

**ENTERGY NUCLEAR NORTHEAST**  
**JAMES A. FITZPATRICK NUCLEAR POWER PLANT**  
**P.O. BOX 110, LYCOMING, NY 13093**  
**DOCUMENT TRANSMITTAL AND RECEIPT ACKNOWLEDGEMENT FORM**

**DATE: September 16, 2003**  
**CONTROLLED COPY NUMBER: 34**

**TO: U.S.N.R.C. Document Center/Washington, DC**  
**FROM: CATHY IZYK - EMERGENCY PLANNING DEPARTMENT**  
**SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES**

Enclosed are revisions to your assigned copy of the JAFNPP Emergency Plan and Implementing Procedures. Please remove and **DISCARD** the old pages. Insert the attached, initial and date this routing sheet and return the completed routing sheet to *Cathy Izyk in the Emergency Planning Department within 15 days*. If this transmittal is not returned within 15 days, your name will be removed from the controlled list.

## THESE PROCEDURES ARE EFFECTIVE Monday September 22, 2003

VOLUME 2 Update List Dated September 22, 2003			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
Update List	Replace just the updated list	N/A	

VOLUME Update List Dated September 22, 2003			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-4.1	Ed. Cor. Change pages 15/16 only	16	
EAP-5.3	Ed. Cor. Change pages 11/12 only	9	
EAP-13	REPLACE ALL	15	
EAP-16.2	REPLACE ALL	3	
EAP-23	REPLACE ALL	12	

VOLUME 3 Update List Dated September 22, 2003			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
SAP-13	REPLACE ALL	5	

A045

**EMERGENCY PLAN / VOLUME 1  
UPDATE LIST**

**CONTROLLED COPY #34**

Date of Issue: September 22, 2003

<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>
N/A	TABLE OF CONTENTS	REV. 23	05/03
SECTION 1	DEFINITIONS/ACRONYMS	REV. 20	05/03
SECTION 2	SCOPE AND APPLICABILITY	REV. 19	05/03
SECTION 3	SUMMARY OF THE JAFNPP EMERGENCY PLAN	REV. 10	05/03
SECTION 4	EMERGENCY CONDITIONS	REV. 19	05/03
SECTION 5	ORGANIZATION	REV. 38	05/03
SECTION 6	EMERGENCY MEASURES	REV. 25	05/03
SECTION 7	EMERGENCY FACILITIES AND EQUIPMENT	REV. 25	05/03
SECTION 8	MAINTAINING EMERGENCY PREPAREDNESS	REV. 25	05/03
SECTION 9	RECOVERY	REV. 17	05/03
APPENDIX A	EMERGENCY PLAN IMPLEMENTING PROCEDURES	REV. 18	05/03
APPENDIX B	NYPA POLICY STATEMENT	REV. 6	05/03
APPENDIX C	LETTERS OF AGREEMENT	REV. 26	05/03
APPENDIX D	NEW YORK STATE PLAN AND PROCEDURES	REV. 6	05/03
APPENDIX E	OSWEGO COUNTY PLANS AND PROCEDURES	REV. 6	05/03
APPENDIX F	TYPICAL SUPPORT COMPANIES AND ORGANIZATIONS	REV. 12	05/03
APPENDIX G	DELETED (2/98)		
APPENDIX H	PUBLIC INFORMATION PROGRAM	REV. 27	05/03
APPENDIX I	EMERGENCY EQUIPMENT KITS	REV. 10	05/03
APPENDIX J	SUPPORTING DOCUMENTS	REV. 9	05/03
APPENDIX K	EVACUATION TRAVEL TIME ESTIMATES AND POPULATION DISTRIBUTION FOR THE JAF/NINE MILE POINT EMERGENCY PLANNING ZONE	REV. 6	05/03
APPENDIX L	NUREG-0654/FEMA-REP-1 CROSS REFERENCE	REV. 12	05/03
APPENDIX M	DELETED (5/84)		
APPENDIX N	TYPICAL FEDERAL SUPPORT RESOURCES	REV. 13	05/03

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
UPDATE LIST**

**CONTROLLED COPY # 34**

Date of Issue: SEPTEMBER 22, 2003

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 19	02/98	N/A
IAP-1	EMERGENCY PLAN IMPLEMENTATION CHECKLIST	REV. 31	08/03	Informational
IAP-2	CLASSIFICATION OF EMERGENCY CONDITIONS	REV. 24	05/03	Informational
EAP-1.1	OFFSITE NOTIFICATIONS	REV. 49	08/03	Informational
EAP-2	PERSONNEL INJURY	REV. 26	01/03	Informational
EAP-3	FIRE	REV. 23	08/02	Informational
EAP-4	DOSE ASSESSMENT CALCULATIONS	REV. 33	06/03	Informational
EAP-4.1	RELEASE RATE DETERMINATION	REV. 16	05/03	Informational
EAP-5.1	DELETED (02/94)			
EAP-5.2	DELETED (04/91)			
EAP-5.3	ONSITE/OFFSITE DOWNWIND SURVEYS AND ENVIRONMENTAL MONITORING	REV. 9	08/02	Informational
EAP-6	IN-PLANT EMERGENCY SURVEY/ENTRY	REV. 17	05/03	Informational
EAP-7.1	DELETED (02/94)			
EAP-7.2	DELETED (02/94)			
EAP-8	PERSONNEL ACCOUNTABILITY	REV. 62	08/03	Informational
EAP-9	SEARCH AND RESCUE OPERATIONS	REV. 11	05/03	Informational
EAP-10	PROTECTED AREA EVACUATION	REV. 17	05/03	Informational
EAP-11	SITE EVACUATION	REV. 19	05/03	Informational
EAP-12	DOSE ESTIMATED FROM AN ACCIDENTAL RELEASE OF RADIOACTIVE MATERIAL TO LAKE ONTARIO	REV. 11	04/02	Informational
EAP-13	DAMAGE CONTROL	REV. 15	09/03	Informational
EAP-14.1	TECHNICAL SUPPORT CENTER ACTIVATION	REV. 23	05/03	Informational
EAP-14.2	EMERGENCY OPERATIONS FACILITY ACTIVATION	REV. 21	05/03	Informational
EAP-14.5	OPERATIONAL SUPPORT CENTER ACTIVATION	REV. 14	03/00	Informational

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2  
UPDATE LIST**

Date of Issue: SEPTEMBER 22, 2003

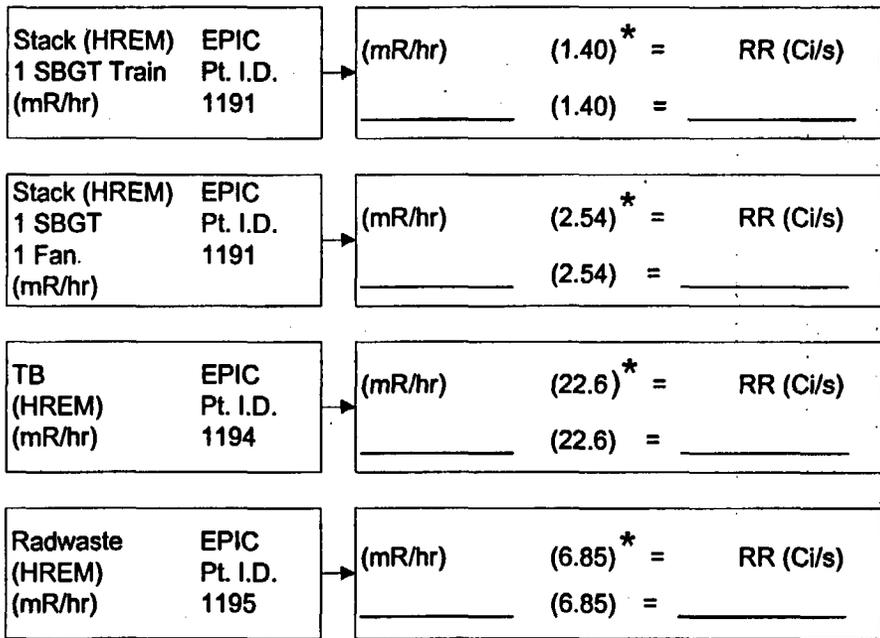
<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>	<b>Use of Procedure</b>
EAP-14.6	HABITABILITY OF THE EMERGENCY FACILITIES	REV. 15	05/03	Informational
EAP-15	EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL	REV. 11	06/02	Informational
EAP-16	PUBLIC INFORMATION PROCEDURE	REV. 7	05/03	Informational
EAP-16.2	JOINT NEWS CENTER OPERATION	REV. 3	09/03	Informational
EAP-17	EMERGENCY ORGANIZATION STAFFING	REV. 107	08/03	Informational
EAP-18	DELETED (12/93)			
EAP-19	EMERGENCY USE OF POTASSIUM IODINE (KI)	REV. 22	05/03	Informational
EAP-20	POST ACCIDENT SAMPLE, OFFSITE SHIPMENT AND ANALYSIS	REV. 9	06/02	Informational
EAP-21	DELETED (12/85)			
EAP-22	DELETED (02/98)			
EAP-23	EMERGENCY ACCESS CONTROL	REV. 12	09/03	Informational
EAP-24	EOF VEHICLE AND PERSONNEL DECONTAMINATION	REV. 9	06/02	Informational
EAP-25	DELETED (02/94)			

FLOW CHART TO DETERMINE RELEASE RATE FROM HIGH RANGE EFFLUENT MONITORS (HREM)

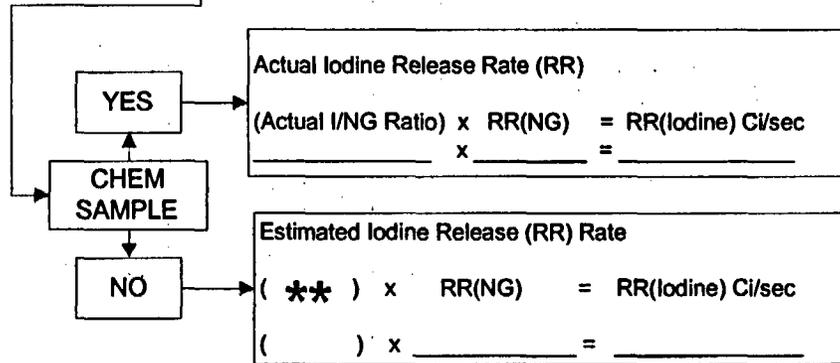
DATA: Stack \_\_\_\_\_ (mR/hr)

TB \_\_\_\_\_ (mR/hr) RW \_\_\_\_\_ (mR/hr)

DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 NAME: \_\_\_\_\_



Noble Gas Release Rate RR (NG) (Ci/sec)  
 \_\_\_\_\_



\* Based on G. E. Data for monitor response under normal flow rates listed on page 7.

Iodine / Noble Gas Ratio	RATIOS **
Loss of Coolant Accident	2.98E-03
Control Rod Drop	9.93E-03
Refueling Accident	1.24E-04
Steam Line Break Single Phase	1.79E+01
Steam Line Break Two Phase	1.79E+01
Containment Design Basis Accident	2.13E-02

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ NAME: \_\_\_\_\_

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Containment Rad Monitor I.D.	Containment Rad Monitor Dose Rate (R/hr)	Time of Reading	Time of Shutdown	Time of Reading After Shutdown (hr) ΔT	Calculated Concentration in containment (Ci/cc)	Expected Flow Rate to Environment *(cc/sec)  Utilize rated or calculated primary containment leakage	Estimated Release Rate (Ci/sec)
						x	=
						x	=

\*To convert cfm to cc/sec, multiply cfm by 472 from CRC handbook of Chemistry and Physics, 64th Edition, pg. F-308.

Attachment 4 Location on Graph	Calculated Concentration* (Ci/cc)
Area above Case #1	5.20E-2
Area between Case #1 and Case #2	3.45E-2
Area between Case #2 and Case #3	1.09E-2
Area between Case #3 and Case #4	3.30E-4
Area between Case #4 and Case #5	1.91E-5
Area between Case #5 and Case #6	1.91E-6
Area below Case #6	Normal

\*Concentrations derived using EAP-44 estimates of core inventory and a containment volume of 7.48E+9cc (i.e. drywell and torus gas space volume).

**NOTE:**

The Primary Containment and Reactor Building leak rate default value is 1.5% per day (5352 cc/sec or 11.34 CFM). The as-left Primary Containment leak rate calculated after RO-15 was approximately 1,569 scf/day (1.1 CFM or 514.4 cc/sec).

The dose rate at the site boundary is 500 mr/yr whole body from noble gas, 1,500 mr/yr for any organ from iodines and particulates with half lives greater than 8 days, per Offsite Dose Calculation Manual (ODCM).

The current total as-left Primary Containment leakage can be found in the last run of ST-39B attachment 7. The last run ST-39B is in a binder in the bottom drawer of the middle file cabinet in the Operations file area adjacent to the Control Room. Attachment 7 is used to update the leakage totals subsequent to a complete run of ST-39B (i.e., forced outage LLRTs). The most recently dated forms of attachment 7 will contain the current as-left Minimum Pathway leakage and Maximum Pathway leakage. These numbers will provide the least and most amount of leakage projected for all Primary Containment leakage pathways. These numbers are reported in Standard Liters per Minute (SLM). To convert to cc/sec, as required in EAP-4.1, divide SLM by 28.31 to get CFM, then multiply CFM by 472 to get cc/sec.

- 4.6.3 Perform both beta and gamma surveys with an ionization chamber survey meter. (Record instrument serial numbers, time, survey location and beta/gamma dose rates on Downwind Survey Log Sheet, Attachment 2.)
- A. Take three readings at waist level (3 feet above ground) within a circle of about 10-15 yards in diameter at the sampling location. Record and transmit back to dispatch center the highest of the three (3) readings.
  - B. Take three readings at 3 inches above ground at locations corresponding to the waist level readings. Record and transmit back to the dispatch center the highest of the three (3) readings.
- 4.6.4 Transmit results of survey to the dispatch center, as stated above. (Be sure to identify team, time, survey location as well as dose rate data.) Acknowledge accurate receipt of information repeated back by dispatcher.
- 4.6.5 As directed by the dispatcher, conduct an air sample in accordance with steps 4.6.6 - 4.6.11 or proceed to next sampling location and survey in accordance with steps 4.6.2 - 4.6.4 or return to station in accordance with step 4.6.13.
- 4.6.6 Set up the portable air sampler such that it has power, has both particulate filter and Silver Zeolite iodine collection cartridge and is between 3 and 7 feet off the ground.
- 4.6.7 Obtain a sample of 25 cubic feet. (Run the sampler for a time interval corresponding to the flow rate data affixed to the pump such that 25 cubic feet is obtained. A normal flow rate is about 3.3 cfm.)

