment status.	
<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
7.0	Assist OSC personnel to return all equipment to proper storage locations.	
8.0	Review all documentation the OSC Team Coordinators maintained during the emergency: A. Ensure logs, forms and other documentation are complete B. Work with other OSC Coordinators to ensure all repairs performed by OSC Teams that deviated from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or recovery operations.	
9.0	Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 6
Operations Coordinator Checklist
Sheet 1 of 3

Initial Responsibility/Activity	Notes
<p>1.0 Assume the position of Operations Coordinator.</p> <p>1.1 Swipe your Security Badge at one of the Accountability card readers.</p> <p>1.2 Sign in on the facility organization chart.</p> <p>1.3 Report readiness status to the Shift Manager and the OSC Manager when prepared to assume the Operations Coordinator position.</p> <p>1.4 IF relieving another Operations Coordinator THEN perform a formal turnover:</p> <p style="padding-left: 40px;">A. Review the Operations Coordinator activity log.</p> <p style="padding-left: 40px;">B. Obtain a briefing on the emergency, radiological conditions and any actions that have been completed or are in progress.</p> <p style="padding-left: 40px;">C. Relieve the current Operations Coordinator</p> <p>1.5 Inform Shift Manager and OSC staff that you are now the Operations Coordinator.</p>	

Attachment 6
Operations Coordinator Checklist
Sheet 2 of 3

<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>2.0 Inform another OSC Coordinator and the OSC Manager when temporarily leaving the work area.</p> <p>2.1 Request another OSC Coordinator to answer your phone while you are away.</p> <p>2.2 <u>IF</u> you are leaving the TSC/OSC Complex (the restroom is within complex) <u>THEN</u></p> <p style="padding-left: 40px;">A Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)</p> <p style="padding-left: 40px;">B Inform the OSC Team Coordinator when you return.</p> <p>2.3 Upon return, obtain a briefing from another coordinator on any events which have occurred while away.</p>	
<p>3.0 Use Form IP-1023-4, ERO Log Sheet, to maintain a log of activities.</p> <p>3.1 Record the time you assume position of Operations Coordinator.</p> <p>3.2 Record Operations Team activities undertaken with information on plant operations performed and repairs performed.</p> <p>3.3 Communications outside the OSC.</p>	
<p>4.0 Assist Control Room and OSC Manager In planning and preparing for any operations maintenance activities needed to return the plant to a safe condition.</p> <p>4.1 Establish communications with the CCR. Keep the CCR informed of field team activities currently underway or that are planned.</p> <p>4.2 Coordinate operations and repair activities with the CCR.</p> <p>4.3 Provide operational guidance to other OSC Staff and inplant teams.</p>	

Attachment 6
Operations Coordinator Checklist
Sheet 3 of 3

<u>Continuous Responsibility/Activity (cont.)</u>	<u>Notes</u>
<p>5.0 Participate In Team dispatch and field operations:</p> <p>5.1 Choose Operations personnel who are best qualified to conduct assigned task(s).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: For urgent operations requirements – the Emergency Team Briefing Form may be completed after team dispatch.</p> </div> <p>5.2 IF you are the Lead Coordinator for a team THEN complete an Emergency Team Briefing Form (Form EP-38) for the team dispatched from the OSC. Ensure each team dispatched has a copy of the Emergency Team Briefing Form.</p> <p style="margin-left: 20px;">A Ensure Team is properly equipped to conduct assigned task, including procedures, drawings and tools.</p> <p style="margin-left: 20px;">B Participate in Team briefings to ensure team members properly understand assigned task.</p> <p>5.3 Keep the control room staff aware of all teams progress.</p> <p>5.4 Work with the Team Coordinator while the team is in the field to answer any questions that may arise concerning task(s).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">NOTE: Ensure any deviations from Quality Control work practices are logged as part of the Team debriefings.</p> </div> <p>5.5 Debrief operations team members when they return and ensure actions are properly documented.</p>	
<u>Closeout Responsibility/Activity</u>	<u>Notes</u>
<p>6.0 Assist OSC personnel in returning all equipment to proper storage locations.</p>	
<p>7.0 Review all documentation the Operations Coordinators maintained during the emergency:</p> <p style="margin-left: 20px;">A. Ensure logs, forms and other documentation are complete</p> <p style="margin-left: 20px;">B. Ensure all activities performed by OSC Teams that deviated from normal station procedures are properly documented</p>	
<p>8.0 Provide all logs and records to the OSC Manager upon termination of the emergency and entry into the Recovery Phase.</p>	

