

AmerGen Energy Company, LLC  
Oyster Creek  
US Route 9 South  
P.O. Box 388  
Forked River, NJ 08731-0388

10 CFR 50, Appx E, Sec V

2130-03-20267

U. S. Nuclear Regulatory Commission  
Attn: Document Control Desk  
Washington, DC 20555 - 0001

Oyster Creek Generating Station  
Facility Operating License No. DPR-16  
NRC Docket No. 50-219

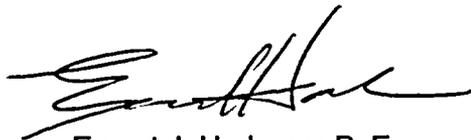
Subject: Revision to Emergency Plan Implementing Procedures

Enclosed are a current listing of the Emergency Plan Implementing Procedures and a copy of each of the recently revised procedures listed below.

<u>Procedure Number</u>	<u>Title</u>	<u>Revision</u>
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	15

If any further information or assistance is needed, please contact William Stewart at 609-971-4775.

Sincerely,



Ernest J. Harkness P. E.  
Vice President, Oyster Creek Generating Station

EJH/WVS  
Enclosures: 2

cc: H. J. Miller, Administrator, USNRC Region I (2 copies)  
R. J. Summers, USNRC Senior Resident Inspector, Oyster Creek  
File No. 03024

A045

Type	Procedure Number	Revision	Effective Date	Title	Usage
Emergency Prep					
	EPIP-OC-.01	14	11/26/2002	Classification of Emergency Conditions	1
	EPIP-OC-.02	33	09/05/2003	Direction of Emergency Response/ Emergency Control Center (ECC)	1
	EPIP-OC-.03	31	09/05/2003	Emergency Notification	2
	EPIP-OC-.06	27	09/10/2002	Additional Assistance and Notification	2
	EPIP-OC-.10	14	08/05/2002	Emergency Radiological Surveys Onsite	2
	EPIP-OC-.11	18	07/25/2002	Emergency Radiological Surveys Offsite	2
	EPIP-OC-.12	9	07/07/2001	Personnel Accountability	2
	EPIP-OC-.13	10	01/31/2002	Site Evacuation and Personnel Mustering at Remote Assembly Areas	2
	EPIP-OC-.25	27	03/28/2003	Emergency Operations Facility (EOF)	1
	EPIP-OC-.26	24	03/28/2003	The Technical Support Center	1
	EPIP-OC-.27	15	02/12/2003	The Operations Support Center	1
	EPIP-OC-.31	12	09/16/2002	Environmental Assessment Command Center	1
	EPIP-OC-.33	6	03/10/2003	Core Damage Estimation	1
	EPIP-OC-.35	16	04/18/2003	Radiological Controls Emergency Actions	1
	EPIP-OC-.40	13	08/27/2003	Site Security Emergency Actions	2
	EPIP-OC-.41	8	07/02/2002	Emergency Duty Roster Activation	1
	EPIP-OC-.44	3	03/28/2003	Thyroid Blocking	2
	EPIP-OC-.45	3	12/04/2001	Classified Emergency Termination / Recovery	2
	OEP-ADM-1311.03	5	12/12/2001	Emergency Preparedness Section Administration **ANNUAL REVIEW**	2
	OEP-ADM-1319.01	15	10/10/2003	Oyster Creek Emergency Preparedness Program	3
	OEP-ADM-1319.02	14	03/14/2003	Emergency Response Facilities & Equipment Maintenance	3
	OEP-ADM-1319.04	7	05/12/2003	Prompt Notification System	2
	OEP-ADM-1319.05	2	07/02/2001	Emergency Preparedness Event Reports	3
	OEP-SUR-1310.09	12	07/19/2002	Emergency Communications Surveillance	3

**AmerGen.**

An Exelon/British Energy Company

OYSTER CREEK  
EMERGENCY PREPAREDNESS  
IMPLEMENTING DOCUMENT

Number

OEP-ADM-1319.01

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Prior Revision 14 incorporated the following Temporary Changes:

N/A

This Revision 15 incorporates the following Temporary Changes:

N/A

List of Pages

1.0 to 20.0  
E1-1 to E1-4  
E2-1 to E2-2  
E3-1  
E4-1 to E4-2  
E5-1  
E6-1  
E7-1  
E8-1  
E9-1  
E10-1

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DOCUMENT HISTORY

REV	DATE	ORIGINATOR	SUMMARY OF CHANGE
13	05/92	R. Sullivan	Revise section 5.6.3.1 to allow short term change of duty without written notification to security.
14	07/92		Telephone number changes.
15	03/93		Make Exhibits 8 & 9 agree with Emergency Planning update staffing responsibilities.
16	06/94	A. Smith	Update NRC telephone number, also Duty Roster.
17	10/94	A. Smith	Delete Parsippany Field Monitoring teams.
18	01/95	A. Smith	Clarify on shift minimum staffing requirements. Supplemental positions added to duty roster at Mgt. discretion.
19	03/95	A. Smith	Delete team & position number from teleclerk announcement & replace with nine digit SS #.
0	01/96	A. Smith	Correct titles, clarify shift security supervisor in ref. to weekly comm. test. Revises procedure number to OEP series. Also clarify drill admin. and include action item training system. Rev. bars not applicable. Major rewrite.
1	07/96	T. Blount	Update phone numbers for Plant Ops Manager and INPO.
2	10/96	T. Blount	Clarify what a Supplemental position holder can do regarding filling an Essential position. Removed some Supplemental positions. Changed Duty Roster issuance frequency to as determined by EP Mgr. or Annually whichever is sooner.
3	12/97	P. Hays	Incorporate steps for computer configuration controls.
4	05/98	P. Hays	Updates Exhibits 2 & 8 to reflect recent changes in two duty roster staffing. Adds note for respirator glasses requirement. Changes Exhibit 9A to reflect recent changes in computer controls.
5	10/98	A. Smith	Change reference to action items and use "CAP's" as tracking system. Add information technologies to the notifications on the Drill Admin. form.
6	04/99	A. Smith	Indicate Safety Review required on cover page, reference new E-Plan #, ERO Test notification to weekly from every Thursday.
7	DOS	A. Smith	Change reference from GPU to OCNGS, reflect Monday for roster change of duty, add Lotus Notes for D.R. change of duty, update ERO to reflect PI Pos.
8	04/01	A. Smith	Delete position 355, OSC communicator.
9	06/01	A. Smith	Update titles in Exhibit 2 for selection mgrs; add 2 Exhibits 9 & 10 to capture duty roster placement of personnel.
10	12/01	A. Smith	Update titles, delete the weekly pager test, clarify duty roster process/responsibilities, update duty poster; discrimination process from hard copy to Lotus Notes.
11	01/02	A. Smith	Remove requirements for respirator qualifications for certain ERO positions

