



August 11, 2003

L-2003-202  
10 CFR 50 Appendix E

U. S. Nuclear Regulatory Commission  
Attn: Document Control Desk  
Washington, D. C. 20555

Re: St. Lucie Units 1 and 2  
Docket Nos. 50-335 and 50-389  
Emergency Plan Implementing Procedure

In accordance with 10 CFR 50 Appendix E, enclosed is a copy of a procedure that implements the St. Lucie Plant Radiological Emergency Plan.

<u>Number</u>	<u>Title</u>	<u>Revision</u>	<u>Implementation Date</u>
EPIP-05	Activation And Operation Of The Operational Support Center	9	July 22, 2003

EPIP-05 Revision 9 incorporated a procedure change request (PCR) to clarify exposure control for security, revised the Operational Support Center (OSC) layout, changed the videolink channel, and made administrative/editorial changes. Please contact us if there are any questions regarding this procedure.

Very truly yours,

William Jefferson, Jr.  
Vice President  
St. Lucie Plant

WJ/tlt

Enclosure

A04P5



**FPL**

# ST. LUCIE PLANT

## EMERGENCY PLAN IMPLEMENTING PROCEDURE

SAFETY RELATED

Procedure No.

**EPIP-05**

Current Revision No.

**9**

Effective Date

**07/22/03**

Title:

# ACTIVATION AND OPERATION OF THE OPERATIONAL SUPPORT CENTER

Responsible Department: **EMERGENCY PREPAREDNESS**

CONTROL

818

COPY

### REVISION SUMMARY:

**Revision 9** – Incorporated PCR 02-2482 for CR 02-2096 to clarify exposure controller security. Revised OSC layout. Changed videolink channel. Made administrative/editorial changes. (J.R. Walker, 02/17/03)

**Revision 8** – Added OSC manager position, deleted priority for re-entry teams, added EC approval, added references and made editorial and administrative changes. (J. R. Walker, 07/18/02)

**Revision 7** – Updated instructions for obtaining EPIP list on Lotus Notes. (J.R. Walker, 10/11/01)

**Revision 6** – Streamlined paperwork required for re-entry teams, defined response times as targets, and streamlined re-entry paperwork down to a checklist. (Donna Calabrese, 04/26/01)

**REVISION 5** – Eliminated OSC paramedic position, revised re-entry guidelines and made editorial and administrative changes. (G. Varnes, 08/08/00)

Revision <u>0</u>	FRG Review Date <u>12/15/97</u>	Approved By <u>J. Scarola</u> Plant General Manager	Approval Date <u>12/15/97</u>	S__OPS
Revision <u>9</u>	FRG Review Date <u>02/13/03</u>	Approved By <u>R.E. Rose</u> Plant General Manager N/A Designated Approver N/A Designated Approver (Minor Correction)	Approval Date <u>02/17/03</u>	DATE DOCT DOCN SYS COM ITM
				PROCEDURE EPIP-05 COMPLETED 9

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**1.0 PURPOSE**

**1.1 Discussion**

This procedure provides instructions for activation and operation of the Operational Support Center. This procedure also provides instructions for the selection and deployment of Re-entry Teams.

**1.2 Location and Description**

The OSC is located on the second floor of the South Service Building in conference room 2200 and adjoining room 2300. Ample space is available for the assembly of auxiliary operators, Heath Physics technicians, Maintenance personnel, and other personnel needed for emergency response. Due to potential habitability concerns, alternate locations capable of supporting OSC operations have been identified as follows:

1. North Service Building, conference area or maintenance shops
2. Blowdown Building
3. Unaffected Reactor Auxiliary Building (RAB)

**1.3 OSC Functions**

**1. Mandatory Functions**

- A. Provide a resource pool of personnel to assist the Control Room and TSC in accident assessment and mitigation.
- B. Respond to requests for Repair and Re-entry Teams.
- C. Maintain radiological exposure controls in accordance with the HP-200 series procedures.

**2. Additional Functions**

- A. Provide the interface with the Off-site Assembly Area.
- B. Serve as access control point following site evacuation.

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#### **1.4 Minimum Staffing**

**1. The following is the list of the minimum positions needed for OSC operation:**

- **OSC Supervisor / Manager (1)**
- **OSC Chemist**
- **OSC HP Technician (12)**
- **OSC Electrician (2)**
- **OSC Mechanic (2)**
- **OSC I&C Specialist**

#### **1.5 §2 Activation**

**Activation of the OSC is the responsibility of the Emergency Coordinator (EC) and is required for an Alert or higher declared emergency. Arrangements have been made to staff the OSC in a timely manner.**

#### **1.6 Operations**

**The OSC has sufficient space available and radiation protection equipment and other supplies to support emergency response personnel conducting re-entry activities. The OSC has the capability to provide 24 hour continuous operation, as necessary.**

**Initial work activities directed by the OSC, at the Alert Level, are considered pre-re-entry and certain aspects of this procedure may be relaxed (e.g., HP coverage). Following a site evacuation order (evacuation of the Owner Controlled Area) or if radiological conditions exist outside the Radiation Controlled Area, all provisions of this procedure are required for re-entry into affected areas.**

**¶8 Exposure control of Security personnel in the field (i.e., not assigned to the OSC) shall be coordinated by the TSC HP Supervisor and the TSC Security Supervisor. Security field personnel are therefore exempted from the requirements of this procedure.**

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## 2.0 REFERENCES / RECORDS REQUIRED / COMMITMENT DOCUMENTS

### **NOTE**

One or more of the following symbols may be used in this procedure:

§ Indicates a Regulatory commitment made by Technical Specifications, Condition of License, Audit, LER, Bulletin, Operating Experience, License Renewal, etc. and shall NOT be revised without Facility Review Group review and Plant General Manager approval.

¶ Indicates a management directive, vendor recommendation, plant practice or other non-regulatory commitment that should NOT be revised without consultation with the plant staff.

Ψ Indicates a step that requires a sign off on an attachment.

## 2.1 References

1. §<sub>1</sub> St. Lucie Plant Technical Specifications Unit 1 and Unit 2 (Section 6.10.1)
2. St. Lucie Plant Updated Final Safety Analysis Report (UFSAR) Unit 1 and Unit 2
3. §<sub>2</sub> St. Lucie Plant Radiological Emergency Plan (E-Plan)
4. §<sub>3</sub> St. Lucie Plant Topical Quality Assurance Report (TQAR)
5. E-Plan Implementing Procedures (EIPs)
6. HP-200 Series Procedures
7. ADM-17.09, Invoking 10 CFR 50.54(x)
8. St. Lucie Plant Emergency Response Directory (ERD)
9. QI-17-PSL-1, Quality Assurance Records
10. Fitness for Duty Rule, 10 CFR 26

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**2.2 Records Required**

1. The following shall be retained following a plant emergency:
  - Checklists and paperwork generated per this procedure.
  - Logbooks maintained during the plant emergency.
2. §<sub>1</sub> Recorded information shall be forwarded to Emergency Planning following the event, for review and archival in accordance with Technical Specification 6.10.1 and QI-17-PSL-1.

