Arkansas Nuclear One - Administrative Services
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Wednesday, March 24, 2004

Document Update Notification

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TO: ANO-NRC (EMERGENCY RESPONSE COORD.) - WASHINGTON

ADDRESS: OS-DOC CNTRL DESK MAIL STOP OP1-17 WASHINGTON DC 20555-DC

DOCUMENT NO: OP-1903.065

TITLE: EMERGENCY RESPONSE FACILITY TECHNICAL SUPPORT CENTER (TSC)

CHANGE NO: 016-03-0

ADDITIONAL INFO:

☐ ← *If this box is checked, please sign, date, and return within 5 days.*

☐ *ANO-1 Docket 50-313*

☐ *ANO-2 Docket 50-368*

Signature Date

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ENTERGY OPERATIONS INCORPORATED
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TITLE: EMERGENCY RESPONSE FACILITY - TECHNICAL SUPPORT CENTER (TSC)	DOCUMENT NO. 1903.065	CHANGE NO. 016-03-0
	WORK PLAN EXP. DATE N/A	TC EXP. DATE N/A
SET # 103	SAFETY-RELATED ☒YES ☐NO	IPTE ☐YES ☒NO
	TEMP ALT ☐YES ☒NO	

When you see these ***TRAPS***	Get these ***TOOLS***
Time Pressure	Effective Communication
Distraction/Interruption	Questioning Attitude
Multiple Tasks	Placekeeping
Overconfidence	Self Check
Vague or Interpretive Guidance	Peer Check
First Shift/Last Shift	Knowledge
Peer Pressure	Procedures
Change/Off Normal	Job Briefing
Physical Environment	Coaching
Mental Stress (Home or Work)	Turnover

VERIFIED BY	DATE	TIME

FORM TITLE:	FORM NO.	CHANGE NO.
VERIFICATION COVER SHEET	1000.006A	050-00-0

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

TITLE: EMERGENCY RESPONSE FACILITY - TECHNICAL SUPPORT CENTER (TSC)	DOCUMENT NO. 1903.065	CHANGE NO. 016-03-0

AFFECTED UNIT: ☒ UNIT 1 ☒ UNIT 2

☒ PROCEDURE ☐ ELECTRONIC DOCUMENT
☐ WORK PLAN, EXP. DATE n/a

SAFETY-RELATED ☒ YES ☐ NO

TYPE OF CHANGE:
☐ NEW ☒ PC ☐ TC ☐ DELETION
☐ REVISION ☐ EZ EXP. DATE:

DOES THIS DOCUMENT:

1. Supersede or replace another procedure? (If YES, complete 1000.006B for deleted procedure.) ☐ YES ☒ NO
2. Alter or delete an existing regulatory commitment? (If YES, coordinate with Licensing before implementing.) ☐ YES ☒ NO
3. Require a 50.59 review per LI-101? (See also 1000.006, Attachment 15) (If 50.59 evaluation, OSRC review required.) ☒ YES ☐ NO
4. Cause the MTCL to be untrue? (See Step 7.5 for details.) (If YES, complete 1000.009A) ☐ YES ☒ NO
5. Create an Intent Change? (If YES, Standard Approval Process required.) ☐ YES ☒ NO
6. Implement or change IPTE requirements? (If YES, complete 1000.143A. OSRC review required.) ☐ YES ☒ NO
7. Implement or change a Temporary Alteration? (If YES, then OSRC review required.) ☐ YES ☒ NO

