



Tennessee Valley Authority, Post Office Box 2000, Spring City, Tennessee 37381-2000

OCT 09 2003

10 CFR 50, App E.

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

Gentlemen:

In the Matter of) Docket No. 50-390
Tennessee Valley Authority)

WATTS BAR NUCLEAR PLANT (WBN) - EMERGENCY PLAN IMPLEMENTING
PROCEDURE (EPIP) REVISION

In accordance with the requirements of 10 CFR Part 50, Appendix E,
Section V, the enclosure provides the following EPIP.

<u>EPIP</u>	<u>Rev</u>	<u>Title</u>	<u>Effective Date</u>
EPIP-7	20	Activation and Operation of the Operations Support Center	9-9-2003

There are no regulatory commitments in this letter. If you should
have any questions, please contact me at (423) 365-1824.

Sincerely,

P. L. Pace
Manager, Site Licensing and Industry Affairs

Enclosure
cc: See Page 2

A045

U.S. Nuclear Regulatory Commission

Page 2

OCT 09 2003

PLP:JES

Enclosure

cc (Enclosure):

NRC Resident Inspector (w/o Enclosure)
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TENNESSEE VALLEY AUTHORITY

WATTS BAR NUCLEAR PLANT

EMERGENCY PLAN IMPLEMENTING PROCEDURE

EPIP-7

**ACTIVATION AND OPERATION OF THE
OPERATIONS SUPPORT CENTER (OSC)**

Revision 20

Unit 0

PREPARED BY: James F. Hagy

SPONSORING ORGANIZATION: Emergency Planning

APPROVED BY: Frank L. Pavlechko

Effective Date: 09/09/2003

LEVEL OF USE: REFERENCE

NON-QUALITY RELATED

WBN	ACTIVATION AND OPERATION OF THE OPERATIONS SUPPORT CENTER (OSC)	EPIP-7
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REVISION LOG

Revision Number	Implementation Date	Pages Affected	Description of Revision
15	9/25/01	All Pg. 8, 19, 30, 45	<p>Plan effectiveness determinations reviews indicate the following revisions do not reduce the level of effectiveness of the procedure or REP: Intent change. Procedure revised to Non-Quality related per requirements of NQAP & pending revision to SPP-2.2. The coversheet and records section of the procedure was revised to reflect this change.</p> <p>Non-Intent change. Addressed fatigue issues for the ERO on App D. Resolved Security personnel evacuation problem identified in PER 01-013997-000 on App. O. Corrected typo on App. H.</p>
16	01/24/02	All pg. 4, 36, 55	<p>Plan effectiveness determinations reviews indicate the following revisions do not reduce the level of effectiveness of the procedure or REP: Non-intent change. Revised support position title in App. K. Revised App. U to include listing position or role. This to enhance tracking of data for NEI, PI on participation.</p>
17	12/16/2002	All	<p>Plan effectiveness determination reviews indicate the following revisions do not reduce the level of effectiveness of the procedure or REP:</p> <p>Non-intent change to revise instruction references. Updated format for intersite consistency. Deleted source notes. Added table of contents. Revised section numbering.</p>
18	03/31/2003	2, 4, 36, 53	<p>Plan effectiveness determination reviews indicate the following revisions do not reduce the level of effectiveness of the procedure or REP:</p> <p>Non-intent change to reflect training provided for Clerical Staff. Editorial corrections. Added overtime restriction check to Appendix V.</p>
19	06/02/2003	2, 7, 23	<p>Plan effectiveness determinations reviews indicate the following revisions do not reduce the level of effectiveness of the procedure or REP:</p> <p>Non-intent change. Standardized record retention. Editorial corrections. Enhanced RADCON dosimetry support.</p>
20	09/09/2003	2, 41	<p>Plan effectiveness determinations reviews indicate the following revisions do not reduce the level of effectiveness of the procedure or REP:</p> <p>Non-intent change. Added provision for off-site Industrial Safety Support.</p>

Table of Contents

Table of Contents.....	3
1.0 PURPOSE.....	4
2.0 REFERENCES.....	4
3.0 INSTRUCTION.....	5
4.0 RECORDS	7
APPENDIX A Operations Support Center Layout	7
APPENDIX B Operations Support Center Organization	10
APPENDIX C OSC Manager.....	11
APPENDIX D OSC Manager Briefing Outline	15
APPENDIX E Assistant OSC Manager.....	17
APPENDIX F Watts Bar Nuclear Plant OSC Team Briefing/Debriefing Form.....	20
APPENDIX G OSC RADCON Supervisor	22
APPENDIX H OSC RADCON Briefer	25
APPENDIX I OSC Operations Advisor	29
APPENDIX J OSC Fire Protection Advisor	31
APPENDIX K OSC Chemistry Advisor	33
APPENDIX L OSC Clerk	35
APPENDIX M OSC Briefing Team	38
APPENDIX N OSC Industrial Safety Advisor	40
APPENDIX O OSC Nuclear Security Advisor	42
APPENDIX P OSC Teams Coordinator.....	43
APPENDIX Q OSC Nuclear Stores Coordinator	46
APPENDIX R Work Control Boardwriter	47
APPENDIX S RADCON Boardwriter	49
APPENDIX T DCRM Coordinator.....	51
APPENDIX U OSC Roster	52
APPENDIX V Emergency Responder Notification Form	53

1.0 PURPOSE

This procedure provides instructions for the Operations Support Center (OSC) activation, organization, operation, termination, and deactivation.

2.0 REFERENCES

1. TVA Nuclear Power Radiological Emergency Plan (NP REP)
2. EPIP-6 Activation and Operation of the Technical Support Center
3. EPIP-8 Personnel Accountability and Evacuation
4. EPIP-10 Medical Emergency Response
5. EPIP-12 Emergency Equipment and Supplies
6. EPIP-13 Initial Dose Assessment for Radiological Emergencies
7. EPIP-14 Radiological Control Response
8. EPIP-15 Emergency Exposure Guidelines
9. EPIP-16 Termination of the Emergency and Recovery
10. Tennessee Valley Authority Nuclear Power Radiological Emergency Plan (REP)
11. SPP-1.2, Fitness For Duty
12. SPP-1.5, Overtime Restrictions (Regulatory)
13. NUREG 0654, FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in support of Nuclear Power Plants
14. NUREG 0696, Functional Criteria for Emergency Response Facilities, Final Report
15. Title 10 Code of Federal Regulations, Part 50, Appendix E
16. ANSI Standard N 18.7-1976
17. SOI-100.01 Communications Systems

3.0 INSTRUCTION

3.1 General

At **ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY** classifications, the OSC Manager will report directly to the OSC and shall be responsible for implementing this Procedure.

The OSC Manager and OSC staff are responsible for activation, operation and deactivation of the OSC.

NOTE: In the event of plant inaccessibility, all references to the TSC (or OSC) are intended to refer to the alternate location selected for staffing, such as the staging area in Classroom 19 of the Watts Bar Training Center.

3.2 Initiating Conditions

3.2.1 The OSC is to be activated and operated when an emergency is declared and classified as an **ALERT, a SITE AREA EMERGENCY, or a GENERAL EMERGENCY.**

3.2.2 This Procedure may be activated at any other time as deemed necessary by the Site Emergency Director.

3.2.3 The Shift Manager (SM) will activate the OSC by announcing the emergency condition by one or more of the following methods.

