DISTRIBUTION CONTROL LIST

Document Name: EMER PLAN

CC_NAME	NAME	DEPT	LOCATION
2	EP/TRAINING ADMINISTRATOR	TRAINING (ALL EP'S)	#48
3	RES DEPARTMENT MANAGER	RES (UNIT 3/IPEC ONLY)	45-4-A
4	REFERENCE LIBRARY	REC/TRN(UNT 3/IPEC ONLY)	BLDG/17
9	JOINT NEWS CENTER	EMER PLN (ALL EP'S)	EOF
10	SHIFT MGR.(LUB-001-GEN)	OPS (UNIT 3/IPEC ONLY)	IP3
11	CONTROL ROOM & MASTER	OPS(3PT-D001/6(U3/IPEC)	IP3(ONLY)
14	EOF	E-PLAN (ALL EP'S)	EOF
16	AEOF/A.GROSJEAN(ALL EP'S)	E-PLAN (EOP'S ONLY)	WPO-12D
19	NUC ENGINEERING LIBRARY	DOC (UNIT 3/IPEC ONLY)	WPO/7A
21	TSC(IP3)	EEC BUILDING	IP2
23	SILK DAVID	NRC (ALL EP'S)	OFFSITE
24	SILK DAVID	NRC (ALL EP'S)	OFFSITE
25	DOCUMENT CONTROL DESK	NRC (ALL EP'S)	OFFSITE
28	AVRAKOTOS N	J A(UNIT 3/IPEC ONLY)	OFFSITE
30	E-PLAN STAFF	E-PLAN (ALL EP'S)	EOF
31	BARANSKI J (PLAN ONLY)	ST. EMERG. MGMT. OFFICE	OFFSITE
32	SUTTON A (PLAN ONLY)	DISASTER & EMERGENCY	WESTCHESTR
33	LONGO N (PLAN ONLY)	EMERGENCY SERVICES	ROCKLAND
34	GREENE D (PLAN ONLY)	DISASTER & CIVIL DEFENSE	ORANGE
35	RAMPOLLA M (PLAN ONLY)	OFFICE OF EMERG MANAGE	PUTNAM
41	SIMULATOR	TRAIN(UNIT 3/IPEC ONLY)	48-2-A
107	QA MANAGER	QA (UNIT 3/IPEC)	GSB-2B
319	L.GRANT (LRQ-OPS TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
354	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
424	HULBERT TRACY(7COPIES)	(UNIT 3/IPEC ONLY)	#48
510	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
511	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
512	L.GRANT (LRQ-OPS TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
513	L.GRANT (LRQ-OPS TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
517	PLANT MANAGER'S OFFICE	ADMIN/(UNIT 2/IPEC ONLY)	IP2
518	DOC CONTROL	UNIT 2(UNIT 2/IPEC ONLY)	IP2
520	CONTROL ROOM(D001 SERIES)	OPS (UNIT 2 & IPEC ONLY)	IP2
521	SIMULATOR	TRAIN (UNIT 2/IPEC ONLY)	IP2
522	NRC RESIDENT	US NRC(UNIT 2/IPEC ONLY)	88'ELV IP2
524	BLAIR W.	IPEC LICENSING	K-IP2-4323
558	TORRES DAMARIS	R&D EEC BUILDING 2ND FL.	IP2

A045

ATTACHMENT 10.1 SMM CONTROLLED DOCUMENT TRANSMITTAL FORM

SITE MANAGEMENT MANUAL CONTROLLED DOCUMENT TRANSMITTAL FORM - **PROCEDURES**

Page 1 of 1

Entergy	CONTROLLED DOCUMENT TRANSMITTAL FORM - **PROCEDURES**

TO: DISTRIBUTION **DATE: 2/6/2004** **TRANSMITTAL NO: 29018**

FROM: IPEC DOCUMENT CONTROL: EEC or **IP2 53'EL** (Circle one) **PHONE NUMBER: 271-7057**

The Document(s) identified below are forwarded for use. In accordance with IP-SMM-AD-103, please review to verify receipt, incorporate the document(s) into your controlled document file, properly disposition superseded, void, or inactive document(s). Sign and return the receipt acknowledgement below within fifteen (15) working days.

AFFECTED DOCUMENT **IPEC EMERGENCY IMPLEMENTATION PROCEDURES**

DOC #	REV #	TITLE	INSTRUCTIONS

NOTE: REPLACE CURRENT INDEX WITH ATTACHED REVISED INDEX:

THE FOLLOWING PROCEDURE HAS BEEN REVISED. REPLACE CURRENT COPIES WITH ATTACHED REVISED COPY:

IP-EP-222 REV.1, IP-EP-223 REV.1

*************PLEASE NOTE EFFECTIVE DATE*************

RECEIPT OF THE ABOVE LISTED DOCUMENT(S) IS HEREBY ACKNOWLEDGED. I CERTIFY THAT ALL SUPERSEDED, VOID, OR INACTIVE COPIES OF THE ABOVE LISTED DOCUMENT(S) IN MY POSSESSION HAVE BEEN REMOVED FROM USE AND ALL UPDATES HAVE BEEN PERFORMED IN ACCORDANCE WITH EFFECTIVE DATE(S) (IF APPLICABLE) AS SHOWN ON THE DOCUMENT(S).

NAME (PRINT) SIGNATURE DATE CC# 25

TRANS # 29018

TO: **Nuclear Regulatory Commission** 25

FROM: **IPEC Emergency Planning**

SUBJECT: **Emergency Planning Document Update**

Date: **02/05/04**

Please update your controlled copy of the documents listed below as specified with the copy(s) attached.

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
IPEC	Emergency Plan Implementing Procedures			
TOC	IPEC	02/04/04	01/20/04	Replace old with new
IP-EP-222	Unit 2 Technical Support Center	Rev 1 02/05/04	Rev 0 12/10/03	Replace old with new
IP-EP-223	Unit 3 Technical Support Center	Rev 1 02/05/04	Rev 0 12/10/03	Replace old with new

Indian Point Energy Center
Emergency Plan Implementing Procedures
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Indian Point Energy Center
Emergency Plan Implementing Procedures
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UNIT 3 PROCEDURES			
IP-1028	Core Damage Assessment	9	06/98
IP-1052	Hazardous Waste	8	07/02
IP-1055	Fire Emergency Response	16	01/20/04
IP-1057	Natural Phenomena	8	10/01
IP-1059	Air Raid Alert	7	05/01
IP-1070	Inventory **(Incorporated into AD6)**		Void
IP-2603	Corporate Support Group Manager	1	07/02

CONTROLLED

COPY # 25

Unit 2
Technical Support Center

Prepared by: Daria Sullivan Weaver (Print Name) — Daria Sullivan Weaver (Signature) — 2/3/04 (Date)

Approval: Frank Inzirillo (Print Name) — (Signature) — 2/4/04 (Date)

Effective Date: 2/5/04

This procedure excluded from further LI-100 reviews.

Table of Contents

TECNICAL SUPPORT CENTER (TSC)

1.0 PURPOSE

To describe the activation and operation of the Technical Support Center (TSC)

2.0 REFERENCES

2.1 Indian Point Energy Center Emergency Plan

2.2 IP-EP-110, Concept of Operations

2.3 IP-EP-130, Emergency Notifications and Mobilization

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

4.1 The Emergency Plant Manager (EPM) is responsible for:

4.1.1 Overall management of the Emergency Response Organization within the Protected Area Fence

4.1.2 Keeping the Emergency Director informed on the status of the plant and conditions within the Protected Area Fence.

4.1.3 Authorizing emergency exposures for Emergency Response Organization personnel within the Protected Area Fence

4.2 The TSC Manager is responsible for:

4.2.1 Directing TSC personnel to provide technical support to the Control Room and other portions of the Emergency Response Organization.

4.2.2 Working with the EPM to set priorities for the TSC Staff.

4.3 All other members of the TSC Staff are responsible for performing their duties as outlined in their position specific checklist or as directed by the TSC Manager.

5.0 DETAILS

5.1 The Emergency Plant Manager (EPM)
SHALL follow the instructions outlined in Attachment 9.1, EPM Checklist.

5.2 The TSC Manager
SHALL follow the instructions outlined in Attachment 9.2, TSC Manager Checklist.

5.3 The Technical Assessment Coordinator
SHALL follow the instructions outlined in Attachment 9.3, Technical Assessment Coordinator Checklist.

5.4 The Operations Advisor
SHALL follow the instructions outlined in Attachment 9.4, Operations Advisor Checklist.

5.5 The Radiological Advisor
SHALL follow the instructions outlined in Attachment 9.5, Radiological Advisor Checklist.

5.6 The Core Physics Engineer
SHALL follow the instructions outlined in Attachment 9.6, Core Physics Engineer Checklist.

5.7 The Mechanical and Electrical / I&C Engineer
SHALL follow the instructions outlined in Attachment 9.7, Mechanical and Electrical / I&C Engineer Checklist.

5.8 The TSC Data Coordinator
SHALL follow the instructions outlined in Attachment 9.8, TSC Data Coordinator.

5.9 The TSC Communicator
SHALL follow the instructions outlined in Attachment 9.9, TSC. Communicator.

6.0 INTERFACES

6.1 IP-EP-115, Emergency Plan Forms

6.2 IP-EP-212, Unit 2 Control Room

6.3 IP-EP-232, Unit 2 Operations Support Center

6.4 IP-EP-430, Site Assembly, Accountability and Relocation of Personnel Offsite

6.5 IP-EP-510, Meteorological, Radiological & Plant Data Acquisition System

6.6 IP-EP-610, Emergency Termination and Recovery

7.0 RECORDS

All forms and logs completed by the Emergency Response Organization during a declared emergency are quality records and shall be maintained for the life of the plant.