- 4.6.8 For air samples collected in locations with a dose rate greater than 1 mR/hr, move to an area with a dose rate of less than 1 mR/hr and draw a one minute purge on the sample cartridge prior to counting. This will purge noble gases from the sample assembly. For air samples collected in locations with a dose rate of less than 1 mR/hr, count sample at that location.
- 4.6.9 Perform a background count, particulate filter count and Silver Zeolite iodine cartridge count separately. (Iodine sample counts greater than 8,500 net cpm should be returned as directed for HPGc analysis, refer to step 4.11 Environmental Lab Radiological Sample Guidelines.)
- A. Use the mini scaler as the primary counting instrument for both the particulate and iodine cartridge. See RP-INST-02.09, MINI-SCALER, MS-2 AND MS-3.
1. Obtain a background count.
  2. Place the particulate filter in the sample holder textured side up.
  3. Record the total counts.
  4. Remove the particulate filter and store in an air sample envelope. Record date, time, location, volume, and total counts on sample envelope and on Attachment 2.
  5. Obtain another background count.
  6. Remove the sample holder slide drawer. Place the iodine cartridge in the sample holder.
  7. Record the total counts.
  8. Remove the iodine cartridge and store in a plastic bag. Record date, time, location, volume, and total counts on plastic bag and on Attachment 2.
- B. Use the count rate meter if a back-up counting instrument is needed.

ENTERGY NUCLEAR OPERATIONS, INC.  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

DAMAGE CONTROL  
EAP-13  
REVISION 15

APPROVED BY: *M. Aull*

DATE: 9/9/03

RESPONSIBLE PROCEDURE OWNER

EFFECTIVE DATE: September 22, 2003

FIRST ISSUE

FULL REVISION

LIMITED REVISION

***** * * INFORMATIONAL USE * *****	***** * * * * * * * * * * * * *****
***** * * ADMINISTRATIVE * *****	***** * * * * * * * * * * * * * * * *****

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PERIODIC REVIEW DUE DATE: JUNE 2007

## REVISION SUMMARY SHEET

## REV. NO.

- 15
  - Added section 4.2.15 for post emergency restoration.
  - On attachment 2 at the top of page one added a line for date and time to be filled in.
- 14
  - Attachment 2 reorganized for better work flow.
  - Updated department name change from RES to RP
  - Added section 4.4.2.
- 13
  - New procedure Added prompt to Section 4, Guidelines for OSC Manager or designee, to monitor the adequacy of SCBA supplies.
  - Added note from page 6 to page 9 re: Mission guide - editorial
- 12
  - Changed Attachment 2 - Changed EAP-13.1 to Attachment 2 - editorial.
  - Added prompts in section 6 to add approvers name for verbal approval to improve traceability of evolutions.
- 11
  - Reformat per AP-02.01, Rev. 5.
  - Change level of use to "Informational" per AP-02.04.
  - Editorial corrections for the following sections:  
1.0, 2.1, 4.3 NOTE, 4.3.3, 4.3.5.A, 4.3.5.B.4, 4.3.5.D, 4.3.6, 4.3.8, 4.3.9, 4.3.12, 4.4.8 and 5.0.
  - Added Attachment 1, Damage Control Team Composition.

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**1.0 PURPOSE**

This procedure provides guidelines for the control of damage during an emergency including repair, corrective action and modification activities. This procedure should be used in conjunction with plant maintenance, operations and work activity control procedures whenever possible. Damage Control Team composition is detailed on Attachment 1.

**2.0 REFERENCES****2.1 Performance References**

- 2.1.1 EAP-6, IN-PLANT EMERGENCY SURVEY/ENTRY
- 2.1.2 EAP-15, EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL
- 2.1.3 AP-05.02, CONTROL OF TEMPORARY MODIFICATIONS
- 2.1.4 AP-10.01, PROBLEM IDENTIFICATION AND WORK CONTROL
- 2.1.5 AP-12.01, EQUIPMENT AND PERSONNEL PROTECTIVE TAGGING

**2.2 Developmental References**

- 2.2.1 EAP-6, IN-PLANT EMERGENCY SURVEY/ENTRY
- 2.2.2 EAP-15, EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL
- 2.2.3 SAP-2, EMERGENCY EQUIPMENT INVENTORY
- 2.2.4 AP-05.02, CONTROL OF TEMPORARY MODIFICATIONS
- 2.2.5 AP-10.01, PROBLEM IDENTIFICATION AND WORK CONTROL
- 2.2.6 AP-12.01, EQUIPMENT AND PERSONNEL PROTECTIVE TAGGING

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### 3.0 INITIATING EVENTS

3.1 An emergency has been declared, the Emergency Plan has been entered, and the TSC and OSC have been activated.

3.2 Plant equipment has been damaged, as indicated by:

3.2.1 Visual observation; or

3.2.2 Control Room or other panel indications are symptomatic of damaged equipment.

### 4.0 PROCEDURE

4.1 The Emergency Director shall:

4.1.1 If necessary, authorize damage control team members to receive radiation doses in excess of usual limits in accordance with EAP-15, EMERGENCY RADIATION EXPOSURE AND CONTROL.

4.1.2 Designate a person to perform the function of the Emergency Maintenance Coordinator until that position is activated and functioning.

4.1.3 Ensure that all corrective/repair actions are carried out and documented in accordance with this procedure and/or any other applicable procedures

4.2 Emergency Maintenance Coordinator, or designee shall:

4.2.1 Determine the location of the suspect equipment using plant drawings, general arrangement drawings, flow and system drawing, direct or reported observations, or from other means.

4.2.2 Establish the status of plant work and workers.

4.2.3 If an evacuation of any type has occurred, contact the Control Room to determine what emergency work has been authorized and who is conducting it.

4.2.4 Evaluate the radiological conditions in the area using area monitors and in-plant survey information with assistance from the Radiological Support Coordinator.

- 
- 4.2.5 Evaluate other conditions such as the proximity of fire, smoke or steam from direct or reported observations or panel indications.
  - 4.2.6 Brief the OSC Manager or designee on the findings of steps 4.2.1 through 4.2.5.
  - 4.2.7 Consult with the Emergency Director, OSC Manager, and staffs to determine the following:
    - A. Work priorities
    - B. Level of work control
  - 4.2.8 Ensure that teams needed for the following can be dispatched as quickly as necessary for the work to progress:
    - A. Support of plant operations
    - B. Support of AOPs and EOPs
  - 4.2.9 Coordinate requests for assistance in the areas of manpower, equipment, supplies, and technical expertise.
  - 4.2.10 When OSC is manned and operational, inform the Shift Manager that all operators dispatched or requests for Chemistry Lab samples be directed through you and the OSC.
  - 4.2.11 Receive and evaluate all reports of damaged equipment and determine the potential impact on the plant.
  - 4.2.12 Direct the OSC Manager to organize and dispatch Damage Control Teams.
  - 4.2.13 Brief the OSC Manager on the details of the suspect equipment operation, maintenance, failure modes and location(s).

- 4.2.14 Supervise and control all task performance as follows:
- A. Review and approve the proposed maintenance, repairs and modifications,
  - B. Ensure that the OSC Manager obtains Shift Manager approval before permitting the performance of any work on safety-related equipment,
  - C. Obtain TSC guidance for engineering repair work, if necessary.
- 4.2.15 Upon exiting the emergency provide a copy of each completed EMERGENCY DAMAGE CONTROL SUMMARY FORM to the Work Control Scope committee and to the CR Screening committee.

**4.3 OSC Manager or designee shall:**

**NOTE:** Attachment 3 provides a Mission Guide for dispatch of a damage control team.

- 4.3.1 Utilize the following groups as sources for team members:
- A. During normal working hours or when emergency facilities are operational:
    - I & C personnel
    - Maintenance personnel
    - Operations personnel
    - Radiation Protection/Chemistry personnel
    - B&G personnel
    - Fire/First Aid/Search & Rescue Team personnel
  - B. During off-hours and before emergency facilities are operational:
    - Senior Nuclear Operator
    - Operators
    - On-shift Radiation Protection/Chemistry Technician
    - Other available personnel

- 
- 4.3.2 Confer with the Emergency Maintenance Coordinator to determine damage repair priorities and inspection needs.
- 4.3.3 Record tasks to be completed and required level of work control on Emergency Damage Control Summary Form (Attachment 2).
- 4.3.4 Assess the availability of personnel for staffing Damage Control Teams.
- 4.3.5 Instruct the Damage Control Team Supervisor to:
- A. Select personnel needed to complete the tasks identified. Teams must consist of at least two persons familiar with the area and equipment and qualified to perform the tasks, unless justified and documented by the Emergency Maintenance Coordinator. For areas with known, or suspect, abnormal radiological conditions, one member is required to be a Radiological Technician.
  - B. Perform task planning and briefings. Briefings should include the following:
    - 1. Details of the suspect equipment operation, maintenance, failure modes and location(s).
    - 2. Details of the repair or corrective action task.
    - 3. Anticipated hazards and protective clothing and respirator equipment required.
    - 4. For radiological areas, have RP conduct briefing per EAP-6, IN-PLANT EMERGENCY SURVEY/ENTRY.
    - 5. Have RP determine routes of ingress and egress to the equipment location(s).
    - 6. Identification of maps and drawings associated with the equipment.
    - 7. Communications.

- C. When necessary, review, modify, write and/or implement any procedure(s) to be used.
  - D. Report back to the OSC Manager with detailed recommended actions documented on Emergency Damage Control Summary Form (Attachment 2).
  - E. Select Team Leader for team members that are to be dispatched.
- 4.3.6 Obtain approvals indicated on the Emergency Damage Control Summary Form (Attachment 2).
- 4.3.7 Confirm the level of work control based on the details of mission or task with the Emergency Maintenance Coordinator.
- 4.3.8 Document verbal approvals as indicated on the Emergency Damage Control Summary Form (Attachment 2).
- 4.3.9 Ensure Damage Control Team is briefed on the mission and the briefing is documented on the Emergency Damage Control Summary Form (Attachment 2).
- 4.3.10 Forward requests for assistance in the areas of manpower, equipment and technical expertise to the Emergency Maintenance Coordinator. (Ask and note specific details requested.)
- 4.3.11 Monitor and report the activities of Damage Control Teams to the Emergency Maintenance Coordinator.
- 4.3.12 Insure all data or data sheets generated are reported to you and transmitted to Emergency Maintenance Coordinator.
- 4.3.13 Assess the availability of full SCBA air cylinders and clean face pieces to support the damage control actions planned. Initiate on-site recharging of empty cylinders to maintain an adequate supply.

**4.4 Damage Control Team Members shall:**

**NOTE:** Attachment 3 provides a Mission Guide for dispatch of a damage control team.

- 4.4.1 Report to the OSC for briefings before being dispatched on mission or repair tasks.
- 4.4.2 **IF** no preplanned actions were discussed in the event of a protected area or site evacuation, **THEN** automatically exit the RCA (or other location) and return to the OSC.
- 4.4.3 Follow all existing safety and ALARA practices to the extent possible.
- 4.4.4 Equip themselves as briefed.
- 4.4.5 Minimize dose as specified in EAP-15, EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL.
- 4.4.6 Continue to monitor radiation levels and revise actions based upon improvement or worsening of radiological conditions.
- 4.4.7 Notify the Damage Control Team Supervisor upon encountering any abnormal conditions not covered in the pre-entry briefing.
- 4.4.8 Participate in a debriefing after the task is completed.
- 4.4.9 Document results and/or actions of mission on the Emergency Damage Control Summary Form (Attachment 2).

**5.0 ATTACHMENTS**

- 1. DAMAGE CONTROL TEAM COMPOSITION
- 2. EMERGENCY DAMAGE CONTROL SUMMARY FORM
- 3. OSC DAMAGE CONTROL MISSION GUIDE

ATTACHMENT 1

DAMAGE CONTROL TEAM COMPOSITION

Page 1 of 1

Teams must consist of at least two persons familiar with the area and equipment, and qualified to perform the tasks, unless justified and documented by the Emergency Maintenance Coordinator.

For areas with known, or suspect; abnormal radiological conditions, one member is required to be a Radiological Technician.

**EMERGENCY DAMAGE CONTROL SUMMARY FORM**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TEAM DESIGNATION/NUMBER: \_\_\_\_\_ PRIORITY: \_\_\_\_\_

OSC MANAGER

**1. MISSION TASK/LOCATION/COMPONENT ID**

COMPONENT ID: \_\_\_\_\_ LOCATION: \_\_\_\_\_

MISSION/TASK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. LEVEL OF WORK CONTROL (Check all that apply)**

AP-10.1 Work Control

AP-12.01 PTR

Work Control, EAP-13 Att. 2 (Urgent Work)

AP-05.02 Temp Mods

**3. APPROVAL/NOTIFICATION/REVIEW (Print/Sign/Date)**

Maintenance Coordinator: (Approval)	<input type="checkbox"/> Approved Verbally (Enter Approver Name)
Shift Manager/SRO:	<input type="checkbox"/> Approved Verbally (Enter Approver Name)
Quality Assurance Review:	

\*QA Review may be deferred until after completion of task.

TEAM SUPERVISOR

**4. DAMAGE CONTROL TEAM COMPOSITION**

TITLE	NAME	TLD #	SECURITY BADGE #
Supervisor			
Team Leader			

**5. PRE-JOB BRIEF (DETAILS OF MISSION OR TASK Including protective gear, special tools and special precautions).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEAM SUPV.

6. COMMUNICATIONS (Contact OSC every 15 minutes)

Primary(circle one): Gai-Tronics ALARA 6843 OSC 6837 Radio Channel #

Backup(circle one): Gai-Tronics ALARA 6843 OSC 6837 Radio Channel #

Other:

RP/ALARA

7. TEAM BRIEFING

Conducted by (NAME): Time:

RWP #:

Radiological Conditions:

Hazards/Route:

REPAIR TEAM LEADER

8. TIME TEAM DISPATCHED:

TIME TEAM RETURNED:

9. DOCUMENT ACTIONS AND RESULTS OF MISSION OR TASK:

As found conditions:

Actions Taken:

As Left Condition:

1. OSC Manager and Emergency Maintenance Coordinator confer on the required mission or repair task, identifying as a minimum the following:
  - a. Required mission or repair task.
  - b. Component identification number if applicable.
  - c. Plant location.
  - d. The current priority of the task. Revise status board.
  - e. Level of work control required for the mission or repair task. Indicate if the following are required, or if none apply.
    - 1) AP-10.01, Problem Identification and Work Control
    - 2) AP-12.01, Equipment and Personnel Protective Tagging
    - 3) AP-05.02, Control of Temporary Modifications
2. The OSC Manager documents the requirements for the mission or repair task on Attachment 2, Emergency Damage Control Summary Form, Sections 1 and 2.
3. The OSC Manager obtains the Emergency Maintenance Coordinator approval and SM/SRO approval for maintenance or modifications to safety related equipment or systems. The priority and level of work control required should be reconfirmed with the EMC at this time AND documented on attachment 2 and status board.
4. The OSC Manager selects a Team Supervisor based on the type of mission or repair task, briefs the Team Supervisor and identifies the Team by Number.
5. The Team Supervisor selects personnel from OSC staff and initiates the planning process. The planning process and briefing should include the following and be detailed on Sections 4, 5 and 6 of Attachment 2:
  - a. Research the details of the mission or repair task, details of suspect equipment, possible corrective maintenance, failure modes and locations.
  - b. Anticipated hazards and protective clothing/respiratory equipment.