A. Plant Public Address (PA) announcement.

NOTE: The Radiological Emergency Response Organization Call List is handled in accordance with the TVA Fitness For Duty Program.

B. Shift personnel will normally activate the Emergency Paging System (EPS) or contact the persons designated on the Radiological Emergency Response Organization Call List.

C. OSC personnel can also contact additional responders/replacements by phone utilizing the Emergency Response Organization Call List available in the OSC and Appendix V.

D. Target activation time for minimum OSC staffing is approximately 60 minutes.

E. IF the normal phone system and radio systems are not functioning, the satellite phone system will be used as described in SOI-100.01.

3.0 INSTRUCTIONS (cont.)**3.3 Activation of the OSC**

- 3.3.1 The OSC Manager shall assume responsibility for implementing this Procedure and directing OSC personnel and activities.
- 3.3.2 Personnel with OSC Emergency Preparedness assignments **REPORT** to their response positions, (SEE Appendix A, OSC Layout, and Appendix B, Alternate OSC Layout). Activation of the facility is required at the **ALERT OR** higher emergency classification or at the discretion of the Site Emergency Director.
- 3.3.3 Other plant staff the OSC Manager determines to be necessary to support OSC functions will be called:
- (1) OSC Clerk
 - (2) Maintenance/Craft personnel as needed
 - (3) Operations personnel as needed
 - (4) RADCON personnel as needed
 - (5) Transmission/Power Supply Group personnel as needed
 - (6) Others, as needed.

3.4 Required OSC Actions

- 3.4.1 OSC organization (Appendix B), staff actions and responsibilities are provided in Appendices C-T.
- 3.4.2 OSC responders will complete all of the applicable steps contained in the appropriate Appendices.
- 3.4.3 Plant procedures should be followed whenever possible. Should a situation arise where normal procedures would be inappropriate, action will be performed as determined by the OSC Manager. Nonconformance with plant procedures should be documented and action/steps taken. Also, deviations may warrant initiation of a Problem Evaluation Report (PER) or other Corrective Action Plan (CAP).

3.5 Emergency Response Organization Call List

The WBN Emergency Preparedness Manager shall maintain the Emergency Response organization call list listing key OSC personnel by Emergency Response Organization Title, name, home and work telephone numbers and pager numbers. The call list will be updated at least quarterly with input by the appropriate section/group supervisors. The list will be available to shift personnel to use in case of the failure of the Emergency Paging System.

3.0 INSTRUCTIONS (cont.)**3.6 Long-Term Operation**

Additional personnel will be called in at the request of the OSC Manager to provide coverage or to ensure 12-hour or shorter shifts in the OSC. The OSC Manager will coordinate these call-ins with Nuclear Security to facilitate site access.

3.7 Termination and Deactivation

- 3.7.1 Deactivation will be implemented using EPIP-16, "Termination of the Emergency and Recovery," when plant conditions are such that: (1) the emergency has been terminated; (2) the OSC has been deactivated; and (3) OSC personnel have been relieved of emergency response duties.
- 3.7.2 All records generated during the operation of the OSC will be reviewed by the OSC Manager and forwarded to the Emergency Preparedness Manager.
- 3.7.3 All equipment and usable supplies will be returned to their storage locations.
- 3.7.4 All equipment, supplies and procedures will be replenished in the OSC following a drill, exercise or emergency by applicable groups as assigned in EPIP-12, "Emergency Equipment and Supplies."

4.0 RECORDS**4.1 Records of Classified Emergencies**

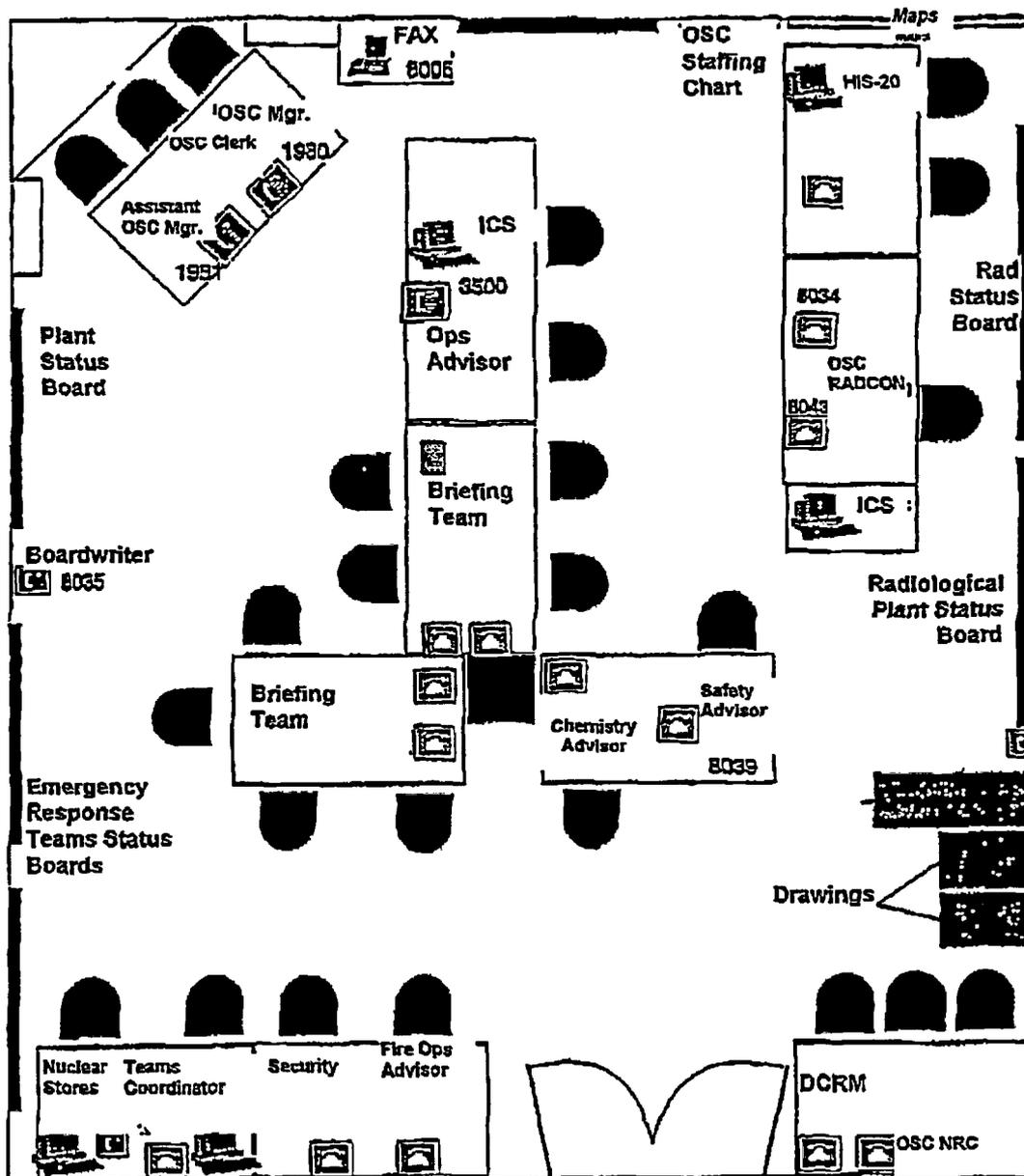
The materials generated in support of key actions during an actual emergency are considered Lifetime retention Non-QA records. Materials shall be forwarded to the EP Manager who shall submit any records deemed necessary to demonstrate performance to the Corporate EP Manager for storage.