8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

None

9.0 ATTACHMENTS

9.1 EPM Checklist.

9.2 TSC Manager Checklist.

9.3 Technical Assessment Coordinator Checklist

9.4 Operations Advisor Checklist

9.5 Radiological Advisor Checklist

9.6 Core Physics Engineer Checklist

9.7 Mechanical and Electrical / I&C Engineer Checklist

9.8 TSC Data Coordinator Checklist

9.9 TSC Communicator

9.10 OSC / TSC Layout

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 1 of 10

1.0 Initial Responsibility/Activity	Notes
1.1 IF Unit 3 is the effected unit THEN: A. Follow initial steps in this checklist to activate. B. Once activated, have Unit 2 TSC/OSC staffs stand by. C. Establish and maintain communications with the Unit 3 Plant Operations Manager (POM) and the Emergency Director, providing assistance as requested.	
1.2 Assume the position of Emergency Plant Manager (EPM). A. Go to the Control Room (CR) to receive briefing on plant conditions. Use an Essential Information Checklist (IP-EP-115 Form EP-9) to document turnover information. B. IF the on-call ED has not assumed the ED duties **THEN**: 1. Relieve the Shift Manager of ED duties as outline in IP-EP-212, Unit 2 Control Room, Attachment 9.1 **AND** remain in the CR until relieved by the on-call ED. 2. **WHEN** relieved of ED duties by the on-call ED **THEN** continue to assume EPM duties per this checklist. C. Go to the TSC/OSC and sign in on the facility organization chart. D. Review TSC/OSC status boards and PICS/EDDS information if available. E. IF relieving another EPM **THEN** perform a formal turnover with the current EPM 1. Review TSC Status Boards and PICS/EDDS Displays if available. 2. Review or complete an Essential Information Checklist (IP-EP-115 Form EP-9) 3. Obtain a briefing from current EPM on the emergency, plant conditions and any actions that have been completed or are in progress. 4. Relieve current EPM 5. Make a formal announcement to TSC/OSC when relief takes place.	

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 2 of 10

Initial Responsibility/Activity (cont) **Notes**

1.3 Inform the Control Room, Command Guard House and EOF you have assumed the duties of the EPM and are now located in the TSC/OSC Complex.

2.0 Continuous Responsibility/Activity

2.1 Maintain (or direct a clerk to maintain) a log using an ERO Log Sheet (IP-EP-115 Form EP-10).

A. Log when you assumed the duties of EPM.

B. Log significant communications to individuals outside the TSC/OSC complex and all communications to individuals offsite

C. Log major decisions and any important details used to make decision

2.2 Inform the TSC Manager and OSC Manager when temporarily leaving the work area.

A. Instruct the TSC Manager to answer your phone while away.

B. **IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN:**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)

2. Inform the OSC Team Coordinator when you return.

C. Upon return, obtain a briefing from TSC Manager on any events, which have occurred while you were away.

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 3 of 10

Continuous Responsibility/Activity (cont) **Notes**

NOTE:
After initial accountability has been completed, facility managers are responsible for accountability of individuals assigned to their respective organizations.

2.3 Establish and maintain accountability for Plant personnel within the Protected Area

A. Check with the OSC Manager on the status of initial onsite accountability. Initial accountability should be completed within approximately 30 minutes of the sounding of the Site Assembly Alarm.

B. IF anyone is unaccounted for **THEN** direct the Lead Accountability Officer (LAO) and the OSC Manager to commence search and rescue operations.

C. Direct TSC Manager, OSC Manager, Shift Manager and Security Supervisor to maintain onsite accountability throughout the event.

2.4 Confer with the Emergency Director on release or evacuation of non-essential personnel from the Energy Education Center

A. Check with CR, TSC Manager and OSC Manager to determine if additional personnel are needed to support emergency response.

B. Inform the ED when you no longer have any immediate personnel needs and concur with release of non-essential personnel from the site.

2.5 Coordinate and direct the Response Activities of all Onsite ERO Personnel.

A. Establish and promulgate onsite priorities in response to the emergency.

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 4 of 10

Continuous Responsibility/Activity (cont) **Notes**

1. Designate priorities as High (H), Medium (M), or Low (L) as appropriate.
   (a) High (H): The task is necessary to protect the immediate health and safety of the public. High priority tasks are in response to plant conditions that are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.

   (b) Medium (M): Any task that requires action by the TSC/OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related item (for example, if a system has only one remaining component, repair of the backup components).

   (c) Low (L): Any task, which can be worked on when resources permit (i.e. getting meals, preparations for recovery activities).

2. If multiple tasks exist within a single priority classification, confer with the appropriate managers and personnel to establish the preferred sequence.

B. Direct TSC Manager and OSC Manager to maintain current task and priorities on the Status Boards.

2.6 Prepare for NRC Site Team response activities.

A. Coordinate the arrival of the Site Response Team with the EOF.

B. Brief (or designate an individual to brief) the inplant NRC Site Team upon arrival.

C. Direct the TSC Manager to coordinate activities associated with the NRC Site Team.

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 5 of 10

Continuous Responsibility/Activity (cont) | **Notes**

2.7 When applicable direct implementation of Severe Accident Management Guidelines.

A. Determine which strategies to implement.

B. Discuss actions with the Shift Manager, TSC Manager and the ED.

2.8 Authorize Emergency Exposures / KI issuance

A. Inform the OSC Manager and RP Coordinator that you authorize emergency exposures up to 1 Rem TEDE for all OSC and Operations personnel dispatched into the plant. Document this authorization on your ERO Log Sheet (IP-EP-115 Form EP-10).

B. IF emergency measures require additional exposure **THEN** raise the emergency exposure limit 1 Rem at a time up to 5 Rem.

C. Review and authorize, when requested by OSC Staff, emergency exposures beyond 5 Rem on an individual basis using Emergency Exposure Authorization (IP-EP-115 Form EP-6). General guidelines (more details are listed on authorization form):

1. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities.
2. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment.
3. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life.
4. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.

D. When requested by OSC Rad. Protection Coordinator or directed by ED authorize issuance of Potassium Iodine (KI). (KI is normally issued at 5 REM projected thyroid dose or declaration of General Emergency.)

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 6 of 10

Continuous Responsibility/Activity (cont) | **Notes**

2.9 Maintain communications with the Shift Manager

A. Discuss current plant status and planned operations

B. Discuss tasks the TSC/OSC are performing and review priorities.

C. Inform Shift Manager of any other important ERO activities (such as shift changes, arrival of NRC personnel, etc.)

2.10 Maintain communications with the Emergency Director.

A. Use an Essential Information Checklist (IP-EP-115 Form EP-9) to periodically update ED on conditions.

B. Inform the ED of onsite priorities and activities.

C. Inform the ED of any plant conditions or events which have the potential for change of emergency classification or radiological releases status.

2.11 Coordinate with TSC and OSC Managers to establish a Time Period for and Conduct of Facility Briefings

A. Make an announcement approximately 5 minutes before actual brief that a brief will be conducted (if possible).

B. Use an Essential Information Checklist (IP-EP-115 Form EP-9) as guide for leading briefings.

C. **Emphasize** the following items in each brief:

1. What the major task and priorities are, to maintain personnel awareness.

2. Everyone should review their procedure checklist to ensure proper actions are being taken.

3. Everyone should ensure they are maintaining proper logs and all forms are completed and legible.

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 7 of 10

Continuous Responsibility/Activity (cont) | **Notes**

D. Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change.

2.12 Maintain adequate manning, access control, and 24-hour functional continuity of the CR, TSC, and OSC.

NOTE:
The OSC Accountability Clerk prepares shift relief schedules and calls out the second shift.

A. Request additional material, manpower, and equipment as necessary.

2.13 Circumstances including, but not limited to a power outage, toxic gas condition, or increased radiation levels may necessitate the need to evacuate the TSC/OSC complex. IF it becomes necessary to evacuate the TSC/OSC complex for any reason, the following guidance shall be followed.

A. Determine a suitable alternate location(s) for TSC and OSC staffs. In selecting an alternate location, keep the following in mind:

1. In the event of increased radiation levels or a toxic gas condition, consider relocating individuals to the Central Control Room. It may also be feasible and desirable to relocate to the Unit 3 TSC/OSC. Another possible alternative location for consideration is the EOF. Although desirable to keep the entire staff together, it may be necessary to utilize more than one facility.
2. In the event of a power outage, there may be additional locations that could be relocated to. Such possible locations include an IPEC Conference Room within the Protected Area, the IPEC Training Center or even the General Services Building.

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 8 of 10

Notes

3. In selecting the facility to which you are evacuating, ensure that you consider the ability for the TSC/OSC staffs to function in the new facility. Some items for consideration include:
   - Is the required Plant information able to be readily obtained?
   - Are the necessary computer resources available?
   - Will adequate communications be obtainable with all of the necessary parties?

B. PRIOR to evacuating the TSC/OSC complex, address the following:

1. Ensure that evacuating personnel take their position books with them to the new location.
2. Ensure that all needed data is gathered and transported during the relocation of personnel. Examples include information on the status boards, other charted information, completed logs and the like
3. Inform the Emergency Director and the Shift Manager of your relocation plans. Advise them that you will notify them of when you have relocated and are a functioning facility. IF relocation will be at two or more sites, direct an individual at each of those sites to advise you when their relocation is complete. WHEN you are advised, notify both the Emergency Director and the Shift Manager of the completed relocation.
4. Determine the speed at which the relocation of personnel should occur giving consideration to the following items:
   a. Consider the impact of immediate relocation vs. mitigation activities in progress.
   b. Current radiological or hazardous conditions within the TSC/OSC
   c. Radiological or hazardous conditions at the proposed TSC/OSC
   d. Radiological or hazardous conditions en route
   e. The adequacy of response from the alternate location

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 9 of 10

Notes

C. Determine proper path to take to new locations

D. Direct personnel to relocate.

E. Notify Security to instruct incoming personnel to report to the designated alternate TSC/OSC.

F. After arriving at the new TSC/OSC location(s), re-establish this new location as the TSC/OSC.

1. Set up the appropriate equipment such as status boards, PICS/EDDS displays and telephones.

2. Notify the Emergency Director and Shift Manager when established and ready to commence functioning as the TSC/OSC.

3. Obtain an updated briefing on the current status of the emergency, plant conditions and any actions that are in progress or that may have been completed.

4. Make a formal announcement to personnel who have relocated to this facility.

5. Continue functioning as the EPM.

G. Direct personnel to relocate TSC/OSC personnel.

H. Notify Security to instruct incoming personnel to report to the designated alternate TSC/OSC.

3.0 Closeout Responsibility/Activity

3.1 Preparations for Recovery Phase:

A. Start preparations as soon as conditions and resources allow. This should occur several hours before actual termination of an event.