**2.3 Commitment Documents**

1. ¶<sub>1</sub> PMAI PM97-04-142, Training Drill Critique 1/24/97 (Definition of contingency team and full staffing guidance).
2. ¶<sub>2</sub> PMAI PM98-04-144, Evaluated Exercise Critique 3/18/98 (Establish threshold dose rate for OSC relocation).
3. ¶<sub>3</sub> PMAI PM98-09-006 (Control of NLOs Under E-Plan)
4. ¶<sub>4</sub> PMAI PM99-04-122 (Ops Re-entry Supervisor Role)
5. ¶<sub>5</sub> PMAI PM99-04-143 (OSC Command and Control Assistance)
6. ¶<sub>6</sub> PMAI PM99-09-079 (Hot Tool Room Access During an Emergency)
7. ¶<sub>7</sub> Condition Report, CR 01-0078 (OSC Re-entry Team Improvements)
8. ¶<sub>8</sub> Condition Report, CR 02-2096 (Emergency Dosimetry for Security Personnel)

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### **3.0 RESPONSIBILITIES**

#### **3.1 OSC Supervisor**

- 1. Provides command and control of OSC activities.**
- 2. Coordinates activities to ensure adequate support to the TSC/EC.**
- 3. Ensures that all Re-entry Teams are adequately briefed prior to leaving the OSC and thoroughly debriefed upon their return.**
- 4. Ensures communications flow is maintained within the facility, with the Re-entry Teams, and with the TSC.**
- 5. Coordinates facility briefings.**
- 6. Arranges for long term operation of the OSC.**

#### **3.2 OSC Manager**

- 1. Is a senior member of plant management that provides oversight to the OSC thereby ensuring that mandatory facility functions are successfully completed.**
- 2. Serves as the OSC Supervisor, implementing appropriate steps in the checklist, until that position is filled.**
- 3. Key aspects of facility operation that the OSC Manager monitors include:**
  - A. Prompt operational status**
  - B. Requests from the Technical Support Center (TSC)**
  - C. Resource availability (manpower and supplies)**
  - D. Repair / Re-entry Team formation and briefings**
  - E. Timely dispatch of teams**
  - F. Team debriefings**
  - G. Emergency awareness in the facility**
  - H. Radiological conditions and protective measures**
  - I. Interfacility communications**
  - J. Any other relevant aspect that could impact facility operation**

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### 3.3 OSC Coordinator with TSC

1. Serves as the coordinator with the TSC for Re-entry Team requests.
2. Logs and tracks re-entry activities.
3. Keeps the OSC Supervisor / Manager abreast of the emergency conditions and plant status.

### 3.4 OSC Re-entry Supervisor

**NOTE**

- Each of the following areas has a Re-entry Supervisor: (1) Mechanical Maintenance, (2) Electrical Maintenance, (3) I&C Maintenance, (4) Operations, (5) Chemistry, and (6) Health Physics.
- Responsibilities for the Health Physics Re-entry Supervisor (HPOSC) are provided in HP-200, Health Physics Emergency Organization.

1. Ensures departmental Emergency Response Organization (ERO) personnel are available for re-entry activities.
2. Assists the OSC Supervisor / Manager in selection of Re-entry Team members.
3. Provides task specific briefings to their departmental re-entry personnel.
4. Conducts Re-entry Team debriefings.

### 3.5 OSC Departmental Representative

**NOTE**

The following departments have representatives in the OSC:  
(1) Nuclear Materials Management (NMM), (2) Safety, (3) Protection and Control, (4) Security and (5) Information Services.

1. Provides input to the OSC Supervisor / Manager, as requested in support of re-entry operations.
2. Participates in re-entries, as needed.

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#### 4.0 DEFINITIONS

##### 4.1 Facility Status

1. **Activation** - the request to staff and establish an Emergency Response Facility (ERF).
2. **Operational** - when sufficient personnel (i.e., minimum staff) are available to accomplish the mandatory function of conduct of re-entry activities.
3. **Fully Staffed** - the complete complement of personnel is present in the facility.

4.2 **FPL Emergency Recall System (ERS)** - the call-out system used as a means of off-hours call-out, as described in EPIP-03, Emergency Response Organization/Staff Augmentation.

4.3 **Re-entry** - access to areas where evacuation (local or site) has been ordered constitutes a re-entry. Re-entry into an evacuated area is authorized only by the EC.

4.4 **Re-entry Team** - a group of qualified personnel who will enter an evacuated area under the authorization of the EC to accomplish an assigned task (e.g., repair damage control, rescue, etc.). The initial Re-entry Team shall consist of at least two qualified persons, one of whom shall be an OSC Health Physics Technician (HPT).

4.5 **Videolink** - a closed circuit audio/visual communications link originating in the TSC with feeds to the OSC and the EOF allowing the EC briefings to be available in all the Emergency Response Facilities (ERFs).

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## 5.0 INSTRUCTIONS

### NOTE

- This section provides general information and instructions for all OSC responders.
- Position specific checklists are included as attachments to this procedure.
- Individuals specifically designated as members of the OSC Emergency Response Organization (ERO) are identified in the ERD.

5.1 When notified, OSC emergency responders are to report to the facility as quickly as possible.

5.2 Upon arrival at the facility, each OSC responder should perform the following:

1. Sign-in instructions:
  - A. Persons working in room 2300 (supervisors' area) of the OSC should sign in on the status board on the south wall in the space corresponding to their position.
  - B. All OSC Re-entry Supervisors should ensure that the names of their department's Re-entry Team members and foreman are signed in on the status board in Room 2300.
  - C. The OSC Administrative Tech/Logkeeper should ensure that all personnel in both Rooms 2200 and 2300 are signed in on the status board and that this information concurs with Attachment 2A, OSC ERO Shift Staffing and Accountability Roster.
2. Obtain a "Player" badge and place your name (and position title, if necessary) on the badge with a dry erase marker or in any other non-permanent manner.
3. Obtain specific position notebook (if applicable) with procedural checklists, forms and instructions.
4. Make your workstation/location operational, as necessary.
5. Notify your supervisor or the OSC Supervisor / Manager of your readiness status.
6. Assist in establishing accountability by signing in on a form similar to Attachment 2A, OSC ERO Shift Staffing and Accountability Roster.

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- 5.3** §3 Only controlled copies of nuclear safety-related procedures, drawings, and other available plant information shall be used. Non-controlled documents or drawings should be verified with a controlled copy prior to use in the OSC.
- 5.4** During facility briefings, stop what you're doing, pay attention, and contribute as requested.
- 5.5** Upon termination of the event:
- 1.** All OSC personnel should return their workstations/locations to a normal state and assist in restoring the facility to a ready condition.
  - 2.** All OSC personnel should collect all significant information and documentation, such as notes and completed data sheets (not bound in position notebooks) and forward this material to the OSC Supervisor / Manager.



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**ATTACHMENT 2**  
**OSC SUPERVISOR / MANAGER CHECKLIST**  
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<p><b>NOTE</b> When necessary or appropriate, steps of this checklist may be performed out of sequence.</p>
---

- | A. FACILITY ACTIVATION  | <u>INITIAL</u> |
|---|----------------|
| 1. Refer to section 5 of this procedure (included in the position notebook) and review the general instructions.                | _____          |
| 2. Determine operational readiness of the OSC by verifying the following:   |                |
| a. Communications established with the TSC.   | _____          |
| b. Minimum staff available (use Attachment 2A, OSC ERO Shift Staffing and Accountability Roster or refer to the sign in board). | _____          |
| c. Communications equipment and other supplies are available and ready for use.   | _____          |
| d. Minimum staff prepared to accomplish mandatory facility functions.   | _____          |
| 3. <u>If</u> Step 2 above is satisfied, <u>Then</u> declare the facility operational at _____.                                  | _____          |
| 4. Notified the EC/TSC Supervisor that the OSC is operational.  | _____          |

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**ATTACHMENT 2**  
**OSC SUPERVISOR / MANAGER CHECKLIST**  
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**B. FACILITY OPERATION** INITIAL

**NOTE**

¶<sub>1</sub> Unless authorized by the EC, facility staffing should be in accordance with Attachment 2A, OSC ERO Shift Staffing and Accountability Roster.