Attachment 7
Accountability Clerk Checklist
 Sheet 1 of 4

<u>Initial Responsibility/Activity</u>	<u>Notes</u>
<p>1.0 Initial Accountability</p> <p>1.1 Contact the Lead Accountability Officer and verify that the accountability card readers are active.</p> <p>1.2 <u>IF</u> the event has been classified as a Site Area Emergency or General Emergency <u>AND</u> Initial Accountability has not been performed <u>THEN IMMEDIATELY</u> perform accountability in accordance with section 4.0 of this checklist</p> <p>2.0 Assume the position of Accountability Clerk.</p> <p>2.1 Swipe your Security Badge at one of the Accountability card readers.</p> <p>2.2 Sign in on the facility organization chart.</p> <p>2.3 Report readiness to assume position to the OSC Manager.</p> <p>2.4 Direct personnel to monitor both Accountability card readers while ERO members are carding into the TSC/OSC. Direct them to verify badges are properly read by the Accountability card reader. Direct them to log the name and badge number on an Accountability Roster (Form IP-1027-1) of anyone having difficulty carding in.</p> <p>2.5 <u>IF</u> relieving another Accountability Clerk <u>THEN</u> perform a formal turnover:</p> <p style="margin-left: 20px;">A. Review the Team Coordinator's activity log.</p> <p style="margin-left: 20px;">B. Obtain a briefing on the emergency, radiological conditions and current status of personnel accountability.</p> <p style="margin-left: 20px;">C. Relieve the current Accountability Clerk.</p> <p>2.6 Inform OSC Manager that you are now the Accountability Clerk.</p>	
<u>Continuous Responsibility/Activity</u>	<u>Notes</u>
<p>3.0 Inform an OSC Coordinator when temporarily leaving the work area.</p> <p>3.1 Request another OSC Staff Member to answer your phone while you are away.</p> <p>3.2 <u>IF</u> you are leaving the TSC/OSC Complex (the restroom is within complex) <u>THEN</u></p>	

Attachment 7
Accountability Clerk Checklist
 Sheet 2 of 4

Continuous Responsibility/Activity (con't)	Notes	
<p>A. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes).</p> <p>B. Inform the OSC Team Coordinator when you return.</p> <p>3.3 Upon return, obtain a briefing from an coordinator on any events which have occurred while away.</p>		
<p>4.0 Establish and Maintain ongoing accountability.</p> <p>4.1 IF the emergency classification is changed to a Site Area Emergency or General Emergency OR if directed by the Emergency Plant Manager THEN establish or re-establish initial accountability as follows:</p> <table><tr><td><p>NOTE:</p><p>Initial Accountability shall be accomplished within approximately 30 minutes for events classified at the Site Area Emergency or General Emergency. Accountability may be directed at the Alert classification (or any other time deemed necessary) at the direction of the Shift Manager or Emergency Plant Manager.</p><p>Accountability is accomplished by assembly of all non-essential personnel outside the Protected Area and physically accounting for all individuals who remain with the IP2 and IP3 Protected Area.</p></td></tr></table> <p>A. Non-essential personnel will leave the Protected Area and are removed from the list of onsite personnel automatically by the Security computer.</p> <p>B. All ERO members reporting to the TSC/OSC will report to the TSC/OSC and swipe their Security Badge at one of the Accountability card reader .</p> <p>C. TSC/OSC Facility Leads should identify themselves and move to the front of the line to expedite facility activation.</p> <p>D. Control Room personnel will swipe their Security Badge at the Accountability card reader just inside the CCR door. The Shift Manager will account for any Operations personnel outside the CCR using Accountability Roster (Form IP-1027-1 to list of all watch individuals assigned to tasks in the field.</p>	<p>NOTE:</p> <p>Initial Accountability shall be accomplished within approximately 30 minutes for events classified at the Site Area Emergency or General Emergency. Accountability may be directed at the Alert classification (or any other time deemed necessary) at the direction of the Shift Manager or Emergency Plant Manager.</p> <p>Accountability is accomplished by assembly of all non-essential personnel outside the Protected Area and physically accounting for all individuals who remain with the IP2 and IP3 Protected Area.</p>	<p>LAO Ph#: 736-8497 736-8070 LAO Fax#: 736-8496 U2 TSC/OSC Fax#: 739-7288 734-5078</p>
<p>NOTE:</p> <p>Initial Accountability shall be accomplished within approximately 30 minutes for events classified at the Site Area Emergency or General Emergency. Accountability may be directed at the Alert classification (or any other time deemed necessary) at the direction of the Shift Manager or Emergency Plant Manager.</p> <p>Accountability is accomplished by assembly of all non-essential personnel outside the Protected Area and physically accounting for all individuals who remain with the IP2 and IP3 Protected Area.</p>		

Attachment 7
Accountability Clerk Checklist
Sheet 3 of 4

- 4.2 The Lead Accountability Officer (LAO) will generate the list of missing persons. This list will be provided to the OSC Manager. The OSC Manager will notify the Emergency Plant Manager of any missing persons..

NOTE:

During plant shutdowns, when there may be large numbers of workers onsite and within the radiological control areas, a Health Physics computer printout may be used to assist in locating missing personnel within the radiological control area after accountability is completed.