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12	08/02	J. Bontempo	<p>Reword 4.4.3, 4.4.4, 5.6.1.2 Exh. 9, Step 7 to replace Teleclerk with Dialogic</p> <p>Correct Exh. 1 3c</p> <p>Phone number for NRC Ops Ctr.</p> <p>Corrected Exh reference in Step 3.5.3 changed procedure reference in Step 4.5 to reflect LS-AA-2110</p> <p>Exh 7 Steps 3 e,f,g,h added EP Coordinator</p> <p>Correct Exh 1, 3j phone number for Ocean County Sheriff</p> <p>Correct Exh 1, 4 IT Help Desk</p> <p>Correct Exh. 2, Station Support Director Plant Manager</p>
13	02/02	P. Thompson	<p>5.6.3 - Clarify use of Lotus Notes Duty Exchange process.</p> <p>Ex 1 - Updated drill admin guide for improved drill preparation activities</p>
14	03/18	M. Chanda	<p>3.5.1.1 - Revised reference to 2612-PGD-2685</p> <p>4.5 - Revised reference to EP-MA-125-1003</p> <p>5.3.8 - Corrected reference from Exh. 6 to Exh. 5</p> <p>6.4 - Revised reference to 1000-ADM-2002.04</p> <p>6.9 - Revised reference to IT-AA-101</p>
15	09/29	P. Thompson	<p>5.6.4 - Update on-call duty period</p> <p>Ex. 6 - Revised listing of ERO positions</p>

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1.0 PURPOSE

This procedure defines the Oyster Creek Emergency Preparedness Program requirements and maintenance.

2.0 APPLICABILITY/SCOPE

2.1 This procedure applies to Oyster Creek personnel in their activities at Oyster Creek relating to emergency preparedness.

2.2 This procedure delineates Oyster Creek responsibilities as assigned in 2000-PLN-1300.01, OCSGS Emergency Plan.

3.0 DEFINITIONS

3.1 Emergency Duty Roster - Consists of all Initial Response Emergency Organization (IREO) and Emergency Support Organization (ESO) personnel.

3.2 Oyster Creek Emergency Plan Implementing Document - This document shall include Emergency Plan Implementing Procedures and should include Emergency Preparedness Administrative Procedures.

3.3 Oyster Creek Emergency Preparedness Program - The program implemented by Oyster Creek Division, Support Divisions, and the Oyster Creek Emergency Preparedness Section to maintain a high level of emergency preparedness.

3.4 Essential Positions - Consist of those duty roster positions (personnel) described in the Emergency Plan. These positions are presented in Exhibit 6.

3.4.1 Essential positions also include the On-Shift Personnel required to meet the minimum staffing requirements of Table 5 of 2000-PLN-1300.01, OCSGS Emergency Plan.

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3.5 Supplemental Positions - Consist of those duty roster positions (personnel) not required by the Emergency Plan.

3.5.1 Supplemental positions shall be trained as a minimum in accordance with Oyster Creek Emergency Plan Section 8.2.1, Step 1.

3.5.1.1 Supplemental positions should receive training in accordance with the Emergency Preparedness Training Program description 2612-PGD-2685, as a good practice, but it is not required.

3.5.2 Supplemental positions may fulfill the duties and responsibilities of an essential position if their training and qualification meet the minimum requirements as applicable for that position in Exhibit 4.

3.5.3 The supplemental positions are identified on the duty roster by the mid position number of 5 or higher in the three digit "position" identifier (e.g.; X5X, X6X, X7X, etc.). These positions are listed in Exhibit 7.

#### 4.0 RESPONSIBILITIES

4.1 Directors, Managers and Supervisors shall:

4.1.1 Provide assistance in scenario preparation by developing supporting data and/or ensuring technical accuracy and credibility as requested.

4.1.2 Provide drill observers and controllers to assist in the conduct and evaluation of emergency drills and exercises as needed.

4.1.3 Nominate individuals from their organization for Initial Response Emergency Organization and Emergency Support Organization positions, as specified in Exhibit 2, Emergency Duty Roster Staffing Responsibilities, to fill current or projected vacancies on the Emergency Duty Roster.

