



## DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-71)

To: NRC-NRR Document Control Desk  
US NRC  
Washington DC 20555

Re: Entire EPIP Document (Copy 28)

PSM Title: n/a

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Distribution Date: 09 / 10 / 2003  
Effective Date of Change: 09 / 17 / 2003  
Return by: 10 / 01 / 2003

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Please perform the following to your assigned manual. If you have any questions regarding this TAM please contact Don A. Johnson at 319-851-7872.

	REMOVE Rev. 140	INSERT Rev. 141
EPIP Table of Contents Revision		
EPIP CR-01 (PWR: 22598)	Rev. 2	Rev. 3
EPIP CR-04 (PWR: 21504)	Rev. 1	Rev. 2
EPIP NOTE-01 (PWR: 22451)	Rev. 4	Rev. 5
EPIP TSC-02 (PWR: 21959)	Rev. 2	Rev. 4

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PERFORMED BY:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

Please return to: K. Dunlap  
PSC/Emergency Planning  
3313 DAEC Rd.  
Palo, IA 52324

*To be completed by DAEC EP personnel only:*

Date TAM returned: \_\_\_\_\_

EPTools updated: \_\_\_\_\_

A045

Wednesday, September 10, 2003

NRC-NRR Document Control Desk  
US NRC  
Washington, DC 20555

To: NRC-NRR Document Control Desk  
From: DAEC Emergency Planning Department

Re: Description of changes to the following documents

EPIP	CR-01	OSM/OSS Checklist
EPIP	CR-04	CR to TSC Command and Control Checklist
EPIP	NOTE-01	ERO Notification - Offhours Phone Systems Callout
EPIP	TSC-02	TSC to EOF Transfer Checklist

Please contact Paul Sullivan, Manager of Emergency Preparedness at DAEC, (319)851-7191, if you require further information.

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<b>Procedure</b>	<b>Title</b>	<b>Revision Number</b>	<b>Date</b>
1.1	Determination of Emergency Action Levels	20	8/5/03
1.2	Notification	28	4/4/03
1.3	Plant Assembly and Site Evacuation	9	09/12/01
1.4	Release of Emergency-Related Information	4	09/04/02
1.5	Activation and Operation of the EOF	4	6/11/03
2.1	Activation and Operation of the OSC	13	09/12/01
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2.3	Operation of the FTS-2001 Phone Network	6	09/04/02
2.4	Activation and Operation of the ORAA	8	09/12/01
2.5	Control Room Emergency Response Operation	14	10/15/01
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2.7	Activation and Operation of the ODEF	6	10/15/01
2.8	Security Threat	2	7/30/03
3.1	In-Plant Radiological Monitoring	12	9/2/02
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CR-02	Back Panel Communicator Checklist	Rev. 1	EPIP 2.5
CR-03	Dose Projection & ARM Data Sheet	Rev. 0	EPIP 2.5
CR-04	Control Room to TSC Command and Control Transfer Checklist	Rev. 2	EPIP 2.5
EAL-01	Abnormal Rad Levels/Radioactive Effluent Table	Rev. 4	EPIP 1.1
EAL-02	Fission Barrier Table	Rev. 3	EPIP 1.1
EAL-03	Hazards & Other Conditions Affecting Plant Safety	Rev. 3	EPIP 1.1
EAL-04	System Malfunction Table	Rev. 3	EPIP 1.1
EAL-05	ISFSI Table	Rev. 0	EPIP 1.1
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EOF - 04	Summary of Computer Data Backup Collection Activities	Rev. 1	EPIP 1.5
EOF - 05	EOF Information Services Representative Checklist	Rev. 3	EPIP 1.5
EOF - 06	DAEC Key Parameter Log	Rev. 0	EPIP 1.5
EOF - 07	Emergency Response and Recovery Director Checklist	Rev. 4	EPIP 1.5
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# OSM/OSS/ CHECKLIST

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## OPERATION

\_\_\_ Evaluate plant conditions and review EPIP 1.1 to verify if appropriate emergency classification has been declared.