1. OSC fully staffed. \_\_\_\_\_
2. Instruct personnel to verify their position notebook procedures against the posted revision number. \_\_\_\_\_
3. ¶<sub>1</sub> Direct the HPOSC to identify and prepare a representative from HP and each maintenance discipline for a rapid response contingency team. \_\_\_\_\_
4. Instruct the OSC Administrative Tech/Logkeeper to initiate the OSC Logbook. \_\_\_\_\_
5. Establish what team(s) or individual(s) is known to be working in the plant, the task/job, and the communications method/controlling facility. \_\_\_\_\_
6. ¶<sub>6</sub> Identify the necessity and means for providing access to all tool rooms (including the Hot Tool Room) and any other area with restricted access. \_\_\_\_\_
7. Obtain food and water supply for the OSC. \_\_\_\_\_
8. Arrange for long term staffing (use Attachment 2A, OSC ERO Shift Staffing and Accountability Roster). \_\_\_\_\_

**CAUTION**

¶<sub>2</sub> The OSC affords limited protection against a release of radioactive material. During the time that a radioactive release is occurring, the habitability of the OSC is to be monitored. A measured dose rate of 50 mrem/hr, in the facility, is established as the threshold for relocation of the OSC.

9. If necessary, initiate steps for relocation of the OSC (use Attachment 2E, Guidelines for Relocation of the OSC). \_\_\_\_\_

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**ATTACHMENT 2**  
**OSC SUPERVISOR / MANAGER CHECKLIST**  
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B. (continued)

INITIAL

10. Steps to occur continually while the facility is in operation:
- a. Oversee communications
  - b. Maintain low noise level in the facility
  - c. Conduct facility briefings (use Attachment 2F, OSC Facility Briefings).
  - d. Ensure emergency status and plant conditions are routinely updated. (The videolink may be used for this purpose.)
  - e. Re-entry Checklist - When requested by the OSC Coordinator with the TSC, complete the following in response to a request for a Re-entry Team:
    - 1) Review Attachment 2C, Re-entry Guidelines, to this attachment as necessary.
    - 2) Complete the Team Assignment section of Attachment 3A, Re-entry Log (letters D & E prior to team dispatch).
    - 3) Select the most appropriate Re-entry Supervisor based on the nature of the task.
    - 4) Assign completion of Parts I, II and III of Attachment 5A, Re-entry Team Form, to the chosen Re-entry Supervisor.
    - 5) Direct the HPOSC to assist in team development by satisfying the requirements of HP 203.1, Evacuated Area Re-entry Briefing Guidance, in HP-203, Personnel Access Control During Emergencies.
    - 6) Review Attachment 2D, Briefing Guidelines, to this procedure, as necessary.
    - 7) Verify Re-entry Team preparedness prior to dispatch.

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**ATTACHMENT 2**  
**OSC SUPERVISOR / MANAGER CHECKLIST**  
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**C. FACILITY CLOSEOUT AND RESTORATION** INITIAL

**NOTE**  
All paperwork completed in the position notebook should remain in the position notebook.

- |    |   |       |
|----|---|-------|
| 1. | All Re-entry Teams are logged back in and accounted for.                                  | _____ |
| 2. | All facility activities closed out.   | _____ |
| 3. | All equipment and supplies returned to preactivation condition and/or location.           | _____ |
| 4. | All paperwork collected.  | _____ |
| 5. | Closed out the OSC Logbook.   | _____ |
| 6. | Returned position notebook to storage shelf.  | _____ |
| 7. | Provided all completed paperwork (not bound in position notebooks) to Emergency Planning. | _____ |

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**ATTACHMENT 2A**  
**OSC ERO SHIFT STAFFING AND ACCOUNTABILITY ROSTER**  
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Shift<sup>1</sup> \_\_\_\_\_, Hours: \_\_\_\_\_ To \_\_\_\_\_

<u>POSITION</u> {Minimum staff in bold <sup>2</sup> }	<u>NAME</u>	<u>BADGE NO.</u>
<b>OSC HP Supervisor:</b>	_____	_____
OSC Manager:	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
<b>OSC HP Tech <sup>3</sup>:</b>	_____	_____
OSC Dosimetry Tech:	_____	_____
Field Mon Team Driver:	_____	_____
Field Mon Team Driver:	_____	_____
Field Mon Team Driver:	_____	_____

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**ATTACHMENT 2A**  
**OSC ERO SHIFT STAFFING AND ACCOUNTABILITY ROSTER**  
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<u>POSITION</u>	<u>NAME</u>	<u>BADGE NO.</u>
OSC I&C Re-entry Supv:	_____	_____
OSC I&C Shop Supervisor:	_____	_____
OSC I&C Specialist:	_____	_____
OSC I&C Specialist:	_____	_____
OSC I&C Specialist:	_____	_____
OSC Mech Re-entry Supv:	_____	_____
OSC Mechanical Foreman:	_____	_____
OSC Mechanic:	_____	_____
OSC Mechanic:	_____	_____
OSC Mechanic:	_____	_____
OSC Elec Re-entry Supv:	_____	_____
OSC Electrical Chief:	_____	_____
OSC Electrician:	_____	_____
OSC Electrician:	_____	_____
OSC Electrician:	_____	_____

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**ATTACHMENT 2A**  
**OSC ERO SHIFT STAFFING AND ACCOUNTABILITY ROSTER**  
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<u>POSITION</u>	<u>NAME</u>	<u>BADGE NO.</u>
<b>OSC Supervisor:</b>	_____	_____
<b>OSC Coordinator with TSC:</b>	_____	_____
<b>OSC Chemistry Supv.:</b>	_____	_____
<b>OSC Chemist:</b>	_____	_____
<b>OSC Chemist:</b>	_____	_____
<b>OSC Chemist:</b>	_____	_____
<b>OSC On-Shift Security:</b>	_____	_____
<b>OSC On-Shift Security:</b>	_____	_____
<b>OSC On-Shift Security:</b>	_____	_____
<b>OSC OPS Re-entry Supv:</b>	_____	_____
<b>OSC Prot and Control Rep:</b>	_____	_____
<b>OSC NMM Staff Rep:</b>	_____	_____
<b>OSC Safety Rep:</b>	_____	_____
<b>OSC Information Services Rep:</b>	_____	_____
<b>OSC Admin Tech/Logkeeper:</b>	_____	_____
<b>OSC Admin Tech/Logkeeper:</b>	_____	_____
<b>Assembly Area Supervisor:</b>	_____	_____

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**ATTACHMENT 2A**  
**OSC ERO SHIFT STAFFING AND ACCOUNTABILITY ROSTER**  
 (Page 4 of 4)

<u>POSITION</u>	<u>NAME</u>	<u>BADGE NO.</u>
Other: _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<sup>1</sup>Long term staffing, refer to the St. Lucie Plant Emergency Response Directory (ERD) for position alternates.

<sup>2</sup>Refer to Attachment 2B for temporary alternates for minimum staff positions.