B. Review IP-EP-610, Emergency Termination and Recovery, for guidance on termination of the emergency and entry into Recovery.

Attachment 9.1
Emergency Plant Manager Checklist
Sheet 10 of 10

Notes

3.2 Direct Onsite personnel to return all equipment to proper storage locations.

3.3 Review all documentation:

A. Ensure logs, forms and other documentation are complete

B. Direct the OSC Manager to document all repairs performed by OSC Teams that deviate from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or long term restoration.

C. Direct the TSC Manager to document all deviations from Technical Specifications, Quality Assurance Documents and other procedures so that these items are evaluated during the Recovery Phase.

3.4 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.2
TSC Manager Checklist
Sheet 1 of 5

1.0 Initial Responsibility/Activity **Notes**

1.1 IF Unit 3 is the effected unit THEN:

A. Follow initial steps in this checklist to activate facility.

B. Once activated, stand by for instructions from the Emergency Plant Manager.

1.2 Activation of the TSC and assuming the position of TSC Manager.

A. Upon arrival in the TSC/OSC Complex, sign in on the facility organization chart.

B. **IF** the TSC has not been previously activated **THEN** perform the following:

1. Obtain a briefing from the Emergency Plant Manager (EPM) on plant conditions using an Essential Information Checklist (IP-EP-115 Form EP-9). Do not delay TSC activation for this briefing.
2. Verify you have the following minimum staffing prior to activation of the TSC:
   (a) TSC Manager (the Technical Assessment Coordinator shall assume the duties of TSC Manager if on-call TSC Manager does not arrive).
   (b) TSC Communicator (may be temporarily assigned to any TSC position).
   (c) Based on your judgement, adequate Engineering Staff to provide some support to Control Room Personnel for the current events.

C. **IF** additional personnel are required **THEN**:

1. **IF** it is during normal working hours **THEN** call or assign someone to call the Assembly Areas for needed personnel
2. **IF** it is **NOT** normal working hours **THEN** assign someone to call the EOF for needed personnel.
3. **IF** needed individuals are not available onsite **THEN** assign someone to call individuals at home using the Emergency Telephone Directory.

Attachment 9.2
TSC Manager Checklist
Sheet 2 of 5

Initial Responsibility/Activity (cont) **Notes**

D. Verify the following systems are operational (normally started by TSC Data Coordinator):
   1. Emergency Response Data System (ERDS is a sub-function of PICS) should be set up to transfer plant data to the NRC
   2. Emergency Data Display System (EDDS) should be set up to display plant data in the TSC.
   3. PICS should be started to display plant data.
   4. TSC clocks shall be synchronized with CR and EOF using the EOF GPS Satellite Clock as the correct time.

1.3 Report readiness status to the EPM and CR when prepared to assume the TSC Manager position and activate the TSC.

NOTE:
The list on "Normal Unit 2 TSC Staffing (IP-EP-115 Form EP-46) is the normal staffing level, however the TSC Manager should call in as many resources as needed to support the CR for the event in progress.

A. **IF** TSC staffing is less than that shown on "Normal Unit 2 TSC Staffing (IP-EP-115 Form EP-46) **THEN** call for additional personnel per step 1.2.C
B. **IF** relieving another TSC Manager **THEN** perform a formal turnover:
   1. Review TSC Status Boards and EDDS displays if available.
   2. Review or complete a current Essential Information Checklist (IP-EP-115 Form EP-9).
   3. Obtain a briefing from current TSC Manager on the emergency, plant conditions and any actions that have been completed or are in progress.
   4. Relieve current TSC Manager
C. Inform the EPM, CR, OSC Manager and the TSC staff that you are now the TSC Manager.
D. Log the time you assumed duties of TSC Manager.

Attachment 9.2
TSC Manager Checklist
Sheet 3 of 5

2.0 Continuous Responsibility/Activity **Notes**

2.1 Inform the Technical Assessment Coordinator (TAC) when temporarily leaving the work area.

A. Direct the TAC to answer your phone while away.

B. IF you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)

2. Inform the OSC Team Coordinator when you return.

C. Upon return, obtain a briefing from the TAC on any events, which have occurred while away.

2.2 Use ERO Log Sheet(s) (IP-EP-115 Form EP-10) to maintain a log.

A. Log the time when you assumed the duties of TSC Manager.

B. Log significant communications to individuals outside the TSC/OSC complex and all communications to individuals offsite

C. Log major decisions, actions and any important details

2.3 Manage the activities of the TSC Staff:

A. Analyze plant information to provide support to plant operations personnel in returning the plant to a safe condition.

B. Develop action plans and procedures to repair and/or mitigate consequences.

C. Provide a central organization and facility for the accumulation and transmittal of plant information to the EOF and NRC

Attachment 9.2
TSC Manager Checklist
Sheet 4 of 5

Continuous Responsibility/Activity (cont) **Notes**

D. When applicable, implement and perform monitoring and evaluations as directed in the Indian Point Severe Accident Management Guidelines.

E. **IF** requested by the NRC to provide an open communications line for plant data **THEN** have a Licensed or Certified Operator man the phone.

2.4 Monitor containment integrity status throughout the event:

A. Initiate a review of the valves listed in ES-1-4, Attachment 9.1 and 2 to determine if any non-automatic containment valves should be closed.

B. Repeat the above review approximately every 2 hours for first 24 hours of event and thereafter at the discretion of the EPM.

2.5 Work with the EPM to set priorities for TSC activities.

A. Designate priorities as High (H), Medium (M), or Low (L) as appropriate.

1. High (H): The task is necessary to protect the immediate health and safety of the public. High priority tasks are in response to plant conditions that are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.
2. Medium (M): Any task that requires action by the TSC/OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related item (for example, if a system has only one remaining component, repair of the backup components).
3. Low (L): Any task, which can be worked on when resources permit (for example, getting meals, preparations for recovery activities).

Attachment 9.2
TSC Manager Checklist
Sheet 5 of 5

Continuous Responsibility/Activity (cont) | **Notes**

B. Keep TSC Staff informed of priorities

C. Direct that TSC status boards are maintained to reflect priorities.

2.6 Participate in periodic briefings with EPM and OSC Manager on the following items:

A. Current plant conditions

B. Emergency Classifications

C. Activities underway to mitigate the emergency,

D. Current priorities

E. Log and record keeping

3.0 Closeout Responsibility/Activity

3.1 Direct TSC Staff to return all equipment to proper storage locations.

3.2 Review all documentation the TSC Managers and TSC Staff maintained during the emergency:

A. Ensure logs, forms and other documentation are complete

B. Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations

3.3 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.3
Technical Assessment Coordinator Checklist
Sheet 1 of 4

1.0 Initial Responsibility/Activity — **Notes**

1.1 Assume the position of Technical Assessment Coordinator (TAC).

NOTE:
If the TSC Manager is not present use Attachment 9.2, TSC Manager Checklist to perform the duties of the TSC Manager.

A. Sign in on the facility organization chart.

B. Evaluate the adequacy of the Technical Assessment Team staffing and ability to support CR in technical assessment activities. The normal Technical Assessment Team includes:

1. Operations Advisor
2. Radiological Advisor
3. Core Physics Engineer
4. Electrical / I&C Engineer
5. Mechanical Engineer

C. Report readiness status to the TSC Manager when prepared to assume the Technical Assessment Coordinator position.

D. **IF** relieving another Technical Assessment Coordinator **THEN** perform a formal relief:

1. Review TSC Status Boards and EDDS displays if available
2. Review current Essential Information Checklist (IP-EP-115 Form EP-9)
3. Obtain a briefing from current Technical Assessment Coordinator on the emergency, plant conditions and any tasks that have been completed or are in progress.
4. Relieve current Technical Assessment Coordinator.
5. Inform TSC staff that you are now the Technical Assessment Coordinator.

Attachment 9.3
Technical Assessment Coordinator Checklist
Sheet 2 of 4

2.0 Continuous Responsibility/Activity | **Notes**

2.1 Inform a staff member when temporarily leaving the work area.

A. Direct the TSC Communicator or Clerk to answer your phone while away.

B. **IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN:**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)
2. Inform the OSC Team Coordinator when you return.

C. Upon return, obtain a briefing on any events, which have occurred while away.

2.2 Use, ERO Log Sheet (IP-EP-115 Form EP-10) to maintain a log of significant items.

A. Time you assume position of Technical Assessment Coordinator

B. Technical Assessment Team activities undertaken with information pending actions to ensure the plant is returned to a safe condition.

C. Communications external to the TSC

2.3 Coordinate with the TSC Manager to call in additional engineering assistance as needed:

A. All Entergy engineering resources should be utilized as required. Individuals may be tasked with activities to be completed at the offsite engineering offices, be called to report to the TSC or directed to other facilities as needed.

B. Non-Entergy engineering support such as Westinghouse, Equipment Vendors and/or NRC Engineers. (some support organization phone numbers are located in the Emergency Telephone Directory)

Attachment 9.3
Technical Assessment Coordinator Checklist
Sheet 3 of 4

Continuous Responsibility/Activity (cont.)

Notes

2.4 Assist the TSC Manager in planning and performing engineering assessment of the plant conditions and/or actions to be taken to mitigate plant damage. ☐

2.5 Direct the activities of the Technical Assessment Team in the following areas: ☐

A. Direct the technical support and engineering activities in accordance with the priorities established by the EPM and the TSC Manager.

B. Use EDDS and PICS computer systems along with communications with the CR to monitor and assess vital plant parameters and conditions

C. Direct the Assessment Team to monitor, trend and assess plant parameters and status to:

1. Determine the condition of safety related systems and the fission product barriers.
2. Verify that the status of equipment out-of-service is maintained.
3. Provide recommendations for emergency classification changes based on review of the EALs.
4. Provide recommendations for mitigating activities.
5. Forecast expected changes in the level of plant and system safety.
6. Determine the extent of core damage.