4.2 Drill and Exercise Records

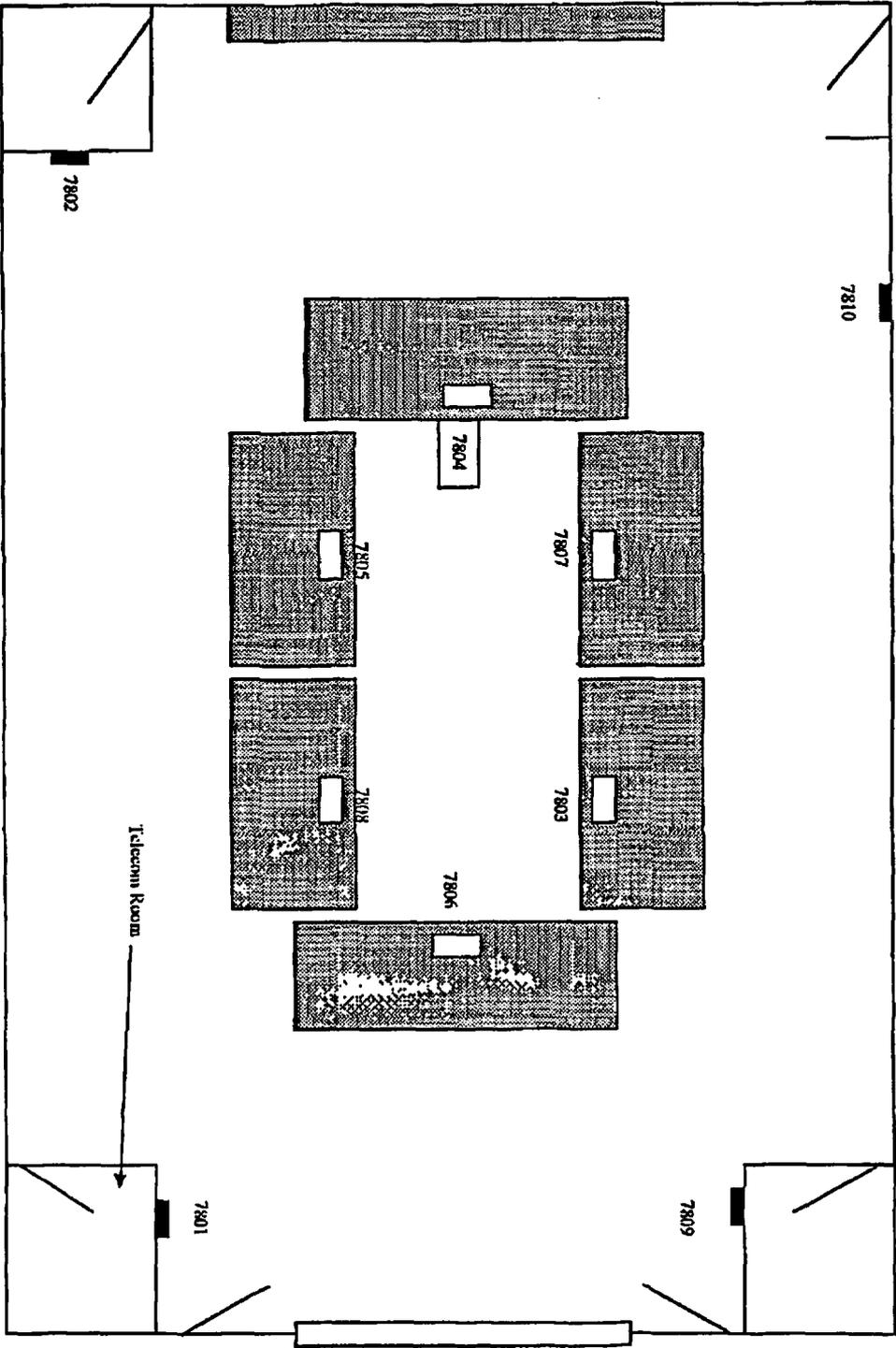
The materials deemed necessary to demonstrate performance of key actions during drills are considered Non-QA records. These records shall be forwarded to the EP Manager who shall retain records deemed necessary to demonstrate six-year plan performance for six years. The EP Manager shall retain other records in this category for three years.

APPENDIX A
OPERATIONS SUPPORT CENTER LAYOUT
(Page 1 of 2)