<sup>3</sup>Position fills the following positions:

- a. TSC HP Surveys
  - 1. Unit 1 Control Room/TSC
  - 2. Unit 2 Control Room
  - 3. OSC
  - 4. Access Control
- b. HP Field Teams
  - 1. Red Team
  - 2. Orange Team
  - 3. Blue Team

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**ATTACHMENT 2B  
OSC MINIMUM STAFFING  
(Page 1 of 1)**

Major Functional Area <sup>1</sup>	Position Title and ID No. <sup>2</sup>	# in Position	Qualifications/ Temporary Alternate
Health Physics Technician	OSC HP Tech, 151	12	Member of the Health Physics Department
Rad/Chem Technician	OSC Chemist, 160	1	Member of the Chemistry Department
Electrical Maintenance	OSC Electrician, 161	2	Electrical Maintenance Journeyman or Chief or Supervisor
Mechanical Maintenance/Radwaste Operator	OSC Mechanic, 162	2	Mechanical Maintenance Journeyman or Foreman or Supervisor
I&C Technician	OSC I&C Specialist, 163	1	I&C Maintenance Specialist or Supervisor
Facility Command and Control	OSC Supervisor, 157	1	OSC Coordinator with TSC

<sup>1</sup> This function(s) may be accomplished during the first 75 minutes of an emergency by an individual(s) meeting the corresponding listed qualifications.

<sup>2</sup> These Emergency Response Organization (ERO) positions were established to accomplish the indicated function(s).

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**ATTACHMENT 2C  
RE-ENTRY GUIDELINES  
(Page 1 of 3)**

**CAUTION**

- ¶8 Exposure control of Security personnel in the field (i.e., not assigned to the OSC) shall be coordinated by the TSC HP Supervisor and the TSC Security Supervisor. Security field personnel are therefore exempted from the requirements of this procedure.
- As specified in ADM-17.09, Invoking 10 CFR 50.54(x), the Emergency Coordinator (EC) may (with the concurrence of a licensed senior operator) waive re-entry requirements to place the plant in a safe shutdown condition or mitigate a release, if this immediate action is needed to protect the health and safety of the public.

1. Prior to evacuation and with the Operational Support Center (OSC) NOT operational.  
  
Re-entry guidelines do not apply.
2. Prior to evacuation and with the OSC operational.
  - a. ¶3 Operators in the field should return to the Control Rooms and obtain an Electronic Personal Dosimeter (EPD) from the Health Physics Emergency Kit prior to returning to field.
  - b. Since teams may be dispatched from the OSC prior to evacuation of any plant areas, the OSC Supervisor / Manager and Health Physics Supervisor in the OSC (HPOSC) should evaluate the event in progress and determine the most likely trends in radiological conditions. If the event is likely to result in evacuation(s), due to radiological concerns, the teams should be dressed, equipped, and briefed, similarly to Re-entry Teams.
3. ¶3 Evacuation ordered and with the OSC NOT operational.  
  
Operator actions in the field must be viewed as re-entry activities. Operators shall return to the Control Rooms following the evacuation order. Operators shall obtain an Electronic Personal Dosimeter (EPD) from the Health Physics Emergency Kit, if not done previously. Re-entry into the plant requires:
  - a. The EC (initially the NPS) authorize the entry.
  - b. Maintenance of appropriate radiological and safety measures.
  - c. Tracking the whereabouts of the team.

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**ATTACHMENT 2C**  
**RE-ENTRY GUIDELINES**  
(Page 2 of 3)

4. Evacuation ordered and with the OSC operational
- a. NLOs, from both Units, are to report to the OSC once it goes operational.
  - b. All field activities are re-entries and shall be coordinated and controlled by the OSC.
  - c. Re-entry into an evacuated area shall be made only when authorized by the EC and under the direction of the TSC HP Supervisor (Tschps) and the HPOSC for one or more of the following reasons:
    - 1) To ascertain that all personnel who were in the affected area have been evacuated and to search for unaccounted for personnel.
    - 2) To assist in evacuating injured or incapacitated personnel from the affected area.
    - 3) To perform operations which mitigate the effect of the emergency or hazardous condition.
    - 4) To determine the nature and extent of the emergency and/or radiological conditions.
    - 5) To establish definite personnel exclusion area boundaries.

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**ATTACHMENT 2C**  
**RE-ENTRY GUIDELINES**  
(Page 3 of 3)

5. General Consideration

- a. The Re-entry Team members should be selected based on appropriate qualifications relevant to the purpose for the entry.
- b. A Re-entry Team shall consist of at least two qualified persons, one of whom shall be knowledgeable in Health Physics procedures.
- c. The most qualified (relative to the entry) person should be selected to serve as the Re-entry Team Leader. He/she should be fully briefed concerning the nature of the emergency and the expectations for the entry.
- d. All Re-entry Team members shall wear protective clothing, dosimeters, respiratory devices, and other protective devices as specified by the HPOSC.
- e. ¶1 A contingency Re-entry Team should be developed consisting of representatives from each of the maintenance disciplines and Health Physics. This team anticipates the need for a high priority, rapid response request from the EC/TSC.

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**ATTACHMENT 2D**  
**BRIEFING GUIDELINES**  
(Page 1 of 1)

**PRE-ENTRY**

1. The Re-entry Team Form takes the place of a Nuclear Plant Work Order (NPWO) package, therefore, careful documentation is required.
2. Ensure that the Re-entry Team members are instructed as to what is required of them during the entry by the assigned Re-entry Supervisor.
3. Ensure that the Re-entry Team members are briefed concerning the nature of the emergency and the possible radiation hazards present by the HPOSC.
4. Verify that the Re-entry Team understands that they should not deviate from the planned route and task, unless due to unanticipated circumstances such as rescue, performing an operation which would minimize the emergency condition, etc. and only after acknowledgement from the OSC.
5. Verify that the Re-entry Team understands that if the monitored dose rates encountered during the entry exceed the limits set by the HPOSC that the Team should return to the OSC or, at a minimum, move to an area of low background and review conditions with the OSC.
6. If a Re-entry Team is to be assigned a new or additional task while still in the field, Part II, Task, of Attachment 5A, Re-entry Team Form, must be re-evaluated by an appropriate Re-entry Supervisor and the HPOSC consulted, prior to providing a field briefing.

**POST ENTRY**

1. Evaluate the success of the Re-entry Team in completing the re-entry task.
2. Ensure that Part IV, Field Notes, of the Re-entry Team Form (Attachment 5A) is completed by the Re-entry Team for documentation.

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**ATTACHMENT 2E**  
**GUIDELINES FOR RELOCATION OF THE OSC**  
(Page 1 of 2)

**A. OSC Supervisor / Manager**

1. In conjunction with the Emergency Coordinator and the TSC HP Supervisor, obtain approval to relocate the OSC to one of the following locations: (not in any priority)
  - a. North Service Building, conference area or maintenance shops
  - b. Blowdown Building
  - c. Unaffected Reactor Auxiliary Building (RAB)
  - d. Other location deemed appropriate
2. Organize three relocation teams as follows:
  - a. SETUP TEAM to prepare the alternate OSC location.
  - b. EQUIPMENT AND SUPPLY TEAM to arrange for and transport equipment to the alternate OSC location.
  - c. TURNOVER TEAM to maintain continuity with the TSC and communications with the Set Up Team.
3. Ensure that communications are established and checked at the alternate OSC.
4. Notify the TSC and Emergency Coordinator that the alternate OSC is operational and the primary OSC has been shutdown.