- c. Details of repair or corrective action.
  - d. Communications: There should be a means of contacting the OSC Team Supervisor at least every 15 minutes.
  - e. Identify maps and drawings.
  - f. Preplan the team actions in the event of a Protected Area or Site Evacuation (Ref. EAP-6, Section 4.2.3.H).
6. Radiation Protection/ALARA provides a radiological briefing, as applicable, and documents in section 7. This briefing should include routes of ingress and egress to plant location.
  7. The Team Supervisor ensures the Team Members have been briefed prior to being dispatched. The Team is then dispatched to perform mission or repair action. The Team Leader must stay in contact with the OSC. This contact should be at least every 15 minutes.
  8. The Team leader completes Section 8 noting time team is dispatched and time team returns.
  9. When the Team returns a debriefing shall be held and the result documented on Attachment 2, Section 9. Results should include the following:
    - a. As found condition
    - b. Actions taken
    - c. As left condition
  10. If no work control other than this procedure is used for repair task, then Attachment 2 shall be used to document work performed and the equipment's current condition. This will be needed during the recovery phase.
  11. The Team Supervisor then reports the results to the OSC Manager and returns the completed Attachment 2 to the OSC Manager.

ENTERGY NUCLEAR OPERATIONS, INC.  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

JOINT NEWS CENTER OPERATION  
EAP-16.2  
REVISION 3

APPROVED BY: *[Signature]*  
RESPONSIBLE PROCEDURE OWNER

DATE: 9/9/05

EFFECTIVE DATE: September 22, 2003

FIRST ISSUE  FULL REVISION  LIMITED REVISION

***** * * INFORMATIONAL USE * ***** ***** * * ADMINISTRATIVE * *****	***** * * * * TSR * * ***** ***** * * CONTROLLED COPY # <u>34</u> * *****
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PERIODIC REVIEW DUE DATE: MAY 2008

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REVISION SUMMARY SHEET

REV. NO.

- 3
  - Added developmental reference to EAP-37
  - Added note to section 5.3.1.C for consistency with EAP-37
- 2
  - Revised Attachment 9 to be consistent with State format.
- 1
  - Added detail to responsibilities section for clarification of each position.
  - Added Definitions Section to define common terms.
  - Revised procedure throughout for human factors and to meet criteria established by State JNC procedure.
- 0
  - New Procedure

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**1.0 PURPOSE**

Provide guidance and define actions necessary to ensure coordination with Public Information Officers representing Oswego County, New York State and federal agencies in providing the public with timely and accurate information on plant conditions during a plant emergency.

**NOTE 1:** The Joint News Center Spokesperson or JAFNPP Emergency Director may, at their own discretion, direct the use of other procedures or forms and/or may deviate from this procedure as necessary to ensure fulfillment of the JNC mission.

**NOTE 2:** The JNC Mission is three fold:

- Provide timely information to the media through media briefings and news releases.
- Develop and disseminate emergency advisories to the public in the 10-mile Emergency Planning Zone (EPZ) through the Emergency Alert System (EAS). These advisories are restricted to official notification of protective actions recommended by governmental officials for the general public within the 10-mile EPZ.  
(Controlled by outside agencies)
- To conduct media response, media monitoring, and public inquiry response operations to ensure the public receives accurate and timely information.

**2.0 REFERENCES**

**2.1 Performance References**

None

**2.2 Developmental References**

- 2.2.1 IAP-2, Classification Of Emergency Conditions
- 2.2.2 NUREG-0654, Rev 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 2.2.3 NMP-JAF JNC Procedures 03 (Document created by County Officials describing JNC processes)
- 2.2.4 EAP-37, Security of the Emergency Operations Facility (EOF) and Environmental Laboratory (EL) during drills, exercises and actual events.

**3.0 INITIATING EVENTS**

- 3.1 Declaration of an emergency as an "Alert" or higher, per IAP-2, Classification Of Emergency Conditions.
- 3.2 Directed activation by the Shift Manager or Emergency Director.

**4.0 RESPONSIBILITIES**

**4.1 Emergency Director (ED)**

- 4.1.1 Reviews briefing notes and news releases for technical concurrence and acknowledgement.

**4.2 JNC Spokesperson**

- 4.2.1 The JNC Spokesperson is responsible for the coordination and approval of all information prior to release to the media and public.
- 4.2.2 Coordinate information with public information spokesperson for local, state, and federal agencies.
- 4.2.3 Supervise preparation of briefing notes and support material (i.e.: diagrams) for media briefings.
- 4.2.4 Preside at media briefings.
- 4.2.5 Coordinate media interviews with the Briefing Room Coordinator in response to media inquiries.
- 4.2.6 Conduct routine interviews.
- 4.2.7 Ensure accuracy, timeliness and completeness of news releases.
- 4.2.8 Approve briefing notes and news releases for distribution.

---

### 4.3 JNC Director

- 4.3.1 The JNC Director is responsible to the JNC Spokesperson for the supervision and direction of JNC operations involved with the flow of information from the plant to the JNC staff.
- NOTE:** If the JNC Director position is not filled, the JNC Spokesperson assumes JNC Director responsibilities.
- 4.3.2 Maintain overall command and control of JNC operations, including public inquiry functions.
- 4.3.3 Designate a Public Inquiry Coordinator.
- 4.3.4 Designate an Assistant JNC Director as required.
- 4.3.5 Designate a Briefing Room Coordinator as required.
- 4.3.6 Assist the Briefing Room Coordinator with informing media representatives of scheduled media briefings.
- 4.3.7 Designate a person to act as the JNC State and County Liaison (if required).
- 4.3.8 Supervise preparation of news releases.
- 4.3.9 Maintain communications and coordinate activities between the JNC and Entergy Nuclear Northeast offices and facilities.
- 4.3.10 Coordinate information and briefings with federal, state and local emergency preparedness groups located at the JNC.
- 4.3.11 Supervise activities of the Administrative Manager.
- 4.3.12 Ensure required staffing for JNC activation.
- 4.3.13 When JNC activities are terminated, ensure logs and paperwork are provided to Emergency Planning for permanent file.

**4.4 Technical Briefer**

- 4.4.1 The Technical Briefer is responsible to the JNC Spokesperson for the technical accuracy of information received at the JNC prior to use by JNC staff.
- 4.4.2 Attend media briefings as requested by the JNC Spokesperson to assist JNC Spokesperson with technical information presented to the news media.
- 4.4.3 Review as requested, news releases and briefing notes for technical accuracy.
- 4.4.4 Provide information concerning the incident and plant operations for use by personnel during pre-briefings and media briefings.
- 4.4.5 Obtain and review plant information with JNC Spokesperson, JNC Director and JNC staff ensuring all are kept up to date (use technical information line or travel to EOF as necessary).
- 4.4.6 Assist the JNC Spokesperson with identifying and organizing topics for the next media briefing.
- 4.4.7 Attend pre-briefings to assist with technical issues.
- 4.4.8 Obtain responses to reporters' questions, which remained unanswered during media briefings.
- 4.4.9 Ensure the JNC Spokesperson is notified of event termination.
- 4.4.10 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

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**4.5 JNC Public Information Technical Assistant**

- 4.5.1 The Public Information Technical Assistant is responsible to the JNC Director for obtaining information on plant status and events via the Tech Information Line Headset.
- 4.5.2 Assist the Technical Briefer to ensure technical accuracy of information received.
- 4.5.3 Maintain a chronological log of significant events for posting in the utility workroom.
- 4.5.4 Develop approximate trending plots of key plant parameters (i.e.: reactor pressure, reactor water level, building radiation levels and stack release rates) as requested.
- 4.5.5 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

---

**4.6 RP Briefer**

- 4.6.1 The RP Briefer is responsible to the JNC Spokesperson for providing accurate information associated with the radiological aspects of the incident and plant operations.
- 4.6.2 Support JNC staff with recognizing and understanding radiological conditions.
- 4.6.3 Obtain information on radiological status from the EOF Dose Assessment Staff as necessary (may travel to EOF as necessary).
- 4.6.4 Assist in the identification and organization of radiological topics for the next media briefing.
- 4.6.5 Attend Pre-briefing as requested to provide the following:
- Information on the radiological status
  - Events at the plant
  - Emergency response of RP staff
- 4.6.6 Review as requested, the radiological accuracy of briefing notes and news releases.
- 4.6.7 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

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**4.7 Briefing Room Coordinator**

- 4.7.1 The Briefing Room Coordinator is responsible to the JNC Director for hosting JNC news media.
- 4.7.2 Interact with JNC news media to determine and respond to their need for background information and support services.
- 4.7.3 Ensure the availability of news releases, briefing summaries, Emergency Alert System messages, press kits and other materials.
- 4.7.4 Identify and welcome media representatives to the JNC.
- 4.7.5 Brief the JNC spokesperson on the media present at the JNC and their information needs.
- 4.7.6 Provide assistance by briefing reporters on past media briefings, showing them their work areas and distributing copies of available information.
- 4.7.7 Attend Pre-briefings to report on any media requests or news media at the JNC.
- 4.7.8 Announce the time for the next scheduled media briefing and provide background information to reporters and photographers (including Public Inquiry number: 315-592-3740).
- 4.7.9 Coordinate interviews between reporters and JNC staff, including, but not exclusive to the JNC Spokesperson.
- 4.7.10 Relay requests for media interviews to the federal, state or county spokespeople.
- 4.7.11 Record questions asked by the media requiring follow up and deliver to the Spokesperson after the briefing.
- 4.7.12 After each media briefing, determine whether reporters need assistance in obtaining additional information.
- 4.7.13 Direct media information requests, if appropriate, to the third party technical experts.

4.8 **Writer**

4.8.1 The Writer is responsible to the JNC Director for the development of all Entergy news releases as directed.

4.8.2 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

4.9 **Typist**

4.9.1 The Typist is responsible to the JNC Spokesperson for the development of briefing notes as directed.

4.9.2 Generate notice to the media for:

- JNC Activation
- Event Termination.

4.9.3 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

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#### 4.10 Administrative Manager

- 4.10.1 The Administrative Manager is responsible to the JNC Director for directing all activities and functions at the JNC not directly involved with information flow from the plant to the news media.
- 4.10.2 Supervise administrative functions such as:
- Registration
  - Clerical services
  - Security
  - Setup and maintenance of JNC facilities
  - Final distribution of approved news releases
- 4.10.3 Ensure copies of news releases and other requested materials are provided to the Briefing Room Coordinator.
- 4.10.4 Supervise videotaping and photographic services.
- 4.10.5 Coordinate auxiliary services such as travel, lodging and food services.
- 4.10.6 Contact the EOF Security Coordinator (593-5880) to request JNC security support. Prior to security support arriving, assign two JNC staff to ensure only blue or yellow-badged staff enter the pre-brief area and the back entrance to the Media Briefing room.
- 4.10.7 Ensure completion of Attachment 5, Staffing Chart.
- 4.10.8 Report JNC operational readiness to the JNC Director.
- 4.10.9 Ensure completion of Attachment 10, JNC Deactivation Checklist, after termination of JNC activities.

**4.11 Video/Photo Services**

**NOTE:** Entergy photographers provide photographic and video services.

- 4.11.1 The Video/Photo Services staff is responsible to the Administrative Manager for coordinating operation and use of JNC video and photo services.
- 4.11.2 Videotape all media briefings conducted at the JNC, for permanent record.
- 4.11.3 Provide duplication and playback capability for videotapes of earlier media briefings.
- 4.11.4 Assist off-air monitoring of radio and television news broadcasts and bulletins concerning the emergency.
- 4.11.5 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.
- 4.11.6 Provide video/CD/visual aids for JNC Spokesperson and Technical Briefer.

**4.12 Clerical**

- 4.12.1 Clerical staff are responsible to the Administrative Manager for performing assigned tasks including the following:
  - Typing and word processing support
  - Photocopy and facsimile support
  - Distribution of news releases and supporting materials
  - JNC Registration
- 4.12.2 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

**4.13 Security**

- 4.13.1 Security personnel are responsible to the Administrative Manager for ensuring completion of JNC security needs.

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**4.14 Public Inquiry Coordinator**

- 4.14.1 The Public Inquiry Coordinator is responsible to the JNC Director for coordinating public and media inquiry response and media monitoring.
- 4.14.2 Ensure all public inquiry associated actions are logged.
- 4.14.3 Ensure audio and video broadcasts applicable to the event are recorded.
- 4.14.4 Ensure Public Inquiry, Media Inquiry and Media Monitoring areas are activated (should use Attachment 7, Public Inquiry Coordinator Checklist).
- 4.14.5 Ensure all media reports are documented using Attachment 9, Public Inquiry-Media Response Log Sheet.
- 4.14.6 Provide immediate feedback to the JNC Director of any inaccurate or incorrect reports.
- 4.14.7 Obtain and place in safe-keeping recordings of inaccurate media coverage (for post emergency/event review), including printed Internet pages.
- 4.14.8 Ensure Public Inquiry Team is adequately staffed with personnel from JAF, Nine Mile, State and County to support the following:
  - Public Inquiry
  - Media Monitoring
  - Media Inquiry
- 4.14.9 Ensure Inquiry Response team members are provided with information and materials to adequately answer inquiries.
- 4.14.10 Ensure corrections to inaccurate reports are provided. This may include the following actions:
  - Notifying the JNC Spokesperson for inclusion into upcoming briefings, or
  - Contacting the responsible station or publication directly

4.14.11 Ensure the "Public Inquiry" telephone number is announced at all media briefings.

4.14.12 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

**4.15 Public Inquiry Staff**

4.15.1 Public Inquiry Staff are responsible to the Public Inquiry Coordinator for completing assigned tasks.

4.15.2 Assist Public Inquiry Coordinator as directed with all public inquiry associated actions.

4.15.3 When JNC activities are terminated, ensure all logs, status boards and paperwork forwarded to JNC Director for inclusion in the permanent plant file.

**4.16 Communications Staff**

4.16.1 Assist in responsibility for all notifications to the news media in the event of a declared emergency.

4.16.2 May be assigned to act as the JNC Director or JNC Spokesperson.

4.16.3 Prior to JNC activation, prepare news releases as directed by the Emergency Director.

**4.17 Emergency Preparedness Manager**

Ensure the JNC staff, facilities and procedures are maintained in accordance with the JAF Emergency Plan.