Elevation 713 Radcon Lab Area

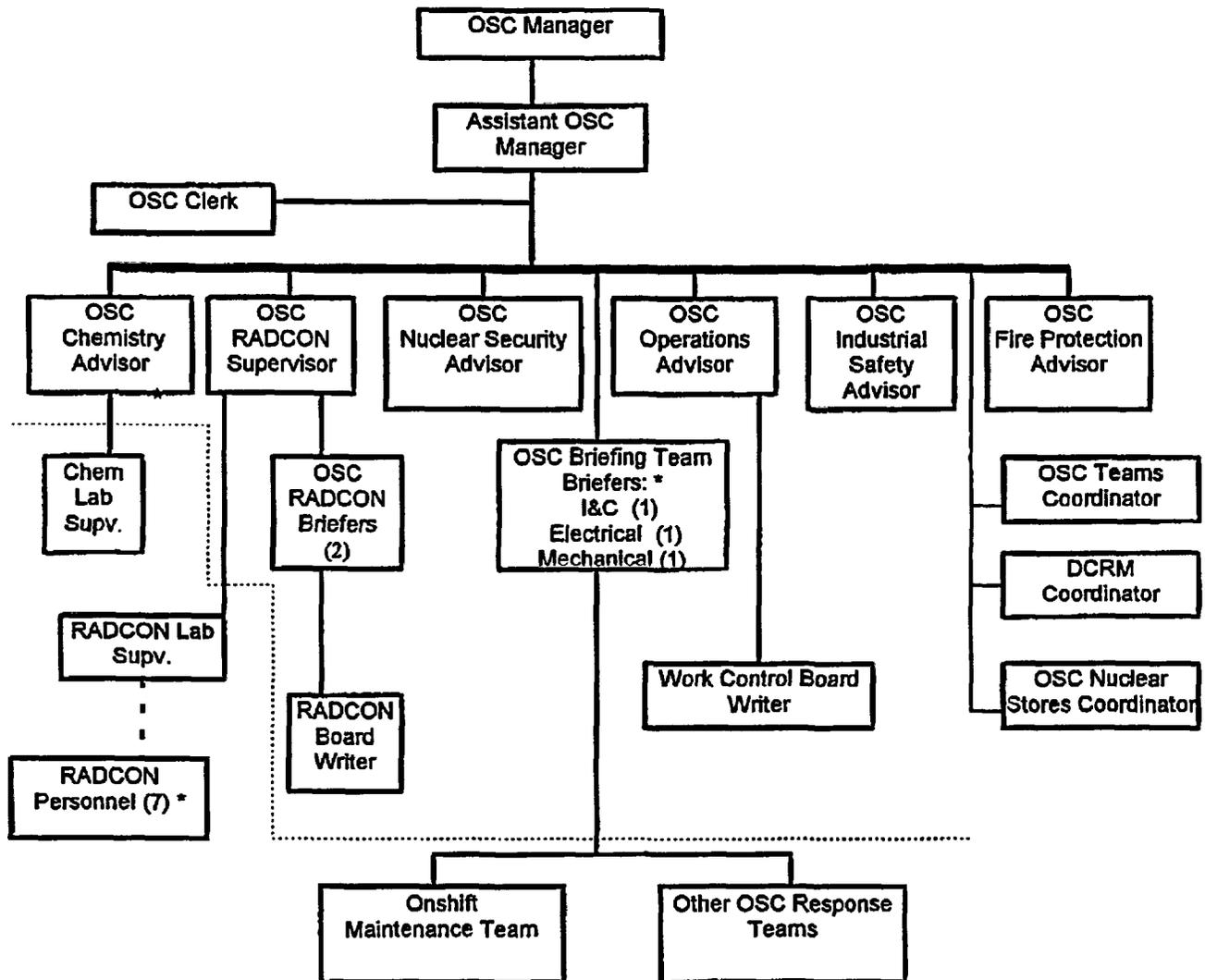


APPENDIX A
OPERATIONS SUPPORT CENTER LAYOUT
 (Page 2 of 2)
WBN ALTERNATE OPERATIONS SUPPORT CENTER LAYOUT
Elevation 729, Plant Team Conference Room



APPENDIX B
 OPERATIONS SUPPORT CENTER ORGANIZATION
 (Page 1 of 1)

OPERATIONS SUPPORT CENTER ORGANIZATION



(*) Denotes minimum staffing position(s) per NUREG 0654.

**APPENDIX C
OSC MANAGER**

(Page 1 of 4)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in OSC on the staffing chart and put on position badge.

___/___

SIGN the OSC Roster. (Appendix U)

___/___

ESTABLISH a log of activities and communications.

___/___

CALL the SED in the TSC and **OBTAIN** an update of emergency conditions.

___/___

RELOCATE to OSC Alternate location (Main Office Building Team Conference room) if OSC is not habitable.

NOTE: The location of the Alternate OSC/RADCON Lab will depend on inplant radiological conditions. The TSC RADCON Manager, after consultation with the SED, will make the decision on location transfer. Possible locations that will be considered are the Alternate OSC in the Main Office Building and the Relay Room 755' level next to the Control Room and the TSC or the WBN Training Center, Classroom 19.

___/___

ENSURE minimum staffing requirements for the OSC are met.

- ___ OSC Manager
- ___ RADCON Supervisor (onshift)
- ___ Chemistry Advisor
- ___ Mechanical Maintenance Supervisor or Briefer
- ___ Electrical Maintenance Supervisor or Briefer
- ___ I&C Maintenance Supervisor or Briefer

___/___

ENSURE OSC support personnel are notified as needed. This includes anyone who is needed to mitigate the incident. SED can authorize personnel onsite who have not been REP trained.

___/___

BRIEF OSC on personnel, radiological and plant conditions and expected actions. Use Appendix D as a guide.

APPENDIX C
OSC MANAGER

(Page 2 of 4)

INITIAL OSC ACTIVATION CHECKLIST

- / **BRIEF** the OSC regarding the OSC and initial information.
- / **INFORM** the TSC of encountered plant conditions and the status of any emergency actions already in progress.
- / **CONFIRM** that the OSC is staffed with qualified personnel and operational. (Will be up to discretion of OSC Manager. Minimum staffing positions must be met.)
- / **INFORM** the SED that the OSC is operational.
- / **REQUIRE** OSC personnel to use EPIP-7 checklists to perform their assigned duties.
- / **DETERMINE** the location and function of persons/teams currently and previously tasked by the TSC/Main Control Room and ensure assignment of Team Tracking Letters.
- / **ESTABLISH** shift rotations to fill the OSC positions IF duration is expected to exceed 12 hours.

**APPENDIX C
OSC MANAGER**

(Page 3 of 4)

OPERATIONAL RESPONSIBILITIES

- Demonstrate command and control of the OSC throughout the emergency.
- Brief the OSC staff on current conditions, as needed.
- Update the SED and TSC Maintenance Manager as needed.
- Authorize OSC personnel to form emergency response teams.
- Direct the dispatching of emergency response teams (Medical Emergency Response Teams, emergency repair teams, search and rescue teams, fire protection teams, Post Accident Sampling Teams, radiological monitoring teams, damage assessment teams, and others as necessary.)
- Brief, track and coordinate Emergency Response teams which are being dispatched by the Control Room.
- Ensure that team activities are continually prioritized and synchronized with the TSC.
- Coordinate with the SED, TSC RADCON Manager, and OSC RADCON Supervisor authorizing exposures in excess of occupational limits. (Use EPIP-15).
- Coordinates maintenance teams and ensures they have received proper briefings and are all accompanied by a Radcon Technician (as necessary).

**APPENDIX C
OSC MANAGER**

(Page 4 of 4)

OPERATIONAL RESPONSIBILITIES

- Coordinate with the SED, TSC RADCON Manager, and OSC RADCON Supervisor in the issuance of KI. (Use EPIP-14).
- Provide supplemental staffing for the OSC as needed.
- Initiate long-term 24 hour/day operation.
- Relocate the OSC as habitability conditions dictate.
- Deactivate the OSC when directed by the SED. (Ensure that all assigned tasks have been completed or terminated as needed, and all emergency response teams have been properly debriefed.)
- Review OSC records to ensure completeness and accuracy prior to collection by the WBN Emergency Preparedness Manager.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.

DEACTIVATION RESPONSIBILITIES

- Terminate in accordance with EPIP-16, "Termination of the Emergency and Recovery."
- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Assists in forming re-entry and recovery plans.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.

APPENDIX D
OSC MANAGER BRIEFING OUTLINE
 (Page 1 of 2)

The following may be used as a guide for OSC Manager briefings:

1. "This is a real emergency. This is a real emergency." OR
 "This is a drill. This is a drill. We need to treat this exercise as if it were a real emergency."

2. "This is _____. I am the OSC Manager."
 "The OSC was activated at _____ hours."
 "The TSC (is/is not) activated. _____ is the Site Emergency Director."