Attachment 9.3
Technical Assessment Coordinator Checklist
Sheet 4 of 4

Continuous Responsibility/Activity (cont.) **Notes**

D. When applicable perform monitoring, assessment and evaluation in accordance with the Indian Point Severe Accident Management Guidelines.

E. Direct personnel to develop or modify procedures to perform response activities as necessary. (Such as emergency repairs or emergency system lineups).

F. Confirm that any sample requests for chemistry sampling contain specific details on the type of results information that is necessary (such as system boron concentration, activity, etc.).

G. Focus TSC Engineering efforts on short term (< 12 hours) support activities. If longer-term engineering activities are to be undertaken a separate team should be established at offsite engineering locations.

H. Provide engineering support for OSC activities as requested.

3.0 Closeout Responsibility/Activity

3.1 Direct Technical Assessment Team Staff to return all equipment to proper storage locations.

3.2 Review all documentation the Technical Assessment Team maintained during the emergency:

A. Ensure logs, forms and other documentation are complete

B. Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for continuous plant operations or long-term restoration.

3.3 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.4
Operations Advisor Checklist
Sheet 1 of 3

1.0 Initial Responsibility/Activity	Notes

1.1 Assume the position of Operations Advisor.

A. Sign in on the facility organization chart.

B. Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.

C. Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume the Operations Advisor position.

D. **IF** relieving another Operations Advisor **THEN** Perform a formal turnover:

1. Review TSC Status and EDDS displays if available
2. Review current Essential Information Checklist (IP-EP-115 Form EP-9)
3. Obtain a briefing from current Operations Advisor on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Operations Advisor

E. Inform TSC staff that you are now the Operations Advisor.

Attachment 9.4
Operations Advisor Checklist
Sheet 2 of 3

2.0 Continuous Responsibility/Activity

Notes

2.1 Inform the Technical Assessment Coordinator when temporarily leaving the work area.

A. Designate an individual to answer your phone while away.

B. **IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN:**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)

2. Inform the OSC Team Coordinator when you return.

C. Upon return, obtain a briefing on any events, which have occurred while away.

2.2 Use ERO Log Sheet (IP-EP-115 Form EP-10) to maintain a log of significant items pertaining to your position.

2.3 Monitor plant data communications between CR and other Emergency Response Facilities

2.4 Monitor fission product barrier and plant status

A. Provide recommendations to TSC Manager and EPM for emergency classification changes based on EALs.

B. Assist the Core Physics Engineer in maintaining the Fission Product Barrier Status Board.

C. Assist in clarifying Plant Parameter Information to EPM, TSC Manager and other members of the Technical Assessment Team.

Attachment 9.4
Operations Advisor Checklist
Sheet 3 of 3

	Continuous Responsibility/Activity (cont)	Notes
2.5	**Work with other members of the Technical Assessment Team to provide support to the CR to mitigate the effects of the event and return the plant to a safe condition.** ☐	
	A. Provide recommendations on plant operations.	
	B. Develop emergency procedures if needed.	
	C. Provide technical support to OSC teams as needed.	
	D. Look ahead for possible plant problems and solutions.	
2.6	**When directed perform monitoring, assessment and evaluations as outlined in the Indian Point Severe Accident Management Guidelines.** ☐	
3.0	**Closeout Responsibility/Activity**	
3.1	**Assist TSC personnel in returning all equipment to proper storage locations.**	
3.2	**Review all documentation the Operations Advisor(s) maintained during the emergency:**	
	A. Ensure logs, forms and other documentation are complete	
	B. Ensure all emergency procedures performed that deviate from normal station procedures are properly documented so that necessary actions can be taken for continuous plant operations or long-term recovery activities.	
3.3	**Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 9.5
Radiological Advisor Checklist
Sheet 1 of 3

1.0 Initial Responsibility/Activity	Notes

1.1 Assume the position of Radiological Advisor.

A. Sign in on the facility organization chart.

B. Review facility status boards, EDDS information and any other available sources to become familiar with plant status.

C. Discuss radiological conditions with the OSC RP Coordinator.

D. Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume the Radiological Advisor position.

E. **IF** relieving another Radiological Advisor **THEN** perform a formal turnover:

1. Review TSC Status Boards and EDDS displays if available.
2. Review a current Essential Information Checklist (IP-EP-115 Form EP-9).
3. Obtain a briefing from current Radiological Advisor on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve current Radiological Advisor

F. Inform TSC staff that you are now the Radiological Advisor.

Attachment 9.5
Radiological Advisor Checklist
Sheet 2 of 3

2.0 Continuous Responsibility/Activity

Notes

2.1 Inform the Technical Assessment Coordinator when temporarily leaving the work area.

A. Designate an individual to answer your phone while away.

B. IF you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)
2. Inform the OSC Team Coordinator when you return.

C. Upon return, obtain a briefing on any events, which have occurred while away.

2.2 Use ERO Log Sheet (IP-EP-115 Form EP-10) to maintain a log of significant items pertaining to your position.

2.3 Monitor plant radiological conditions and any releases or potential releases of radioactive materials.

A. Inform the Offsite Radiological Manager (ORM) in the EOF of any releases or potential releases offsite

B. Inform the OSC RP Coordinator immediately of any change in conditions, which may affect personnel in the field.

2.4 Provide radiological status updates to TSC personnel.

A. Assist OSC RP Coordinator in development of Emergency Radiation Work Permits.

B. Assess plant radiological parameters and pass on information to other members of the Technical Assessment Team and the ORM in the EOF.

2.5 Assist the Emergency Plant Manager regarding decisions on Emergency Exposures Authorizations and the issuance of KI.

Attachment 9.5
Radiological Advisor Checklist
Sheet 3 of 3

3.0 Closeout Responsibility/Activity	Notes
3.1 Assist TSC personnel in returning all equipment to proper storage locations.	
3.2 Review all documentation the Radiological Advisors maintained during the emergency: A. Ensure logs, forms and other documentation are complete B. Work with OSC RP Coordinator to ensure all emergency exposures and the issuance of KI are properly documented	
3.3 Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.	

Attachment 9.6
Core Physics Engineer Checklist
Sheet 1 of 3

1.0 Initial Responsibility/Activity | **Notes**

1.1 Assume the position of Core Physics Engineer.

A. Sign in on the facility organization chart.

B. Review facility status boards, EDDS information and any other available sources to become familiar with plant status.

C. Discuss Fission Product Barrier status with the Operations Advisor.

D. Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume the Core Physics Engineer position.

E. **IF** relieving another Core Physics Engineer **THEN** perform a formal turnover:

1. Review TSC Status Boards and EDDS displays if available.

2. Review a current Essential Information Checklist (IP-EP-115 Form EP-9).

3. Obtain a briefing from current Core Physics Engineer on the emergency, plant conditions, fission product barrier status and any actions that have been completed or are in progress.

4. Relieve the current Core Physics Engineer.

F. Inform TSC staff that you are now the Core Physics Engineer.

Attachment 9.6
Core Physics Engineer Checklist
Sheet 2 of 3

2.0 Continuous Responsibility/Activity — **Notes**

2.1 Inform the Technical Assessment Coordinator when temporarily leaving the work area.

A. Designate an individual to answer your phone while away.

B. **IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)

C. Upon return to the TSC/OSC complex:

1. Inform the OSC Team Coordinator you are back

2. Obtain a briefing on any events that have occurred while away

2.2 Use ERO Log Sheet(s) (IP-EP-115 Form EP-10) to maintain a log of significant items pertaining to your position.

2.3 Monitor plant conditions for any indications of core damage.

A. Perform and update core damage assessment based on current information using guidance provided in procedure IP-EP-360, Core Damage Assessment.

B. Notify TSC Manager immediately of any changes in core status.

C. Keep the Radiological Advisor informed on core status to assist in maintaining radiological controls for plant personnel.

D. Keep the Offsite Radiological Manager (ORM) informed of the latest estimate of the amount of core damage.

E. Work with the Operations Advisor to maintain Fission Product Barrier Status board.

Attachment 9.6
Core Physics Engineer Checklist
Sheet 3 of 3

Continuous Responsibility/Activity (cont)	Notes
2.4 Assist operations personnel in calculating and tracking core reactivity.	
2.5 Assist the Offsite Radiological Manager (ORM) in performance of dose projections by providing solutions to source term problems.	
2.6 Assist in clarifying core parameter information to other members of the Technical Assessment Team.	
2.7 Work with other members of the Technical Assessment Team to provide support to the CR to mitigate the effects of the event and return the plant to a safe condition.	
A. Provide recommendations on plant operations.	
B. Assist in developing emergency procedures if needed	
3.0 Closeout Responsibility/Activity	
3.1 Assist TSC personnel in returning all equipment to proper storage locations.	
3.2 Review all documentation the Core Physics Engineers maintained during the emergency:	
A. Ensure logs, forms and other documentation are complete	
B. Ensure any core parameters which were outside technical specifications during the event are properly documented so that proper actions can be taken during the recovery phase.	
3.3 Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.	

Attachment 9.7
Mechanical and Electrical / I&C Engineer Checklist
Sheet 1 of 3

1.0 Initial Responsibility/Activity	Notes

1.1 Assume the position of Mechanical or Electrical / I&C Engineer.

A. Sign in on the facility organization chart.

B. Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.

C. Report readiness status to the Technical Assessment Coordinator or TSC Manager when prepared to assume your engineering position.

D. IF relieving another Engineer **THEN** perform a formal turnover:

1. Review TSC Status Boards and EDDS displays if available.
2. Review a current Essential Information Checklist (IP-EP-115 Form EP-9).
3. Obtain a briefing from current Mechanical / Electrical / I&C Engineer on the emergency, plant conditions and any actions that have been completed or are in progress.
4. Relieve the current Mechanical or Electrical / I&C Engineer

E. Inform TSC staff that you are now the Mechanical or Electrical / I&C Engineer.

Attachment 9.7
Mechanical and Electrical / I&C Engineer Checklist
Sheet 2 of 3

2.0 Continuous Responsibility/Activity | **Notes**

2.1 Inform the Technical Assessment Coordinator when temporarily leaving the work area (such as to the restroom).

A. Designate an individual to answer your phone while away.

B. **IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes).

2. Inform the OSC Team Coordinator when you return.

C. Upon return, obtain a briefing on any events, which have occurred while away.

2.2 Use ERO Log Sheet (IP-EP-115 Form EP-10) to maintain a log of significant items pertaining to your position.

2.3 Assist in clarifying Mechanical or Electrical / I&C information to other members of the Technical Assessment Team.

2.4 Work with other members of the Technical Assessment Team to provide support to the CR to mitigate the effects of the event and return the plant to a safe condition.