---

**5.0 PROCEDURE****5.1 JNC Pre-Activation**

- 5.1.1 JAF Communications Manager or designees will be notified of a declared emergency by normal ERO notification methods (pager, automated telephone call) or by a call via other company methods.
- 5.1.2 The Communications Manager or designee should perform the following prior to JNC Activation:
- A. Develop a news release appropriate to the event.
  - B. Obtain approval (verbal OR written) of the news release content from the Emergency Director.
  - C. Distribute the news release to the media as appropriate.
  - D. If appropriate, inform Communications On-call Representative they will be responsible for all news media inquiries until the JNC is declared operational.
  - E. If the event is terminated, then perform appropriate notifications.
  - F. If appropriate, provide information to local and state officials.

**5.2 JNC Activation**

- 5.2.1 The JNC shall be activated upon declaration of an Alert emergency classification or higher, or any event the ED expects to attract significant media attention.
- 5.2.2 If the JNC is activated for causes other than a declared emergency, the JNC Director shall ensure the SM is notified.
- 5.2.3 The JNC Director should travel to the JNC and ensure the JNC activation commences.
- 5.2.4 The JNC Director shall verify the JNC is staffed with the following positions:

REQUIRED (JNC Director or ED may alter requirement)

- JNC Spokesperson (may also act as JNC Director)
- JNC Director
- Public Inquiry Coordinator
- Technical Briefer
- JNC Administrative Manager

DESIGNATED

- Assistant JNC Director
- Briefing Room Coordinator
- Media Monitoring Staff
- Media Inquiry Staff
- Public Inquiry Staff

ADDITIONAL STAFF

- Writer
- Typist
- Video/Photo Services
- Technical Assistants
- RP Briefer
- Clerical staff
- Security

- 
- 5.2.5 All JNC doors, with exception of the main door, shall remain locked or guarded.
  - 5.2.6 Pre-briefing areas shall be provided with personnel assigned to ensure privacy of Pre-briefing sessions (only blue and yellow badged staff allowed into Pre-briefing area).
  - 5.2.7 JNC Administrative Manager ensures actions to activate JNC. Use Attachment 4, JNC Activation Checklist as a guide.

### 5.3 JNC Operation

#### 5.3.1 Registration

- A. Every individual requesting entry to the JNC must present photo identification.
- B. Licensee, county, state and federal employees must have picture identification issued by the county, state or federal agency.

**NOTE:** During drills or exercises, drill controllers and observers require only "Drill" badges.

**NOTE:** It is important to ensure that necessary EOF or JNC staff members are able to move between facilities using the side doors to provide support to the JNC during an emergency. EOF and JNC staff can travel between buildings after they have initially signed in to one or the other building and have proper identification. For EOF staff entering the JNC through the side door, they need only display their (green) Authorized Access Control I.D. Card.

- C. Appropriately colored badges shall be issued to each individual entering the JNC, with the holder's name indicated on the badge:
  - Blue - observers and visitors
  - Pink - media: a separate log (pink) should be kept for print, radio and television media
  - Yellow - all JNC staff
- D. If a question arises regarding authorization of an individual, the Administrative Manager shall be contacted.
- E. Press kits and media manuals shall be placed in media Briefing Room, Press Telephone Room and Public Inquiry Room.
- F. Personnel leaving the JNC shall return their assigned JNC badge to the registration desk and sign out of the respective registration log.

**5.3.2 Public Inquiry, Media Inquiry and Media Monitoring**

**NOTE 1:** Ensure information provided comes from news releases, EAS messages and media briefings.

**NOTE 2:** Any message agreed upon by the state, county, or licensee may be used, thus providing the ability to address specific incorrect or inaccurate information.

**A. Public Inquiry**

1. Inquiries shall be logged using Attachment 9, Public Inquiry - Media Response Inquiry And Off Air Monitor Form and monitored for trends.
2. The JNC Director shall be notified of inquiry trends.
3. Authorized statements and answers to questions shall be provided based on approved information available at the time (i.e.: approved news releases, annual reports, etc.).
4. Phones should be answered by saying "Joint News Center, may I help you?"
5. Only materials and information provided by the Public Inquiry Coordinator should be used to respond to inquiries.
6. Only factual information relative to the caller's questions or concerns should be provided.
7. If unsure how to best answer a caller's question, contact the Public Inquiry Coordinator.
8. Completed Attachment 9 sheets shall be submitted to the Public Inquiry Coordinator as they are completed.

**B. Media Inquiry**

1. Inquiries shall be logged using Attachment 9, Public Inquiry - Media Response Inquiry And Off Air Monitor Form and monitored for trends.
2. The JNC Director shall be notified of inquiry trends.
3. Authorized statements and answers to questions shall be provided based on approved information available at the time (i.e.: approved news releases, annual reports, etc.).
4. Inquiries requiring further elaboration or special response shall be referred to the appropriate source. If the appropriate sources are unavailable, a return call should be offered, "as soon as feasible." Do not make guarantees to meet deadlines.
5. One copy of all response logs shall be provided to the NY State PIO.

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**C. Media Monitoring**

1. JNC recording equipment shall be used to monitor and record audio and video news broadcasts and bulletins carried by radio and television stations.
2. The Internet shall be monitored for news applicable to the event. Applicable Internet news shall be printed. Typical web sites include:
  - www.cnn.com
  - www.cbs.com
  - www.abc.com
  - www.msnbc.com
  - www.nbc.com
  - www.foxnews.com
3. All reports identified as applicable to the event (broadcasts, newspaper, internet, etc.) shall be logged on Attachment 9, Public Inquiry - Media Response Inquiry And Off Air Monitor Form.
4. All reports shall be reviewed for accuracy.
5. Review and monitor off-air monitoring and recording capability to ensure every opportunity for prompt identification of inaccurate or incorrect information is utilized.
6. All reports requiring correction shall be brought to the attention of the Public Inquiry Coordinator.
7. Newspapers should be reviewed to identify articles pertaining to the events at the plant.
8. Applicable newspaper articles should be retained for permanent plant file.

5.3.3 **Audio-Visual**

All media briefings at the JNC shall be recorded to provide a permanent record of the event.

5.3.4 **Security**

- A. The Administrative Manager should contact the EOF Security Coordinator (593-5880) to request JNC security support.
- B. Prior to security support arriving, the Administrative Manager should assign two JNC staff to ensure only blue or yellow badged staff enter the pre-brief area and the back entrance to the Media Briefing room.
- C. All personnel must register at the registration desk (evidenced by JNC badge).
- D. All building entrances are to be kept locked except the main entrance.
- E. Media personnel are permitted access through the side entrance as required for equipment setup, but must be monitored.

---

**5.4 News Releases**

- 5.4.1 News releases are developed at the direction of the JNC Spokesperson.
- 5.4.2 News releases are used for immediate release pertinent written information for circumstances where waiting for a media briefing is not prudent. Examples include:
- A. A change in Emergency Classification
  - B. Release of radioactivity outside the site boundary in excess of regulatory limits
  - C. Personnel radiation exposures exceeding regulatory limits
  - D. A fatality or serious injury
  - E. Emergency event termination
- 5.4.3 A News release should include the following:
- A. Current date and time (indicates final approval prior to distribution.
  - B. A sequential news release number
  - C. Present emergency classification, the time the classification was declared and the reason for the classification
  - D. Other pertinent information
  - E. Should be closed with "-30-"
- 5.4.4 News releases should be developed on company letterhead and formatted per Attachment 3, News Release Example.

**5.5 Media Briefings**

**5.5.1 Preparation**

**A. Briefing Notes**

1. Briefing notes should be formatted per Attachment 2, Briefing Notes Example.
2. The JNC Spokesperson or JNC Director should work with the Technical Briefer and the Typist to ensure briefing notes contain the following information as applicable:
  - Emergency classification, standard definition of classification and time of declaration
  - Plant status
  - Abnormal radiological conditions
  - Major actions and activities
  - Anticipated time of briefing
  - Sequential briefing number
3. Prior to using briefing notes in a media briefing, the JNC Spokesperson ensures the following:
  - Technical accuracy
  - Clarification of undefined acronyms or highly technical terms
  - Review by RP Briefer (if appropriate)
  - Review by State and County representatives
  - Review by the Emergency Director
  - Review and approval by JNC Spokesperson

---

**B. Pre-Briefing**

1. Prior to conducting a media briefing, a Pre-briefing shall be held.
2. The State PIO facilitates the Pre-briefing.
3. Attendees from Entergy should include the following:
  - JNC Spokesperson
  - JNC Director
  - Technical Briefer
  - Radiation Protection Briefer
  - Public Inquiry Coordinator
  - Briefing Room Coordinator
  - Others as requested
4. Media briefing format, flow and topics of discussion will be established, outlined and agreed upon for a timely, accurate and professional media briefing.
5. Media briefings will be based on "news" - change since the last briefing.
6. Media briefing speakers shall be identified and prepared.

5.5.2 **Presentation**

- A. Media briefings are held as circumstances dictate.
1. If a significant event occurs or critical information becomes available, a media briefing may be called by the State or County PIO or the JNC Spokesperson.
  2. The party desiring the media briefing will notify the JNC Director.
  3. The JNC Director will ensure notification of other parties, and coordinate a Pre-briefing.
- B. Prior to conducting a media briefing, a Pre-briefing shall be held.
- C. A media briefing should be structured to answer the following questions:
- What has happened?
  - What effect will it have on the public?
  - What protective actions are required?
  - What other actions are being taken?

**5.5.3 Interruptions**

- A. Media briefings may be interrupted for instances of "breaking news" such as changes in ECL, changes in radiological releases, impending EAS messages, etc.
- B. If an interruption is required, the following will be announced:

"We need to close this briefing so our spokespeople can be updated with the most current information. We will be back with you as soon as possible."

- C. The time for the next media briefing will be announced as soon as possible; however, no longer than 30 minutes from the time of interruption.

**5.5.4 Delays**

- A. If a media briefing must be delayed from its originally announced time, the JNC Director or Briefing Room Coordinator will announce to the media the following:

"Our spokespeople are currently being updated on the situation. The next briefing will be delayed a short time so they may bring you the most current information. The briefing will be held at (time)."

- B. A media briefing should not be delayed more than 30 minutes from its original scheduled time.

**5.6 Termination of JNC Activities**

- 5.6.1 All JNC staff shall assist by clearing their assigned workstations and returning the JNC to a de-activated status.
- 5.6.2 The JNC Director shall ensure completion of Attachment 10, Deactivation Checklist.

6.0 RECORDS RETENTION

**NOTE:** This section is only applicable if records are generated during an actual emergency.

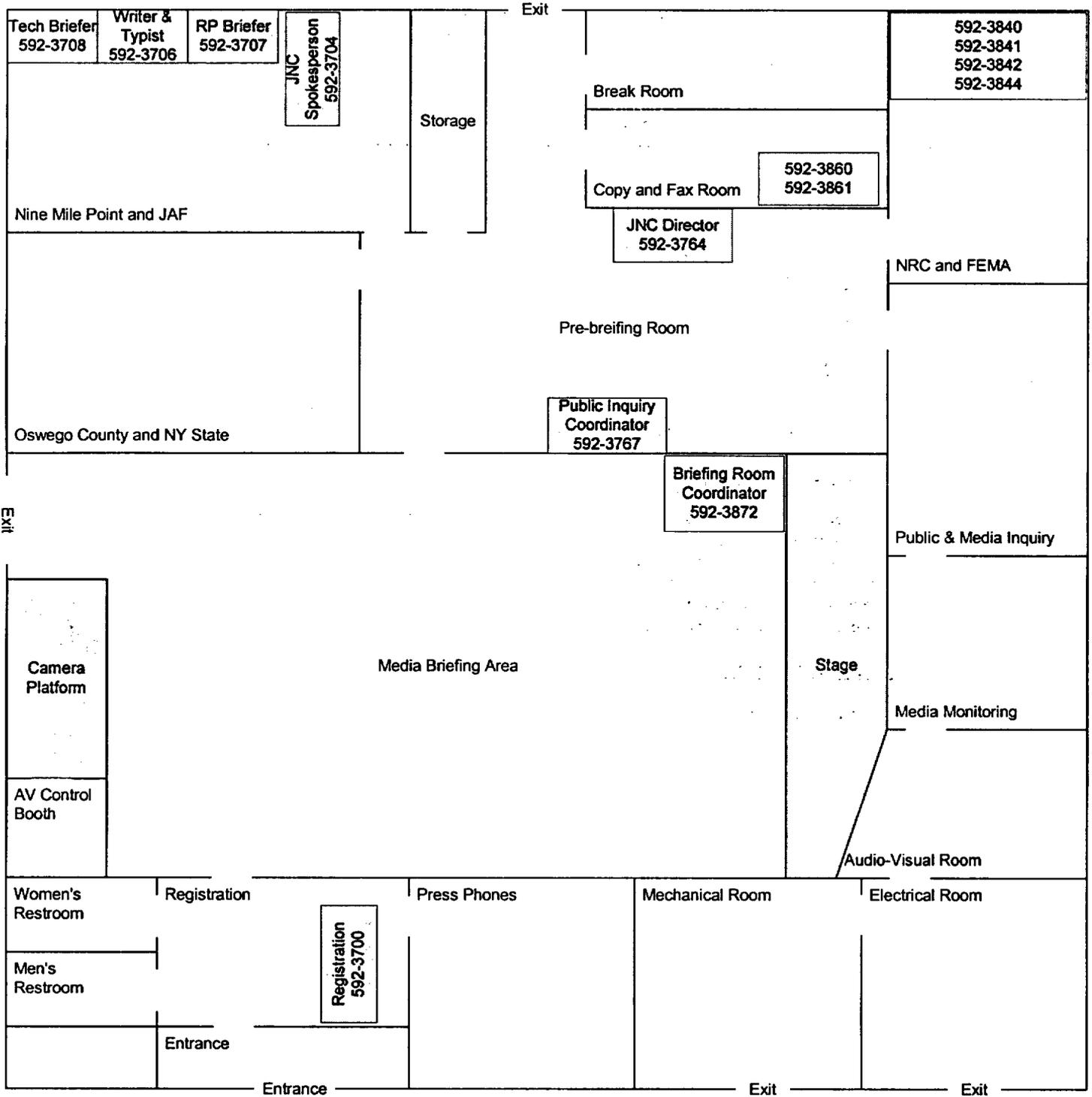
6.1 The records generated by this procedure shall be maintained for the Permanent Plant File, including all completed attachments.