Was the Master Electronic File used as the source document? ☒ YES ☐ NO

INTERIM APPROVAL PROCESS		STANDARD APPROVAL PROCESS	
ORIGINATOR SIGNATURE: (Includes review of Att. 13) Print and Sign name: N/A	DATE: PHONE #:	ORIGINATOR SIGNATURE: (Includes review of Att. 13) Duane White Print and Sign name: Duane White	DATE: 3/2/04 PHONE #: 4997
SUPERVISOR APPROVAL: * N/A	DATE:	INDEPENDENT REVIEWER:	DATE: 3/17/04
SRO UNIT ONE :** N/A	DATE:	ENGINEERING: N/A	DATE:
SRO UNIT TWO:** N/A	DATE:	QUALITY: N/A	DATE:
Interim approval allowed for non-intent changes requiring no 50.59 evaluation that are stopping work in progress. Standard Approval required for intent changes or changes requiring a 50.59 evaluation. *If change not required to support work in progress, Department Head must sign. **If both units are affected by change, both SRO signatures are required. (SRO signature required for safety related procedures only.)		UNIT SURVEILLANCE COORDINATOR: N/A	DATE:
		SECTION LEADER: Robert Holzfield	DATE: 3/22/04
		QUALITY ASSURANCE: N/A	DATE:
		OTHER SECTION LEADERS: N/A	DATE:
		OTHER SECTION LEADERS: N/A	DATE:
		OTHER SECTION LEADERS: N/A	DATE:
		OTHER SECTION LEADERS: N/A	DATE:
OSRC CHAIRMAN/TECHNICAL REVIEWER:	DATE: 3/19/04	OTHER SECTION LEADERS: N/A	DATE:
FINAL APPROVAL: Robert Holzfield	DATE: 3/22/04	OTHER SECTION LEADERS: N/A	DATE:
REQUIRED EFFECTIVE DATE: 3/28/04		OTHER SECTION LEADERS: N/A	DATE:

FORM TITLE: PROCEDURE/WORK PLAN APPROVAL REQUEST	FORM NO. 1000.006B	CHANGE NO. 052-00-0

cl 3/24/04 Per Duane White

ENTERGY OPERATIONS INCORPORATED
ARKANSAS NUCLEAR ONE

TITLE: Emergency Response Facility - Technical Support Center (TSC)	DOCUMENT NO. 1903.065	CHANGE NO. 016-03-0

☒ PROCEDURE ☐ WORK PLAN, EXP. DATE N/A

☐ ELECTRONIC DOCUMENT

PAGE 1 OF 3

TYPE OF CHANGE:
☐ NEW ☒ PC ☐ TC ☐ DELETION
☐ REVISION ☐ EZ EXP. DATE:_____

AFFECTED SECTION: (Include step # if applicable)	DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)
Table of Contents	Renumbered pages as necessary
Step 3.4.1	Changed "Position Guide D, Step D.2.u" to "Position Guide D, Step D.2.v"
Step 3.4.9	Changed "Position Guide F, Task F-5 Step 8" to "Position Guide F, Task F-5 Step 4.F"
Step 3.4.11	Changed "Step 6.4.3" to "Step 6.4.4"
Step 7.1 Attachments	Deleted "Task Guide D1 – Dosimetry" and "Task Guide D2 – Radwaste Support" from Position Guide D – Radiation Protection and Radwaste Manager. These two task guides were moved to Procedure 1903.066 under the Health Physics Supervisor Position Guide.
Position Guide D Step C	Deleted "Task Guide D1 – Dosimetry" and "Task Guide D2 – Radwaste Support" Deleted "Note" from this step and made the note a new step D.2.w
Step D.1.a	Added "When notified of an Emergency Plan Activation, report to your assigned facility and," to beginning of step.
Step D.1.d	Added new instruction "Notify the TSC Support Superintendent that you are staffing your ERO position". Renumbered following steps.
Step D.1.f	Deleted "(1) <u>Dosimetry (Task D-1)</u> - Contact personnel from Dosimetry (Ext. 7641 or 7642). Obtain assistance as necessary from the TSC Support Superintendent to staff this task if unable to obtain personnel as stated above. (2) <u>Radwaste Support (Task D-2)</u> - Contact personnel from Radwaste (Ext. 3540). Obtain assistance as necessary from the TSC Support Superintendent to staff this task if unable to obtain personnel as stated above. (4) Distribute appropriate Task Guides (attached) as individuals arrive to staff the task positions." Renumbered appropriately