A. Provide recommendations on equipment operations.

B. Develop emergency procedures if needed.

C. Identify emergency repairs that can be undertaken to restore and maintain equipment operability and plant safety.

Attachment 9.7
Mechanical and Electrical / I&C Engineer Checklist
Sheet 3 of 3

Continuous Responsibility/Activity	Notes
2.5 Assist the OSC Maintenance and I&C Coordinators in preparing to send repair teams into the plant.	
A. Provide information on parts needed.	
B. Provide information on tools required.	
C. Prepare ad hoc maintenance procedures for OSC Repair Teams.	
D. Participate in team briefing if required.	
3.0 Closeout Responsibility/Activity	
3.1 Assist TSC personnel in returning all equipment to proper storage locations.	
3.2 Review all documentation the Mechanical or Electrical / I&C Engineers maintained during the emergency:	
A. Ensure logs, forms and other documentation are complete	
B. Ensure any equipment repairs which were performed outside normal requirements during the event are properly documented so that proper actions can be taken during the recovery phase.	
3.3 Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.	

Attachment 9.8
TSC Data Coordinator Checklist
Sheet 1 of 3

1.0 Initial Responsibility/Activity | **Notes**

1.1 Assume the position of TSC Data Coordinator

A. Sign in on the facility organization chart.

B. **IF** the TSC has not been previously activated **THEN** perform the following steps:

1. Start the EDDS computers to display plant data.
   (a) Start computer
   (b) Logon as user = TSC, password = entergy0
   (c) Launch "Internet Explorer" from the windows desktop
   (d) From the "ProcessNet" screen, select "Log on". There is NO password required for the "GuestUser".
   (e) Select "Form 42A" for monitor labeled Form 42A
   (f) Select the "Hide/Show Treeview" tab to display the entire form.
   (g) Return to step "e" for Forms 42B and 42C
2. Verify PICS Terminals are operational to display plant data (adjust brightness)
3. **IF** the Emergency Response Data System (ERDS) is not already transmitting data **THEN** start the ERDS to transfer information to the NRC
   (a) From the PICS main menu select "SYSTEM MENU"
   (b) At the SYSTEM MENU select "ERDS."
   (c) At the ERDS screen, select "Activate"
   (d) Verify that ERDS is connected and transmitting data every 15 seconds.
   (e) Contact an IT specialist if ERDS is not functional.

Attachment 9.8
TSC Data Coordinator Checklist
Sheet 2 of 3

Initial Responsibility/Activity (cont) | **Notes**

4. Direct Document Control Technician to assist Technical Assessment Team with obtaining drawings and procedures as needed.
5. Verify that the CR Communicator and CR Data Logger are present in the CR.
6. Synchronized the TSC/OSC Clocks with the CR and the EOF. Using the GPS Satellite clock in the EOF for the correct time.
7. Direct TSC Clerical Staff to provide support as needed

C. **IF** relieving another Data Coordinator **THEN** perform a formal turnover:

1. Obtain a briefing on the emergency, plant conditions and any actions that have been completed or are in progress.
2. Relieve current TSC Data Coordinator

1.2 Inform TSC staff that you are now the TSC Data Coordinator

2.0 Continuous Responsibility/Activity

2.1 Inform the TSC Manager when temporarily leaving the work area.

A. Designate an individual to answer your phone while away.

B. **IF** you are leaving the TSC/OSC Complex **THEN**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return.
2. **IF** you left TSC/OSC Complex **THEN** inform the OSC Team Coordinator you have returned.

C. Upon return, obtain a briefing on any events, which have occurred while away.

Attachment 9.8
TSC Data Coordinator Checklist
Sheet 3 of 3

Continuous Responsibility/Activity (cont)	Notes
2.2 Assist the Technical Assessment Team in obtaining plant data from the various TSC Computer systems	
2.3 Coordinate TSC Communicators, Document Controller and Clerical Staff to assist TSC operations.	
2.4 Ensure EDDS displays continue to operate properly.	
A. **IF** EDDS displays are not functioning **THEN** perform the following:	
1. Obtain 42A, 42B and 42C data printout from PICS.	
2. **IF** PICS is not operating **THEN** obtain information from the Data Logger in the CR (IP-EP-115 EP Forms 53, 54 and 55)	
3. Have Clerical transcribe form data to TSC Status Boards AND fax form information to the EOF	
3.0 Closeout Responsibility/Activity	
3.1 Direct TSC support personnel to return all equipment to pre emergency conditions:	
A. Erase TSC Status Boards	
B. Return plant drawings, procedures and other items obtained from the Document Control area.	
C. Turn off or dim computer display systems.	
3.2 Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.	

Attachment 9.9
TSC Communicator Checklist
Sheet 1 of 3

1.0 Initial Responsibility/Activity	Notes

1.1 Assume the position of TSC Communicator

A. Sign in on the facility organization chart.

B. Review facility status boards, EDDS information and any other available sources to become familiar with current plant status.

C. **IF** an open phone line has not been established with the CR and the EOF on the three-way ring down phone **THEN** establish open line:

1. Remove handset from cradle (may use handset or headset to monitor phone line)
2. Press button labeled (TSC-CR-EOF)
3. Press SIGNAL button to ring other locations
4. Listen to ensure other parties pick up
5. Inform all parties you are establishing open line from the TSC and are now monitoring line.
6. Stay on line at all times or inform other parties when you will be off line.

D. **IF** relieving another TSC Communicator **THEN** perform a formal turnover:

1. Review TSC Communicator Log.
2. Obtain a briefing from current TSC Communicator on the emergency, plant conditions.
3. Relieve the current TSC Communicator

E. Inform TSC Manager that you are now the TSC Communicator.

Attachment 9.9
TSC Communicator Checklist
Sheet 2 of 3

2.0 Continuous Responsibility/Activity | **Notes**

2.1 Inform the TSC Manager when temporarily leaving the work area (such as to the restroom).

A. Request the TSC Operation Advisor monitor the open phone line to the CR and EOF while you are away.

B. **IF** you are leaving the TSC/OSC Complex (the restroom is within complex) **THEN**

1. Inform the OSC Team Coordinator when you leave, where you are going and when you expect to return. (for accountability purposes)

2. Inform the OSC Team Coordinator when you return.

C. Upon return, obtain a briefing on any events, which have occurred while away.

2.2 Use ERO Log Sheet(s) (IP-EP-115 Form EP-10) to maintain a log

A. Log the time when you assumed the duties of TSC Communicator.

B. Log significant communications pertaining to plant operations and all communications to individuals offsite

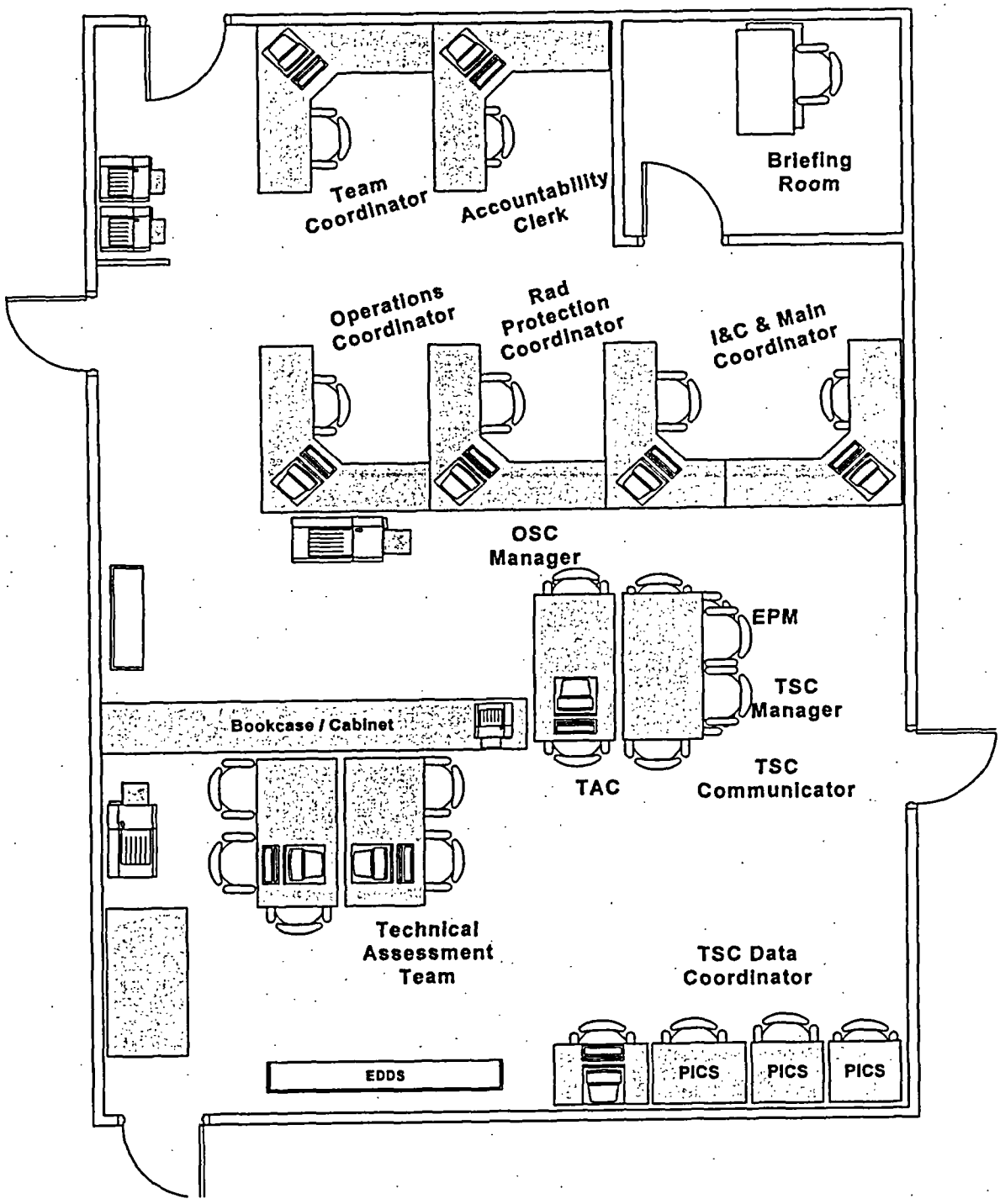
2.3 Monitor communications from the CR keeping aware of CR personnel actions and procedures being implemented.