7.0 ATTACHMENTS

1. JNC FLOOR PLAN
2. BRIEFING NOTES EXAMPLE
3. NEWS RELEASE EXAMPLE
4. JNC ACTIVATION CHECKLIST
5. STAFFING CHART
6. REGISTRATION CHECKLIST
7. PUBLIC INQUIRY COORDINATOR CHECKLIST
8. AUDIO-VISUAL CONTROL BOOTH CHECKLIST
9. PUBLIC INQUIRY - MEDIA RESPONSE INQUIRY AND OFF AIR  
MONITOR FORM
10. DEACTIVATION CHECKLIST

ATTACHMENT 1

JNC FLOOR PLAN



BRIEFING NOTES EXAMPLE



**EXERCISE  
ONLY**

Entergy Nuclear Northeast  
Entergy Nuclear Operations, Inc.  
James A. FitzPatrick NPP  
P. O. Box 110  
Lycoming, NY 13093  
Tel 315-342-3840

NOT FOR RELEASE

March 13, 2003  
BRIEFING NOTES

Finalized by: \_\_\_\_\_  
(Spokesperson/Director)

Briefing Number: 2

Scheduled for: 10:30AM

Classification

An Alert, the second lowest of four classifications for events at nuclear power plants was declared at 9:17AM, due to a natural gas odor detected in the screenhouse of the plant.

Plant Status

- Alert classification follows an Unusual Event classification declared at 8:16 AM due to a fire in the turbine building
- Natural gas odor has been eliminated
- Fire was extinguished within 15 minutes of discovery
- No impact to employees or the public
- As precaution, facility emergency response teams have been activated

Radiological Conditions

- No radiological release above limits

Rumor Control Number: 315-592-3720

NEWS RELEASE EXAMPLE



James A. FitzPatrick  
Nuclear Power Plant  
Entergy Nuclear Northeast  
PO Box 110  
Lycoming, NY 13093

**This is a Drill**

**This is a Drill**

**This is a Drill**

Date: [Click here and insert date as Month day, year]

For Release: Immediate --#[Click here and insert number]

Contact: Joint News Center  
315-592-3740

**News  
Release**

**Site Area Emergency Declared at James A. FitzPatrick Nuclear Station**

Lycoming, NY –Entergy Nuclear Northeast declared a site area emergency at its James A. FitzPatrick Nuclear Power Plant [Click here and insert day of week] due to [Click here and insert explanation for declaring General Emergency].

A site area emergency is the third (in order of increasing severity) of the four classifications of incidents at nuclear power plants.

[Click here and insert text]

The U.S. Nuclear Regulatory Commission and state and county officials were notified.

The nuclear businesses of Entergy Corporation (NYSE: ETR) are headquartered in Jackson, Miss. Entergy Nuclear is the second largest and fastest growing operator of nuclear power plants in the nation. It operates five reactors at four locations in Arkansas, Mississippi and Louisiana under regulatory jurisdictions and five reactors at four sites in Massachusetts, New York and Vermont. Entergy Nuclear also is the nation’s largest provider of license renewal and decommissioning services to the nuclear power industry.

-30-

Entergy Nuclear’s address is [www.entergy.nuclear.com](http://www.entergy.nuclear.com)

JNC ACTIVATION CHECKLIST

Complete    N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Contact the EOF Security Coordinator (593-5880) to request JNC security support.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Assign two JNC staff to ensure only blue or yellow badged staff enter the Pre-brief area and the back entrance to the media briefing room. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Ensure registration desk staffed and registration is conducted per Att. 8, Registration Checklist.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Ensure all doors except main door are locked and remain locked.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Ensure Security personnel are assigned to Pre-Briefing areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Acquire cordless telephone (x3715) kept in NMP/JAFNPP room.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Ensure clocks synchronized with US Naval Observatory (202)762-1401.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Ensure completion of Steps 1 - 7, Att. 10, JNC Audio Visual Checklist.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Verify the following staff are signed into JNC Staffing sign-in sheet:   |

REQUIRED (Director/Spokesperson or ED may alter requirements)

- JNC Spokesperson (may also act as JNC Director)
- JNC Director
- Public Inquiry Coordinator
- Technical Briefer
- JNC Administrative Manager

DESIGNATED

- Assistant JNC Director
- Briefing Room Coordinator
- Media Monitoring Staff
- Media Inquiry Staff
- Public Inquiry Staff

ADDITIONAL STAFF

- Writer
- Typist
- Video/Photo Services
- Technical Assistants
- RP Briefer
- Clerical staff
- Security

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Ensure Public Inquiry initiated (Att. 9).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Ensure all equipment, computers and printers are on.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Ensure Staffing Chart updated as staff members fill JNC positions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Ensure appropriate Emergency Level Classification signs posted in JNC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Coordinate required services with the EOF Purchasing Staff, including: <ul style="list-style-type: none"> <li>• Backup electrical generator</li> <li>• Messenger services</li> <li>• Additional clerical staff</li> <li>• Transportation</li> <li>• Lodging</li> <li>• Laundry services</li> <li>• Catering</li> <li>• Additional equipment</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. If required, coordinate with JNC Director and EOF Staffing Coordinator (593-5880) to develop 1st and 2nd shift staff schedules.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Ensure water supplies in electrical/mechanical rooms are available and full. If not, call for service per instructions on tanks.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Ensure all Briefing Room reference materials (i.e. posters, displays, etc.) refer to Entergy's FitzPatrick only.   |

ENTERGY NUCLEAR NORTHEAST JAMES A. FITZPATRICK NPP		JOINT NEWS CENTER STAFF SIGN IN	
POSITION		1ST SHIFT	2ND SHIFT
Spokespersons	JNC (Entergy)*		
	Nine Mile		
	Oswego County		
	New York State		
	FEMA		
	NRC		
	Others		
JNC Director*			
Assistant Director (designate)			
Briefing Room Coordinator			
Technical Briefer*			
Technical Assistant			
RP Briefer			
Writer			
Typist			
Public Inquiry Coordinator*			
Public Inquiry Staff			
Audio Visual			
Security			
Administrative Manager*			
Clerical	Registration		
	Copy Room		
	Fax Machines		
	Other		
Oswego County Staff			
New York State Staff			
Additional Staff			

\*Required Positions

REGISTRATION CHECKLIST

Complete N/A

**Registration (Activation)**

- 1. Set out individual registration sheets and badges with holders for:
  - observers and visitors (blue)
  - media representatives (pink)
  - JNC staff, including state/county/federal officials (yellow)
- 2. Ensure JAF media kit and JNC information sheet are available for use by media.
- 3. Ensure all personnel already inside the JNC have been properly badged.

**Registration (De-activation)**

- 1. Return unused registration materials to proper place on shelves or file cabinets behind registration desk.
- 2. Separate returned badges from holders and return holders to inventory.
- 3. File pre-made JNC staff yellow badges.
- 4. Destroy and dispose of used blue and pink badges.
- 5. Perform an inventory of registration supplies and report needs to the JNC Administrative Manager.
- 6. Turn over registration logs to JNC Administrative Manager and report registration closure complete.

PUBLIC INQUIRY COORDINATOR CHECKLIST

Complete   N/A

- 1. Pick up cordless telephone (ext. 3767) and keep it with you while in the JNC.
- 2. Verify all monitors (video and audio) are set to the appropriate electronic media outlet as below: (VCRs provide the channel number for the monitors)

TV Stations

- Channel 3
- Channel 5
- Channel 9
- Primestar on CNN

Radio Stations

- WSGO (1410 AM)
- WZZZ (1300 AM)
- WSCP (1070 AM)
- WSYR (570 AM)
- WNDR (1260 AM)
- WKFM (104.7 FM)
- WSGO (105.5 FM)

- 3. Ensure videotapes are inserted in VCRs as necessary.
- 4. Ensure audiotapes are inserted in tape players as necessary.
- 5. Ensure Public Inquiry is staffed.
- 6. Ensure the "Public Inquiry" phone number (315-592-3720) is distributed to state, county, and licensee telephone operators and posted in the Media Briefing Room.

AUDIO-VISUAL CONTROL BOOTH CHECKLIST

NOTE 1: AV equipment assistance can be obtained from the Emergency Plan Manager, or if immediate response is needed, from Univisions (437-0301).

NOTE 2: An equipment setup manual for all AV equipment is kept in the Equipment Manuals file cabinet drawer in the NMP/JAF room.

Complete N/A

**Start-up**

- 1. Obtain control booth key (labeled JNC Master) from key cabinet located in the NMP/JAFNPP room and unlock booth.
- 2. Turn on audio system (green 'main power' button, top of audio rack).
- 3. If wireless microphones are to be used:
  - Turn on wireless microphone (black button on power supply just below top section of audio rack).
  - Obtain wireless microphones from bottom drawer of audio rack.
  - Replace batteries (new batteries located on back shelf) in wireless microphone units.
  - Deliver wireless microphone to spokesperson prior to media briefing.
- 4. Turn video recording and Internal Cable TV (ICTV) are on (switches labeled 'power 2' and 'power 3' on video rack bottom).
- 5. Verify video camera is on. If not, turn the DC power switch to RCU (located at top rear panel of camera).
- 6. Ensure VCRs (3) are on (used to record press briefings).
- 7. Ensure overhead lighting is on as needed during briefings using the three switches located on the wall opposite the camera.
- 8. Ensure media cabling is routed through cable tray located on back stage and not run through doors.
- 9. Ensure rear projection screen video projector in the main briefing room is on (press "PJ" button and then the "on" button on the video projector remote control).
- 10. Select the computer display by pressing the AS (source) button on the video projector remote control until the computer display is presented.

**Shutdown**

- 1. Turn off power supplies.
  - Turn off green switch labeled main power switch.
  - Turn off red switches labeled power 2 and power.
  - Verify camera, VCRs and sound equipment, power down.
- 2. Turn off lights, lock door, return key to key cabinet.
- 3. Report any equipment problems, issues or needs to JNC Director.

PUBLIC INQUIRY - MEDIA RESPONSE  
INQUIRY AND OFF AIR MONITOR FORM

Type of call: (Public Inquiry) (Professional Inquiry) (Media Inquiry) (Media Monitor Report)

Date of call/broadcast: \_\_\_\_\_ Time of call/broadcast: \_\_\_\_\_

Name of responder/monitor: \_\_\_\_\_

Media Name/Location: \_\_\_\_\_

Caller's/Reporter's name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Question(s) asked/Inaccurate Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response given/Correct Information and Source: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is call back required: (\_\_\_\_) Yes (\_\_\_\_) No Call Back Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

If yes, call back completed at: \_\_\_\_\_ By \_\_\_\_\_

Was the call referred: (\_\_\_\_) Yes (\_\_\_\_) No If yes, to whom? \_\_\_\_\_

Further action required: (\_\_\_\_) Yes (\_\_\_\_) No

Was this action completed? (\_\_\_\_) Yes (\_\_\_\_) No By \_\_\_\_\_

Reported to Public Inquiry Coordinator at \_\_\_\_\_

Public Inquiry Coordinator Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Return completed form to Public Inquiry Coordinator:**

DEACTIVATION CHECKLIST

Complete   N/A

- 1. JNC Registration logs collected and all badges returned and accounted for.
- 2. Turn over all logs and related materials to JNC Director.
- 3. Adjust heating/cooling system temperatures to 68° F.
- 4. Turn off all TVs and VCRs in media monitoring room.
- 5. Ensure off video projector by pushing the PJ push-button (it should light) and then holding the power off push-button on the remote control for the video projector until a message appears on the screen stating, wait a few moments.
- 6. Verify water supply is available and full. If not call for service per instructions on tanks.
- 7. Ensure shutdown all computers, printers and other equipment.
- 8. Call for septic tank to be pumped using number provided in utility room.
- 9. Ensure all coffee pots are turned off, emptied and cleaned.
- 10. Inventory JNC supplies, including:
  - Copier paper
  - Bottled water
  - Condiments
  - Office supplies
- 11. Email JAF Emergency Planning Coordinator of needed supplies and to have NMPC empty the dumpster (if required).
- 12. Ensure water in bathroom facilities is not running.
- 13. Report completion of termination activities to JNC Director.
- 14. Turn off all lights.
- 15. Verify all doors are locked.
- 16. Forward this checklist and all generated paperwork to Emergency Planning Manager.

ENTERGY NUCLEAR OPERATIONS, INC.  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY ACCESS CONTROL  
EAP-23  
REVISION 12

APPROVED BY: *[Signature]*  
RESPONSIBLE PROCEDURE OWNER

DATE: 9/16/03

EFFECTIVE DATE: September 22, 2003

FIRST ISSUE  FULL REVISION  LIMITED REVISION

***** * * INFORMATIONAL USE * *****	***** * * TSR * *****
***** * * ADMINISTRATIVE * *****	CONTROLLED COPY # <u>34</u>

PERIODIC REVIEW DUE DATE: JUNE 2007

## REVISION SUMMARY SHEET

## REV. NO.

- 12
- Deleted an access control point at the Lake Road and Lakeview Road location.
  - Deleted a requirement for JAF Security to respond to the EOF.
- 11
- Updated title page and throughout the procedure NYPA to Entergy.
  - Updated Niagara Mohawk to Nine Mile.
  - In various sections that mention establishing access control points pertaining to the intersection of County Route 29 - inserted the words "at or near".
  - In section 4.3.3.B.1 added additional information regarding hand-held portable radios from the EOF.
- 10
- Format revisions as per AP-02.01, Rev. 5.
  - Remove two sentences in section 1.0, Purpose; remaining sentence adequately characterizes procedure purpose.
  - Correct title in developmental references.
  - Replace "secure" with "obtain" in two steps to differentiate from "secure" (made secure) in another step.
  - Change title of section 4.3.2 from "procedure" to "site access" to more clearly reflect the section's context.
  - Add note in Section 4.3.3 and 4.3.4 to address joint staffing of EOF and JNC
  - Add performance reference.

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**1.0 PURPOSE**

This procedure describes how access to the 10 Mile Emergency Planning Zone (EPZ), JAFNPP Site and appropriate Emergency Response Facilities/Equipment is controlled during an emergency at the JAFNPP. Personnel having emergency duties that require access to these areas need to follow the steps outlined within this procedure to access the various secured areas or equipment. Personnel having security duties during an emergency shall follow the steps outlined with this procedure to secure the various emergency facilities.

**2.0 REFERENCES****2.1 Performance References**

2.1.1 EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING

**2.2 Developmental References**

2.2.1 SAP-4, NEW YORK STATE AND/OR OSWEGO COUNTY EMERGENCY PREPAREDNESS PHOTO IDENTIFICATION CARDS.

2.2.2 ANSI/ANS-3.3-1982 - Security for Nuclear Power Plants (Approved 7-16-82).

2.2.3 EAP-1.1, OFFSITE NOTIFICATIONS.

**3.0 INITIATING EVENTS**

3.1 An emergency classification (Alert or greater) has been initiated as defined in IAP-2, Classification of Emergency Conditions.

OR

3.2 It is the determination of the Emergency Director and Security Coordinator that this procedure be initiated.

#### 4.0 PROCEDURE

#### 4.1 Emergency Access - Procedure (All Personnel)

##### 4.1.1 10 Mile Emergency Planning Zone (EPZ)

The 10 Mile EPZ is a designated area approximately 10 miles in radius around the JAFNPP used to facilitate offsite emergency planning.