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- 4.1.3.1 Individuals currently holding a position on the Emergency Duty Roster may be trained for other Roster positions but should not be assigned more than one position on the duty roster.
- 4.1.3.2 Individuals must complete initial training/retraining for the Roster position to which they are nominated prior to being assigned to the Roster unless a valid exception is documented in accordance with the Training Program.
- 4.1.4 Monitor their personnel's progress in achieving and maintaining proficiency on Emergency Preparedness assignments. This should be recognized in Employee Performance reviews.
- 4.1.5 Ensure that they and their personnel attend scheduled Emergency Preparedness training.
- 4.1.6 When necessary submit "Drill Exemption List" Exhibit 6, to the Plant Manager (or designee) for approval at least twenty four (24) hours prior to the Drill date.
- 4.2 The Emergency Preparedness Section - OC shall:
  - 4.2.1 Schedule the training and retraining of Emergency Duty Roster personnel to maintain personnel training requirements current and provide timely notification of necessary training to appropriate personnel.
  - 4.2.2 Develop, implement and maintain the Oyster Creek Emergency Preparedness Training Program within the guidance set forth in Reference 6.1 and 6.5.

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- 4.3 The Emergency Preparedness Manager/Site Coordinator - OC is responsible for the overall development, implementation and maintenance of the Oyster Creek Emergency Preparedness Program. The Emergency Preparedness Manager - OC shall:
- 4.3.1 Plan, coordinate, implement and evaluate drills and exercises.
  - 4.3.2 Maintain Emergency Duty Roster and issue Confidential Telephone Information listing when the Mgr. determines sufficient Org./Personnel changes warrant revision or at least annually whichever is more frequent. The Roster should be reviewed by the Emergency Prep Manager, approved by the Duty Roster Coordinator & Senior Site Management.
  - 4.3.3 Direct the issuance of a Initial Response Emergency Organization Duty Schedule for Drills/Exercises annually.
  - 4.3.4 Review/concur on the Emergency Preparedness Training Program Description and related lesson plans and exams for technical accuracy and conformance with the Emergency Plan.
  - 4.3.5 Maintain the Emergency Preparedness Surveillance Program and accompanying documentation. The Program includes, but is not necessarily limited to:
    - 4.3.5.1 Installed equipment operability and performance testing.
    - 4.3.5.2 Reviews and audits of Emergency Response Facilities and equipment readiness.
    - 4.3.5.3 Periodic updating of Letters of Agreement and emergency phone numbers.
    - 4.3.5.4 Ensuring the technical adequacy of Emergency Preparedness Section staff personnel.

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- 4.3.6 Review the Oyster Creek Emergency Preparedness Program to ensure satisfactory overall performance.
- 4.3.7 Track to completion "CAP" items related to emergency preparedness.
- 4.3.8 Control and revise Emergency Plan implementing procedures to reflect current information consistent with the latest revisions to the Emergency Plan and changes to EP facilities, equipment and documents.
- 4.3.9 Maintain and program as necessary the Emergency Response Organization Notification system. Review data derived from notification system tests and take corrective action for unsatisfactory results.
- 4.3.10 Perform critiques of actual implementations of the Emergency Plan (eg., any declared emergency).
- 4.4 Personnel assigned to the Initial Response and Emergency Support Organization Duty Roster are responsible to:
  - 4.4.1 Ensure that their assigned radio pager is operable and turned on when on duty and take positive action to replace their pager if it fails.
  - 4.4.2 Ensure that they are available to report for duty in accordance with the Fitness For Duty Policy within the required time during the period when they are on duty. Obtain a qualified replacement in accordance with Section 5.6.3 to carry out the assigned duties and responsibilities when any situation prevents him/her from performing his/her duty assignment on a short-term basis.

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- 4.4.3 Call Dialogic at the 800 number that appears on the pager any time the pager activates by a group code and follow the instructions provided by Dialogic System.

NOTE

If the Dialogic cannot be reached, or there is a discrepancy between pager message code and Dialogic message, report to your assigned ERF.

- 4.4.4 Acknowledge the phone message provided by the Dialogic System, if contacted at home, and follow the instructions provided by the Dialogic System.
- 4.4.5 Ensure that the Emergency Preparedness Section has their current telephone numbers (office and home).
- 4.4.6 Maintain respirator and training qualifications.

NOTE

Personnel in positions that require the use of respirators and require eye glasses must have the appropriate respirator eye glasses available at all times when on duty.

- 4.5 Key members of the IREO and ESO should perform in, or observe a drill/exercise every 18 months ( $\pm$  25%). These members are identified in EP-MA-125-1003. At the discretion of EP Management key personnel who do not meet this criteria may be removed from the duty roster until the criteria is met.

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5.0 PROCEDURE

The Oyster Creek Emergency Preparedness Program consists of the following elements:

5.1 Development, implementation and maintenance of the Emergency Plan Implementing Document - This document, as defined in Section 3,

implements the Oyster Creek Emergency Preparedness Program.

5.2 Emergency Preparedness Training Program - This program is governed by Reference 6.1 and conducted in accordance with the Oyster Creek Training Department Procedures.