**B. Maintenance Re-entry Supervisors**

1. Identify tools and equipment for transfer.
2. Make vehicles available to transport equipment.
3. Maintain communications with Re-entry Teams.

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**ATTACHMENT 2E**  
**GUIDELINES FOR RELOCATION OF THE OSC**  
(Page 2 of 2)

**C. HP and Chemistry**

1. Develop a relocation briefing regarding radiological conditions and travel route.
2. Chemistry assist HP in gathering Emergency Kit equipment, dosimetry, and exposure records and prepare for transport.
3. At the new location, reestablish:
  - a. Access control
  - b. Habitability surveys
  - c. Decon location

**D. Security**

1. Reestablish accountability at the new location.
2. Ensure that the alternate location is identified to Security roadblocks.

**E. Admin Tech and Logkeeper**

1. Create a new layout for the OSC in the alternate location, as necessary.
2. Create a new call list of OSC phone numbers in the alternate location.
  - a. A minimum of ten (10) phone lines should be identified, including one line for a telecopy machine, if a machine is available.
    - 1) Radio channels may need to be substituted for missing phone lines.
3. Ensure all status board information is recorded and transferred.

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**ATTACHMENT 2F**  
**OSC FACILITY BRIEFINGS**  
(Page 1 of 1)

**A. GENERAL GUIDELINES**

1. Conducted by the OSC Supervisor / Manager or his/her designee.
2. Establish a frequency (e.g., every 30 minutes or directly following the EC portion of the TSC briefings via the "Videolink").
3. Set criteria (i.e., attendance, noise and activity level, circulation of information).

**B. GENERAL FORMAT -the following information should be included in facility briefings.**

1. Time of the briefing
2. Current emergency classification
3. Plant status (affected Unit, unaffected Unit)
4. Radiological conditions (e.g., release in progress, contaminated areas, etc.)
5. Status of protective actions (e.g., site evacuation, actions underway by the public, etc.)
6. Status of activities underway in the facility
7. Request input/update information from other representatives (e.g., OPS, HP, Chem, Maintenance, Engineering, Security, etc.)
8. Major activity(s) underway in other facilities (e.g., notifications, field monitoring, dose assessment, etc.)
9. Concerns or questions

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**ATTACHMENT 3**  
**OSC COORDINATOR WITH TSC CHECKLIST**  
(Page 1 of 2)

<p><b>NOTE</b> When necessary or appropriate, steps of this checklist may be performed out of sequence.</p>
---

- |           |  |                       |
|-----------|--|-----------------------|
| <b>A.</b> | <b>FACILITY ACTIVATION</b>   | <b><u>INITIAL</u></b> |
|           | 1. Refer to section 5 of this procedure (included in the position notebook) and review the general instructions.                 | _____                 |
|           | 2. Establish communication link with the TSC Coordinator with OSC (in the TSC).  | _____                 |
|           | 3. Synchronize OSC clocks with the TSC.  | _____                 |
| <b>B.</b> | <b>FACILITY OPERATION</b>  |                       |
|           | 1. Steps to occur continually while the facility is in operation:  |                       |
|           | a. Ensure all requests for re-entry activities are documented on Attachment 3A, Re-entry Log.                                    |                       |
|           | 1) Complete the Task Request section of Attachment 3A (letters A - C) with information provided by the TSC Coordinator with OSC. |                       |
|           | b. Give the Re-entry Log to the OSC Supervisor / Manager for completion of the Team Assignment section.                          |                       |
|           | c. Upon return of the Re-entry Log form from the OSC Supervisor / Manager:   |                       |
|           | 1) Provide the information in the Team Assignment section of Attachment 3A, Re-entry Log (letters D - G) to the TSC.             |                       |
|           | 2) Instruct the OSC Administrative Tech/Logkeeper to update the OSC Status Board with Re-entry Team information.                 |                       |
|           | d. Inform the OSC Supervisor / Manager when the EC/TSC will be conducting a facility briefing.                                   |                       |
|           | e. Monitor information on the status board for accuracy.   |                       |

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**ATTACHMENT 3**  
**OSC COORDINATOR WITH TSC CHECKLIST**  
(Page 2 of 2)

B. 1. (continued) INITIAL

- f. Provide temporary coverage for the OSC Supervisor / Manager during Re-entry Team briefings and debriefings, as requested.

C. **FACILITY CLOSEOUT AND RESTORATION**

**NOTE**  
All paperwork completed in the position notebook should remain in the position notebook.

- |   |       |
|---|-------|
| 1. Phone connection to TSC terminated.  | _____ |
| 2. All Re-entry Log entries completed and closed out.   | _____ |
| 3. Provided all completed paperwork (not bound in the position notebook) to the OSC Supervisor / Manager. | _____ |
| 4. Returned position notebook to storage shelf.   | _____ |

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**ATTACHMENT 3A  
RE-ENTRY LOG  
(Page 1 of 1)**

**TASK REQUEST (TSC)**  
The TSC fills in this section and communicates the information to the OSC.

Investigate                       Repair                       Other

A. Description

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B.  EC Review / Approval, as necessary

C. TSC Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**TEAM ASSIGNMENT (OSC)**  
The OSC fills in this section and communicates the information to the TSC.

D. Team No: \_\_\_\_\_ E. Re-entry Supv.: \_\_\_\_\_

F. Time Out: \_\_\_\_\_ G. Time In: \_\_\_\_\_

**TASK REQUEST (TSC)**  
The TSC fills in this section and communicates the information to the OSC.

Investigate                       Repair                       Other

A. Description

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B.  EC Review / Approval, as necessary

C. TSC Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**TEAM ASSIGNMENT (OSC)**  
The OSC fills in this section and communicates the information to the TSC.

D. Team No: \_\_\_\_\_ E. Re-entry Supv.: \_\_\_\_\_

F. Time Out: \_\_\_\_\_ G. Time In: \_\_\_\_\_

/R9

/R9

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**ATTACHMENT 4**  
**OSC ADMINISTRATIVE TECH/LOGKEEPER CHECKLIST**  
(Page 1 of 2)

**NOTE**

- Two persons serve in this position. A division of labor should be established that best supports the OSC Supervisor / Manager.
- When necessary or appropriate, steps of this checklist may be performed out of sequence.