Access to the 10 mile EPZ may be controlled during a radiological emergency at the JAFNPP by Police and/or Military control points. In order to access the 10 Mile EPZ when reporting for emergency duties at one of the Emergency Response Facilities (i.e. CR, TSC, OSC, EOF, JNC, etc), personnel will be required to display an Oswego County Access Control Identification Card or other authorized governmental control card (see Attachment 1) at control points.

Oswego County Access Control ID cards are issued to persons having emergency functions. A permanent or temporary ID card may be obtained if needed by following the steps outlined in SAP-4, New York State/Oswego County Emergency Preparedness Photo Identification. Other governmental control cards are supplied to their personnel by the respective agencies (see Attachment 1).

##### 4.1.2 JAFNPP Site Boundary

Access control points will be established by site security and/or the Oswego County Sheriff's Department at either of two locations; at or near the intersection of County Route 29 and the Private Road (Lake Road), or at or near the site access control point on the east driveway.

Notification to the Oswego County Sheriff for control point assistance shall be done upon declaration of an Alert, or higher, in accordance with Attachment 8 of EAP-1.1, Offsite Notifications.

A. JAFNPP Personnel

In order to gain access to the site, Entergy personnel must display an Oswego County Access Control ID card.

If questions arise relative to the status of any Entergy personnel, request security to contact the EOF Security Coordinator or TSC Security Coordinator for resolution with the Emergency Director or his designee.

B. Other Personnel

Personnel, other than Entergy personnel, requiring access to the site will also be required to display an Oswego County Access Control ID card or other authorized governmental control card (see Attachment 1) to security personnel at the site access control point.

If questions arise relative to the status of any personnel, request security to contact the EOF Security Coordinator or TSC Security Coordinator for resolution with the Emergency Director or his designee.

**4.2 Emergency Response Facilities/Equipment**

4.2.1 Onsite Emergency Response Facilities

A. Entergy Personnel

To access emergency response facilities onsite (i.e. CR, TSC, OSC, etc.), normal security procedures should be followed.

## B. Other Personnel

To access emergency facilities onsite (i.e. CR, TSC, OSC, etc.), emergency personnel other than Entergy personnel should first follow the steps outlined in Section 4.1.2 of this procedure. In addition, permission to enter must be granted by the TSC Security Coordinator in consultation with the Emergency Director or his designee. If access to the protected (fenced) area is required, security procedures should be followed.

### 4.2.2 Offsite Emergency Response Facilities

#### A. Emergency Operations Facility (EOF)

##### Entergy Personnel

To access the EOF, Entergy personnel will be required to display an Oswego County Access Control ID card (or other authorized governmental control card) to security personnel at the entrance to the EOF.

**NOTE:** If Entergy personnel arrive without proper identification, the EOF Security Coordinator may approve access from the JAF site access list.

##### Other Personnel

Personnel other than Entergy personnel will be required to display an Oswego County Access Control ID card or other authorized governmental control card (see Attachment 1) to security personnel at the entrance to the EOF. In addition, permission to enter must be granted by the EOF Security Coordinator.

#### B. Joint News Center (JNC) and Oswego County Emergency Operations Center (OCEOC)

To access the JNC or OCEOC, demonstration of an Oswego County Access Control ID card (see Attachment 1) or other authorized ID to security personnel at the facility will be required before entry will be allowed.

#### 4.2.3 Emergency Equipment

Emergency equipment (radiological, rescue, operations supplies, vehicles, etc.) is located at various facilities onsite and offsite. To access this equipment and/or facilities, selected emergency personnel and locations have been issued keys to the emergency facilities and equipment.

#### 4.3 Security Procedures for Emergency Access

During an Alert, Site Area or General Emergency, and at the discretion of the Emergency Director, access to the JAFNPP/ Nine Mile Point Site shall be restricted. The following details the tasks and responsibilities for accomplishing this restriction.

##### 4.3.1 Security Responsibilities

###### A. Security Coordinator

1. Notify Nine Mile Point Security of the action to be taken in securing the site.
2. Establish access control points at either of two locations; at or near the intersection of County Route 29 and the Private Road (Lake Road) or at or near the site access control point on the east entrance road using Emergency security guards and/or Oswego County Sheriff personnel.
3. Develop a Security staffing chart for 24 hour staffing and determine if assistance may be required. Notify the Staffing Coordinator at the EOF when long-term staffing is established. EAP-43, Emergency Facilities Long Term Staffing, may be used for assistance.
4. Maintain communications between the various Security officers.
5. Ensure that security measures do not preclude needed emergency personnel from reporting to work.

6. Staff the emergency facilities with personnel corresponding to the organizational chart in EAP-17, Emergency Organization Staffing.

#### B. Security Officers

The following items must be completed by all Security officers assigned during an emergency outside the fenced area at JAFNPP.

1. Obtain operating hand-held portable radio before going to assignment. Radios are pre staged at the EOF for use at the JNC/EOF.
2. Obtain TLD and personal pocket dosimeter. Record initial reading of personal pocket dosimeter and reread and record approximately every half-hour.
3. Maintain close communications contact with Security Coordinators, and request updates of plant events and emergency classification.
4. Secure assigned access point, grant access only to those persons carrying one of the following identification cards (see Attachment 1).
  - a. Oswego County Access Control ID Card.
  - b. New York State Disaster Preparedness ID Card.
  - c. NRC Identification Card.
  - d. FEMA Identification Card.
  - e. New York State Police Identification Card.

Anyone without identification will be granted access only after approval by the Security Coordinator located in the TSC.

5. If it appears that security measures are severely inhibiting emergency response access to the site, notify the Security Coordinator immediately.

#### 4.3.2 Site Access

##### A. JAFNPP/Nine Mile Point Site Access

At the direction of the Emergency Director, the JAFNPP/Nine Mile Point Site Access roadblocks will be set up. Two roadblocks shall be established; one at or near the intersection of County Route 29 and East Lake Road; the other at or near the intersection of Lakeview Road and East Lake Road. Each roadblock will be manned by one Security officer with a hand held radio or Oswego County Sheriff's personnel. Nine Mile Point is responsible for the roadblock at or near the intersection of Lakeview Road and East Lake Road.

##### B. Traffic Control

Access will be granted to those persons carrying an official identification card (see Attachment 1). Anyone without identification shall be granted access only after approval by the Security Coordinator located in the TSC.

##### C. Communication

The roadblock Security officers will be capable of radio communication with the JAFNPP site and each other.

#### 4.3.3 Emergency Operations Facility

**NOTE:** When facility is jointly staffed by Entergy and Nine Mile Point, this procedure may be modified to accommodate this situation.

When the Emergency Operations Facility is activated, a Security Coordinator will be sent to control access and aid in registration.

#### A. Registration

The Security Coordinator will be stationed inside the Emergency Operations Facility. The Security Coordinator shall secure the EOF allowing access only through the control point established by the EOF staff.

#### B. Communication

Officials at the Emergency Operations Facility have radios and land line telephones to communicate with the Joint News Center and the JAFNPP site. In the event of land line failure, the radios will communicate with all stations, with the exception of the Joint News Center. The JNC can only receive communications; it cannot transmit back.

#### 4.3.4 Joint News Center

**NOTE:** When facility is jointly staffed by Entergy and Nine Mile Point personnel, this procedure may be modified to accommodate this situation.

The Joint News Center is activated at the Alert classification level.

##### A. Building Control

Three Security officers with hand-held radios will maintain building control.

##### B. Registration

Officials will be required to display identification at the registration desk. Badges will be issued in three categories: Entergy/JNC personnel, news media personnel and other (officials/observers).

##### C. Communication

The Joint News Center can communicate via land line telephone to the EOF and JAFNPP site.

## 5.0 ATTACHMENTS

### 1. AUTHORIZED ACCESS CONTROL IDENTIFICATION CARDS

AUTHORIZED ACCESS CONTROL IDENTIFICATION CARDS

AUTHORIZED ACCESS CONTROL IDENTIFICATION CARDS (Example)

NEW YORK STATE  
**DISASTER PREPAREDNESS COMMISSION**  
*This is to Certify*

Signature

whose photograph and signature appear hereon may have emergency access through

**MILITARY and/or POLICE CONTROL POINTS**  
 NEW YORK STATE EXECUTIVE LAW ART. 2-B

*David C. ...*  
 Authorized by \_\_\_\_\_ Title \_\_\_\_\_

Date issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Identification Number \_\_\_\_\_

Black on White

AUTHORIZED ACCESS CONTROL IDENTIFICATION CARDS (Example)

**OSWEGO COUNTY**  
**OFFICE OF EMERGENCY PREPAREDNESS**  
*This is to Certify*

Photo

whose photograph and signature appear hereon may have emergency access through MILITARY and/or POLICE CONTROL POINTS throughout Oswego County

\_\_\_\_\_  
 SIGNATURE AGENCY/CO.

New York Executive Law  
 ART. 2-B  
 This card will be displayed at all times

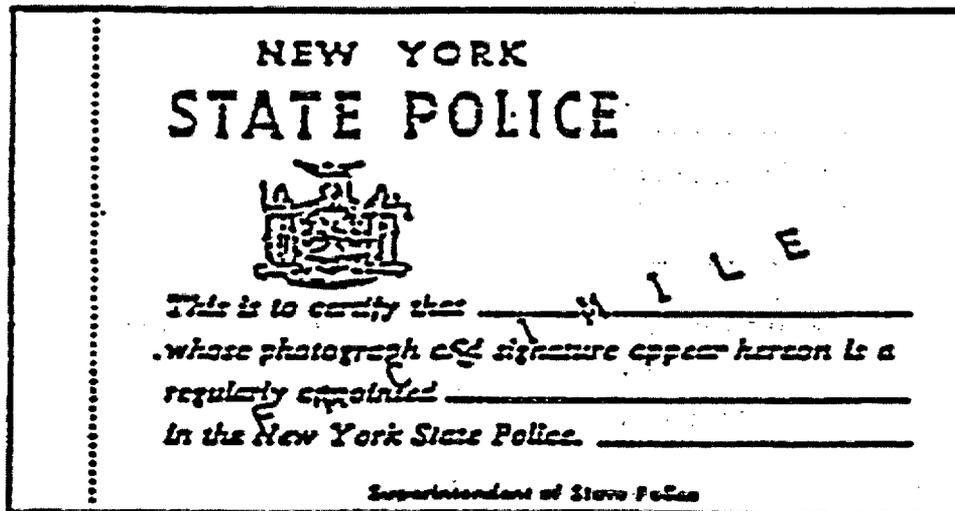
3/13/2000      00000      Indefinite  
 Date Issued      ID Number      Exp. Date

*Paul R. ...*      *Shiff*  
 Authorized By      Title

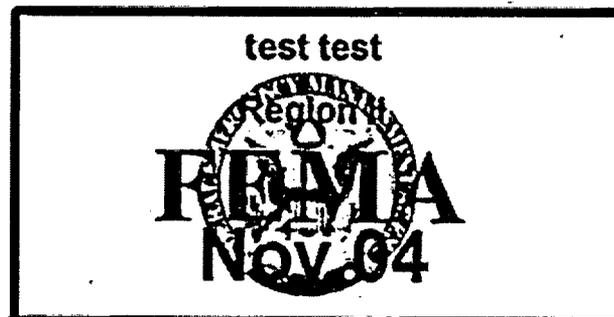
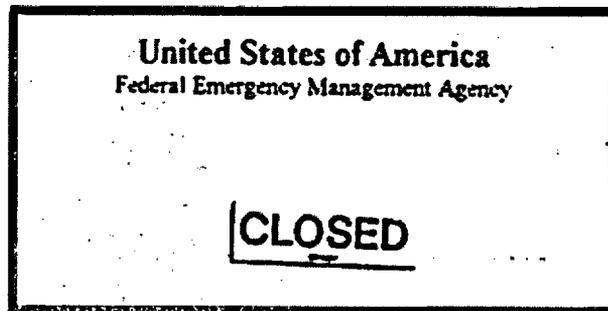
\_\_\_\_\_

Black on Light Green

AUTHORIZED ACCESS CONTROL IDENTIFICATION CARDS



Black on White - Purple Insignia



EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST

CONTROLLED COPY # **34**

Date of Issue: SEPTEMBER 22, 2003

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 23	12/98	N/A
EAP-26	PLANT DATA ACQUISITION SYSTEM ACCESS	REV. 12	11/02	Informational
EAP-27	ESTIMATION OF POPULATION DOSE WITHIN 10 MILE EMERGENCY PLANNING ZONE	REV. 10	06/02	Informational
EAP-28	EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION	REV. 6	07/00	Informational
EAP-29	EOF VENTILATION ISOLATION DURING AN EMERGENCY	REV. 6	05/03	Informational
EAP-30	EMERGENCY TERMINATION AND TRANSITION TO RECOVERY*	REV. 1	05/03	Informational
EAP-31	RECOVERY MANAGER*	REV. 2	05/03	Informational
EAP-32	RECOVERY SUPPORT GROUP*	REV. 10	08/03	Informational
EAP-33	DEVELOPMENT OF A RECOVERY ACTION PLAN*	REV. 1	05/03	Informational
EAP-34	ACCEPTANCE OF ENVIRONMENTAL SAMPLES AT THE EOF/EL DURING AN EMERGENCY	REV. 4	05/03	Informational
EAP-35	EOF TLD ISSUANCE DURING AN EMERGENCY	REV. 7	05/03	Informational
EAP-36	ENVIRONMENTAL LABORATORY USE DURING AN EMERGENCY	REV. 5	05/03	Informational
EAP-37	SECURITY OF THE EOF AND EL DURING DRILLS, EXERCISES AND ACTUAL EVENTS	REV. 7	02/03	Informational
EAP-39	DELETED (02/95)			
EAP-40	DELETED (02/98)			
EAP-41	DELETED (12/85)			
EAP-42	OBTAINING METEOROLOGICAL DATA	REV. 20	06/03	Informational
EAP-43	EMERGENCY FACILITIES LONG TERM STAFFING	REV. 61	08/03	Informational
EAP-44	CORE DAMAGE ESTIMATION	REV. 5	05/03	Informational
EAP-45	EMERGENCY RESPONSE DATA SYSTEM (ERDS CONFIGURATION CONTROL PROGRAM)	REV. 6	07/00	Informational
SAP-1	MAINTAINING EMERGENCY PREPAREDNESS	REV. 17	02/03	Informational
SAP-2	EMERGENCY EQUIPMENT INVENTORY	REV. 36	07/03	Informational
SAP-3	EMERGENCY COMMUNICATIONS TESTING	REV. 73	02/03	Informational

**EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3  
UPDATE LIST**

Date of Issue: SEPTEMBER 22, 2003

<b>Procedure Number</b>	<b>Procedure Title</b>	<b>Revision Number</b>	<b>Date of Last Review</b>	<b>Use of Procedure</b>
SAP-4	NYS/OSWEGO COUNTY EMERGENCY PREPAREDNESS PHOTO IDENTIFICATION CARDS	REV. 10	05/03	Informational
SAP-5	DELETED (3/98)			
SAP-6	DRILL/EXERCISE CONDUCT	REV. 20	08/03	Informational
SAP-7	MONTHLY SURVEILLANCE PROCEDURE FOR ON-CALL EMPLOYEES	REV. 37	08/03	Informational
SAP-8	PROMPT NOTIFICATION SYSTEM FAILURE/SIREN SYSTEM FALSE ACTIVATION	REV. 13	12/02	Informational
SAP-9	DELETED (02/94)			
SAP-10	METEOROLOGICAL MONITORING SYSTEM SURVEILLANCE	REV. 11	03/02	Informational
SAP-11	EOF DOCUMENT CONTROL	REV. 11	06/02	Informational
SAP-13	EOF SECURITY AND FIRE ALARM SYSTEMS DURING NORMAL OPERATIONS	REV. 5	09/03	Informational
SAP-14	DELETED (02/95)			
SAP-15	DELETED (11/92)			
SAP-16	UTILIZING EPIC IDT TERMINALS FROM DESTINY SYSTEM	REV. 4	06/02	Informational
SAP-17	EMERGENCY RESPONSE DATA SYSTEM (ERDS) QUARTERLY TESTING	REV. 7	07/00	Informational
SAP-19	SEVERE WEATHER	REV. 4	01/01	Informational
SAP-20	EMERGENCY PLAN ASSIGNMENTS	REV. 22	05/03	Informational
SAP-21	DELETED (04/01)			
SAP-22	EMERGENCY PLANNING PROGRAM SELF ASSESSMENT	REV. 2	05/03	Informational

ENTERGY NUCLEAR OPERATIONS, INC.  
JAMES A. FITZPATRICK NUCLEAR POWER PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EOF SECURITY AND FIRE ALARM SYSTEM DESCRIPTION  
SAP-13  
REVISION 5

APPROVED BY: *M. Gubala*  
RESPONSIBLE PROCEDURE OWNER

DATE: 9/16/03

EFFECTIVE DATE: September 22, 2003

FIRST ISSUE  FULL REVISION  LIMITED REVISION

***** * * INFORMATIONAL USE * * * * * * *****	***** * * * * * * * * * * * * * * * *****
***** * * ADMINISTRATIVE * * * * * * *****	***** * * * * * * * * * * * * * * * *****

CONTROLLED COPY # 34

PERIODIC REVIEW DUE DATE: JUNE 2007

## REVISION SUMMARY SHEET

## REV. NO.

- 5
- Deleted all references to the JAF Security Department and transferred Security responsibilities to the Emergency Planning Department.
  - Changed Emergency Planning Coordinator to Emergency Planning Manager through out.
  - Revised Fire Control Panel information.
  - Deleted attachments 3, 4, and 5.
- 4
- Deleted GM-SUPPORT SERVICES signature on the coversheet per AP.
  - Changed title page to reflect company name change and changed NYPA to Entergy through out.
  - Changed Security Guard to Security Officer through out procedure.
  - Deleted Attachment 7 and made reference to Purchase Order 4500500633 that deals with Syracuse Time and Alarm System Service Contract Agreement.
- 3
- Changed title of procedure to more accurately reflect its content.
  - Changed all emergency references to E-911 Center.
  - Cover sheet changed: Periodic Review Due Date changed to reflect AP-02.04 five year requirement - E-Plan Dept. previously imposed a one year Periodic Review Due Date.
  - Corrected telephone number for JAF Security - editorial.
  - Reformat per AP-02.01, Rev. 5.

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## 1.0 PURPOSE

This procedure provides a general description of the EOF Security and Fire Protection Systems. Included are instructions for entering and exiting the EOF, responding to both security and fire alarms, and required maintenance and testing of both systems.

## 2.0 REFERENCES

### 2.1 Performance References

None

### 2.2 Developmental References

2.2.1 Equipment manufacturers' manuals and catalog sheets

2.2.2 EAP-37, SECURITY OF THE EOF DURING DRILLS, EXERCISES AND ACTUAL EVENTS

## 3.0 RESPONSIBILITIES

### 3.1 Radiation Protection Manager

3.1.1 Is responsible to insure timely completion of Emergency Plan and Implementing Procedure surveillances and technician related activities.

### 3.2 Emergency Planning Manager

3.2.1 Ensures all requirements in this procedure are followed for both normal and incident (i.e. fire or break-in) conditions. Building security during a site (JAFNPP) emergency is addressed in EAP-37, SECURITY OF THE EOF DURING DRILLS, EXERCISES AND ACTUAL EVENTS.

3.2.2 Confirms periodic system/component calibration in accordance with Attachment purchase order # 5005006337, EOF/EL Security and Fire Alarm System Service Contract. This includes required calibration stickers (if appropriate) and written documentation from Syracuse Time & Alarm Co. placed in the appropriate EOF file.

- 3.2.3 Responds to the EOF in the event of either a security or fire alarm signal (i.e. taped message).
- 3.2.4 Provides access to the building, as needed, for either police or fire support personnel.
- 3.2.5 Resets the security or fire alarm system for continued building surveillance.
- 3.2.6 Initiates a Condition Report (CR), if applicable.

#### 4.0 DEFINITIONS

##### 4.1 Security Alarm Control Panel (Spectronics Model TSP-201B)

A red surface mounted security control panel, located in the EOF common area (i.e., hallway near the West main entrance), directly between the Decontamination Room and Storage Room doors. Security panel provides red and green indicator lights to show current security system status, and a key switch allowing for system activation/deactivation or reset. Activates an automatic telephone dialer.

##### 4.2 Security Alarm Monitoring Panel (Spectronics Model GP-24AC)

A flush (surface) mounted security alarm indicating panel, located on the East wall in the EOF Security Office. Monitoring panel includes individual lamps, representing specific EOF zones, a pilot light, a momentary reset switch, a built-in alarm buzzer and power supply. By operating associated toggle switch, a door or window alarm circuit may be either silenced (if alarmed) or entirely bypassed.

**4.3 Fire Alarm Control Panel (FCI Fire Control Instruments 7100 Series Compact Analog Addressable Fire Control Panel)**

The surface mounted FCI 7100 Fire Alarm System recognizes several types of alarm priorities, differentiating among several types of signals, including: early warning smoke detectors, manual (pull-station) alarms, and heat detectors. The control unit, located on the East wall of the Electrical/ Mechanical Room, monitors the EOF, sounds a local, four interior and one exterior building audible alarms, isolates various wall ducts, and activities an automatic telephone dialer.

**4.4 Fire Alarm Remote Annunciator Panel (FCI 7100)**

The remote annunciator panel is located inside at the west main building entrance. The remote annunciator displays a text message stating normal or abnormal conditions and where the condition is in the building.

The surface mounted graphic annunciator, located on the East wall of the Environmental Lab Sample Receiving Vestibule is retired in place.

**4.5 Automatic Telephone Dialer (Napco Model MK-5000R)**

Two (2) telephone dialers, located directly adjacent to the Fire Alarm Control Panel in the Electrical/ Mechanical Room, provide automatic pre-recorded notification of local police and fire departments in the event of either system alarm.

## 5.0 PROCEDURE

### 5.1 System Descriptions

#### 5.1.1 EOF Security System

The Emergency Operations Facility (EOF) is protected against unauthorized external entry through a series of door and window sensors. All exterior and some interior doors contain a hidden, flush-mounted magnet and contact switch within the top portion of the door and door frame. Door switches are designed to alarm upon an attempt to defeat with an external magnet. All external full-length windows have an interior mounted "shock sensor" near the ceiling. Sensors are not subject to vibrations created by passing trucks, wind gusts, or natural glass expansion and contraction noises.

All door and window sensors are connected to a centralized Security Alarm/Monitoring Panel (see Attachment 2), located within the EOF Security Office. Individual sensors may be isolated (i.e., by-passed) with a toggle switch on the panel. Near the main (West) entrance is a Security Alarm Control Panel (see Attachment 1) allowing for delayed entry and exit, with a key operated ON/OFF switch.

Any alarm automatically activates a telephone dialer (see Attachment 4). A pre-recorded telephone message is placed to the Oswego County E-911 Center. All control units have an emergency back-up rechargeable battery for AC power failure.

### 5.1.2 EOF Fire Alarm System

The EOF has a variety of fire detection, indication and alarm components. They include ionization smoke detectors, ventilation duct smoke detectors, fixed heat detectors and manual pull stations; all of which initiate an alarm condition at the Fire Alarm Remote Annunciator Panel (see Attachment 3) and at the Fire Alarm Control Panel (see Attachment 4). The control panel then activates a separate telephone dialer (Attachment 4). A pre-recorded telephone message is placed to Oswego County E-911 Center. Responding fire departments are the Fulton City and Volney Volunteer Fire Departments. All control units have an emergency back-up rechargeable battery for AC power failure.

## 5.2 EOF Entrance Procedure

- 5.2.1 Building entry will be through the main entrance (double doors) located on the West side of the EOF. When the Security Alarm System is activated, initial entry must be through this door in order to deactivate the timer before an alarm condition is initiated, and the taped message is automatically sent to the Oswego County Sheriff's Department/E-911.
- 5.2.2 Upon entry (i.e., opening either of the second, inner, double doors of the vestibule), the RED pre-alarm indicator on the Security Alarm Control Panel (Attachment 1) will light continuously until the building is secured. Proceed IMMEDIATELY to the Security Alarm Control Panel.
- 5.2.3 Insert the Security Alarm Control Panel key into the key switch and turn the key switch once to the right. The entry time delay is set at thirty (30) seconds; at which time a full alarm condition will automatically initiate.

5.2.4 When the key switch is turned, the Control Panel is secured and no alarm condition will occur as a result of the main entrance being opened.

**CAUTION:** Depending upon the configuration of the Security Alarm Monitoring Panel (Attachment 2), an alarm condition may occur as a result of other doors or windows being violated. Panel configuration for doors and windows to be secured (i.e. set to alarm when violated) will be determined by the EPC.

5.2.5 In the event a full alarm condition occurs before the key switch is turned, reset the panel by inserting the key and turning once. The recorded message may (or may not) have had time to contact each party. A partial or full taped message may, however, have already gone out. The automatic telephone dialer will stop and rewind upon reset of the Control Panel key switch. Contact the Oswego County Sheriff's Department/E-911 - 343-5490 immediately to notify them of a false security alarm:

5.2.6 Proceed to the Security Alarm Monitoring Panel in the Security Office and place all toggle switches in the two (2) top rows in the BYPASSED position (see Attachment 2). DO NOT place the telephone dialer toggle switch in the BYPASSED position. This allows unalarmed access to all portions of the EOF/EL.

### 5.3 EOF Exit Procedure

5.3.1 Building exit will be through the main entrance (double doors) located on the West side of the EOF.

5.3.2 Proceed to the Security Alarm Monitoring Panel in the Security Office and place ALL toggle switches in the SECURE position (See Attachment 2).

- 5.3.3 Immediately prior to exiting the building, insert the Security Alarm Control Panel key into the key switch and turn the key switch once to the right. This will cause the GREEN exit indicator to light, providing all exits/windows are secure. If the premise is not secure, the RED pre-alarm indicator will light continuously until the premise is secured, at which time, the exit time delay will automatically start.
- 5.3.4 The GREEN exit indicator will remain ON until the exit delay expires in thirty (30) seconds. This will allow sufficient time to exit and secure the building.
- 5.3.5 Building re-entry is allowed for this entire 30 second exit delay time period to retrieve a forgotten article without triggering a false alarm or turning the system OFF. Each time an alarm is recognized during the exit period, such as operation of a door opening, the exit delay will be reset and will not restart until the building is secure.
- 5.3.6 In the event a full alarm condition occurs before the building is secured (i.e., exited and door closed), immediately re-enter the building and reset the Security Alarm Control Panel by inserting the key and turning once. The recorded message may (or may not) have had time to contact each party. The automatic telephone dialer will stop and rewind upon reset of the Control Panel key switch. Contact the Oswego County Sheriff's Department/E-911-343-5490 immediately to notify them of a false security alarm.
- 5.3.7 To exit the building after a false alarm (step 5.3.5 above), repeat steps 5.3.1 through 5.3.4 above.

#### 5.4 Security Alarm Response

- 5.4.1 Upon a breach in the EOF Security Alarm System, an outside Blue Strobe Light and Horn will activate until the Security Alarm Control Panel (Attachment 1) is reset with a key, or the appropriate toggle switch on the Security Alarm Monitoring Panel (Attachment 2) is placed in the "bypassed" position. An automatic telephone dialer (Attachment 4) calls both the Oswego County Sheriff's Department/E-911 and the security monitoring company will notify the Emergency Planning Manager.
- 5.4.2 When an alarm occurs, the Emergency Planning Manager/designee will report to the EOF with a master key to all doors.
- 5.4.3 The Emergency Planning Manager/designee will wait outside of the facility and meet the Oswego County Sheriff's Department when they arrive.
- 5.4.4 The Emergency Planning Manager/designee will accompany the Sheriff's Deputy through the building to determine the cause of the alarm. Enter through the main entrance (West side of EOF) and reset the Security Alarm Control Panel with the key; i.e., turn the key switch once to the right.

- 5.4.5 Enter the EOF Security Office and observe the Security Alarm monitoring Panel to determine the source of the alarm.

**CAUTION:** In the event of possible unauthorized building entry, assist the Sheriff's Deputy and follow his instructions. You may remain in the Security Office to monitor further alarms, and maintain radio contact with the Sheriff's Deputy, if appropriate. DO NOT try to apprehend an intruder by yourself if the possibility of weapons exists.

- 5.4.6 Upon determining that the source of the alarm does not involve facility damage, and that no one is within the EOF, reset the Security Alarm Monitoring Panel by pressing the push-button (see Attachment 2). The alarming red light(s) on the panel will go OFF. Make note of which location(s) has caused the alarm.

## 5.5 Fire Alarm Operational Modes

There are three (3) modes of operation for the Fire Alarm Control Unit: (1) The quiescent or supervisory mode; (2) The alarm mode; (3) The trouble mode.

### 5.5.1 Supervisory Mode

With power applied to the system, no alarms in progress, the system trouble signal silent, the trouble lamp OFF and the green AC Pilot light ON, the system is in the "Supervisory Mode".

This is the NORMAL operating mode and as long as these conditions prevail, the system requires no attention other than periodic testing. (See Section 5.9 of this procedure.)

### 5.5.2 Alarm Mode

Operation of any manual pull station, smoke detector, duct smoke detector or heat detector will sound an evacuation alarm on four (4) interior doors and one (1) outside audible alarm bell. An outside red strobe light will also activate.

### 5.5.3 Trouble Mode

Whenever a "fault" develops in the system field wiring, such as an open or ground in the initiating or signaling circuit, or a fault develops in one of the optional modules, the system trouble signal sounds a steady audible output, in addition to displaying a text message of the fault. Also, the trouble relay contact is activated.