5.3 Emergency Drills and Exercises

5.3.1 An exercise is an evaluated demonstration of major portions of emergency response capabilities. An exercise tests the integrated capability of the emergency response organization to identify weaknesses that could affect the response to an actual emergency. Exercises usually involve a large radiological release affecting the off-site populace and usually involve the full or partial participation of federal, state, and local agencies. (ref: INPO 88-019)

5.3.2 A drill is an evolution conducted to develop and maintain key emergency response skills. Drills are usually narrower in scope than exercises and can be used to train a specific area of response such as fire response, medical response, or interagency communications. Drills can also be used to train for integrated response of the emergency organization. Drills should be used to practice and promote a high state of readiness and teamwork within and between on-site facilities and disciplines. Drills can be used to correct deficiencies identified in exercises. (ref: INPO 88-019)

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5.3.3 Periodic drills and exercises will be conducted in order to assess the state of emergency preparedness. The prime objective of this form of training is to verify the emergency preparedness of all participating personnel, organizations, and agencies. Each drill or exercise will be conducted to: (1) ensure that the participants are familiar with their respective duties and responsibilities, (2) verify the adequacy of the Emergency Plan and the methods used in the Emergency Plan Implementing Documents, (3) test communications networks and systems, (4) check the availability of emergency supplies and equipment, and (5) verify the operability of emergency equipment. In addition, repair and damage control shall be included in one major drill/exercise on an annual basis. (ref: OCNGS E-Plan)

5.3.3.1 Medical Emergency Drill

Medical Drill shall be conducted annually. The drill will involve the participation of local medical support personnel and organizations (e. g., physician, ambulance service, hospital), and will involve simulated (injured) contaminated personnel.

5.3.3.2 Fire Emergency Drill

Fire drills shall be conducted in accordance with the site Fire Protection Plan.

5.3.3.3 Radiological Monitoring Drill

Radiological Drill shall be conducted annually. The drill shall include collection and analysis of all appropriate sample media for both onsite and offsite locations.

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5.3.3.4 Radiological Controls Drill

At least one drill shall be conducted semi-annually. The drill will involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements. The drill shall include analysis of inplant liquid samples with simulated elevated activity levels.

5.3.3.5 Hazardous Material Spill Drill

Hazardous Material Spill Drills shall be conducted as required by the OCGS Environmental Control Plan.

5.3.3.6 Biennial Exercises

- a. The OCGS Emergency Plan shall be tested biennially to include a scenario with a Site Area or General Emergency. State and local government emergency plans will be included with full or partial participation by state and local governments within the Plume Exposure Pathway EPZ as required by federal regulations.
- b. Conduct of the exercise shall include mobilization of onsite and offsite emergency response personnel and resources in order to verify their capability to respond to an emergency. Communications with State and County agencies will be included. The scenario will be varied from year to year such that all major elements of these plans and preparedness organizations are tested within a six year period. Once within each six year period an exercise will be started in accordance with NRC and FEMA objectives for off-normal hours.

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- 5.3.4 "Hands-On/OJT" Drills will be conducted when it is determined additional training or experience will enhance an individual, selected group, facility staff or the ERO's ability to respond to emergency conditions. This session may take the form of a walk-through or a table-top discussion of an evolution/operation. This type of drill is distinct from those described in Section 5.3.3 in that the focus is limited and will generally not include an integrated response.
- 5.3.5 Actual Emergency Plan Activations may be credited in place of selected drills if the Emergency Preparedness Manager deems it appropriate. Generally an Alert or higher level emergency may be substituted for a Drill. Such events may also replace an Exercise with NRC approval.
- 5.3.6 Drill Controllers and Evaluators will be selected from the Plant and supporting divisions based on their specialized expertise. Selection will be based on Company Organizational Position and/or Emergency Response Organization qualifications.
- 5.3.7 Drill attendance may be conducted by the facility drill controller/evaluators. Attendance sheets should be signed by the participants for drill credit. Attendance sheets should be returned to the Emergency Preparedness Section for documentation.
- 5.3.8 Personnel may be exempted from drill participation by submitting a copy of a completed Exhibit 5. This should be submitted at least twenty-four (24) hours prior to the scheduled drill date. Should a member of the Team/Priority participating in the Drill require exemption, the Director, Manager, or Supervisor requesting the exemption shall make all necessary arrangements for coverage of that position during the drill. The Drill Exemption List must be approved by the Plant Manager or his designee. Completed copies shall be sent to Shift Security Supervisor's Office - Main Gate and Emergency Preparedness Office.

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5.3.9 NRC Administrative Letter 94-16 (dated November 30, 1994) provides revised guidance concerning NRC Core Inspection Program for Annual E.P. exercises.

5.3.9.1 The letter revised the inspection frequency for performing specific inspection modules (Evaluation of Exercises for Power Reactors and Review of Exercise Objectives and Scenarios for Power Reactors) from annual to biennial.

5.3.9.2 An Annual exercise will be conducted in accordance with 10CFR50 App. E and submittal of exercise scenarios and objectives will be done biennially, in accordance with IN-94-16.

5.3.10 All drills and exercises will be documented using Exhibit 1. Any items which do not pertain to a particular exercise or drill should be noted "N/A".

5.4 Emergency Preparedness Surveillance Program - Included in the Oyster Creek Emergency Preparedness Procedure Manual as OEP-SUR-1310 series.

5.5 Emergency Response Facilities and Equipment Readiness - These facilities and associated equipment will be maintained in accordance with OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance.

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5.6 Emergency Response Organization - The maintenance of the Emergency Response Organization will be as follows:

5.6.1 Nomination and approval process.

5.6.1.1 Responsible Directors, Managers and Supervisors as listed in Exhibit 2, Emergency Duty Roster Staffing Responsibilities, should nominate individuals from the OCGS organization to fill current or projected vacancies in the Emergency Duty Roster.

1. The nominating Director, Manager or Supervisor shall ensure that nominated individuals meet the criteria outlined in Exhibit 4, Qualification Requirements for Essential Personnel.

5.6.1.2 Site Emergency Preparedness shall review the nominated individual's Emergency Preparedness training to ensure proper completion.

1. If the nominee has not completed Emergency Preparedness training, the appropriate training should be scheduled in a timely manner.
2. Once training has been completed the Emergency Duty Roster and Dialogic System shall be updated in accordance with Exhibit 10.

5.6.1.3 Personnel with lapsed qualifications which are not renewed shall be removed from the Duty Roster. Reinstatement shall be in accordance with 5.6.1.