\_\_\_ Verify notifications are implemented IAW EPIP 1.2. Mark table below as applicable.

ACTION	UE	A	SE	GE	√
A. Contact the "Duty Emergency Coordinator" if the event is suspected to require EAL Classification.	*	*	*	*	
B. CLASSIFY event per EPIP 1.1, "Determination of Emergency Action Levels,".	X	X	X	X	
C. Complete NOTE-5: State and County Notification Form (DETERMINE appropriate PARs per EPIP 3.3)	X	X	X	X	
D. INFORM Security Supervisor of emergency conditions. • Request 2 Security individuals @ an ALERT or higher if event is <u>NOT</u> Security oriented. • Verify Emergency Accountability card readers are activated @ an ALERT or higher.	X	X	X	X	
E. Have Security make notifications using NOTE-05	X	X	X	X	
E. Complete NOTE-02 "ERO Notification". If event is off-hours, in addition to NOTE-02, complete NOTE-01 for "ERO Off-hours Notification". (Refer to EPIP 1.3)	*	X	X	X	
G. DIRECT Security to activate the Emergency Response Organization ERO to staff TSC and OSC using NOTE-02.	*	X	X	X	
H. Complete Plant Assembly Notification Form NOTE-04 and perform the Page Announcement.	*	X	X	X	
I. ASSEMBLE And ACCOUNT for site personnel within 30minutes of EAL declaration.	*	X	X	X	
J. Complete NOTE-03 NRC Event Notification Worksheet as soon as possible after State & County notifications, but within 60 minutes of declaration.	X	X	X	X	
K. DIRECT Radiation Protection to determine habitability of station by performing surveys and taking samples	**	**	**	**	
L. Evacuate NON-ESSENTIAL site personnel.	**	**	X	X	
M. TRANSFER Command and Control to TSC or EOF as applicable.	**	**	X	X	
N. DIRECT Radiation Protection to DISPATCH Field Team(s) for environs monitoring.	**	**	X	X	
O. Have In-plant operators go through OSC for task assignments when a release is occurring.	**	X	X	X	

## OSM/OSS/ CHECKLIST

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ACTION	UE	A	SE	GE	✓
P. Notify onsite personnel via page of any abnormal radiological areas or safety hazards (steam leaks).	X	X	X	X	
Q. Complete notifications to State, Counties and NRC upon TERMINATION OF EVENT.	X	X	X	X	

\_\_\_ Report accountability of NSPEO's to Security & Support Supervisor in the TSC (x7715).

\_\_\_ If OSM desires hands-free communications:

Acquire phone headset; plug headset into phone.

Place "OSM Desk (X7610) Portable Phone Switch" to ON.

\_\_\_ Verify the following positions are staffed:

CR-TSC Communicator

Back Panel Communicator

\_\_\_ Verify turnover of plant status to the Emergency Coordinator.

\_\_\_ Verify turnover of command and control of the ERO to the Emergency Coordinator.

\_\_\_ Verify NRC ENS Communicator receives a turnover and notifies the NRC Emergency Operations Center as soon as possible but no later than 1 hour after event declaration. (The Security Lt. and STA are backups to the NRC ENS Communicator)

\_\_\_ Verify Protective Action Recommendations IAW EPIP 3.3.

\_\_\_ Callout additional operators as necessary.

\_\_\_ Limit access to the Control Room to only those personnel necessary for operations support.

### RECOVERY

\_\_\_ Refer to EPIP 5.2 "Recovery and Re-entry"

# CONTROL ROOM TO TSC COMMAND AND CONTROL TRANSFER CHECKLIST

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## NOTE

THIS CHECKLIST SHOULD BE USED WHEN TURNING OVER COMMAND  
AND CONTROL FROM CONTROL ROOM TO THE EC IN TSC.