- 4.3 **IF** there are individuals who are missing for (Unit 2 or Unit 3)
THEN:
- A. Review Accountability Rosters (IP-1027-1) used to identify ERO members experiencing difficulty carding into the TSC/OSC to remove them from the Missing Persons List.
 - B. Send an HP to obtain the Health Physics Computer Printout of individuals within the Radiological Control Area.
 - C. Check off names of possible missing individuals who have left the Protected Area to narrow the list of actually missing persons and review HP Computer Printout for any missing individuals within the Radiological Control Area.
 - D. Coordinate with the OSC Manager to conduct search and rescue activities in accordance with Attachment 8, Search and Rescue.

NOTE

Ongoing Accountability is required at the Site Area Emergency level, but may be relaxed by Emergency Plant Manager at the Alert level.

- 4.4 Assist OSC Staff to maintain accountability of all OSC personnel through the use of status boards, team assignments, Form IP-1023-3, Individual Exposure Tracking Log and Form IP-1023-8, ERO Tracking Log.
- 4.5 Inform the OSC Manager immediately of any personnel are discovered missing during ongoing accountability.

LAO Ph#:
736-8497
736-8070
LAO Fax#:
736-8496
U2 TSC/OSC
Fax#:
739-7288
734-5078

Attachment 7
Accountability Clerk Checklist
Sheet 4 of 4

<u>Continuous Responsibility/Activity (cont.)</u>		<u>Notes</u>
5.0	Work with the OSC Coordinators to maintain Continuing Accountability	
5.1	Assist Team Coordinator in maintaining Individual Exposure Tracking Logs (Form IP-1023-3) and ERO Tracking Log (Form IP-1023-8).	
5.2	Assist Team Coordinators in maintaining OSC Status boards.	
6.0	Develop Second Shift Rosters for ERO and contact second shift	
6.1	Use ERO Shift Rosters (Form 1023-9) to list individuals currently on the first shift in the TSC and OSC.	
6.2	Request EOF Clerical Staff to identify the current EOF personnel.	
6.3	Work with TSC and OSC Managers to identify personnel to fill second shift and ensure all needed positions are identified and establish time second shift is to be called in.	
6.4	Use Emergency Telephone Directory to identify and contact individuals to fill positions on second shift. TSC and EOF Clerical Staff may be used to assist in notifications.	
6.5	Inform the OSC Manager when notifications are completed and if there are any problems filling required positions.	
<u>Closeout Responsibility/Activity</u>		<u>Notes</u>
7.0	Assist OSC personnel to return all equipment to proper storage locations.	

Attachment 8
Search and Rescue
Sheet 1 of 2

1.0 INSTRUCTIONS

- 1.1** Attempt to contact missing individuals using the following methods (these actions should be conducted in parallel by utilizing OSC pool personnel to assist)
- 1.1.1** Announce the individual's name(s) over the Unit Public Address System using; "*(name)* call *(phone number)* immediately."
- a. **IF** there are multiple personnel missing, **THEN** use more than one call back number.
- 1.1.2** Call the Assembly Areas to determine if the individual(s) is present
 - 1.1.3** Call the individual's office telephone
 - 1.1.4** Initiate a page to the person's assigned pager
 - 1.1.5** Contact Security to review security records for the individual's last known location.
 - 1.1.6** Contact the individual's supervisor and co-workers in an effort to determine their last known location.
 - 1.1.7** Call the individual's home
- 1.2** **IF** the individual(s) is not located through the above methods, **THEN** determine the number of Search and Rescue teams needed to conduct a search of the Protected Area.

NOTE:

Search and Rescue missions should attempt to locate anyone thought to be in the Radiological Control and damaged plant areas first **AND** Security and Operations personnel trained in first aid should be used if possible

- 1.3** Prior to dispatch of Search and Rescue Teams:
- 1.3.1** Choose team members – each team should be comprised of at least two personnel

Attachment 8
Search and Rescue
Sheet 2 of 2

1.3.2 Conduct a team briefing discussing the following items:

A. Projected Radiological Conditions

B. Safety issues such as:

- (1) Toxic Gases**
- (2) Chemicals**
- (3) Fall Protection**
- (4) Ladders/Scaffolding**
- (5) Confined Spaces**
- (6) Emergency Lighting/Flashlights**
- (7) Use good judgement**