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PAGE 2 OF 3

TYPE OF CHANGE:
☐ NEW ☒ PC ☐ TC ☐ DELETION
☐ REVISION ☐ EZ EXP. DATE:

AFFECTED SECTION: (Include step # if applicable)	DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)
Position Guide D Step D.2.j	Added following instructions "IF radiological conditions exists outside the power block, THEN coordinate with Security and the TSC Support Superintendent to protect Security officers in the field."
Step D.2.l	Changed "THEN notify the TSC Director to inform plant personnel via plant page" to "THEN notify plant personnel via plant page. TSC Director, RP Manager or designee may perform this announcement."
Step D.2.w	Added new step "If contractor HP personnel are utilized during an emergency response, ensure that they are accompanied and supervised by a qualified ERO member." This step was originally a NOTE under Step C.
	Renumbered remaining steps appropriately.
Task D-1	Deleted task and moved to procedure 1903.066 under the Health Physics Supervisor.
Task D-2	Deleted task and moved to procedure 1903.066 under the Health Physics Supervisor.
Position Guide E Localized Evacuation	Changed "If necessary, declare localized, plant and exclusion area evacuation in accordance with Procedure 1903.030, "Evacuation" to "If necessary, perform a localized evacuation in accordance with Procedure 1903.030, "Evacuation".
Position Guide F Step 3.A.2.a	Deleted "from the TSC Emergency Kit" from the end of sentence.
Task F-1 Step 10	Changed the Note "Coordinate with the Radiation Protection and Radwaste Manager in the TSC to help ensure Security Personnel radiation doses are tracked and monitored" before step 10 and made it a step. Renumbered appropriately.
Task F-4 Step 5	Deleted "from the TSC Bookcase or the Administration Building Library" from the end of sentence.
Task F-4 Step 7	Deleted "7 and 8" from "Attachment 6, 7 and 8" in step. Attachment no longer exists.
Task F-6 Step 5	Deleted "(extras located in the TSC Emergency Kit)" from the end of sentence.

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PAGE 3 OF 3

TYPE OF CHANGE:
☐ NEW ☒ PC ☐ TC ☐ DELETION
☐ REVISION ☐ EZ EXP. DATE:

AFFECTED SECTION: (Include step # if applicable)	DESCRIPTION OF CHANGE: (For each change made, include sufficient detail to describe reason for the change.)
Position Guide F	
Task F-6 Step 6	Changed "Set up at Station 16 in the TSC" to "Set up at the Status Board in the TSC."
Task F-7 Step 5	Deleted "from the TSC Emergency Kit" at the end of the sentence.
Form 1903.065A	
Step 1	Changed "Step 1 and 3 should be" to "Step 1, 2, and 3 should be".
Step 4	Deleted instructions for operating the NMC Continuous Air Monitor and referenced the use of the new AMS-4 monitors.
Technical Support Center Legend	Deleted "11. Deleted" and "15. Deleted" from list. These items were deleted in a previous revision. Changed item 32 from "Continuous Air Monitor (CAM) - This is a general location, the actual location during drills and emergencies may vary" to "Eberline AMS-4 Continuous Air Monitor - This is a general location, the actual location during drills and emergencies may vary".
TSC Layout	Move station 31 from the library area to the TSC Emergency Kit. The NMC monitor was stored in the library area. The New AMS-4's are small enough to be stored in the emergency kit.

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1.0 PURPOSE

The purpose of this procedure is to describe the Technical Support Center (TSC) and the role of this facility when activated during an emergency at ANO.

2.0 SCOPE

This procedure includes the physical description of the TSC along with the instructions for activating and operating the facility. In addition, the responsibilities of each ERO position assigned to this facility are described in the form of position guides and/or tasks.