If the trouble occurs at the control panel field wiring, a visual indication will be given by displaying a message on the panel text message screen.

## 5.6 Fire Alarm Response - General Response

5.6.1 Upon an alarm condition within the Fire Alarm System, four (4) internal alarm bells, one (1) external alarm bell and an external red strobe light will activate.

5.6.2 During normal working hours, if the EOF and/or Environmental Lab (EL) is occupied, all personnel will immediately leave the building. The EL Supervisor (or person responsible for the building at that time) will first ensure all building occupants have left the EOF.

- 5.6.3 The EL Supervisor (or designee) will then proceed to the Fire Alarm Remote Annunciator Panel (located at the Main entrance to the EOF) and determine the source of the alarm. He will proceed to the alarmed location to verify a fire condition or a false alarm. (Further actions will be contingent upon the alarm being either real or false. If a fire condition exists, follow the guidelines in Section 5.7 of this procedure. If a false alarm condition exists, follow the guidelines in Section 5.8.)
- 5.6.4 During off-hours, the Emergency Planning Manager/designee will perform the tasks listed in step 5.6.4 above.

#### 5.7 Fire Alarm Response - Building Fire Condition

- 5.7.1 Upon determining that a real fire exists, the EL Supervisor will return to the Fire Alarm Remote Annunciator Panel and await the local fire department personnel outside the door, adjacent to the panel. The Emergency Planning Manager/designee will also arrive at that door.
- 5.7.2 During off-hours, the Emergency Planning Manager/designee will meet the local fire department personnel at the EOF Main door and provide assistance as appropriate.
- CAUTION:** Neither EOF/EL personnel nor Emergency Planning Manager/designee will attempt to extinguish the fire; unless its size is small enough that an attempt to extinguish it will easily succeed.
- 5.7.3 Assistance to the fire department will consist of unlocking EOF/EL doors, providing directions, etc.
- 5.7.4 When the fire is extinguished, or when appropriate, either the Fire Department will silence the alarm bells by keying the BELL SILENCE switch.

- 5.7.5 After the station or detector which initiated the alarm has been restored, reset the system by keying the ALARM RESET switch. (The detector, e.g. heat detector, if damaged need not be replaced in order to re-arm the entire system. That particular zone, however, will not necessarily be fully protected against future fires.)
- 5.7.6 The EL Supervisor will notify the Emergency Planning Manager as soon as possible of the incident and provide him with any requested assistance.
- 5.7.7 If necessary the Emergency Planning Manager will proceed to the EOF/EL to assess the damage. He will be responsible for ensuring the facility is returned to state of readiness in a timely fashion. In addition, any required NRC notifications or other actions associated with loss of facility use (entire or partial), will be coordinated by the Emergency Planning Manager.
- 5.7.8 The Emergency Planning Manager will ensure all Fire Alarm System components are returned to a functional status in accordance with Section 5.9, Security and Fire Alarm System Maintenance, of this procedure.

#### 5.8 Fire Alarm Response - False Alarm

- 5.8.1 Upon determining that the alarm is a false alarm, either the JAFNPP Security Officer or the EL Supervisor will silence the alarm by operating the BELL SILENCE switch and the AUX. ALA. DISCONNECT switch respectively.

**NOTE:** The trouble signal is suppressed during an alarm condition. Subsequent alarms will re-sound the bells.

- 5.8.2 Contact the Oswego County E-911 Center - 343-8571 immediately to notify them that a false fire alarm signal has occurred. The recorded message may (or may not) have had time to contact each party. A partial or full message may, however, have already gone out. The automatic telephone dialer will stop and rewind upon reset of the Control Panel key switch.

**NOTE:** Both the Volney Volunteer Fire Department and the Fulton City Fire Department are available for response to the EOF through the Oswego County Fire Control (Center).

- 5.8.3 After the EOF has been secured, the last person to leave will exit the building using Section 5.3 ("EOF Exit Procedure") of this procedure.

## 5.9 Security and Fire Alarm System Maintenance

- 5.9.1 All general maintenance activities associated with the EOF security alarm system and the fire alarm system will be conducted by the following firm, which installed all components and associated equipment:

Syracuse Time & Alarm Co, Inc.  
2201 Burnet Avenue  
Syracuse, NY 13206  
(315)433-1234

Electrical Contractor:  
Simone Electrical Contractors, Inc.  
430 Burnet Avenue  
Syracuse, New York 13203  
(315)478-4171

5.9.2 General maintenance of the security and fire alarm systems during both normal and incident (i.e., fire or break-in) conditions, will include the following activities:

- A. Periodic inspection (both visual and functional) of all system components and operational interfaces.
- B. System and/or component periodic testing and calibration in accordance with vendor requirements. Includes system activation when required.
- C. Placement of calibration stickers (if appropriate) and written confirmation of calibration submitted to the Entergy Emergency Planning Manager.
- D. Periodic equipment maintenance in accordance with vendor requirements.
- E. Twenty-four (24) hour service for repair of damaged or malfunctioning equipment.
- F. Revising automatic telephone dialer taped messages, as required.

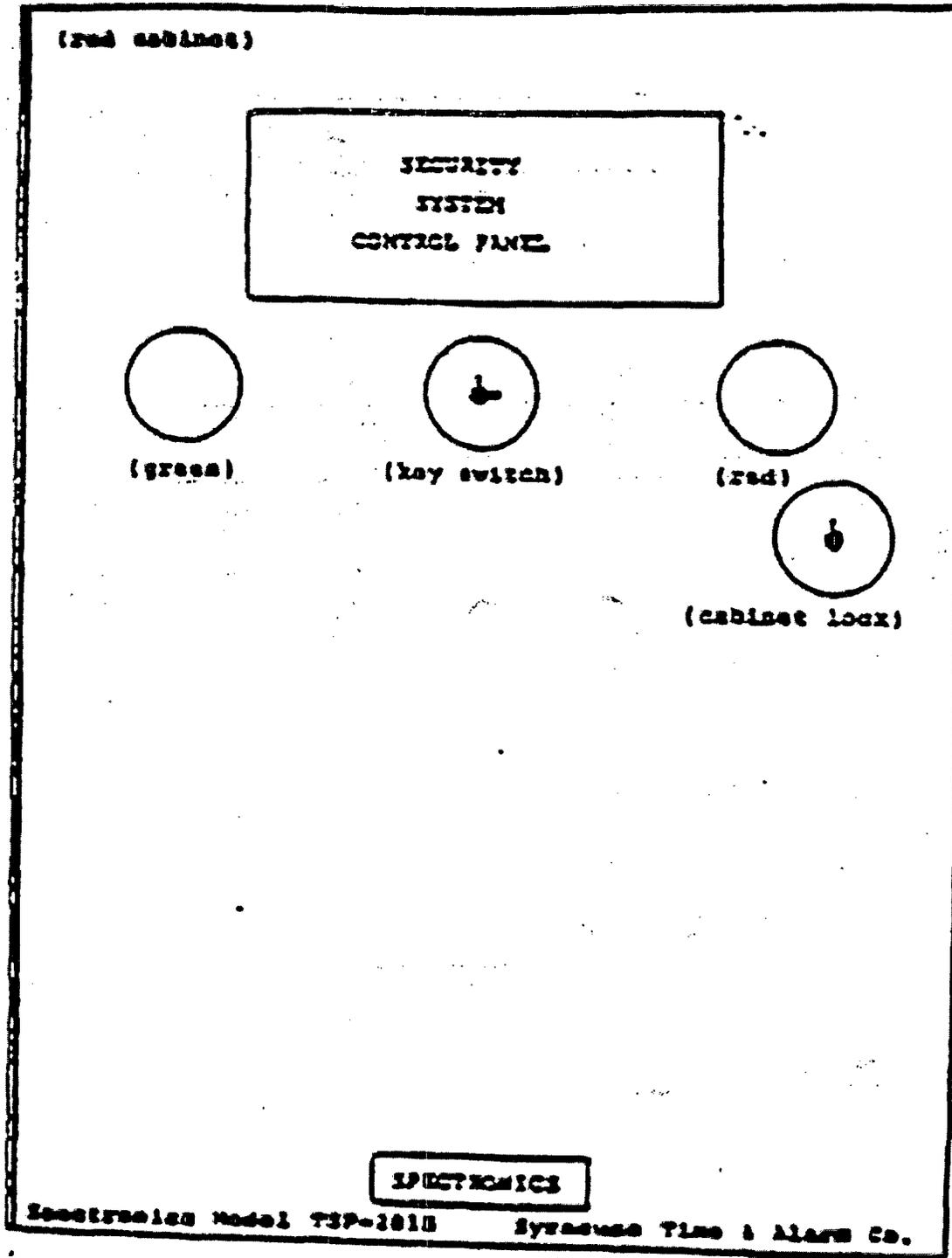
5.9.3 Periodic security and fire alarm system and components inspection, maintenance, calibration and repair shall be performed in accordance with Purchase Order number 4500500633 that deals with EOF/EL Security and Fire Alarm Systems - Service Contract/Preventative Maintenance Agreement. Associated documentation will be provided as deemed appropriate by both Syracuse Time & Alarm Co. and the Emergency Planning Manager.

## 6.0 ATTACHMENTS

- 1. SECURITY ALARM CONTROL PANEL
- 2. SECURITY ALARM MONITORING PANEL
- 3. SECURITY SYSTEM AND FIRE ALARM EQUIPMENT LIST

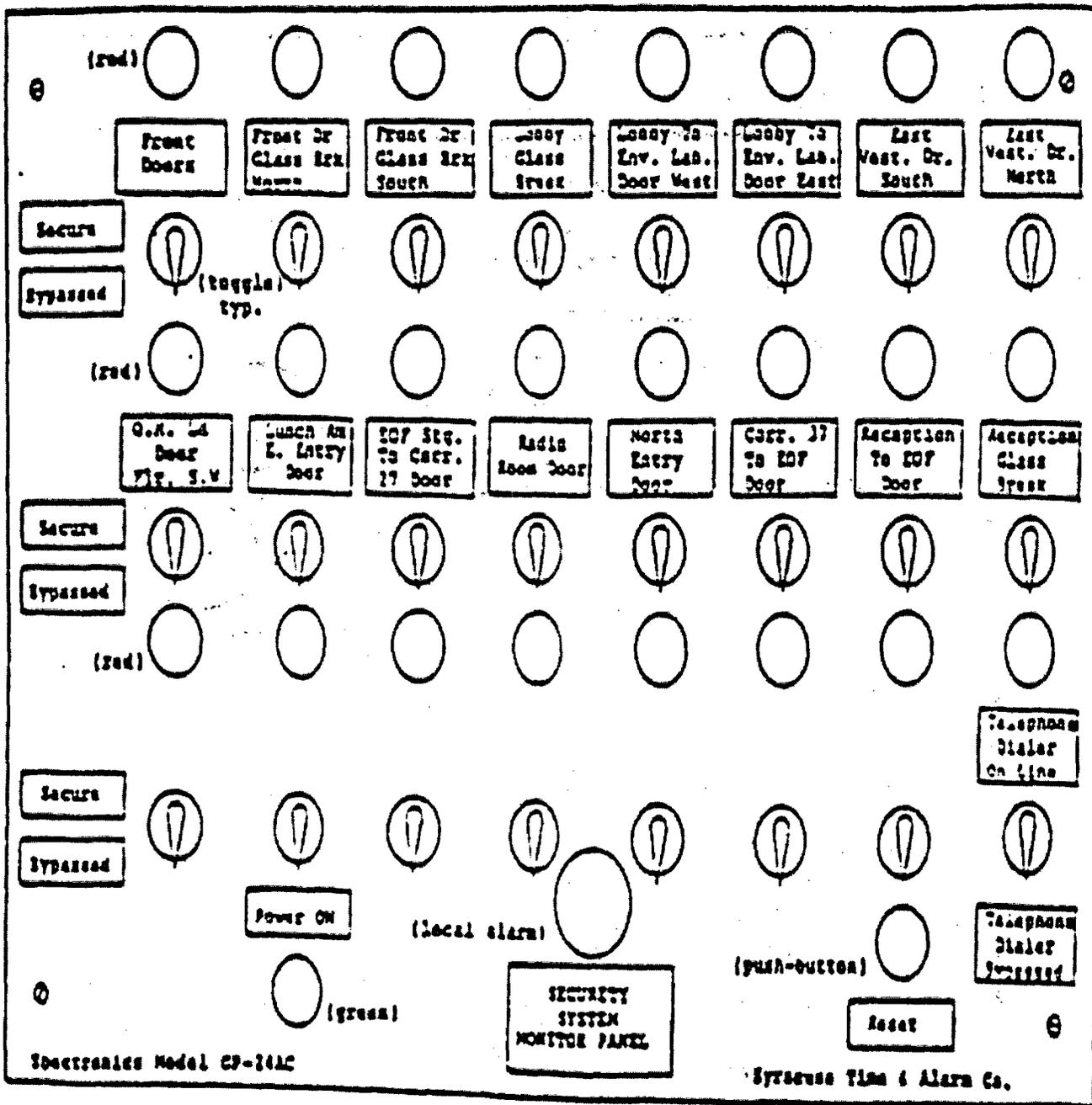
ATTACHMENT 1

SECURITY ALARM CONTROL PANEL



ATTACHMENT 2

SECURITY ALARM MONITORING PANEL



ATTACHMENT 3  
 SECURITY SYSTEM AND FIRE ALARM EQUIPMENT LISTS

SECURITY SYSTEM EQUIPMENT LIST		
Quantity	Model No.	Equipment Description
1	TSP-201B	Security Panel
1	GP-24AC	Monitor Panel
2	CF12V5-L	Batteries
12	2757	Magnetic Switches (Doors)
1	2507A-H	Overhead Door Magnetic Switches
4	5401	Glass Break Detectors
1	SL-1-12V	Blue Strobe Light (Outside)
1	BZ-50-2	Horn (Outside)
2	WP	Weatherproof Boxes
1	MK-5000R	Automatic Telephone Dialer
FIRE ALARM EQUIPMENT LIST		
1	FCI 7100-2	FCI Analog Addressable Control Panel
2	AOM-2R	Addressable Output Relay Control Module, 2 Contacts
2	SLA1075	12V 7.2AH Sealed Lead Acid Battery
2	FCI 7100	Remote LED Driver Module
4	MS-7A	(Manual) Pull Stations
5	EXB-10"	Fire Bells (4 int, 1 ext)
2	WP	Outside Boxes
4	AP	Adapter Plates
1	SL-1-24V	Red Strobe Light (Outside)
8	ATD-RL2	Analog Thermal Detector ROR
38	ASD-PL2	Smoke Detectors
46	ADB-FL	Detector Bases
2	3042D 24-1B	Photo-Electric Duct Smoke Detectors
2	287-PL 135°	Fixed Heat Detectors
1	MK-5000R	(Automatic) Telephone Dialer