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5.6.2 Emergency Duty Rosters and Schedules

5.6.2.1 The Emergency Duty Roster shall be revised, in the Duty Roster Database as changes occur. The Dialogic System will be updated as changes occur, in a timely fashion.

5.6.2.2 Periodically a Confidential Telephone Information listing will be published and distributed. This phone listing will be distributed to the following:

- Shift Security Supervisor's Office
- Emergency Operations Facility
- Emergency Control Center
- Technical Support Center

5.6.2.3 The Drills/Exercise Schedule will be published and distributed each calendar year.

5.6.3 Duty Roster/Schedule Changes

5.6.3.1 An exchange of duty to the IREO or ESO Duty Schedule will be accomplished by the duty assignee submitting a notice via Lotus Notes EP Duty Roster Exchange to the Emergency Preparedness Manager or designee with a copy to the Site Security Manager in advance of the change. The notice will be retained until the change is no longer effective.

NOTE

A Lotus Notes Application is available to electronically submit a "Notice of Temporary Change of Duty". This is the preferred method of exchanging duty.

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5.6.3.3 Personnel changes to the Emergency Duty Roster will be made by submitting a notice similar to the Emergency Duty Roster Change form and processed according to Section 5.6.1. Appropriate measures should be taken by the responsible managers to ensure all positions remain fully staffed.

5.6.4 Initial Response Emergency Organization (IREO) Team Duty Period

5.6.4.1 The normal period of on-call duty for the Initial Response Emergency Duty Roster Teams is 0800 hours Friday to 0800 hours Friday of the following week. Exceptions to this period are noted on the annual published duty schedule. During this period IREO members on duty shall be fit for duty in accordance with the employee Fitness for Duty Program (Reference 6.4). The OCGS Duty Roster Schedule identifies duty periods for all teams.

5.6.5 Emergency Support Organization Team Duty Period

5.6.5.1 The ESO will follow duty rotation in accordance with Section 5.6.4.1. During the duty period these teams shall comply with the Employee Fitness for Duty program (Reference 6.4). The OCGS Duty Roster Schedule identifies duty periods for all teams.

5.7 Corrective Action Process (CAP) - Issues related to the conduct of the Emergency Preparedness Program should be entered into the CAP System. A self assessment of EP CAP items should be conducted each year not to exceed 15 months. The assessment should look for trends as described in 2000-ADM-7216.01.

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5.8 Control of Software

- 5.8.1 Software developed or maintained by Emergency Preparedness shall be protected from unauthorized modification by:
  - 5.8.1.1 Limiting distribution of uncompiled source code to those specifically authorized to modify the code.
  - 5.8.1.2 Maintaining backup copies of source code
  - 5.8.1.3 Maintaining backup copies of unprotectable external data.
  - 5.8.1.4 Periodically creating backup copies of accumulated results data.
  - 5.8.1.5 Software control is in accordance with IT-AA-101, Attachment 1, DTS Applicability Matrix.
- 5.8.2 Software shall have a specified responsible individual, who will:
  - 5.8.2.1 Be a point of contact for user comments.
  - 5.8.2.2 Notify users of errors or omissions.
  - 5.8.2.3 Coordinate modification.
  - 5.8.2.4 Ensure distribution of revisions to authorized users.
- 5.8.3 In house software shall be tested:
  - 5.8.3.1 Before initial distribution.
  - 5.8.3.2 After revision.
  - 5.8.3.3 Such test result documentation may be flexible based on the nature of the software or degree of revision.

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5.8.3.4 Documentation for other than 'non-substantive changes' shall be permanent (memo, formal calculation when applicable, etc.). Use Exhibit 9 Software Configuration Control Change Request. Additional supporting documentation should be attached.

NOTE

Changes which could reasonably be expected to affect record retention or numerical accuracy shall be considered substantive. EXAMPLE: a change which adds the date to a printout may be non-substantive, a change which alters global results data file structures may be substantive even though no actual calculations are modified.

5.8.4 Vendor Supplied Software shall be tested:

5.8.4.1 For operability on available equipment.

5.8.4.2 For accuracy of results.

6.0 REFERENCES

- 6.1 OCGS Emergency Plan, 2000-PLN-1300.01
- 6.2 Emergency Preparedness Procedure, OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance
- 6.3 Oyster Creek Emergency Plan Implementing Document
- 6.4 Employee Fitness for Duty Procedure/Drug and Alcohol 1000-ADM-2002.04.
- 6.5 2612-PGD-2685 Emergency Preparedness Training Program.
- 6.6 INPO Document - 88-019 - Emergency Preparedness Drill and Exercise Manual.
- 6.7 Corrective Action Process 2000-ADM-7216.01.
- 6.8 10CFR50
- 6.9 IT-AA-101 Digital Technology Systems (DTS) Quality Assurance
- 6.10 LS-AA-2110, Monthly Performance Indicator (PI) Data Elements for Emergency Response Organization (ERO) Drill Preparation.

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**7.0 EXHIBITS**

- 7.1 Exhibit 1, Example Drill Administrative Guide Form
- 7.2 Exhibit 2, Emergency Duty Roster Staffing Responsibilities
- 7.3 Exhibit 3, Example Notice of Temporary Exchange of Duty
- 7.4 Exhibit 4, Qualification for Essential Personnel
- 7.5 Exhibit 5, Drill Exemption List
- 7.6 Exhibit 6, Emergency Response Organization Essential Positions
- 7.7 Exhibit 7, Emergency Response Organization Supplemental Positions
- 7.8 Exhibit 8, Software Configuration Control Change Request
- 7.9 Exhibit 9, Duty Roster Placement of Personnel
- 7.10 Exhibit 10, Lotus Notes Duty Roster Database Information

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(EXAMPLE)  
EXHIBIT 1  
DRILL ADMINISTRATIVE GUIDE FORM

1. Classification and Scheduling

The Emergency Preparedness Manager or his designee shall circle the appropriate title below and note the date and time the drill is to be held.