3. "The following is a summary of conditions at this time:

Emergency Classification:		
Date _____	Time Updated _____	PZR Level _____
<input type="checkbox"/> Notification of Unusual Event	RCS Pres. _____	ESF STATUS _____
<input type="checkbox"/> Alert	RCS Temp. _____	
<input type="checkbox"/> Site Area Emergency		
<input type="checkbox"/> General Emergency		
Event Description: _____		
Status-Unit 1 _____		
Status-Unit 2 _____		
Time Event Started: _____		
Primary Plant Condition: _____		
Mode: 1 2 3 4 5 6		
(circle one)		
Electrical Lineup: _____		
Description of any abnormal lineup		
<u>YES</u> <u>NO</u>	<u>YES</u> <u>NO</u>	<u>YES</u> <u>NO</u>
DG1A Operating?	DG2A Operating?	DG1B Operating?
<u>YES</u> <u>NO</u>	<u>YES</u> <u>NO</u>	<u>YES</u> <u>NO</u>
DG2B Operating?	Offsite Pwr Avail.?	
Major Mechanical Problems: _____		
Major Electrical Problems: _____		

APPENDIX D
OSC MANAGER BRIEFING OUTLINE
 (Page 2 of 2)

4. "We are analyzing the work that was in progress at the time of the incident to determine if work should be continued, escalated, postponed or discontinued."
5. "Our plan of action at this time is to _____."
6. "Please maintain an orderly atmosphere in the OSC. Listen to briefings and make information flow to the appropriate organizations."
7. "Please notify me if you are fatigued or feel you can not perform your required duties."
8. "The status of Emergency Response teams in the field is _____:
 (Examples: Fire, Medical, damages, repairs. . . .) More information will be provided as it becomes available."
9. **"This is a real emergency. This is a real emergency." OR
 "This is a drill. This is a drill."**

Recorded by: _____
 Time: _____
 Date: _____

Major Instrument and Control Problems:	_____
_____	_____
_____	_____
Environmental Problems High Rad Areas:	_____
_____	_____
_____	_____
Toxic Gas:	_____
_____	_____
_____	_____
High Press. Steam:	_____
_____	_____
_____	_____
Other:	_____
_____	_____
_____	_____

**APPENDIX E
ASSISTANT OSC MANAGER**

(Page 1 of 3)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time:

- ___/___ **ENTER** keycard into the Accountability Badge Reader.
- ___/___ **SIGN** OSC Staffing Chart and **PUT ON** position badge.
- ___/___ **SIGN** the OSC Roster (Appendix U).
- ___/___ **ENSURE** Plant Status Board is initially completed.
- ___/___ **ESTABLISH** logbook and communications.
- ___/___ **ENSURE** that qualified (properly trained) OSC personnel are "signed-in" on the OSC Staffing Chart and the OSC Roster.
- ___/___ **REQUEST** checklist completion status from OSC personnel. (Checklists are not optional.)
- ___/___ **CONTACT** the following non-pager carrying OSC Support personnel:
 1. OSC Clerk/Logkeeper
 2. Communications Support (as needed)
 3. Computer Support (as needed)

**APPENDIX E
ASSISTANT OSC MANAGER****(Page 2 of 3)****OPERATIONAL RESPONSIBILITIES**

- Assist the OSC Manager in providing direction and control in the OSC.
- Maintain communications with the TSC.
- Oversee the operations of the OSC Teams and coordinate supporting activities.
- Assign TSC developed task(s) to the team briefer(s) and ensure emergency teams are properly briefed using Appendix F, OSC Team Briefing/Debriefing Form.
- Authorize the dispatching of emergency response teams (includes signing briefing form, Appendix F).
- Ensure emergency teams are properly debriefed, in a timely manner, using Appendix F, OSC Team Briefing/Debriefing Form.
- Ensure the Plant Status Board, Emergency Response Team Tracking Boards, and OSC Staffing Chart are kept current.
- Coordinate with OSC RADCON Supervisor and Operations Advisor as needed regarding OSC Team activities (determine if teams need RADCON or Operations support).
- Authorize issuance of equipment and document issuance as necessary.
- Assist in obtaining authorization for emergency exposures and the issuance of KI for emergency response teams.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.
- Assist the OSC Manager in coordinating shift changes and 24 hour/day OSC operations as needed.

APPENDIX E
ASSISTANT OSC MANAGER
(Page 3 of 3)

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.
- Assists in forming re-entry and recovery plans.

APPENDIX F
WATTS BAR NUCLEAR PLANT OSC TEAM BRIEFING/DEBRIEFING FORM
 (Page 1 of 2)

TEAM: _____ Assistant OSC Mgr _____ / _____ init/time	Task Description: Describe problem or task, drawings, known facts, precautions, etc. _____ _____ _____ _____ Task Location _____ <input type="checkbox"/> Inform OSC Manager of Team Request From TSC <input type="checkbox"/> Assign to Briefing Team: Lead Briefer: _____ <input type="checkbox"/> Heads-up to Briefer(s): <input type="checkbox"/> Ops <input type="checkbox"/> RADCON <input type="checkbox"/> Safety <input type="checkbox"/> Other <input type="checkbox"/> Enter Team Information on OSC Team Tracking Board																														
Lead Briefer _____ / _____ init/time	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Task Team</th> <th style="text-align: center;">Members</th> <th style="text-align: center;">SSN</th> <th style="text-align: center;">Discipline (IM, MM, etc.)</th> </tr> </thead> <tbody> <tr> <td>Team Leader</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Operations</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>RADCON</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Briefing By: Lead Briefer: Init _____ RADCON Init _____</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Description of Problems <input type="checkbox"/> Procedures to be Used <input type="checkbox"/> Tools Needed <input type="checkbox"/> Equipment Needed <input type="checkbox"/> Clearance Required (Hold Orders) <input type="checkbox"/> Ops Support <input type="checkbox"/> Safety Evaluation of Job <input type="checkbox"/> Key(s) needed for job </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Radiation Work Permit (RWP) <input type="checkbox"/> RADCON Support <input type="checkbox"/> Hazards Between OSC and Work Location <input type="checkbox"/> Route to/from Work Area <input type="checkbox"/> Contact Briefer prior to returning from field <input type="checkbox"/> List (Read) debriefing questions to be asked <input type="checkbox"/> Copy of Briefing Form given to team with Tele #s </td> </tr> </table> <p><input type="checkbox"/> Maintain routine contact with team while in the field.</p> <p>Method of Communication: <input type="checkbox"/> TSC Results Hotline (x8611) <input type="checkbox"/> Messenger <input type="checkbox"/> Pager # _____ <input type="checkbox"/> Phone # _____ <input type="checkbox"/> Radio (Channel: _____) Radio Sensitive Area? <input type="checkbox"/> Yes <input type="checkbox"/> No (BP-364)</p>	Task Team	Members	SSN	Discipline (IM, MM, etc.)	Team Leader	_____	_____	_____		_____	_____	_____		_____	_____	_____		_____	_____	_____	Operations	_____	_____	_____	RADCON	_____	_____	_____	<input type="checkbox"/> Description of Problems <input type="checkbox"/> Procedures to be Used <input type="checkbox"/> Tools Needed <input type="checkbox"/> Equipment Needed <input type="checkbox"/> Clearance Required (Hold Orders) <input type="checkbox"/> Ops Support <input type="checkbox"/> Safety Evaluation of Job <input type="checkbox"/> Key(s) needed for job	<input type="checkbox"/> Radiation Work Permit (RWP) <input type="checkbox"/> RADCON Support <input type="checkbox"/> Hazards Between OSC and Work Location <input type="checkbox"/> Route to/from Work Area <input type="checkbox"/> Contact Briefer prior to returning from field <input type="checkbox"/> List (Read) debriefing questions to be asked <input type="checkbox"/> Copy of Briefing Form given to team with Tele #s
Task Team	Members	SSN	Discipline (IM, MM, etc.)																												
Team Leader	_____	_____	_____																												
	_____	_____	_____																												
	_____	_____	_____																												
	_____	_____	_____																												
Operations	_____	_____	_____																												
RADCON	_____	_____	_____																												
<input type="checkbox"/> Description of Problems <input type="checkbox"/> Procedures to be Used <input type="checkbox"/> Tools Needed <input type="checkbox"/> Equipment Needed <input type="checkbox"/> Clearance Required (Hold Orders) <input type="checkbox"/> Ops Support <input type="checkbox"/> Safety Evaluation of Job <input type="checkbox"/> Key(s) needed for job	<input type="checkbox"/> Radiation Work Permit (RWP) <input type="checkbox"/> RADCON Support <input type="checkbox"/> Hazards Between OSC and Work Location <input type="checkbox"/> Route to/from Work Area <input type="checkbox"/> Contact Briefer prior to returning from field <input type="checkbox"/> List (Read) debriefing questions to be asked <input type="checkbox"/> Copy of Briefing Form given to team with Tele #s																														
RADCON _____ / _____ init/time	RADCON Requirements: RWP Required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, RWP # _____ SCBA <input type="checkbox"/> Respirator <input type="checkbox"/> Dressout _____ Other _____ Emerg Exposure Apprl. (EPIP-15 by SED) Yes <input type="checkbox"/> (_____ REM) No <input type="checkbox"/> N/A KI Approval (By TSC RADCON Manager or designee) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																														
OSC Mgr _____ / _____ init/time	FINAL APPROVAL to release team <input type="checkbox"/> Team Necessary <input type="checkbox"/> Radiological Conditions have not changed since briefing <input type="checkbox"/> Announce to OSC areas: "Is there any reason that we should not dispatch this team at this time?"																														