*BRIEF EC/ER&RD regarding:*

1. Current Classification: EAL: \_\_\_\_\_ Time: \_\_\_\_:\_\_\_\_  
Conditions used to determine classification: \_\_\_\_\_

2. Fission Product Barriers:  
Status of Fuel Cladding: \_\_\_\_\_  
Status of RCS: \_\_\_\_\_  
Status of containment: \_\_\_\_\_

3. On-Site Protective Actions initiated:
- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| ❖ Non-Essential onsite personnel evacuated      | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ KI issued to onsite personnel                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Accountability complete for onsite personnel  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Event conditions require respirators and PC's | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Authorize exposures beyond 10CFR20 limits?    | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| ❖ Any onsite personnel injured/hospitalized     | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
- Comments: \_\_\_\_\_

4. Equipment that is Degraded, Out of Service or of Concern:
- \_\_\_\_\_
- \_\_\_\_\_

5. Support needed by the Control Room to mitigate the event:
- \_\_\_\_\_
- \_\_\_\_\_

# CONTROL ROOM TO TSC COMMAND AND CONTROL TRANSFER CHECKLIST

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## 6. Notifications Completed:

State/County Notification (NOTE-5): ☐ YES ☐ NO

NRC via ENS (NOTE-3): ☐ YES ☐ NO

NMC Corporate:

John P. Cowan, VP of Nuclear Operations ☐ YES ☐ NO

(w) 715 - 377-3377

(h) 715 - 386-2592

INPO Emergency Response Center (at Alert or greater) ☐ YES ☐ NO

800 - 321-0614

American Nuclear Insurers (at Alert or greater) ☐ YES ☐ NO

860 - 561-3433

Nuclear Electric Insurance Limited (at Alert or greater) ☐ YES ☐ NO

302 - 778-4433

## 7. Non-Delegable Duties to be Assumed by TSC:

Classify events? ☐ YES ☐ NO

Determine PARs? ☐ YES ☐ NO

Authorize exposures beyond 10CFR20 limits? ☐ YES ☐ NO

## 8. Upon transfer of Command & Control, the TSC will be responsible for the following:

State & County Notifications ☐ YES ☐ NO

ENS Notifications ☐ YES ☐ NO

Onsite Protective Actions ☐ YES ☐ NO

Authorize Use of Thyroid Blocking Agents (KI) ☐ YES ☐ NO

## 9. Other Information:

Release Occuring? ☐ YES ☐ NO

Comments: \_\_\_\_\_

Any In-Plant Radiological Concerns? ☐ YES ☐ NO

Comments: \_\_\_\_\_

Location of any In-Plant Operations personnel? \_\_\_\_\_

# CONTROL ROOM TO TSC COMMAND AND CONTROL TRANSFER CHECKLIST

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## **10. At time of transfer, document:**

Name of OSM/OSS: \_\_\_\_\_

Name of EC or ER&RD: \_\_\_\_\_

Date/Time of transfer: \_\_\_\_\_ / \_\_\_\_\_

***NOTIFY Control Room personnel of transfer of Command & Control.*** \_\_\_\_\_

*OSM/OSS initials* |

## **After transfer, EC/ER&RD to leave emergency voicemail message:**

- ❖ From any phone on-site, dial **3791**
- ❖ When you hear "Prompt Maintenance – Voice Service ID?", dial **7115#**
- ❖ When you hear "Password?", dial **7115#**
- ❖ When you hear "To re-record the prompt press 5", dial **5**
- ❖ Enter your message after the tone (use the following checklist as a guide). Dial **#** when finished and hang up the phone.
- ❖ To hear the message, dial **7115**. If you want to make changes, hang up and begin the process over again.

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## **Checklist of Discussion Points**

### **EVENT**

- ❖ What EAL was declared?
- ❖ When was the EAL declared?
- ❖ Generally, what happened to trigger the EAL?
- ❖ Where did the event happen?
- ❖ What protective actions are in place for the public and the staff?
- ❖ What needs to be done to restore normal operation?