	<u>TIME</u> / <u>DATE</u>	<u>DATE</u> / <u>INITIALS</u>
• Drill	_____ / _____	
• Dress Rehearsal	_____ / _____	
• Annual Exercise	_____ / _____	_____ / _____

2. Scenario Development

The Emergency Preparedness Manager or his designee shall be responsible for the drill scenario preparation as well as obtaining scenario review from personnel listed below.

Scenario # \_\_\_\_\_ Revision \_\_\_\_\_ / \_\_\_\_\_

SRO (Name) \_\_\_\_\_

RAD PRO OR RAD ENGINEERING SUPERVISOR (Name) \_\_\_\_\_

OTHER REVIEW \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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---	---------------------------

(EXAMPLE)  
EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM

3. <u>Outside Agency Notification</u>	<u>DATE</u> / <u>INITIALS</u>
The Emergency Preparedness Manager or his designee is responsible for coordinating efforts with outside participating emergency personnel and organizations and notify the agencies indicated below;	
a. New Jersey State Police Emergency Operations Center (609) 882-4201	_____ / _____
b. Ocean County Department of Emergency Services (732) 341-3451	_____ / _____
c. NRC Operations Center, Rockville, Md. (800) 449-3694 If no answer call (301) 951-0550	_____ / _____
(Specify Name) _____	
d. Resident NRC Inspector (609) 971-4978	_____ / _____
e. Local Fire Companies (at the discretion of EP Manager or EP Coordinator)	_____ / _____
f. Community Medical Center [Nursing Services Supv. (732) 240-8000 (at discretion of EP Manager or EP Coordinator.	_____ / _____
g. Southern Ocean County Hospital [Nursing Service Supervisor (609) 597-6011] (at discretion of EP Manager or EP Coordinator)	_____ / _____
h. Rescue Squads (at discretion of EP Manager or EP Coordinator)	_____ / _____
Specify Which) _____	
i. INPO Emergency Ops Center (800) 321-0614	_____ / _____
j. Ocean County Sheriff's Comm. Center (732) 349-2010 or (732) 349-2094	_____ / _____
k. Lacey Township Police Dept. (609) 693-6636	_____ / _____
l. Ocean Township Police Dept. (609) 693-4007	_____ / _____

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DRILL ADMINISTRATIVE GUIDE FORM

\_\_\_\_\_ / \_\_\_\_\_  
DATE / INITIALS

m. Other \_\_\_\_\_ / \_\_\_\_\_  
(Specify) \_\_\_\_\_

4. Information Technologies Help Desk \_\_\_\_\_ / \_\_\_\_\_

5. Plant Notification

a. Vice President, Oyster Creek \_\_\_\_\_ / \_\_\_\_\_

b. Plant Manager \_\_\_\_\_ / \_\_\_\_\_

c. Site Security Manager \_\_\_\_\_ / \_\_\_\_\_

d. Communications \_\_\_\_\_ / \_\_\_\_\_

e. Work Management \_\_\_\_\_ / \_\_\_\_\_

Note

Work management will be notified of scheduled drills and exercises with sufficient notice to ensure site resources are properly scheduled and reserved. Such resources include Maintenance, RP, and Chemistry personnel to support in-field activities, and vehicles as necessary, to minimize impact on scheduled work.

Note:

6. Observers

The Emergency Preparedness Manager is responsible for assigning observers to monitor personnel and areas involved in the drill. All plant and supporting departments are responsible for providing technically qualified observers to assist in drill observation and evaluation.

a. Assign all observers. \_\_\_\_\_ / \_\_\_\_\_

b. Publish memo providing date, times & locations to all observers. \_\_\_\_\_ / \_\_\_\_\_

c. Verify operability of observer/contractor phone circuits. \_\_\_\_\_ / \_\_\_\_\_

7. Pre-Drill Meeting

Meet with all observers and other non-player personnel involved with the drill to brief them on scope, sequence of events and responsibilities.

\_\_\_\_\_ / \_\_\_\_\_

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EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM

DATE / INITIALS

8. Shift Participation

The operating shift(s) actually tested in the drill/exercise should be listed.

\_\_\_\_\_ / \_\_\_\_\_

9. Post Drill Requirements

Upon completion of the drill, the Emergency Preparedness Manager is responsible for meeting with all observers and holding a critique to review and discuss deficiencies and corrective actions.

a. Meet with all observers to review their significant comments, if possible.

\_\_\_\_\_ / \_\_\_\_\_

b. Hold drill critique to review drill with involved personnel.

\_\_\_\_\_ / \_\_\_\_\_

c. Collect signed Observer comments as available.

\_\_\_\_\_ / \_\_\_\_\_

d. Collect Drill Attendance Forms, if used.

\_\_\_\_\_ / \_\_\_\_\_

e. Empty Lotus Notes database after drill report approval.

\_\_\_\_\_ / \_\_\_\_\_

10. CAP Process

The Emergency Preparedness Manager or his designee is responsible for developing CAP's based upon drill recommendations.

a. Develop Action Items.

\_\_\_\_\_ / \_\_\_\_\_

11. Documentation and Routing of Drill and CritiqueResults

The Emergency Preparedness Manager or his designee is responsible for ensuring that all documents generated as a result of the drill are collected and forwarded to appropriate personnel and/or departments.

a. Prepare and distribute Drill or Exercise Critique memo.