2.4 Work with other members of the TSC Staff to provide support to the CR to mitigate the effects of the event and return the plant to a safe condition.

Attachment 9.9
TSC Communicator Checklist
Sheet 3 of 3

3.0 Closeout Responsibility/Activity	Notes
3.1 Assist TSC personnel in returning all equipment to proper storage locations.	
3.2 Review all documentation the TSC Communicators maintained during the emergency: A. Ensure logs, forms and other documentation are complete B. Ensure any equipment and procedure problems noted during the event are properly documented so that proper actions can be taken to correct them.	
3.3 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.	

Attachment 9.10
TSC / OSC Layout
Sheet 1 of 1



Entergy	IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-223 Revision 1
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CONTROLLED

COPY # 25

Unit 3
Technical Support Center

Prepared by: Daria Sullivan Weaver (Print Name) Daria Sullivan-Weaver (Signature) 2/3/04 (Date)

Approval: Frank Inzirillo (Print Name) (Signature) 2/4/04 (Date)

Effective Date: 2/5/04

This procedure excluded from further LI-100 reviews.

Table of Contents

TECHNICAL SUPPORT CENTER (TSC)

1.0 PURPOSE

To describe the activation and operation of the Unit 3 Technical Support Center (TSC)

2.0 REFERENCES

2.1 Indian Point Energy Center Emergency Plan

2.2 IP-EP-110, Concept of Operations

2.3 IP-EP-130, Notification and Mobilization

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

4.1 The TSC MANAGER is responsible for:

4.1.1 Ensuring that the TSC is made operational in accordance with this procedure;

4.1.2 Ensuring that minimum staffing is attained;

4.1.3 Declaring the TSC activated as soon as minimum staffing can assume its responsibilities;

4.1.4 Directing the activation and operation of the Safety Parameter Display System (SPDS); and,

4.1.5 Coordinating and managing engineering assessment of the emergency.

4.2 The TSC staff is responsible for the following:

4.2.1 Responding to the TSC;

4.2.2 Performing the mandatory accountability card-in upon entry;

4.2.3 Assuming assigned positions and ensuring that support staff is available and properly briefed; and,

4.2.4 Ensuring that relief personnel are fully briefed prior to assuming shift responsibilities.

5.0 DETAILS

5.1 The TSC Manager
SHALL follow the instructions outlined in Attachment 9.1, TSC Manager Checklist.

5.2 The Technical Support Center Communicator(s)
SHALL follow the instructions outlined in Attachment 9.2, Technical Support Center Communicator(s) Checklist.

5.3 The TSC SPDS Computer Operator
SHALL follow the instructions outlined in Attachment 9.3, TSC SPDS Operator Checklist.

5.4 The TSC Video Operator
SHALL follow the instructions outlined in Attachment 9.4, TSC Video Operator Checklist.

5.5 The TSC Clerk
SHALL follow the instructions outlined in Attachment 9.5, TSC Clerk Checklist.

5.6 The First TSC Staff Member arriving at the TSC
SHALL follow the instructions outlined in Attachment 9.6, TSC Setup Checklist.

6.0 INTERFACES

6.1 IP-EP-115, Emergency Plan Forms

6.2 IP-EP-213, Unit 3 Control Room

6.3 IP-EP-233, Unit 3 Operations Support Center

6.4 IP-EP-430, Site Assembly, Accountability and Relocation of Personnel Offsite

6.5 IP-EP-510, Meteorological, Radiological & Plant Data Acquisition System

6.6 IP-EP-610, Emergency Termination and Recovery

7.0 RECORDS

7.1 All forms and logs completed by the Emergency Response Organization during a declared emergency are quality records and shall be maintained for the life of the plant.

8.0 REQUIREMENTS AND COMMITMENT CROSS-REFERENCE

None

9.0 ATTACHMENTS

9.1 TSC Manager Checklist.

9.2 Technical Support Center Communicator(s) Checklist

9.3 TSC SPDS Operator Checklist

9.4 TSC Video Operator Checklist

9.5 TSC Clerk Checklist

9.6 TSC Setup Checklist

Attachment 9.1

TSC Manager Checklist

Sheet 1 of 9

The steps in this checklist are not required to be performed in sequence. Make notes if follow-up actions are needed.

1.0 Initial Responsibility/Activity	Notes
1.1 IF Unit 2 is the effected unit THEN: A. Follow initial steps in this checklist to activate facility. B. Once activated stand by for instructions from the Plant Operations Manager (POM).	
1.2 Activation of the TSC and assuming the position of TSC Manager. A. Upon arrival in the TSC sign in on the "Normal Unit 3 TSC Staffing Chart" (Form EP-52). B. Synchronize your time with the TSC clock. C. **IF** the TSC has not been previously activated **THEN** perform the following: 1. Ensure the TSC set-up is complete in accordance with the TSC Setup Checklist (Attachment 9.6). **IF** not completed **THEN** complete or assign an individual to complete. 2. Make the following TSC assignments and ensure that position specific procedures are being followed: (a) Direct Line Communicator (b) Other communicators (as necessary) (c) Safety Parameter Display System (SPDS) Computer Operator (d) Clerk / Runner (Log keeping, running between OSC/TSC, faxing, photocopying, and assist in shift scheduling.)	

Attachment 9.1
TSC Manager Checklist
Sheet 2 of 9

Initial Responsibility/Activity (cont) **Notes**

3. Consult with the Shift Manager and/or the Plant Operations Manager (POM) to identify the following:
   (a) Actions that have been taken.
   (b) Engineering requirements for actions to be initiated.
4. **IF** additional personnel are required **THEN**:
   (a) **IF** it is during normal working hours **THEN** call or assign someone to call the Assembly Areas for needed personnel
   (b) **IF** needed individuals are not available onsite **THEN** assign someone to call individuals at home using the Emergency Telephone Directory.
5. Obtain a briefing from the Emergency Director (ED) in the CR or the Emergency Operations Facility. Use an Essential Information Checklist (Form EP-9) for guidance on topics to discuss.
6. When the following positions are filled, Notify the CR, EOF and Operations Support Center (OSC) that the TSC is activated and operational:
   (a) TSC Manager
   (b) TSC Communicator
   (c) Reactor Engineer
   (d) Electrical Engineer
   (e) Mechanical Engineer
   (f) SPDS Computer Operator
7. Announce to the TSC Staff that the TSC is now activated and you are the TSC Manager.

Attachment 9.1
TSC Manager Checklist
Sheet 3 of 9

Initial Responsibility/Activity (cont) **Notes**

8. Provide an initial briefing to the TSC Staff. Use following guidance and information from an Essential Information Checklist (Form EP-9) for guidance on conduct of briefings:

   (a) At the initial facility brief, establish clear expectation for:

   - Use of Three-Part Communications by ERO members
   - Use of phones during facility briefings
   - Lack of excess chatter during emergency

   (b) Remind personnel to VALIDATE information.

   (c) For Drills or Exercises remind personnel to begin and end communications outside facility with "This is a Drill"

9. Ensure the Emergency Response Data System (ERDS) is activated within one hour of an ALERT or higher emergency (steps for activation of ERDS are in the TSC SPDS Computer Operators Checklist, Attachment 9.3.)

D. **IF** relieving another TSC Manager **THEN** perform a formal turnover:

1. Review TSC Status Boards and SPDS displays if available.
2. Obtain a briefing from current TSC Manager on the emergency, plant conditions and any actions that have been completed or are in progress.
3. Relieve current TSC Manager
4. Inform the POM, CR, OSC Manager and the TSC staff that you are now the TSC Manager.

Attachment 9.1
TSC Manager Checklist
Sheet 4 of 9

2.0	Continuous Responsibility/Activity	Notes
2.1	**Use ERO Log Sheet (Form EP-10) to maintain a log**	
	A. Log the time when you assumed the duties of TSC Manager.	
	B. Log significant communications to individuals outside the TSC/OSC complex and all communications to individuals offsite	
	C. Log major decisions, actions and any important details	
2.2	**Maintain TSC Staffing**	
	A. Prepare shift scheduling	
	B. With TSC Clerk / Runner assistance, ensure second shift personnel are available and do not have other ERO assignments.	
	C. Upon direction from the ED, reduce staffing per shift schedule	
	D. Continually assess the need for additional personnel, especially during off hours	
2.3	**Direct EOP questions to the Operations person on the Severe Accident Management (SAM) Team**	
2.4	**Maintain Communications with the following (discussing engineering solutions and plant forecasts):**	
	A. POM	
	B. ED	
	C. OSC Manager	

Attachment 9.1
TSC Manager Checklist
Sheet 5 of 9

Continuous Responsibility/Activity (cont)	Notes

2.5 Manage the activities of the TSC Staff to:

A. Analyze plant information to provide support to plant operations personnel in returning the plant to a safe condition.

1. Monitor Plant Status logs
2. **IF** SPDS is not available, **THEN** send a TSC Staff Member to the CR to obtain plant status log information.

B. Develop action plans and procedures to repair and/or mitigate consequences.

C. Provide a central organization and facility for the accumulation and transmittal of plant information to the EOF and NRC

D. Anticipate TSC support requirements from ERO.

E. Prioritize support effort in accordance with Critical Safety Functions.

F. Procure drawings and information needed to solve plant problems

2.6 Update the TSC Staff (~every 30 minutes)

A. Review information on or complete an Essential Information Checklist (Form EP-9.

B. Conduct Facility Brief

C. Ensure staffs in other rooms (i.e., Documents, Communications Room, etc.) are made aware of changes in classification and/or plant conditions.