- |           |  |                       |
|-----------|--|-----------------------|
| <b>A.</b> | <b>FACILITY ACTIVATION</b>   | <b><u>INITIAL</u></b> |
|           | 1. Refer to section 5 of this procedure (included in the position notebook) and review the general instructions.   | _____                 |
|           | 2. Ensure status boards in the OSC are clean prior to facility activation.   | _____                 |
|           | 3. Ensure the television sets in rooms 2200 and 2300 are turned on and set on channel 2 (for the "Videolink").   | _____                 |
| <b>B.</b> | <b>FACILITY OPERATION</b>  |                       |
|           | 1. Ensure that all personnel in both Rooms 2200 and 2300 are signed in on the status board and that this information concurs with Attachment 2A, OSC ERO Shift Staffing and Accountability Roster. |                       |
|           | 2. Steps to occur continually while the facility is in operation:  |                       |
|           | a. Maintain the OSC Supervisor / Manager Logbook once turned over from OSC Supervisor (use Attachment 4A, Log Keeping and Status Boards).  |                       |
|           | b. Maintain the OSC Status Board (use Attachment 4A, Log Keeping and Status Boards).   |                       |
|           | c. Review status board entries with the OSC Coordinator with TSC to ensure accuracy.   |                       |
|           | d. Provide administrative assistance and supplies to the OSC Supervisor / Manager and Re-entry Supervisors (supplies are available in the HP Emergency Kit).                                       |                       |

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**ATTACHMENT 4**  
**OSC ADMINISTRATIVE TECH/LOGKEEPER CHECKLIST**  
(Page 2 of 2)

C. FACILITY CLOSEOUT AND RESTORATION INITIAL

**NOTE**  
All paperwork completed in the position notebook should remain in the position notebook.

1. The status board has been cleared and returned to preactivation condition. \_\_\_\_\_
2. Provided all completed paperwork (not bound in the position notebook) to the OSC Supervisor / Manager. \_\_\_\_\_
3. Returned position notebook to storage shelf. \_\_\_\_\_

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**ATTACHMENT 4A**  
**LOGKEEPING AND STATUS BOARDS**  
(Page 1 of 1)

**LOG KEEPING**

1. Example of information to be documented
  - a. Key events (e.g., classification changes, injuries, etc.)
  - b. Status changes in equipment, radiological conditions, personnel, etc.
  - c. Decisions or actions taken
  - d. Status board entries
  - e. Other items of significance
2. Log entry requirements
  - a. Time of entry
  - b. Use ink
  - c. Write legibly
  - d. Use concise and accurate wording
  - e. Strike through and initial any changes
  - f. Do not remove pages from the log

**STATUS BOARDS**

1. Information should be updated every 15-30 minutes and not longer than 60 minutes.
2. Review posted information for accuracy (e.g., review the Re-entry Team number against the Re-entry Log) and verify discrepancies with the OSC Coordinator with TSC.
3. Designate corrected information by circling the entry on the board.
4. When all available blanks are filled in for a given parameter/item, begin again with a different colored marker, erase the existing information (one blank/line at a time) and enter the new information.

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**ATTACHMENT 5**  
**OSC RE-ENTRY SUPERVISOR CHECKLIST**  
(Page 1 of 4)

**NOTE**

1. This checklist applies to the following Re-entry Supervisor positions (responsibilities of the OSC HP Re-entry Supervisor (HPOSC) are provided in HP-200, Health Physics Emergency Organization):

OSC Electrical Re-entry Supervisor	OSC I&C Re-entry Supervisor
OSC Mechanical Re-entry Supervisor	OSC Chemistry Supervisor
OSC OPS Re-entry Supervisor	

2. This attachment also provides guidelines for the following Re-entry Team members:

OSC Electrician	OSC I&C Specialist
OSC Mechanic	OSC Chemist
OSC Non Licensed Operators	

3. When necessary or appropriate, steps of this checklist may be performed out of sequence.

**A. FACILITY ACTIVATION**

**INITIAL**

- |  |       |
|--|-------|
| 1. Refer to section 5 of this procedure (included in the position notebook) and review the general instructions. | _____ |
| 2. Assist in preparation and set-up of the OSC.  | _____ |

**NOTE**

- Initially, on-shift Non-Licensed Operators (NLOs) are under the control of the NPS and are accounted for on the Operations Accountability Aid. Following site evacuation, NLOs report to the OSC and are then considered part of the OSC staff.
- Extra (non on-shift) NLOs report to the OSC and are part of the OSC staff.

- |  |       |
|--|-------|
| 3. Ensure departmental Re-entry Team members are signed-in on a form similar to Attachment 2A, OSC ERO Shift Staffing and Accountability Roster. | _____ |
| 4. Provide activation status of your group to the OSC Supervisor / Manager.  | _____ |

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**ATTACHMENT 5**  
**OSC RE-ENTRY SUPERVISOR CHECKLIST**  
(Page 2 of 4)

- | <b>B. FACILITY OPERATION</b>   | <b><u>INITIAL</u></b> |
|--|-----------------------|
| 1. All Re-entry Supervisors initiate a Logbook.  | _____                 |
| 2. Steps to occur continually by all Re-entry Supervisors while the facility is in operation:  |                       |
| a. Maintain documentation of activities in the Logbook.  |                       |
| b. Re-entry Checklist - When directed by the OSC Supervisor / Manager complete the following in response to a request for a Re-entry Team:   |                       |
| 1) Complete Part I, Team Assignment, portion of Attachment 5A, Re-entry Team Form, as requested by the OSC Supervisor / Manager by selecting Re-entry Team members and a Re-entry Team Leader. Provide names and TLD numbers to the HP OSC Supervisor. |                       |
| 2) Work with other members of the OSC staff to complete Part II, Task, of the Re-entry Team Form.  |                       |
| 3) Review Attachment 5B, Re-entry Team Guidelines, as necessary.   |                       |
| 4) Complete Part III, Team Briefing, of Attachment 5A, Re-entry Team Form.   |                       |
| 5) Provide the Re-entry Team Form to the OSC Supervisor / Manager for briefing verification.   |                       |
| 6) Once dispatched, communicate with the Re-entry Team and keep the OSC Supervisor / Manager informed of status/activities.  |                       |
| 7) Upon return to the OSC, direct the Re-entry Team to complete Part IV, Field Notes, of Attachment 5A, Re-entry Team Form, as appropriate.  |                       |
| 8) Retain completed copies of Attachment 5A, Re-entry Team Form.   |                       |

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**ATTACHMENT 5**  
**OSC RE-ENTRY SUPERVISOR CHECKLIST**  
(Page 3 of 4)

B. 2. (continued) INITIAL

- c. Coordinate shift relief activities with the OSC Supervisor / Manager.
- d. Perform shift turnover with an alternate Re-entry Supervisor, when directed.
  - 1) Ensure shift turnover of other departmental re-entry personnel.

3. ¶4 OPS Re-Entry Supervisor

- a. Establish link with OPS Conference Bridge (originated in the TSC).

**NOTE**  
At site evacuation and at the direction of the EC, NLOs will report to the OSC.

- b. Verify that on-shift NLOs are aware of the following (may be communicated through the Control Room or directly):
  - 1) Emergency dosimetry (Electronic Personal Dosimeter (EPD)), in the Control Room HP Emergency Kits, must be used at ALERT or higher emergency class.
  - 2) The EC will direct the NLOs to the OSC following a site evacuation.
  - 3) Travel route to the OSC will be established by the HPOSC.

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**ATTACHMENT 5**  
**OSC RE-ENTRY SUPERVISOR CHECKLIST**  
(Page 4 of 4)

B. 3. (continued)

INITIAL

**CAUTION**

As specified in ADM-17.09, Invoking 10 CFR 50.54(x), the Emergency Coordinator (EC) may (with the concurrence of a licensed senior operator) waive re-entry requirements to place the plant in a safe shutdown condition or mitigate a release, if this immediate action is needed to protect the public health and safety.

- c. Coordinate operator actions over the OPS Conference Bridge and in conjunction with the OSC Supervisor.

C. FACILITY CLOSEOUT AND RESTORATION

**NOTE**

All paperwork completed in the position notebook should remain in the position notebook.