### **SAFETY**

- ❖ Are the public and the staff safe now?
- ❖ Is the plant stable or trending toward public risk?
- ❖ Anyone hurt and/or contaminated? (name, title, department)
- ❖ If so, treated onsite or sent to decontamination or hospital? (what facility?)

### **PLANT CONDITION**

- ❖ Reactor and cooling system running?
- ❖ Reactor at full power?
- ❖ Full electrical output?

# **CONTROL ROOM TO TSC COMMAND AND CONTROL TRANSFER CHECKLIST**

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## **EXTERNAL CONDITIONS THAT MIGHT ATTRACT REPORTERS TO THE PLANT**

- ❖ Ambulances or medical helicopters seen around the plant?
- ❖ Crash involving any kind of vehicle or craft near the plant?
- ❖ If so, anybody hurt?
- ❖ Are plant personnel or local authorities responding?
- ❖ Visible external damage to plant or grid?
- ❖ Visible smoke, flames, slick on ground or water, or dark plume from cooling towers?
- ❖ Loud explosion, railroad or truck noises, or security force practicing on firing range?

## ERO NOTIFICATION - PHONE SYSTEM CALLOUT

### NOTE

In the event the AVS100 callout system is inoperable, the manual method of calling the ERO shall be implemented per the Emergency Telephone Book (ETB) .

- (1) This form shall be used when an Alert or greater classification is declared during non-normal working hours at the DAEC,

### OR

when the plant staff is working an outage schedule in support of a plant need.

- (2) The OSM/OSS shall direct the Security Officer/STA to initiate the Phone Notification.
- (3) For drills or exercises, a member of the Emergency Planning Department staff shall initiate the Phone Notification.
- (4) Completed form will be taken to the SAS operator or the STA if this is a Security event. To initiate the callout, follow the instructions for the Phone Notification System.

REQUESTED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_  
OSM/OSS

INITIATED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_  
Security Officer/STA

- (5) The SAS Operator will receive a call from the Phone Notification System as confirmation of the callout system initiation. The Phone Notification System call to the CAS signifies the callout system has attempted every telephone number on the list once.

CALL  
RECEIVED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_  
Security Officer/STA



**TSC TO EOF**  
**COMMAND AND CONTROL TRANSFER CHECKLIST**  
Page 1 of 2

**NOTE**

This checklist should be used when turning over Command and Control from the EC to the ER&RD.

*BRIEF ER&RD regarding:*

1. **Current Classification:**      **EAL:** \_\_\_\_\_      **Time:** \_\_\_\_:\_\_\_\_  
Conditions used to determine classification: \_\_\_\_\_

2. **Fission Product Barriers:**  
Status of Fuel Cladding: \_\_\_\_\_  
Status of RCS: \_\_\_\_\_  
Status of containment: \_\_\_\_\_

3. **On-Site Protective Actions Initiated:**

❖ Non-Essential onsite personnel evacuated	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
❖ KI issued to onsite personnel	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
❖ Accountability complete for onsite personnel	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
❖ Event conditions require respirators and PC's	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
❖ Authorize exposures beyond 10CFR20 limits?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
❖ Any onsite personnel injured/hospitalized	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

Comments: \_\_\_\_\_

4. **Equipment that Is Degraded, Out of Service or of Concern:**

\_\_\_\_\_

\_\_\_\_\_

5. **Support needed to mitigate the event:**

\_\_\_\_\_

\_\_\_\_\_

**TSC TO EOF**  
**COMMAND AND CONTROL TRANSFER CHECKLIST**  
Page 2 of 2

**6. Notifications Completed:**

State/County Notification (NOTE-5): ☐ YES ☐ NO

NRC via ENS (NOTE-3): ☐ YES ☐ NO

NMC Corporate:

John P. Cowan, VP of Nuclear Operations ☐ YES ☐ NO

(w) 715-377-3377

(h) 715-386-2592

At an Alert or greater (Real Event Only)

INPO See ETB Sec 3 for contact number ☐ YES ☐ NO

ANI See ETB Sec 3 for contact number ☐ YES ☐ NO

NEIL/NML See ETB Sec 3 for contact number ☐ YES ☐ NO

**7. Non-Delegable Duties to be Assumed by EOF:**

Classify events? ☐ YES ☐ NO

Determine PARs? ☐ YES ☐ NO

**8. Upon transfer of Command & Control, the EOF will be responsible for the following:**

State & County Notifications ☐ YES ☐ NO

ENS Notifications ☐ YES ☐ NO

Protective Actions ☐ YES ☐ NO

Offsite Field Teams ☐ YES ☐ NO

**9. Other Information:**

Release Occuring? ☐ YES ☐ NO

Comments: \_\_\_\_\_

Any In-Plant Radiological Concerns? ☐ YES ☐ NO

Comments: \_\_\_\_\_

**10. At time of transfer, document:**

Name of EC: \_\_\_\_\_

Name OF ER&RD: \_\_\_\_\_

Date/Time of transfer: \_\_\_\_\_ / \_\_\_\_\_

Inform TSC/OSC personnel of transfer of Command & Control.

\_\_\_\_\_  
Initials of EC

**DAEC EMERGENCY RESPONSE ORGANIZATION  
POSITION SPECIFIC CHECKLIST**

**FACILITY:** CR      **ERO POSITION:** CONTROL ROOM-TSC COMMUNICATOR

**EPIP FORM TSC-10 REVISION #: 3**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTE**

This checklist is intended to be an aid in your response to the ERO. Reference the applicable Emergency Procedures often, as time permits, to ensure compliance.

**REFERENCES**

**DAEC EMERGENCY PLAN**

Section B, 'Emergency Response Organization'

**DAEC EPIP's**

2.2, 'Activation and Operation of the TSC'

2.5, 'Control Room Emergency Response Operation'

**BASIC PURPOSE OF THIS ERO POSITION:**

*This position is the main communication link to the TSC. This position also enters information onto the Electronic Status Board regarding Control Room activities and selected Rad Monitor readings.*

**DAEC EMERGENCY RESPONSE ORGANIZATION  
POSITION SPECIFIC CHECKLIST**

**ACTIVATION**

- \_\_\_ Report to the TSC, swipe into accountability reader, sign in, acquire position badge and handbook. Utilize checklist, as a guide.
- \_\_\_ Report to the Control Room
- \_\_\_ Locate and utilize the Control Room - TSC Communicator handbook and checklist.
- \_\_\_ Acquire phone headset, plug headset into phone.
- \_\_\_ Place "STA Desk (X7145) Portable Phone Switch" to ON.
- \_\_\_ Verify communications equipment operational with the TSC
- \_\_\_ Log onto ESB, ensure PC clock is in-synch with the PPC time
- \_\_\_ Inform the OSM of your ready status

**OPERATION**

- \_\_\_ Log all pertinent information acquired from the TSC onto the log sheet.
- \_\_\_ Log pertinent Control Room information onto the ESB, do not place information onto the ESB detailing what other facilities are doing, those facilities will provide that information.

Pertinent information is, at a minimum, the following:

- Summary of crew briefings
  - Status of EOP and/or AOP activities
  - Status of Control Room personnel in the plant prior to them being under OSC control
  - Selected Rad Monitor data (RR-4448 A and RR-4448 B) every 30-minutes or as conditions change. (NOTE: if the PPC fails, the Backpanel Communicator position will relocate to the Control Room, and will assume responsibility for providing this information to the TSC.)
  - Other information as necessary to ensure the ERO stays current with Control Room activities.
- \_\_\_ Relay any instructed information back to the TSC, ensure to use 3-part communication.