D. Keep TSC Staff informed of priorities

E. Direct that TSC status boards be maintained to reflect priorities.

Attachment 9.1
TSC Manager Checklist
Sheet 6 of 9

Continuous Responsibility/Activity (cont)	Notes
2.7 Advise the NRC located in the TSC of changing plant conditions.	
2.8 When requested provide information to the NRC Operations Center via the ENS phone using NRC form # 361.	
2.9 IF a SITE AREA EMERGENCY or GENERAL EMERGENCY is declared THEN ensure accountability is complete within 30 minutes of the sounding of the site assembly alarm.	
2.10 Ensure TSC activities are reported to other emergency facilities on a regular basis.	
A. Ensure EOF is notified prior to starting the PAB ventilation fans.	
2.11 Monitor actions both in plant and at the EOF	
2.12 Establish communications with the Entergy Engineering Groups for engineering support functions. Use company phone directory and Emergency Telephone Directory (ETD) to locate phone numbers	
2.13 Core Damage Assessment	
A. Direct TSC Staff members to complete Core Damage Assessment.	
B. Provide summary of core status to other emergency facilities when core damage assessment is complete.	
2.14 Notify Westinghouse and other vendors of emergency conditions, as required. (Phone numbers in ETD).	
2.15 Circumstances including, but not limited to a power outage, toxic gas condition, or increased radiation levels may necessitate the need to evacuate the TSC/OSC complex. IF it becomes necessary to evacuate the TSC/OSC Complex for any reason, the following guidance shall be followed.	

Attachment 9.1
TSC Manager Checklist
Sheet 7 of 9

Notes

A. Determine a suitable, alternate location(s) for TSC and OSC Staffs. In selecting an alternate location, keep the following in mind.

1. In the event of increased radiation levels or a toxic gas condition, consider relocating individuals to the Central Control Room. It may also be feasible and desirable to relocate to the Unit 2 TSC/OSC. Another possible alternative location for consideration is the EOF. Although desirable to keep the entire staff together, it may be necessary to utilize more than one facility.
2. In the event of a power outage, there may be additional locations that could be relocated to. Such possible locations include an IPEC Conference Room within the Protected Area, the IPEC Training Center or even the General Services Building.
3. In selecting the facility to which you are evacuating, ensure that you consider the ability for the TSC/OSC Staffs to function in the new facility. Some items for consideration include:
   - Is the required Plant information able to be readily obtained? Are the necessary computer resources available?
   - Will adequate communications be obtainable with al of the necessary parties?

B. PRIOR to evacuating the TSC/OSC Complex, address the following:

1. Ensure that evacuating personnel take their position books with them to the new location.
2. Ensure that all needed data is gathered and transported during the relocation of personnel. Examples include information on the status boards, other charted information, completed logs and the like.
3. Inform the Emergency Director and the Shift Manager of your relocation plans. Advise them that you will notify them of when you have relocated and are a functioning facility. IF relocation will be at two or more sites, direct an individual at each of those sites to advise you when their relocation is complete. WHEN you are advised, notify both the Emergency Director and the Shift Manager of the completed relocation.

Attachment 9.1
TSC Manager Checklist
Sheet 8 of 9

Notes

4. Determine the speed at which the relocation of personnel should occur giving consideration to the following items:
   a. Consider the impact of immediate relocation vs. mitigation activities in progress.
   b. Current radiological or hazardous conditions within the TSC/OSC
   c. Radiological or hazardous conditions at the proposed TSC/OSC
   d. Radiological or hazardous conditions en route
   e. The adequacy of response from the alternate location

C. Determine proper path to take to new locations

D. Direct personnel to relocate

E. Notify Security to instruct incoming personnel to report to the designated alternate TSC/OSC.

F. After arriving at the new TSC/OSC location(s), re-establish this new location as the TSC/OSC.
   1. Set up the appropriate equipment such as status boards, PICS/EDDS displays and telephones.
   2. Notify the Emergency Director and Shift Manager when established and ready to commence functioning as the TSC/OSC.
   3. Obtain an updated briefing on the current status of the emergency, plant conditions and any actions that are in progress or that may have been completed.
   4. Make a formal announcement to personnel who have relocated to this facility.
   5. Continue functioning as the TSC Manager.

Attachment 9.1
TSC Manager Checklist
Sheet 9 of 9

Notes

3.0 Closeout Responsibility/Activity

3.1 Direct TSC Staff to return all equipment to proper storage locations.

3.2 Review all documentation the TSC Managers and TSC Staff maintained during the emergency:

A. Ensure logs, forms and other documentation are complete

B. Ensure all temporary procedures used and/or developed are properly documented for use by Recovery Organization so that necessary actions can be taken for plant operations

3.3 Provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.2
Technical Support Center Communicator(s) Checklist
Sheet 1 of 3

NOTE:
The steps in this procedure are not required to be performed in sequence. Make notes as needed.

1.0 Initial Responsibility/Activity **Notes**

1.1 Assume the position of Technical Support Center Communicator.

A. Sign in on "Normal Unit 3 TSC Staffing Chart, (Form EP-52).

B. Synchronize your time with the TSC Clock

C. **IF** the TSC has not been previously activated **THEN** perform the following:

1. Test all TSC phones for operability.
2. Verify operability of the 5-Party Line with the following Emergency Response Facilities:
   (a) Control Room (CR)
   (b) Operations Support Center (OSC)
   (c) Emergency Operations Facility (EOF), if staffed.
   (d) Alternate Emergency Operations Facility (AEOF), if staffed.
3. **IF** the 5-party line is inoperable **THEN** use the 4-party line for communications with the CR, OSC and EOF.
4. **IF** both party lines are inoperable **THEN** use the Onsite Radio System to communicate with CR, OSC and EOF.
5. Test communications between facilities via the Onsite Radio System.
6. Report any equipment problems to the TSC Manager.
7. Inform the TSC Manager you are ready to assume the position of TSC Communicator.
8. Inform TSC staff that you are now the TSC Communicator.

Attachment 9.2
Technical Support Center Communicator(s) Checklist
Sheet 2 of 3

Initial Responsibility/Activity (cont.)

Notes

D. IF relieving another TSC Communicator **THEN** perform a formal relief:

1. Review TSC Status Boards and displays if available
2. Review current Essential Information Checklist (Form EP-9).
3. Obtain a briefing from current TSC Communicator on the emergency, plant conditions and any tasks that have been completed or are in progress.
4. Relieve current TSC Communicator.
5. Inform TSC staff that you are now the TSC Communicator.

2.0 Continuous Responsibility/Activity

2.1 Use, ERO Log Sheet (Form EP-10) to maintain a log of significant items.

A. Time you assume position of TSC Communicator

B. Significant Communications external to the TSC (major changes to plant conditions, request for assistance, communications to offsite groups, etc.)

2.2 Conduct TSC communications:

A. Remain on the direct line to transmit / receive data to / from the TSC Manager as applicable regarding action being taken in all Emergency Response Facilities (ERF).

B. Advise Direct-Line Communicators in the other ERFs of the actions being taken in the TSC:

1. Report TSC activities
2. Question others regarding activities and actions at their facilities.
3. Ask for feedback from OSC on engineering decisions.
4. Maintain communications as necessary with the Entergy engineers.

Attachment 9.2
Technical Support Center Communicator(s) Checklist
Sheet 3 of 3

Continuous Responsibility/Activity (cont.) **Notes**

2.3 When requested by TSC Manager notifies Westinghouse and other vendors of emergency conditions. Phone numbers can be found in Emergency Telephone Directory.

2.4 Provide information to the NRC Operations Center as requested.

A. Use (IP-EP-115 NRC Form 361) to organize information to NRC.

B. Use the Emergency Notification System (ENS) phone to transmit information; phone numbers are on sticker on telephone.

3.0 Closeout Responsibility/Activity

3.1 Return all equipment to proper storage locations.

3.2 Review all documentation the TSC Communicators maintained during the emergency:

A. Ensure logs, forms and other documentation are complete

B. Ensure all temporary procedures used and/or developed are properly documented for use by the Recovery Organization so that necessary actions can be taken for continuous plant operations or long-term restoration.

3.3 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.3
TSC SPDS Computer Operator Checklist
Sheet 1 of 4

NOTE:
The steps in this checklist are not required to be performed in sequence. Make notes if follow-up actions are needed.

1.0 Initial Responsibility/Activity	Notes

1.1 Assume the position of SPDS Computer Operator.

A. Sign in on "Normal Unit 3 TSC Staffing Chart, (Form EP-52).

B. Synchronize your time with the TSC Clock

C. **IF** the TSC has not been previously activated **THEN** perform the following:

1. Activate **SPDS:**

(a) Ensure the power is on, and the time display in the upper left hand corner of the screen is updating.

(b) **IF** the station signed off **THEN** log on as follows:

(1) On the TSC1, TSC2 or TSC3 keyboards, respectively type TSC1, TSC2 and/or TSC3 and press return.

(2) Brightness control may need to be adjusted to view information.

(c) Ensure printer is turned on and online.

(1) To access the Security / Printer screen (Page 101)

1. Press the "PAGE" key
2. Type 101
3. Press the "EXEC" key

(2) Verify the primary or secondary printer light on PAGE 101 is blue.

(3) **IF** the printer light is magenta in color **THEN** do the following:

1. Type CPR4 (TSC1), CPR5 (TSC2) or CPR6 (TSC3)
2. Press the "ADDR" key

Attachment 9.3
TSC SPDS Computer Operator Checklist
Sheet 2 of 4

Initial Responsibility/Activity (cont.)	Notes

3. Type 4 (TSC1), 5 (TSC2) or 6 (TSC3)
4. Press the "VALUE ONE" key
5. Press the "EXEC" key

(d) For TSC and OSC Access EP-Forms #31A, "Plant Status Log Measurements" #31B, "Plant Status Log Rad Monitors" #31C, "Plant Status Log Equipment" as follows:

(1) Press the "DIALOGUE" key.

(2) Type the Emergency Status function number and press "RETURN". (This entry selects Emergency Plant Status.)

(3) Type a desired time interval for the report in minutes (normally every 15 minutes), then press the "VALUE ONE" key.