**APPENDIX G
OSC RADCON SUPERVISOR**

(Page 1 of 3)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in on the OSC Staffing Chart and **PUT ON** position badge.

___/___

SIGN the OSC Roster. (Appendix U)

___/___

ESTABLISH a log of communications and activities.

___/___

ESTABLISH communications with the TSC RADCON Manager.

___/___

ESTABLISH communications with the RADCON Lab Supervisor.

___/___

ENSURE adequate RADCON staffing available for emergency response (dosimetry support, RWP support, boardwriter, clerical).

___/___

CONTROL eating and drinking in the OSC until habitability has been established.

___/___

ENSURE habitability surveys are current for the OSC areas, TSC, and Control Room and assembly areas as listed in EPIP-8.

___/___

ASSIGN HIS-20 computer operator.

___/___

ENSURE that RADCON Techs are called in from home to provide staffing as required by EPIP-14.

___/___

LOCATE all RADCON persons/teams currently and previously tasked and ensure they are tracked on the Emergency Response Teams Board.

APPENDIX G
OSC RADCON SUPERVISOR
(Page 2 of 3)

OPERATIONAL RESPONSIBILITIES

- Provide and coordinate RADCON resources as necessary.
- Provide direction to the RADCON Lab.
- Ensure RADCON Teams are dispatched through the OSC. (Tracked on Emergency Response Teams Board.)
- Ensure emergency response teams have adequate RADCON/dosimetry coverage.
- At the **ALERT** or higher, verify that Security has distributed emergency dosimetry packages to all offsite responders (ie. EMS, Fire, or LLEA) and to any TVA Security personnel in the OCA and Protected Area whose duties do not allow dosimetry issue at the RCA.
- Brief the OSC Manager and OSC Staff of radiological conditions as needed.
- Provide immediate radiological information to OSC staff as conditions change.
- Brief the TSC RADCON Manager of the RADCON resources and radiological conditions as needed.
- Ensure "Environmental Problems" segment of Plant Status Board is correct.
- Ensure that all predressed OSC staging area teams are issued proper dosimetry and have been evaluated for radiological access.
- Provide assistance to the OSC Manager as needed.
- Periodically check habitability of TSC, OSC, and Control Room, if radiological conditions Administer KI to emergency response teams according to EPIP-14. (Forward Potassium Iodine Issue Report, to the TSC RADCON Manager.)
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.
- Log-on to Integrated Computer System (ICS).

**APPENDIX G
OSC RADCON SUPERVISOR
(Page 3 of 3)**

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.
- Assists in forming re-entry and recovery plans.
- Ensures outlining emergency response groups (i.e., line crews, warehouse) have dosimetry and are being protected throughout the emergency.

**APPENDIX H
OSC RADCON BRIEFER**

(Page 1 of 4)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in OSC on the Staffing Chart.

___/___

SIGN the OSC Roster. (Appendix U)

___/___

ESTABLISH a log of communications and activities.

___/___

NOTIFY the OSC RADCON Supervisor of arrival.

___/___

ACCESS RADCON Party Line (ext. 4103) as necessary.

___/___

ENSURE that personnel reporting to the OSC teams staging area are briefed as time allows using page 3 of 4 of Appendix H as an orientation for responders.

**APPENDIX H
OSC RADCON BRIEFER
(Page 2 of 4)**

OPERATIONAL RESPONSIBILITIES

- Provide radiological technical assistance to the Briefing Teams.
- Provide radiological conditions analysis of the job assigned to the emergency response teams.
- Assist with portions of the OSC Team Briefings.
- Complete applicable portions of Appendix F, the OSC Team Tracking/Briefing/Debriefing Form.
- Ensure radiological data is collected and reported back to the OSC in an expeditious manner for planning and prioritizing further emergency response activities.
- Ensure TLDs are collected and processed from returning team members.
- Assist in the administration of KI according to EPIP 14.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.
- Ensures that the radiological information on the OSC status board is accurate.
- Ensures that personnel reporting to the OSC Teams Staging Area are briefed as time allows using page 3 of 4 of Appendix H as an orientation for responders.

**APPENDIX H
OSC RADCON BRIEFER
(Page 3 of 4)**

EMERGENCY RESPONSE TEAMS STAGING AREA ORIENTATION

(RADCON will brief responders as conditions allow on the contents of this list.)

- Stay continuously aware of REP status and in plant conditions.
- Plan contingencies when assigned a team (anticipate needs and hazards) prior to entering accident area.
- Communicate with briefers on a regular basis. Be aware of radio dead spots in the Plant (e.g., El. 676, RHR pump rooms). Perform functional check of radio and equipment prior to entering Auxiliary Building or accident area. Use repeat-backs for effective transfer of information. BP-364 lists radio sensitive areas of the plant.
- Perform applicable pathway surveys to and from work location.
- Relay data promptly and frequently to the OSC! This information is critical in assessing plant conditions and protection of personnel. Consideration should be given to designating a runner to telephone data if necessary.
- If on a pathway and the team encounters a field of >1000 mrem/HR advise the OSC.
- If when arriving to destination team encounters a field of >1000 mrem/HR, return to lower dose area and advise OSC.
- Stay together as a team for accountability.
- In-plant conditions are dynamic, OSC will continually advise the team of any changes while in the field.
- If for some reason the scope of the job changes while in the field, notify the OSC.
- Note any unusual plant conditions (frisker increases, liquid leaks, poor visibility, etc.), advise OSC.
- Use appropriate techniques to reduce exposure and maximize safety.
- When in the field, use available supplies in RADCON cabinets if needed.
- Contact RADCON briefer upon completion of task.
- Primary accident condition RWPS are available; please familiarize yourself with them, RADCON will brief the team on the RWP.
- If possible, keep a written log of team activities while in the field.
- Contact RADCON or OSC for return route in the event of change of event conditions, etc.