1.3.2 ALARA

1.3.3 Best routes to search areas

1.3.4 Tools and/or keys needed to reach search areas

1.3.5 Maps of areas if available

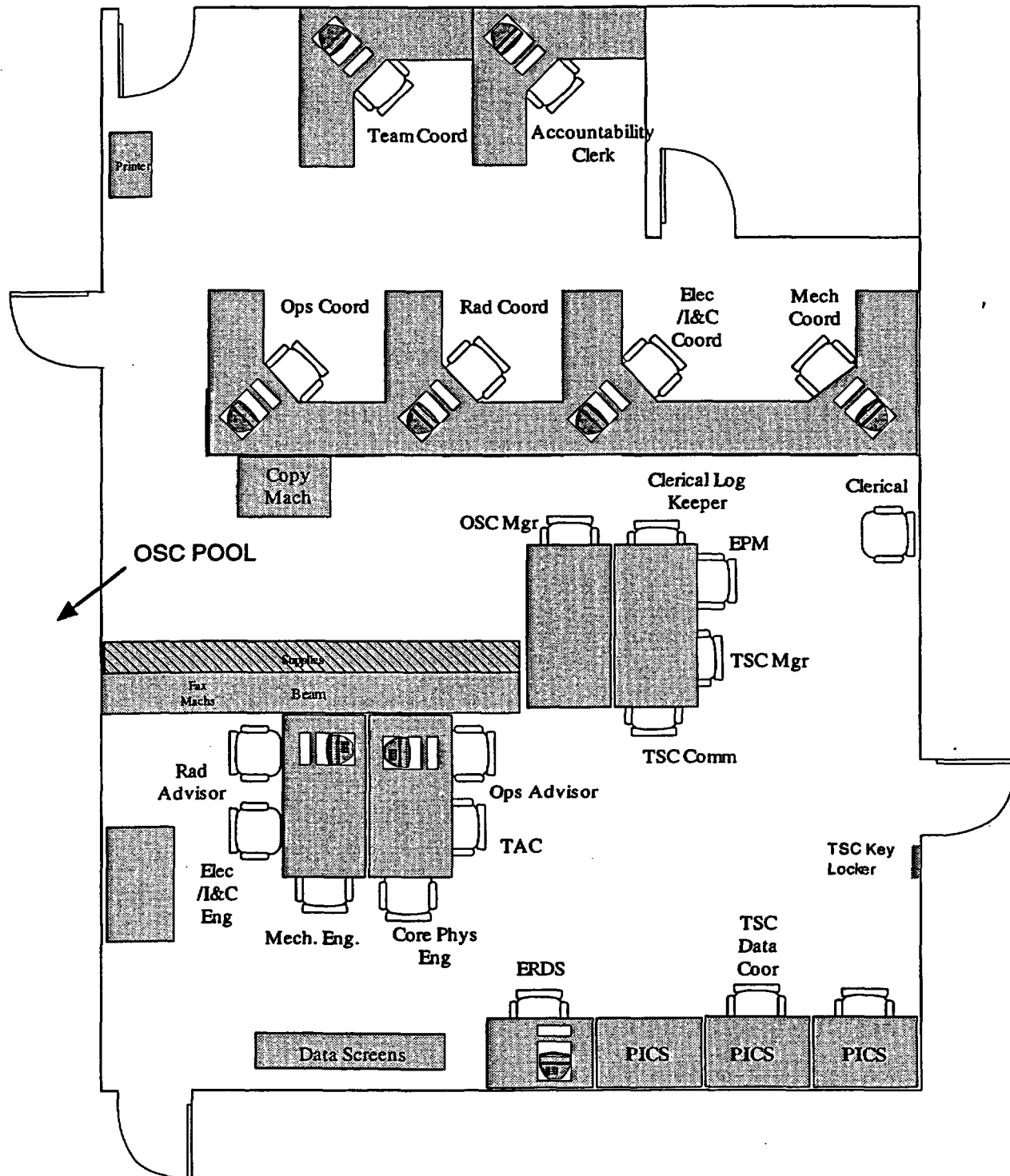
1.3.6 Communications protocols and communication devices to use

1.3.7 Direct teams to call back immediately when the individuals are located.

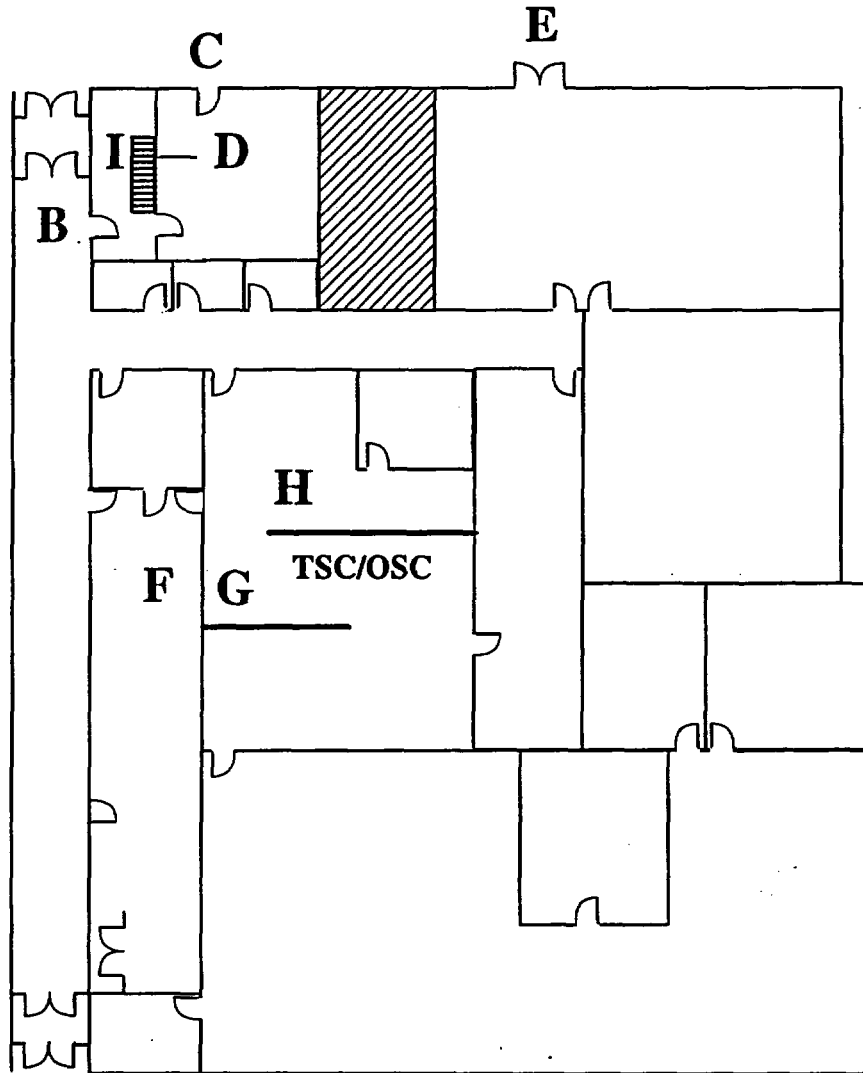
1.3.8 Direct teams to call back if they need assistance for rescue activities or medical assistance