(4) **IF** in the TSC **THEN** an Optional command is: Type a different station number (on whose printer the report will print), then press the "VALUE TWO" Key.

(5) Press the "EXEC" key

(d) **IF** there are any problems displaying or printing data **THEN** call Computer Services to assist in correcting problems.

(e) To stop the automatic report output press the "STOP" key.

Attachment 9.3
TSC SPDS Computer Operator Checklist
Sheet 3 of 4

Initial Responsibility/Activity (cont.) | **Notes**

2. Activate the NRC Emergency Response Data System (**ERDS**):
   (a) System shall be activated within 1 hour of declaration of an ALERT or higher classification
   (b) USE the SPDS computer in the TSC to activate the ERDS data link as follows:
      (1) Ensure the TSC terminal is signed on. **IF** not, **THEN** sign on using the ERFDADS User Guide as necessary.
      (2) Press the "DIALOGUE" key to display the User Dialogue Menu.
      (3) Enter the appropriate ERDS Data Link function number and Press the RETURN key to display the ERDS data link display page. This display page should indicate that a link status is OFF.

NOTE:
It is not necessary to continuously display the ERDS status once the communication is started. The communication will continue until either the site or the NRC terminates the data link.

      (4) ENTER "ON" and PRESS the RETURN key to activate the ERDS data link. After the modem connects, the modem status should alternate between "TRANSMITTING" and "LINKED".

D. **IF** relieving another SPDS Computer Operator **THEN** perform a formal turnover:

   1. Review TSC Status and status of SPDS displays.

   2. Obtain a briefing from current SPDS Computer Operator on the status of equipment and any actions that have been completed or are in progress.

   3. Relieve the current SPDS Computer Operator.

E. Inform TSC staff that you are now the SPDS Computer Operator.

Attachment 9.3
TSC SPDS Computer Operator Checklist
Sheet 4 of 4

2.0 Continuous Responsibility/Activity — **Notes**

2.1 Use, ERO Log Sheet (Form EP-10) to maintain a log of significant items.

A. Time you assume position of SPDS Computer Operator
B. Significant actions taken
C. Equipment problems.

2.2 Provide SPDS displays to TSC / OSC Staffs as requested

2.3 IF SPDS is unavailable or becomes unavailable THEN assist the TSC Manager in obtaining information on forms EP-53, EP-54 and EP-55

3.0 Closeout Responsibility/Activity

3.1 Log off SPDS terminals.

A. Press "PAGE" key
B. Type 101
C. Press the EXEC key
D. WHEN the Security / Printers Screen is displayed THEN press the STOP key. (The box next to the word "SIGNOFF" will turn red.

3.2 Deactivate the ERDS data link to the NRC as follows:

A. Ensure the TSC terminal is signed on, **IF** not **THEN** sign on using the ERFDADS User Guide as necessary
B. Press the "DIALOGUE" key to display the user dialogue menu.
C. Enter the appropriate ERDS Data Link function number and press the "RETURN" key to display the ERDS data link display page. The display page should indicate that the link status is on.
D. Enter "OFF" and press the "RETURN" key to terminate communications.

3.3 Provide all logs and records to the Technical Assessment Coordinator upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.4
TSC Video Operator Checklist
Sheet 1 of 3

NOTE:
The steps in this checklist are not required to be performed in sequence. Make notes if follow-up actions are needed.

1.0 Initial Responsibility/Activity	Notes
1.2 Assume the position of Video Operator.	
A. Sign in on "Normal Unit 3 TSC Staffing Chart (Form EP-52).	
B. Synchronize your time with the TSC Clock	
C. **IF** the TSC has not been previously activated **THEN** perform the following:	
1. Activate TSC Video Cameras, as follows:	
(a) Ensure the lens cap is removed from each camera in the CR.	
(b) Ensure the local switches, located adjacent to the fire protection panel in the CR, are set to #2.	
(c) Verify the red lights adjacent to each camera are lit.	
(d) **IF** the a camera red light is not on **THEN**:	
(1) Verify the electrical plug is inserted in the wall socket located.	

NOTE:
Drawings 9321-F-3603, 13, 23, and/or 33 can be located in the Document Vault. Use these drawings to identify and locate system components as necessary to troubleshoot camera problems.

(2) **IF** cameras still do not function **THEN** contact maintenance personnel to assist if powering up cameras.

Attachment 9.4
TSC Video Operator Checklist
Sheet 2 of 3

Initial Responsibility/Activity (cont.) | **Notes**

(e) Verify main breaker #3 (in cabinet LP-OTSC-5D, located outside the TSC Communications Room) and branch breakers (#2,4,6,8) are in the "ON" position/

(f) Unlock the bottom of the command console and place circuit breakers to the "ON" position. (Breakers are located on the right side of the cabinet.)

(g) Place all three (3) switches (bottom row) on each monitor in the command console to the "ON" position.

(h) Turn on power to the Camera Control Panel (located below the camera monitors) and adjust IRIS control fully clockwise (open).

(i) Adjust camera speed controller to the fully clockwise position.

(j) Verify proper operational functions of each camera

- Left - Right Up - Down
- Zoom In - Zoom Out Focus

CAUTION:
To prevent damage to cameras, do not focus camera on any brightly illuminated alarms, gages or other areas in the CR.

(k) Align cameras and monitors as directed by the TSC Manager.

2. **IF** video communication cannot be established, **THEN** inform the TSC Manager and set up backup means via phone lines to the CR.

D. **IF** relieving another TSC Video Operator, **THEN** perform a formal relief.

Attachment 9.4
TSC Video Operator Checklist
Sheet 3 of 3

		Notes
2.0	**Continuous Responsibility/Activity**	
2.4	**Use, ERO Log Sheet (Form EP-10) to maintain a log of significant items.** A. Time you assume position of TSC Video Operator B. Significant actions taken C. Equipment problems.	
2.5	**Provide SPDS displays to TSC / OSC Staffs as requested**	
2.6	**IF SPDS is unavailable or becomes unavailable THEN assist the TSC Manager obtaining and reviewing information on forms EP-57, 58 and 59 (31a, 31b &31c).**	
3.0	**Closeout Responsibility/Activity**	
3.1	**Turn off Video Equipment:** A. Control Room Cameras B. TSC Video Monitors	
3.2	**Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.**	

Attachment 9.5
TSC Clerk Checklist
Sheet 1 of 2

NOTE:
The steps in this checklist are not required to be performed in sequence. Make notes if follow-up actions are needed.

1.0 Initial Responsibility/Activity — **Notes**

1.1 Assume the position of TSC Clerk.

A. Sign in on "Normal Unit 3 TSC Staffing Chart (Form EP-52).

B. Synchronize your time with the TSC Clock

C. **IF** the TSC has not been previously activated **THEN** perform the following:

1. Perform the steps or ensure someone is performing the steps in Attachment 9.6, TSC Setup Checklist.

2. As directed by the TSC Manager, fill out the Personnel Status List Board.

3. Ensure the TSC Telephones, fax machines and photo-copiers are operable.

D. **IF** relieving another TSC Clerk **THEN** perform a formal relief:

2.0 Continuous Responsibility/Activity

2.1 Distribute Plant Status Sheets.

A. **IF** SPDS is NOT available **THEN** receive the following forms via Fax from the Control Room:

- 31a, Plant Parameters (Form EP-57)
- 31b, Radiological Data (Form EP-58)
- 31c, Equipment Status (Form EP-59)

Attachment 9.5
TSC Clerk Checklist
Sheet 2 of 2

Continuous Responsibility/Activity (cont) | **Notes**

OTHERWISE

Obtain printout of above forms from SPDS computer

B. Make 2 copies of above listed forms

C. Distribute one copy to TSC Manager.

D. Distribute one copy to OSC Clerk.

2.2 Ensure that accountability is performed in accordance with IP-EP-430, Site Assembly Accountability & Relocation of Personnel offsite.

2.3 Assist the TSC Manager in scheduling second shift

A. Obtain shift turnover time from TSC Manger

B. Contact second shift to verify their availability and inform them of turnover time.

2.4 IF directed by the TSC Manger THEN maintains the TSC Log.

2.5 Receive status updates from the TSC Manager and if directed post updates on the White Board.

3.0 Closeout Responsibility/Activity

3.1 Provide all logs and records to the TSC Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.6
TSC Set Up Checklist
Sheet 1 of 3

If you are the first individual to arrive at the TSC assume responsibilities for TSC Setup in accordance with this checklist.

Notes

1.0 Open the Emergency Cabinet outside NRC office, and:

- 1.1 Plug in phones and headsets, Sheet 2 of this Checklist "TSC Floor plan" shows location of phones.
- 1.2 Distribute individual Position Books
- 1.3 Have EP-Form #9 "Normal Unit 3 TSC Staffing Chart" available for sign-in.
- 1.4 Set Up portable PA system: provide microphones to TSC Manager, place speakers in Documents and TSC Communications Room, as necessary.
- 1.5 Hang the White Board as shown in "TSC Floor plan".

2.0 Deactivate voice mail on ALL necessary telephones by performing the following steps:

- PICK UP handset, PRESS 114, HANG UP
- PICK UP handset, PRESS 116, HANG UP
- PICK UP handset, PRESS 117, HANG UP

3.0 Test the fax machine in the TSC Communications Room (instructions located on the fax machine).

4.0 Synchronize TSC time with the CR flight panel clock.

5.0 TURN up volume on the Public Address (P.A.) System and verify operability.

6.0 Ensure that TSC Communications equipment is operational.

Attachment 9.6
TSC Set Up Checklist
Sheet 2 of 3

7.0 Start the EDDS computers to display plant data.

7.1 Start computer

7.2 Log on as user = TSC, password – entergy0

7.3 Launch "Internet Explorer" from the windows desktop.

7.4 From the "ProcessNet" screen, select "Log on". There is NO password required for the "GuestUser".

7.5 Select "Form 31A" for monitor labeled Form 31A.

7.6 Select the "Hide/Show Treeview" tab to display the entire form.

7.7 Return to step "6.5" for Forms 31B and 31C.

8.0 Notify the TSC Manager when setup is complete.

Attachment 9.6
TSC Set Up Checklist
Sheet 3 of 3