**APPENDIX H
OSC RADCON BRIEFER**
(Page 4 of 4)

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.
- Assists in forming re-entry and recovery plans.

**APPENDIX I
OSC OPERATIONS ADVISOR**

(Page 1 of 2)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

- ___/___ **ENTER** into the Accountability Badge Reader.
- ___/___ **SIGN** in on the OSC Staffing Chart.
- ___/___ **SIGN** the OSC Roster. (Appendix U)
- ___/___ **ESTABLISH** a log of activities and communications.
- ___/___ **ESTABLISH** communications with the TSC Operations Manager for updates and to obtain Operations support.
- ___/___ **CALL-IN** AUOs\Operations personnel from offshift to support OSC activities (Minimum of 3 AUOs are usually needed in the OSC).
- ___/___ **ESTABLISH** communications with the Control Room Communicator via the Control Room party-line.
- ___/___ **LOG ON** to Integrated Computer System (ICS) terminal.
- ___/___ **ANNOUNCE** on the portable radio: "AUO's report to the OSC." (repeat)

**APPENDIX I
OSC OPERATIONS ADVISOR
(Page 2 of 2)**

OPERATIONAL RESPONSIBILITIES

- Direct AUO's to maintain a log, and listen to the Operations Party Line to remain current on Plant Status.
- Provide plant operations advice to support the OSC Manager.
- Provide Operational advice to support the entire OSC, including Briefing Teams as needed. (Additional AUOs can be used to assist in briefing teams.)
- Provide personnel for any operations actions that may be required while in the field.
- Keep the TSC Operations Manager, and Operations Communicator appraised of the OSC Team activities while in the field.
- Operate ICS terminal in the OSC as needed.
- Ensure the OSC Plant Status Board is correct.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.
- Assists in forming re-entry and recovery plans.

**APPENDIX J
OSC FIRE PROTECTION ADVISOR**

(Page 1 of 2)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___ **ENTER** keycard into the Accountability Badge Reader.

___/___ **SIGN** in on the OSC Staffing Chart.

___/___ **SIGN** OSC Roster. (Appendix U)

___/___ **ESTABLISH** a log of activities and communications.

___/___ **ESTABLISH** communications with the Fire Operations Unit or the Fire Station to provide plant status updates.

APPENDIX J
OSC FIRE PROTECTION ADVISOR
(Page 2 of 2)

OPERATIONAL RESPONSIBILITIES

- Monitor plant status and fire response.
- Support EPIP-10, Medical Emergency Response, as needed.
- Support EPIP-17, Fire Emergency Response, as needed.
- Initiate and provide first response for hazardous material containment.
- Initiate personnel search and rescue in hazardous areas.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.
- Assists in forming re-entry and recovery plans.

**APPENDIX K
OSC CHEMISTRY ADVISOR**

(Page 1 of 2)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in on the OSC Staffing Chart.

___/___

SIGN OSC Roster. (Appendix U)

___/___

ESTABLISH a log of activities and communications.

___/___

ESTABLISH communications with the TSC Chemistry Manager.

___/___

ESTABLISH communications with Chemistry Lab staff.

___/___

CALL the assigned Chemistry Shift Leads to support OSC operations.

**APPENDIX K
OSC CHEMISTRY ADVISOR
(Page 2 of 2)**

OPERATIONAL RESPONSIBILITIES

- Provide and coordinate Chemistry personnel needed to support the OSC.
- Provide Chemistry technical content in emergency team briefings as necessary.
- Dispatch the Post-Accident Sampling System (PASS) team as directed by the TSC.
- Maintain a communications link with the TSC Chemistry Manager.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.
- Provide/assist in obtaining Release/Pathway information as needed.
- Provide Chemistry data (primary and secondary) of initiating conditions and provide ongoing Chemistry information.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.
- Assists in forming re-entry and recovery plans.

**APPENDIX L
OSC CLERK**

(Page 1 of 3)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

- ___/___ **ENTER** keycard into the Accountability Badge Reader.
- ___/___ **SIGN** in on the OSC Staffing Chart.
- ___/___ **SIGN** the OSC Roster. (Appendix U)
- ___/___ **ESTABLISH** a log of activities and communications.
- ___/___ **NOTIFY** other staff to report to the OSC as determined by the OSC Manager.

**APPENDIX L
OSC CLERK**

(Page 2 of 3)

OPERATIONAL RESPONSIBILITIES

- Ensure the OSC Status Boards are continuously updated to reflect current plant conditions.
- Ensure OSC responders have signed the OSC roster.
- Ensure a log is maintained of all important OSC activities.
- Collect and maintain all original copies of OSC generated records.
- Provide records to the WBN Emergency Preparedness (EP) Manager when the OSC is deactivated.
- Maintain log of communications and activities.
- Provide OSC team status reports to the control room on a periodic basis.
- Provide adequate turnover when a shift change occurs, and utilizes Appendix V to activate additional OSC responders.
- Assist OSC responders in obtaining their TLDs.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.
- Assists in forming re-entry and recovery plans.

APPENDIX L
OSC CLERK

(Page 3 of 3)

EMERGENCY RESPONSE TEAMS

TO: SM in MCR (Simulator for Drills)

FROM: ____/____/____

FAX to the SM (8463) and TSC (8365)

(For drills FAX to the SM/simulator at x8363).

Priority	Team	Task Location	Lead Briefer/Team Leader/RC Tech	Comments/Status	Time Briefed	Time Out	Time In	Time Debriefed
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					
			L. Briefer: _____ T. Leader: _____ RC Tech: _____					

**APPENDIX M
OSC BRIEFING TEAM**

(Page 1 of 2)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in on the OSC Staffing Chart.

___/___

SIGN the OSC Roster. (Appendix U)

___/___

ESTABLISH a log of communications and activities.

___/___

REPORT any conditions in the plant which may be related to the emergency condition.

**APPENDIX M
OSC BRIEFING TEAM**

(Page 2 of 2)

OPERATIONAL RESPONSIBILITIES

- Provide Mechanical, Electrical, and Instrument technical expertise.
- Notify Mechanical, Electrical, Instrument Foremen to report with crews to the OSC Staging Area.
- Evaluate job conditions (including RADCON, Fire Operations, and Operational aspects of the task) and analyze the necessary precautions and methods best suited to safe performance of the task.
- Brief the OSC Teams based on the analysis of the job.
- Track, communicate and monitor safety of the OSC Teams while in the field.
- Debrief the OSC Teams after completion of the task.
- Complete applicable portions of Appendix F, OSC Team Briefing/Debriefing Form.
- Operates Curator computer as needed to provide OSC team briefing information.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.

APPENDIX N
OSC INDUSTRIAL SAFETY ADVISOR
(Page 1 of 2)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___ **ENTER** keycard into the accountability card reader.