\_\_\_\_\_ / \_\_\_\_\_

b. Forward the completed drill packet to Document Control. Items included in the Drill Packet are the following:

\_\_\_\_\_ / \_\_\_\_\_

1. List of Observers

2. Drill Critique

3. Completed Drill Administrative Guide Form (Exhibit 1)

c. Forward Drill Attendance Forms to Training Administrative Support

\_\_\_\_\_ / \_\_\_\_\_

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(EXAMPLE)  
EXHIBIT 2

Emergency Duty Roster Staffing Responsibilities

Duty Roster Position

Responsibility for Staffing

EMERGENCY CONTROL CENTER

101 Operations Coordinator	Plant Manager
102 ECC Communications Coordinator	Plant Manager
103 ECC Communicator	Engineering
104 ECC Communicator	Plant Manager

TECHNICAL SUPPORT CENTER

201 Emergency Director	Plant Manager
202 ED Assistant	Plant Manager
203 Rad Assessment Coordinator	Plant Manager
204 Rad Engineering Support	Plant Manager
205 TSC Coordinator	Director Engineering
206 TSC Engineer (Mech)	Director Engineering
207 TSC Engineer (Elec)	Director Engineering
208 TSC Engineer/I & C	Director Engineering
210 Core Engineer	Director Engineering
250 TSC Communications Coordinator	Director Engineering
253 Tech Assistant	Director Engineering
658 Computer Eng.	Director Engineering

OPERATIONS SUPPORT CENTER

301 OSC Coordinator	Maintenance Director
302 Emergency Maintenance Coordinator	Maintenance Director
303 Rad Control Coordinator	Plant Manager
304 Chemistry Coordinator	Plant Manager
306 Security Coordinator	Plant Manager
350 Maintenance Team Coordinator	Maintenance Director
351 Emergency Maintenance Electrical	Maintenance Director
353 OSC Communications Coordinator	Maintenance Director
354 OSC Communicator (Operations)	Maintenance Director

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(EXAMPLE)  
EXHIBIT 2

Emergency Duty Roster Staffing Responsibilities

Duty Roster Position

Responsibility for Staffing

OFF-SITE RADIOLOGICAL MONITORING TEAMS

450 Rad/Env Survey Team A Leader	Plant Manager
451 Rad/Env Survey Team A Assistant	Plant Manager
452 Rad/Env Survey Team B Leader	Plant Manager
453 Rad/Env Survey Team B Assistant	Plant Manager

EMERGENCY ASSEMBLY AREA

501 Emergency Assembly Area Coordinator	Work Management Director
---	--------------------------

EMERGENCY OPERATIONS FACILITY

601 Emergency Support Director	Vice President
602 ESD Assistant	Vice President
603 Group Leader R&EC	Plant Manager
605 EOF Communications Coordinator	HR Manager
606 EOF Communicator	HR Manager
607 EOF Communicator	HR Manager
608 Tech Support Representative	Director Engineering
609 Group Leader - Administrative Support	Work Management Director
610 Emergency Preparedness Representative	Plant Manager
612 P.I. Tech Rep/Com	HR Manager
650 Tech Support Staff	Director Engineering
651 Tech Support Staff	Director Engineering
652 Tech Support Staff	Director Engineering
653 Administrative Support Staff	Work Management Director
654 Material Management Coordinator	Work Management Director

ENVIRONMENTAL ASSESSMENT COMMAND CENTER

801 Environmental Assessment Coordinator	Plant Manager
802 Met/Dose Assessment Coordinator	Plant Manager

JIC

910 Media Center Lead - Com	HR Manager
911 Media Ct. Advisor/Communicator	HR Manager
912 PI Tech Rep - Com	HR Manager
913 PI Rep - Com	HR Manager
952 JIC Admin./Communicator	HR Manager

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EXHIBIT 3

Notice of Temporary Exchange of Duty

Subject: IREO/ESO Exchange of Duty  
(circle one)

To: Emergency Preparedness Manager - OC  
Security Manager - OC

I, \_\_\_\_\_, am assigned to the Emergency  
Name  
Response Organization Duty Roster, Position Number \_\_\_\_\_, as  
a(n) \_\_\_\_\_.  
Assignment

I will be unable to fulfill my on-call assignment during the period  
\_\_\_\_\_ to \_\_\_\_\_ and have arranged with  
\_\_\_\_\_  
Name Home Telephone No. Office No.  
who is fully qualified to perform my duties during this period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Signature:

\_\_\_\_\_  
Person Accepting Duty

Date: \_\_\_\_\_

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(EXAMPLE)  
EXHIBIT 4

QUALIFICATION REQUIREMENTS FOR ESSENTIAL PERSONNEL

I. On-Shift Emergency Organization

- A. Satisfactorily complete and maintain required skills training and possess operators license, as appropriate, for assigned position.
- B. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned.
- C. Satisfactorily complete and maintain respirator qualification in accordance with Plant requirements.
- D. Satisfactorily complete and maintain radiation worker training (Level II).
- E. Must be active in the dosimetry system (i.e., TLD).

II. Initial Response Emergency Organization (IREO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Must satisfy 1 hour response time requirement.
- C. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned in the Initial Response Organization.
- D. Satisfactorily complete and maintain respirator qualification in accordance with Plant requirements. (See Exhibit 6 for essential positions requiring respirator qualifications)
- E. Satisfactorily complete and maintain radiation worker training (Level II).
- F. Must be active in the dosimetry system (i.e., TLD assigned).