1.4 Use the OSC team tracking mechanism to track Search and Rescue Teams

Addendum 1
TSC & OSC Layout
Sheet 1 of 1



Addendum 2
TSC / OSC Complex Radiological Setup
Sheet 1 of 1



A

If there is no indication of contamination outside the normal RCA the TSC/OSC Complex set up may be only the restricting of access and egress through point A and E.

If hallway contamination < 1000 dpm/100cm²

- A - No Entry / No Exit
- B - Exit Only
- C - Entry to TSC/OSC, No Exit, White Step Off Pad & Frisk shoes before stepping here sign
- D - Nothing is installed here
- E - No Entry / No Exit
- F - HPT Station
- G - Equipment Cabinet
- H - OSC Coordinators
- I - Place sign at top of the stairway no entry / no exit without permission from RPC

If hallway contamination > 1000 dpm/100cm²

- A - No Entry / No Exit
- B - Exit Only
- C - Entry to TSC/OSC, No Exit, White Step Off Pad & Frisk shoes before stepping here sign
- D - White Step Off Pad & Frisk shoes before stepping here sign
- E - No Entry / No Exit
- F - HPT Station
- G - Equipment Cabinet
- H - OSC Coordinators
- I - Place sign at top of the stairway no entry / no exit without permission from RPC

Addendum 3
Task Assignment Log (Form IP-1023-1)
Sheet 1 of 1

OSC Manager's Task Assignment Log

Task Description / Lead Coordinator		Date/ Time Assigned	Date/ Time Completed
Priority	Lead Coordinator		
Priority	Lead Coordinator		
Priority	Lead Coordinator		
Priority	Lead Coordinator		

Priorities:

High (H): The mission is necessary to protect the immediate health and safety of the public.

Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission.

Low (L): Any mission which can be worked on when resources permit.

Form IP-1023-1 Rev 0

Addendum 4
Individual Exposure Tracking Log (Form IP-1023-3)
Sheet 1 of 1

Individual Exposure Tracking Log

Name: _____			TLD # _____ Employee # _____	
Location / Team / Times	Available Exposure (mrem)	Time of Reading	Dosimeter Reading	Emergency Exposure (mrem)

Team #: _____				
Time Out: _____				
Time In: _____				

Team #: _____				
Time Out: _____				
Time In: _____				

Team #: _____				
Time Out: _____				
Time In: _____				

Team #: _____				
Time Out: _____				
Time In: _____				

NOTES:

1. Use this form along with Team Briefing Form to account for ERO members dispatched from OSC/TSC and track individual's exposure
2. Initial Exposure Limit will be 1000 mrem for duration of emergency. EPM may authorize more exposure.
3. If Form is filled transfer Name, TLD # and remaining available exposure to new form and staple this completed form to it.

Form IP-1023-3 Rev 0

Addendum 5
ERO Log Sheet (Form IP-1023-4)
Sheet 1 of 1

ERO Log Sheet

[illegible]