___/___ **SIGN** the OSC Staffing Chart.

___/___ **SIGN** the OSC Roster. (Appendix U)

___/___ **ESTABLISH** a log of communications and activities.

APPENDIX N
OSC INDUSTRIAL SAFETY ADVISOR
(page 2 of 2)

OPERATIONAL RESPONSIBILITIES

**Note: Industrial Safety issues are normally coordinated within the ERO staff.
IF additional assistance is required, THEN contact Site/Corporate Safety
Specialist by calling the Operations Duty Specialist at 5-751-1700.**

- Ensure the OSC Manager/OSC Staff are aware of safety hazards that could affect emergency response activities.
- Assist Briefing Teams in preparing applicable portions of Appendix F, OSC Team Tracking/Debriefing Form.
- Assist Briefing Teams in briefing process. Ensure teams have adequate safety apparel and equipment to complete emergency team assignments.
- Assist in obtaining/procuring adequate safety equipment.
- Assist in the team debriefing process as needed.
- Ensure safety hazard information obtained from returning teams flows back into the OSC in a timely expeditious manner. Incorporate significant information into the prioritizing and emergency team briefing process.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.

**APPENDIX O
OSC NUCLEAR SECURITY ADVISOR**

(Page 1 of 1)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

____/____

ENTER keycard into the Accountability Badge Reader.

____/____

SIGN in on the OSC Staffing Chart.

____/____

SIGN the OSC Roster. (Appendix U)

____/____

ESTABLISH a log of communications and activities.**OPERATIONAL RESPONSIBILITIES**

- Ensure the OSC Manager/OSC Staff are aware of security hazards that could affect emergency response activities.
- Remain cognizant of Plant Radiological Conditions and report the location(s) of Security Personnel/Patrols (as needed) to RADCON and the OSC Manager.
- Provide assistance to briefing teams as needed.
- Ensure security provides expeditious emergency entries and exits for teams dispatched from the OSC.
- Ensure adequate staffing is available to support EPIP-8, "Personnel Accountability and Evacuation," when implementing assembly and accountability or evacuations.
- Provide Security support for search and rescue operations and other necessary emergency response actions.
- Maintain log of communications and activities.
- Provide adequate turnover when a shift change occurs.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.

**APPENDIX P
OSC TEAMS COORDINATOR**

(Page 1 of 3)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in on the OSC Staffing Chart.

___/___

SIGN the OSC Roster. (Appendix U)

___/___

ESTABLISH a log of communications and activities.

___/___

USE Page 3 of 3 of this Appendix to organize an OSC Teams Staging Area.

___/___

ENSURE OSC tool kits have been moved from the Toolroom in the Maintenance Shop to the OSC Teams Staging Area.

___/___

ENSURE the following minimum number of personnel come to the prestaging area (these numbers are approximate depending on plant conditions):

4 Electrical Maintenance

6 Mechanical Maintenance

2 I&C Maintenance

3 AUOs from Main Control Room Kitchen (or from home)

NOTE: This is not a comprehensive list. The emergency may or may not require all of these positions to be prestaged. This is only a suggested list.
--

**APPENDIX P
OSC TEAMS COORDINATOR**

(Page 2 of 3)

OPERATIONAL RESPONSIBILITIES

- Maintain contact with Assistant OSC Manager.
- Manage the Emergency Response Team staging area by:
 1. Directing responders (potential OSC teams) to check-in with the HIS-20 Operator.
 2. Requiring all potential OSC team members to dress out.
 3. Prepare emergency responders to be dispatched.
- Ensure that OSC briefers know who is available in the OSC Teams Staging Area by periodically distributing lists of personnel awaiting assignments.
- Ensure that every team is debriefed upon returning.

DEACTIVATION RESPONSIBILITIES

- Ensures all teams are accounted for and properly debriefed.
- Ensures all logs and team briefing forms are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.

**APPENDIX Q
OSC NUCLEAR STORES COORDINATOR
(Page 1 of 1)**

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___ **ENTER** keycard into the Accountability Badge Reader.

___/___ **SIGN** in on the OSC Staffing Chart.

___/___ **SIGN** OSC Roster. (Appendix U)

___/___ **ESTABLISH** a log of communications and activities.

OPERATIONAL RESPONSIBILITIES

- Provides coordination between Power Stores and the OSC.
- Provides materials as expeditiously as possible for emergency response activities.
- Operates mainframe computer to determine materials availability.

DEACTIVATION RESPONSIBILITIES

- Ensures all records (anything written down during the OSC activation) are completed and signed.
- Leave all papers at your station which will be collected and properly stored by WBN Emergency Preparedness.

APPENDIX R
WORK CONTROL BOARDWRITER
(Page 1 of 2)
INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in on the OSC Staffing Chart.

___/___

SIGN the OSC Roster. (Appendix U)

___/___

ESTABLISH a log of communications and activities.

___/___

PROVIDE a status of current work control plant activities to the OSC for immediate analysis to:

- Determine if any ongoing work is related to the emergency.
- Determine if current jobs should be continued, expedited or stopped.

APPENDIX R
WORK CONTROL BOARDWRITER
(Page 2 of 2)

OPERATIONAL RESPONSIBILITIES

- Maintain contact on control room party line on x4102.
- Maintain OSC status boards.

DEACTIVATION RESPONSIBILITIES

- Ensures all records (anything written down during the OSC activation) are complete and signed.
- Leave all papers at work station which will be collected and properly stored by WBN Emergency Preparedness.

**APPENDIX S
RADCON BOARDWRITER**

(Page 1 of 2)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in on the OSC Staffing Chart.

___/___

SIGN the OSC Roster. (Appendix U)

___/___

ESTABLISH a log of communications and activities.

___/___

ESTABLISH contact on the RADCON Party-line (ext. 4103).

**APPENDIX S
RADCON BOARDWRITER
(Page 2 of 2)**

OPERATIONAL RESPONSIBILITIES

- Maintains the radiological status boards by providing a radiological sequence of events.
- Maintains copies of radiological status board as conditions change.
- Notifies the OSC RADCON Supervisor of changes in radiological conditions.
- Maintains contact on RADCON Party Line (ext. 4103).
- Maintains radiological status elevation maps to provide a clear status of radiological conditions at all times.
- Maintains a clear status of eating and drinking in the OSC areas on the Radiological Status Board.

DEACTIVATION RESPONSIBILITIES

- Ensures all records (anything written down during the OSC activation) are complete and signed.
- Leaves all papers at work station which will be collected and properly stored by WBN Emergency Preparedness.

**APPENDIX T
DCRM COORDINATOR**

(Page 1 of 1)

INITIAL OSC ACTIVATION CHECKLIST

Date: _____

Inits/Time

___/___

ENTER keycard into the Accountability Badge Reader.

___/___

SIGN in on the OSC Staffing Chart.

___/___

SIGN the OSC Roster (Appendix U).

___/___

ENSURES that current EPIP-7 copies are available for all OSC responders.

___/___

ESTABLISH a log of communications and activities.

___/___

ENSURE OSC Manager has a controlled copy of the EIPs on his desk.

OPERATIONAL RESPONSIBILITIES

- Provides DCRM expertise as needed.
- Provides drawings, documents, vendors manuals as requested by OSC.
- Assists in OSC logistics as requested.

DEACTIVATION RESPONSIBILITIES

- Ensures all records (anything written down during the OSC activation) are complete and signed.
- Leaves all papers at work station which will be collected and properly stored by WBN Emergency Preparedness.