\*NOTE

Exemptions to IC and II D may be granted by the Plant Manager or designee with EP concurrence from the Emergency Preparedness Manager if loss of the individual's expertise may lower the effectiveness of the EP Program. However, the individual will not be permitted to enter an area where respirators are required.

**AmerGen**

An Exelon/British Energy Company

**OYSTER CREEK  
EMERGENCY PREPAREDNESS  
IMPLEMENTING DOCUMENT**

Number

OEP-ADM-1319.01

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EXHIBIT 4  
(continued)

QUALIFICATION REQUIREMENTS FOR ESSENTIAL PERSONNELIII. Emergency Support Organization (ESO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for the position assigned in the Emergency Support Organization.



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EMERGENCY PREPAREDNESS  
IMPLEMENTING DOCUMENT

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EXHIBIT 6Emergency Response OrganizationEssential Positions

\*101 Operations Coordinator  
 \*102 ECC Communications Coordinator  
 \*103 ECC Communicator  
 \*104 ECC Communicator  
 201 Emergency Director  
 202 E.D. Assistant  
 203 Rad. Assessment Coordinator  
 204 Radiological Engineering Support  
 205 TSC Coordinator  
 206 TSC Engineer (Mech)  
 207 TSC Engineer (Elec)  
 208 TSC Engineer (I&C)  
 210 Core Engineer (Tech Functions)  
 301 OSC Coordinator  
 302 Emergency Maintenance Coordinator  
 303 Radiological Controls Coordinator  
 304 Chemistry Coordinator  
 306 Security Coordinator  
 501 Emergency Assembly Area Coordinator  
 601 Emergency Support Director  
 602 ESD Assistant  
 603 Group Leader R&EC  
 605 EOF Communications Coordinator  
 606 EOF Communicator  
 607 EOF Communicator  
 608 Tech Support Representative  
 609 Group Leader - Admin Support  
 610 Emergency Preparedness Representative  
 612 PI Tech Rep/Com  
 801 Env. Assess. Coordinator  
 802 Met/Dose Assessment Coordinator  
 910 Media Center Lead/Com  
 911 Media Center Advisor/Com  
 912 PI Tech Rep/Com  
 913 PI Rep/Com

\* Indicates respirator qualifications required

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EXHIBIT 7

Emergency Response Organization

Supplemental Positions

250 TSC Communications Coordinator  
253 Technical Assistant  
350 Maintenance Team Coordinator  
351 Emergency Maintenance Electrical  
353 OSC Communications Coordinator  
354 OSC Communicator (Operations)  
450 Rad/Env. Survey Team A Leader  
451 Rad/Env. Survey Team A Assistant  
452 Rad/Env. Survey Team B Leader  
453 Rad/Env. Survey Team B Assistant  
650 EOF Tech Support Staff  
651 EOF Tech Support Staff  
652 EOF Tech Support Staff  
653 Admin Support Staff  
654 Materials Management Coordinator  
658 Computer Eng.  
952 JIC Admin./Communicator

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EXHIBIT 8

Software Configuration Control Change Request

1. Software/Source Code to be Changed: \_\_\_\_\_  
\_\_\_\_\_

2. Requested Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Responsible Point of Contact: \_\_\_\_\_

4. Concurrence for Change Request YES / NO Sig. \_\_\_\_\_ Date \_\_\_\_\_

If NO an explanation should be provided to requesting party, If YES proceed with request.

5. Responsible Change Party: \_\_\_\_\_

5.1 Description of Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.2 Method of Verification and Validation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Responsible Reviews: \_\_\_\_\_  
\_\_\_\_\_

7. Emergency Preparedness Approval

Approval Signature / Title / Date

Title

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EXHIBIT 9Duty Roster Placement of Personnel

1. Responsible management listed in Exhibit 2 will notify the Duty Roster Coordinator of an anticipated vacancy, duty roster change or person to be removed from the roster.
2. Responsible management identifies personnel replacement to Duty Roster Coordinator.
3. Duty Roster Coordinator checks prerequisites of duty position with personnel qualifications. If personnel are qualified proceed with this process. If personnel are NOT qualified, determination will be made on a case by case basis with the responsible management to gain the necessary training to qualify the person in the position.
4. Duty Roster Coordinator will schedule and/or conduct the necessary class or classes. Provide new roster member with duty roster packet.
5. Duty Roster Coordinator will, if necessary, coordinate completion of qual card and/or drill.
6. Duty Roster Coordinator will notify responsible management that individual is qualified to assume duty roster position and if necessary grant removal of outgoing roster personnel.
7. Duty Roster Coordinator will update the Dialogic System and lotus notes EP roster database to add/move personnel into new position. Use Exhibit 10 for update information.
8. Individual notified of exact duty roster placement by the Duty Roster Coordinator.

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EXHIBIT 10

Lotus Notes Duty Roster

Database Information

NAME \_\_\_\_\_  
EMPLOYEE \_\_\_\_\_  
EST. REPORTING TIME  
TO ERF FROM HOME \_\_\_\_\_  
SOCIAL SECURITY # \_\_\_\_\_  
HOME BASE # \_\_\_\_\_  
SITE ADDRESS \_\_\_\_\_  
WORK PHONE # \_\_\_\_\_  
HOME PHONE # \_\_\_\_\_  
BEEPER # \_\_\_\_\_  
CELL # \_\_\_\_\_

EP OFFICE TO FILL IN

TEAM # \_\_\_\_\_ POSITION # \_\_\_\_\_  
TRAINING/QUALIFICATION COMPLETE DATE \_\_\_\_\_  
DUTY ROSTER START DATE \_\_\_\_\_  
SUPERIOR/MANAGER \_\_\_\_\_