Signature: _____

Form IP-1023-4 Rev 0

Addendum 6
Emergency Radiation Work Permit (Form IP-1023-5)
Sheet 1 of 1

Emergency Radiation Work Permit	
ERWP Number: _____ Date: _____	Written By: _____ Approved By: _____ <div style="text-align: right; font-size: small;">(RP Coordinator)</div>
Work Area: _____ _____	
Radiation Readings: <input type="checkbox"/> Based on recent survey (post emergency) Survey Time: _____ <input type="checkbox"/> Based on Old Surveys & Plant Conditions (update as soon as possible)	
High General Area Reading: _____ mR/Hr Updates: _____ mR/Hr _____ mR/Hr	
High Equipment Contact Readings: _____ / _____ mR/Hr On: _____	
Surface Contamination Levels: _____ DPM/100CM ² _____ DPM/100CM ²	
Internal System Contamination Expected: <input type="checkbox"/> Yes <input type="checkbox"/> No Airborne Levels*: <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Attach Sample Results -- Consider giving KI prior to dispatching teams IF thyroid dose is expected to be > 25 Rem	
Recommended Respirator Protection: _____	
To be Worn When: _____	
Dosimetry Required: <input type="checkbox"/> TLD <input type="checkbox"/> SRD Range(s) <input type="checkbox"/> Alarming Set At: _____	
Recommended Protective Clothing: _____ _____	
Hold Radiation Limit: _____ mR/Hr _____ mrem	
Turn Back Radiation Limit: _____ mR/Hr _____ mrem	
RP Technician Required: <input type="checkbox"/> No <input type="checkbox"/> Until on location (survey)	
<input type="checkbox"/> Self Monitoring <input type="checkbox"/> Continuously <input type="checkbox"/> To Open System	
Other Instructions: _____ _____	

Form IP-1023-5 Rev 0

Addendum 7
Emergency Exposure Authorization (Form IP-1023-6)
Sheet 1 of 1

Emergency Exposure Authorization

Emergency Exposure Guidelines:

1. All Emergency Exposures shall be authorized by the Emergency Director or Emergency Plant Manager.
2. All individuals may be authorized up to 5 Rem emergency exposure for a given emergency event. Historical occupational exposure is not totaled into this limit.
3. Procedures allow for the Emergency Plant Manager to give a blanket authorization of up to 5 Rem emergency exposure for Alert or higher classifications.
4. Any emergency exposure greater than 5 Rem Whole Body, 50 Rem Extremities or 50 Rem Skin of Whole Body, shall be authorized on an individual basis for a specific task.
5. All emergency exposures are voluntary. - For higher doses individuals over the age of 45 are preferable. - Fertile women shall not be used, - Individuals should be briefed that these exposures may increase their chances of cancer during their lifetime.
6. Volunteers may be authorized up to 10 Rem to protect valuable property.
7. Volunteers may normally be authorized up to 25 Rem for life saving or the protection of large populations.
8. Individuals may volunteer to receive greater than 25 Rem to save a life.
9. For any expected or actual Thyroid Exposure > 25 Rem CDE, the issuance of KI should be considered.

Task: _____ _____	Date: _____ Time: _____
-----------------------------	--

The following personnel have volunteered to perform the above task(s)

They are authorized to receive up to _____ Rem

Name	SSN	Received Briefing Signature

Approval Signature: _____
Emergency Director or Emergency Plant Manager

Form IP-1023-6 Rev 0

Addendum 8
Normal OSC Staffing (Form 1023-7)
Sheet 1 of 1

Normal OSC Staffing

At least 2 individuals shall be members of the First Aid Team

No.	Positions	Number Present	Number Needed	Called
1	OSC Manager			
1	Team Coordinator			
2	Accountability Clerks			
1	Rad Protection Coordinator			
1	Operations Coordinator			
1	Maintenance Coordinator			
1	I&C Coordinator			
1	I&C Planner			
1	I&C Supervisor			
2	I&C Technicians			
1	Chemistry Supervisor			
1	Chemistry Technician			
1	Electrical Planner			
1	Electrical Supervisor			
2	Electrical Technicians			
1	Mechanical Supervisor			
1	Mechanical Planner			
2	Mechanical Technicians			
1	HP Supervisor			
4	HP Technicians			
-	Operations Personnel			
-	Other			
27	Total number of individuals assigned to OSC			

OSC Manager should enter number of each positions needed based on event.

Form IP-1023-7 Rev 1

Addendum 9

ERO Tracking Log (Form IP-1023-8)

Sheet 1 of 1

ERO Tracking Log

Team Coordinator: _____

Date: _____

Team #	Location / Task	Time Out	Due Back	Time In	Team Member Name(s)	Avail. Exposure	Dose Rec.	New Avail. Exposure	Job Status
			Lead Coordinator						
			Lead Coordinator						
			Lead Coordinator						
			Lead Coordinator						

NOTES:

1. Use this form to track individuals located outside the TSC/OSC Complex, CCR or Security Pods.
2. Individuals emergency exposures should be tracked on Individual Exposure Tracking Log (IP-1023-3)

Form IP-1023-8 Rev 1

Addendum 10
ERO Shift Rosters (Form IP-1023-9)
Sheet 1 of 4

Onsite ERO Shift Rosters			
EOF POSITION	Shift 1 Individual(s)		Shift 2 Individual(s)
Emergency Director			
EOF Manager			
ORAD			
Dose Assessment HP			
ED Technical Advisor			
MIDAS Operator			
EOF Information Liaison			
EOF Communicator #1			
EOF Communicator #2			
EOF SAS Proteus Operator			
EOF Offsite Liaison			
State EOC Technical Liaison			
Westchester EOC Technical Liaison			
Putnam EOC Technical Liaison			
Rockland EOC Technical Liaison			
Orange EOC Technical Liaison			
Admin and Logistics Manager			
Offsite Monitoring Teams (4)			
Onsite Monitoring Team (2 HPs)			
EOF Clerical Staff (3)			