1. Directed departmental personnel to turn in documentation. \_\_\_\_\_
2. Closed out the Logbook. \_\_\_\_\_
3. Generate Nuclear Plant Work Orders (NPWOs), following termination of the emergency, to ensure all maintenance activities are recorded in plant maintenance program records, as necessary. \_\_\_\_\_
4. Provided all completed paperwork (not bound in the position notebook) to the OSC Supervisor / Manager. \_\_\_\_\_
5. Returned position notebook to storage shelf. \_\_\_\_\_

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**ATTACHMENT 5A  
RE-ENTRY TEAM FORM  
(Page 1 of 1)**

**Part I. Team Assignment**

A. Team No.: \_\_\_\_\_ B. Team Leader: \_\_\_\_\_

C. Team Members:

Name	TLD	Name	TLD
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part II. Task**       Investigate       Repair       Other

A. Task Description: \_\_\_\_\_

B. Assessment: (The Re-Entry Supervisor should ensure all applicable areas are considered.)

- Clearance (OPS)       Security       Safety / Heat Stress  
 Radiological       Tools       Materials / Parts  
 Procedures / Drawings  
 Special Considerations \_\_\_\_\_

C. Communications:

Re-Entry Supervisor Name: \_\_\_\_\_

Primary:  Radio channel \_\_\_\_\_ Alternate:  Phone ext(s) \_\_\_\_\_

**Part III. Team Briefing**

Briefing Check-off: (The Re-Entry Supervisor should ensure all applicable areas have been reviewed during the briefing.)

- description of task       team has necessary tools, etc  
 HP briefing – radiological conditions / dress-out, etc       communications  
 Special considerations \_\_\_\_\_

Completed by: \_\_\_\_\_, Re-entry Supervisor or OSC Supervisor / Manager

Verified by: \_\_\_\_\_, OSC Supervisor / Manager

**Part IV. Field Notes**

The Re-Entry team may use this section for any notes about conditions found, work completed, etc.

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**Part V. De-Brief**

A. Time returned to OSC: \_\_\_\_\_

B. Conditions found / Task Completed?: \_\_\_\_\_

C. Task De-brief completed by: \_\_\_\_\_

D. Team report to HP / Dosimetry: \_\_\_\_\_

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**ATTACHMENT 5B**  
**RE-ENTRY TEAM GUIDELINES**  
(Page 1 of 1)

**MEMBERS OF RE-ENTRY TEAMS:**

1. Should obtain, as appropriate, tools, equipment, supplies, and communications equipment necessary to perform emergency repair / damage control activities.
2. Should report any equipment or supply problems to the Re-entry Supervisor.
3. Shall don personal protective equipment/clothing and dosimetry, if directed by the HPOSC.
4. Should proceed along the pre-planned route to the work location and perform emergency repair/damage control activities, as directed by the Re-entry Supervisor, HPOSC, and OSC Supervisor / Manager.
5. Should maintain communications with the Re-entry Supervisor.
6. Should request additional personnel/equipment, as necessary, through the Re-entry Supervisor.
7. Shall check dosimetry/monitor exposure. If the alarm of the Electronic Personal Dosimeter (EPD) sounds, follow the instructions provided by the HPOSC.
8. Should follow the self-monitoring and personnel decontamination procedures as specified by the HPOSC, when the re-entry is complete.
9. Should complete Part IV, Field Notes, in Attachment 5A, Re-Entry Team Form, and report to the OSC Supervisor / Manager for debrief on return to the OSC.
10. Should report to HP for exposure history update.
11. Should stand-by for further instructions from the Re-entry Supervisor.

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**ATTACHMENT 6**  
**OSC RE-ENTRY FOREMAN CHECKLIST**  
(Page 1 of 2)

**NOTE**

1. This checklist applies to the following Re-entry Foreman positions:

OSC Electrical Chief  
OSC Mechanical Foreman  
OSC I&C Shop Supervisor

2. When necessary or appropriate, steps of this checklist may be performed out of sequence.

- |           |  |                       |
|-----------|--|-----------------------|
| <b>A.</b> | <b>FACILITY ACTIVATION</b>   | <b><u>INITIAL</u></b> |
|           | 1. Refer to section 5 of this procedure (included in the position notebook) and review the general instructions. | _____                 |
|           | 2. Assist the Re-Entry Team Supervisor in identification of departmental journeyman.                             | _____                 |

- B. FACILITY OPERATION**
1. Steps to occur continually while the facility is in operation:
- a. Assist the Re-entry Supervisor in re-entry activities as follows:
- 1) Evaluation of re-entry tasks.
  - 2) Selection of departmental personnel for re-entry tasks.

**NOTE**

- A computer provides a LAN connection and access to the Total Equipment Database (TEDB) in Passport.
- Procedures, Tech Manuals, and drawings are available across the hall from the OSC in the Maintenance Library (an Information Services representative is part of the OSC staff, if needed).

- 3) Determination of level of instruction needed by the Re-entry Team members.

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**ATTACHMENT 6  
OSC RE-ENTRY FOREMAN CHECKLIST  
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- |    |    |    |   |                |
|----|----|----|---|----------------|
| B. | 1. | a. | (continued)   | <u>INITIAL</u> |
|    |    |    | 4) Selection of tools, equipment, and supplies necessary to perform emergency repair/damage control activities. |                |
|    |    | b. | Perform as a Re-entry Team Leader, as directed.   | _____          |

**C. FACILITY CLOSEOUT AND RESTORATION**

**NOTE**

All paperwork completed in the position notebook should remain in the position notebook.

- |    |  |       |
|----|--|-------|
| 1. | Directed departmental personnel to evaluate status of equipment and supplies and report deficiencies.  | _____ |
| 2. | Had departmental Re-entry Team members return all equipment and supplies to normal/storage locations.  | _____ |
| 3. | Provided all completed paperwork (not bound in the position notebook) to the OSC Supervisor / Manager. | _____ |
| 4. | Returned position notebook to storage shelf.   | _____ |

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**ATTACHMENT 7**  
**OSC DEPARTMENTAL REPS CHECKLIST**  
(Page 1 of 3)

**NOTE**

1. This checklist applies to the following OSC Department Reps:  
     OSC Safety Rep                                      OSC NMM Staff Rep  
     OSC Information Services Rep      OSC Protection and Control Rep

2. When necessary or appropriate, steps of this checklist may be performed out of sequence.

- |           |  |                       |
|-----------|--|-----------------------|
| <b>A.</b> | <b>FACILITY ACTIVATION</b>   | <b><u>INITIAL</u></b> |
|           | 1. Refer to section 5 of this procedure (included in the position notebook) and review the general instructions.   | _____                 |
|           | 2. OSC Information Services Rep  |                       |
|           | a. Verify procedures by posting revision numbers on the status board. Post all procedures (EPIP, HP, Chem). Consult the control copy (#807) of procedures in the OSC HP Emergency Kit or follow the steps below to print out an EPIP list. | _____                 |
|           | 1) On the Nuclear Notes Page, PSL Notes Applications, CLICK on "Procedures".   |                       |
|           | 2) On the PSL Documents page, CLICK on "Procedures".   |                       |
|           | 3) On the "Search" toolbar, CLICK the far right tab labeled "More".  |                       |
|           | 4) In the lower middle portion of the expanded "Search" toolbar, CLICK on "Load Search".   |                       |
|           | 5) SELECT "Group Search (Shared)" from the drop down menu.   |                       |
|           | 6) In the "Search for" line, TYPE "EP" (where the "XX" is).  |                       |
|           | 7) CLICK on "Search" or HIT "Enter".   |                       |

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**ATTACHMENT 7**  
**OSC DEPARTMENTAL REPS CHECKLIST**  
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A.    2.    a.    (continued) INITIAL

8)    EPIP list is now displayed (procedures are not in any particular order).