Addendum 10
ERO Shift Rosters (Form IP-1023-9)
 Sheet 2 of 4

Onsite ERO Shift Rosters			
TSC POSITION	Shift 1 Individual(s)		Shift 2 Individual(s)
Emergency Plan Manager			
TSC Manager			
Technical Assessment Coordinator			
Operations Advisor			
Radiological Advisor			
Core Physics Engineer			
Mechanical Engineer			
Elec / I&C Engineer			
TSC Data Coordinator			
TSC Communicator			
TSC Communicator CCR			
Data Processor CCR			
Document Controller			
TSC Clerical Staff (2)			
Others			

Addendum 10
ERO Shift Rosters (Form IP-1023-9)
Sheet 3 of 4

Onsite ERO Shift Rosters			
OSC POSITION	Shift 1 Individual(s)		Shift 2 Individual(s)
OSC Manager			
Team Coordinator			
Operations Coordinator			
RP Coordinator			
Maintenance Coordinator			
I&C Coordinator			
Accountability Clerk			
HP Supervisor			
HP Technicians			
Chemistry Supervisor			
Chemistry Technicians			
I&C Supervisor			
I&C Planner			
I&C Technicians			

Addendum 10
ERO Shift Rosters (Form IP-1023-9)
Sheet 4 of 4

Onsite ERO Shift Rosters			
OSC POSITION	Shift 1 Individual(s)	Shift 2 Individual(s)	
Mechanical Supervisor			
Mechanical Planner			
Electrical Planner			
Mechanical / Electrical Technicians			
Material Storekeeper			
Others			

Notes:

1. Call the EOF Clerical Staff and or Fax them the EOF Section of this form to obtain names of individuals filling EOF positions on the first shift
2. Call individuals filling Misc. positions outside the EOF, TSC or OSC
3. With the Support of the facility clerical staffs use Emergency Telephone Book to call in individuals to fill second shift.

Addendum 11
 OSC Guidelines (Form IP-1023-10)
 Sheet 1 of 1

OSC Guidelines	
General Guidelines	BE CAREFUL
1. Always ensure your name appears on an Accountability Roster when you arrive at the Operations Support Center.	
2. Maintain a quiet professional manner throughout the event.	
3. Pay attention to the facility briefings and maintain awareness of conditions and events.	
4. DO NOT leave the TSC/OSC Complex without checking out with the Team Coordinator. or the Accountability Clerk NOTE: The restrooms at the top of the stairs are still within the TSC/OSC Complex, but you should inform a coworker when going there.	
• Team Dispatch	WORK SAFE
1. When selected to perform a task in the field, receive job briefing from the Lead Coordinator (Operations, Maintenance, I&C or Radiation Protection) for your assigned task. IF the job involves possible radiological exposures THEN the Radiation Protection Coordinator or an HP Supervisor will provide a you with a radiological briefing. <i>These briefs should be conducted in one of the briefing rooms.</i> The Lead Coordinator will give you the Team Briefing Form when you are being dispatched after completion of briefing.	
2. ALWAYS check out with the Team Coordinator prior to leaving TSC/OSC Complex to perform a task – Always take a radio and test it before going out into the field unless directed otherwise by the Team Coordinator. Give the Team Coordinator the Team Briefing Form when you are checking out.	
3. Maintain communications with the Team Coordinator while in the field. Report any unexpected conditions or events immediately.	
4. ALWAYS check in with the Team Coordinator and report any exposure you received IMMEDIATELY upon your return to the TSC/OSC Complex after performing a task. REPORT any safety concerns which may be important for future work or to teams currently in the field The Team Coordinator will return the Team Briefing Form to you after you have checked in with him/her.	
5. Report to the Lead Coordinator (Operations, Maintenance, I&C or Radiation Protection) for a de-briefing after you have completed checking in with the Team Coordinator. Report: Status of the assigned task Any deviations taken from normal work practices or quality control processes Any follow-up task(s) you feel are needed to ensure assignment goal is completed	
6. After the team de-briefing return to the pool area and await further assignment. Brief other Technicians in the pool on tasks you performed and conditions in the field.	