9)    To print the list, Click on "Print Index".

10)   To print the list:

- Click the File.
- Select Print from the drop down menu.
- Select View Options in the dialogue box.
- Click OK.

b.    Ensure copies of the Emergency Response Directory (ERD) are available for use by the OSC Supervisor / Manager and OSC Re-entry Supervisors. Copies of the ERD may be obtained from the HP Emergency Kit.

B.    FACILITY OPERATION

**NOTE**  
Computers are available for accessing the LAN, as needed.

1.    Steps to occur continually while the facility is in operation:

a.    OSC Safety Rep (or as designated by the OSC Supervisor / Manager)

1)    Supervise activities in Room 2200. Follow the guidance provided in Attachment 7A, Room 2200 Guidelines.

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**ATTACHMENT 7**  
**OSC DEPARTMENTAL REPS CHECKLIST**  
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B. 1. (continued) INITIAL

- b. Each representative should be alert to assist the OSC Supervisor in advising Re-entry Teams or participating in re-entry as needed.
- c. Provide support and/or expertise as follows:
  - 1) OSC NMM Staff Rep - materials and equipment in Stores
  - 2) OSC Protection and Control Rep - off-site power and switchyard issues
  - 3) OSC Information Services Rep - obtain and/or produce copies of tech manuals, drawings, procedures, diagrams and other controlled documents, as requested.

C. FACILITY CLOSEOUT AND RESTORATION

**NOTE**  
All paperwork completed in the position notebook should remain in the position notebook.

- 1. Provided all completed paperwork (not bound in the position notebook) to the OSC Supervisor / Manager. \_\_\_\_\_
- 2. Returned position notebook to storage shelf. \_\_\_\_\_

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**ATTACHMENT 7A  
ROOM 2200 GUIDELINES**

(Page 1 of 2)

**A. STAFF AND ACCOUNTABILITY**

1. Assist Security in establishing accountability by instructing all personnel to sign in on Attachment 2A, OSC ERO Shift Staffing and Accountability Roster. Instruct all foremen to ensure their personnel are signed in.
2. Ensure one completed copy of Attachment 2A is provided to the OSC Supervisor / Manager and another completed copy is given to one of the OSC Administrative Tech/Logkeepers.

**B. CONDUCT OF FACILITY OPERATIONS**

1. Identify and process personnel from HP, OPS, Chemistry and Maintenance to initially establish a rapid response/contingency Re-entry Team.
2. Review the rules:
  - a. Orderly conduct is to be maintained at all times.
  - b. Personnel are to listen to TSC briefings broadcast over the Videolink.
  - c. Briefings will occur following the TSC briefings (approximately every 30 minutes) and will allow for questions.
  - d. Personnel are allowed to leave Room 2200 (to use the bathroom, make copies, go the Maintenance Library, etc.), but must notify their foreman if appropriate, and in all instances, sign out on roster provided by Security.
  - e. Personnel are NOT to enter Room 2300 unless instructed to do so.
3. Have personnel identify any tools, instruments or other supplies that are necessary for their response efforts. These requests need to be provided to the OSC Supervisor / Manager so that arrangements can be made to obtain this material.

/R9

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**ATTACHMENT 7A**  
**ROOM 2200 GUIDELINES**  
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**C. HP BRIEFINGS**

1. In addition to re-entry specific briefings, HP should routinely provide general HP briefings to personnel addressing the following:
  - a. Location of the Access Control Point.
  - b. Current dress out requirements.
  - c. Dosimetry, alarm setpoints, and appropriate actions if an alarm should sound.
  - d. General radiological conditions based on on-site survey data.
  - e. Radiological conditions in the OSC.
  - f. Release or dose concerns.

**D. SAFETY BRIEFINGS**

1. Safety considerations associated with re-entries should include:
  - a. Clearance considerations.
  - b. Caution in unknown environments, for example, be wary of steam leaks or other potentially dangerous conditions.
  - c. Personal safety with respect to your physical condition, for example, remain sensitive to the dangers of Heat Stress.
  - d. Be familiar with surroundings and alert to changing conditions.
  - e. Keep in contact with the Re-entry Supervisor.
  - f. Perform the work as safely as possible.
2. When in the field, always review any proposed change in the re-entry plan (ingress, egress, or assigned task) with the Re-entry Supervisor.

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**ATTACHMENT 8  
OSC SECURITY CHECKLIST  
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**NOTE**  
When necessary or appropriate, steps of this checklist may be performed out of sequence.

**A. FACILITY ACTIVATION INITIAL**

1. Refer to section 5 of this procedure (included in the position notebook) and review the general instructions. \_\_\_\_\_

**NOTE**  
Priority is given to identifying the minimum staff (positions in bold on Attachment 2A) which allows the OSC Supervisor / Manager to declare the OSC operational. Accountability must be established for both Room 2200 and 2300. The facility head count must agree with the number of persons signed in on the accountability forms.

2. Using Attachment 2A, OSC ERO Shift Staffing and Accountability Roster, initiate the establishment of initial facility accountability. \_\_\_\_\_

**E. FACILITY OPERATION**

**NOTE**  
Priority is given to identifying the minimum staff (positions in bold on Attachment 2A) which allows the OSC Supervisor / Manager to declare the OSC operational. Accountability must be established for both Room 2200 and 2300. The facility head count must agree with the number of persons signed in on the accountability forms.

1. Log the names and badge numbers of persons filling the following positions and maintain accountability for them even after leaving the facility and/or site:
  - a. Assembly Area Supervisor: \_\_\_\_\_
  - b. Control Room HP coverage
    - 1) Unit 1: \_\_\_\_\_
    - 2) Unit 2: \_\_\_\_\_

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OSC SECURITY CHECKLIST  
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B.	1.	(continued)	<u>INITIAL</u>
	c.	Field Monitoring Team - Red	
		1) Driver:	_____
		2) HP:	_____
	d.	Field Monitoring Team - Blue	
		1) Driver:	_____
		2) HP:	_____
	e.	Field Monitoring Team - Orange	
		1) Driver:	_____
		2) HP:	_____
	f.	Other (e.g., HP sent to off-site Assembly Area, hospital, etc.):	
	2.	Establish initial facility personnel accountable roster required 30 minute following evacuation of non-essential personnel.	_____
	3.	Revise accountability when Non Licensed Operators report to the OSC following site evacuation.	_____
	4.	Coordinate with the Assembly Area Supervisor to establish Security at the off-site Assembly Area based on Security resources availability.	_____

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**ATTACHMENT 8  
OSC SECURITY CHECKLIST  
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B. (continued) INITIAL

5. Steps to occur continually while the facility is in operation:
- a. Assist the TSC Security Supervisor in maintaining site accountability.
  - b. Assist Re-entry Teams in gaining access to plant areas, as needed.
  - c. Assist off-site agencies in gaining plant access.
  - d. Advise the OSC Staff of security related matters.
  - e. Follow Security Procedures.

F. FACILITY CLOSEOUT AND RESTORATION

**NOTE**

All paperwork completed in the position notebook should remain in the position notebook.

- 1. Provided all completed paperwork (not bound in the position notebook) to the OSC Supervisor / Manager. \_\_\_\_\_
- 2. Returned position notebook to storage shelf. \_\_\_\_\_