Form IP-1023-10 Rev 0

Addendum 12
Sample Patient Package Insert for THYRO-BLOCK Tablets
 Sheet 1 of 1

Information on use of Potassium Iodide IOSAT™ Tablets Potassium Iodide Tablets	
<ul style="list-style-type: none"> TAKE POTASSIUM IODIDE ONLY WHEN PUBLIC HEALTH OFFICIALS TELL YOU. IN A RADIATION EMERGENCY RADIOACTIVE IODINE COULD BE RELEASED INTO THE AIR. POTASSIUM IODIDE (A FORM OF IODINE) CAN HELP PROTECT YOU. IF YOU ARE TOLD TO TAKE THIS MEDICINE, TAKE IT ONE TIME EVERY 24 HOURS. DO NOT TAKE IT MORE OFTEN. MORE WILL NOT HELP YOU AND MAY INCREASE THE RISK OF SIDE EFFECTS. NOT TAKE THIS DRUG IF YOU KNOW YOU ARE ALLERGIC TO IODIDE (SEE SIDE EFFECTS BELOW) 	<p style="text-align: center;">WARNING</p> <p>POTASSIUM IODIDE SHOULD NOT BE USED BY PEOPLE ALLERGIC TO IODIDE. Keep out of the reach of children. In case of overdose or allergic reaction, contact a physician or public health authority.</p>
<p style="text-align: center;">DIRECTIONS FOR USE</p> <p>Use only when directed by Emergency Management, State, Local or Public Health Officials</p>	<p style="text-align: center;">HOW POTASSIUM IODIDE WORKS</p> <p>Certain forms of iodine help your thyroid gland work right. Most people get the iodine they need from foods like iodized salt or fish. The thyroid can "store" or hold only a certain amount of iodine.</p> <p>In a radiation emergency radioactive iodine may be released in the air. If this air is breathed or swallowed it may enter the thyroid and damage it. The damage may not show itself for years. Children are the most likely to have thyroid damage.</p> <p>If you take potassium iodide, it will fill up you thyroid gland. This reduced the chances that radioactive iodine will enter your thyroid.</p>
<p style="text-align: center;">DOSE</p> <p>ADULTS AND CHILDREN ONE YEAR OF AGE OR OLDER:</p> <p style="padding-left: 40px;">One (1) tablet once a day. Crush for small children.</p> <p>BABIES UNDER ONE YEAR OF AGE:</p> <p style="padding-left: 40px;">One-half (1/2) tablet once a day. Crush first.</p>	<p style="text-align: center;">WHO SHOULD NOT TAKE POTASSIUM IODIDE</p> <p>The only people who should not take tablets when directed to do so are people who know they are allergic to iodine. Pregnant women, nursing women, children and babies may take this drug.</p>
<p style="text-align: center;">DOSAGE</p> <p>Take for 10 days unless directed otherwise.</p> <p>Store your supply at room temperature between 59° F and 86° F. Keep package dry and foil packets intact.</p> <p style="text-align: center;">KEEP YOUR SUPPLY OUT OF REACH OF CHILDREN.</p>	<p style="text-align: center;">HOW AND WHEN</p> <p>Potassium Iodide should be taken as soon as possible after authorities tell you to take it.</p> <p>You should take one dose every 24 hours.</p> <p>MORE WILL NOT HELP YOU, AND WILL INCREASE THE CHANCES OF SIDE EFFECTS.</p> <p>Continue to take the drug for 10 days.</p>
<p style="text-align: center;">SIDE EFFECTS</p> <p>Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.</p> <p>Possible side effects include skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes stomach upset and diarrhea).</p>	<p style="text-align: center;">WHAT TO DO IF SIDE EFFECT OCCUR</p> <p>STOP taking the drugs and contact a doctor or public health officials for instructions.</p>
	<p style="text-align: center;">DESCRIPTION AND USE</p> <p>Each IOSAT™ Tablet contains 130 mg. of potassium iodide.</p> <p>Thyroid blocking in radiation emergency only.</p>

Addendum 13
Assembly Area Coordinator Instructions (Form IP-1023-11)
Sheet 1 of 1

Assembly Area Coordinator Instructions	
Instructions	Notes
1. Review any special instructions with OSC Manager and insure you have a full understanding of priorities Record OSC Manager Contact Number: _____	
2. Assume the duties of the Energy Education Center (EEC) Assembly Area Coordinator. A. Report to the EEC B. Establish telephone communications with the OSC Manager, i. Using the phone located under round access control desk in upper level EEC call the OSC Manager to inform them you are in place, provide them with phone number at your location. ii. Draft an individual to remain at phone and communicate messages to you as necessary. iii. Set up, or direct assistance to set up, EEC PA System, stored in the security area behind the access control desk.	
3. Draft at least 3 Management personnel to assist in controlling personnel located at the EEC. Have them direct assembled personnel to form groups by disciplines and stand by for further information and instructions.	
4. Do not allow personnel to leave the EEC until you have verified with the OSC Manager that there has been no release of Radioactive Materials.	
5. Periodically (~every 30 min) contact the OSC Manager for brief overview of events and plant conditions.	
6. Periodically (~every 30 min) brief personnel in the EEC on events and plant conditions.	
7. Locate and dispatch additional personnel to respond inside the Protected Area or to the EOF as needed.	
8. When directed by the OSC Manager either: A. Dismiss individuals from the Site B. Release individuals back to work C. Direct individuals to a designate location (on or offsite)	
9. When all personnel have departed from the EEC Assembly Area A. Return Portable PA System to it's storage location. B. Return Assembly Area Phone to it's storage location. C. Document any problems with equipment, personnel or procedures observed during event.	