3.0 REFERENCES

3.1 REFERENCES USED IN PROCEDURE PREPARATION:

3.1.1 Emergency Plan

3.1.2 NUREG-0737, Supp. 1 - Requirements for Emergency Response Capability

3.1.3 Framatome Technologies, Inc. letter ESC-96-566 dated October 21, 1996.

3.1.4 NEI 91-04, Revision 1 - Severe Accident Issue Closure Guidelines

3.2 REFERENCES USED IN CONJUNCTION WITH THE PROCEDURE:

Emergency Telephone Directory

3.3 RELATED ANO PROCEDURES:

Procedure 1903.030, "Evacuation"

3.4 REGULATORY CORRESPONDENCE CONTAINING NRC COMMITMENTS WHICH ARE IMPLEMENTED IN THE PROCEDURE:

NOTE

Throughout procedure commitments are denoted by **[BOLD]**

3.4.1 P-4193 (0CAN038313) - Response to IR 313/8211; 368/8209: All TSC personnel to have TLDs. Position Guide D, Step D.2.v

3.4.2 P-16243 (0CAN129803) - Severe Accident Management Implementation Completion: Sections 4.8, 4.9, 6.7; Position Guide A, step D.3.d; Task A-2, step 7; Task A-3, step 7; Position Guide C, step D.3.e; Position Guide E, section D; Task Guide F-4, step 10.

3.4.3 P-1457 (0CAN079009) - Response to IR 313/9008; 368/9008 Weakness 06 - Status Board Communicators: Qualifications and Training. Position Guide E, Task F-6

3.4.4 P-1460 (0CAN079009) - Response to IR 313/9008; 368/9008 Weakness 04 - Radiation Protection and Radwaste Manager relocated to TSC. Position Guide D

3.4.5 P-1462 (0CAN079009) - Response to IR 313/9008; 368/9008 Weakness 04 - Engineering Manager has assigned responsibility to assist the TSC Director. Position Guide A

3.4.6 P-1464 (0CAN079009) - Response to IR 313/9008; 368/9008 Weakness 01 - EAL Reviewer to support ED&C function in ERO. Position Guide F, Task Guide F-4 Step 6 & 7.

3.4.7 P-4978 (0CAN068104) - Response to IR 313/81-13; 368/81-11 - Status Board Communicator will be assigned to TSC. Position Guide F, Task Guide F-6

3.4.8 P-7899 (0CAN058701) - Response to Deficiency 313;368/8710-01 Turnover of Emergency Direction and Control. Upon turnover of ED&C, the responsibilities for Notifications and Protective Action Recommendations shall not be split between two facilities. Section 4 Step 4.2.

3.4.9 P-9459 (0CAN058411) - Offsite monitoring data exchange from TSC to ADH prior to ECC (STSC) Staffing. Position Guide F, Task F-5 Step 4.F.

3.4.10 P-9475 (0CAN048312) - Staff of the TSC will include communications operator and status board keeper. Position Guide F, Task Guide F-5, F-6 and F-7.

3.4.11 P-10766 (0CAN068320) - One individual shall be responsible to recommend PARs and that this individual shall be the highest level of authority. This is the individual with Emergency Direction and Control. Section 4 Step 4.2, Step 6.4.4 and Position Guide E Section D Emergency Direction and Control

4.0 DEFINITIONS

4.1 Control Room - Either of two facilities (Unit One or Unit Two) which directs and controls emergency actions, as necessary, following the initial declaration of an emergency. The Control Room(s) are staffed in accordance with Table B-1 of the ANO Emergency Plan.

[4.2 (P-7899, P-10766) Emergency Direction and Control - Overall direction of facility response which must include the non-delegable responsibilities for the decision to notify and to recommend protective actions to Arkansas Department of Health personnel and other authorities responsible for offsite emergency measures. With activation of the EOF, the EOF Director typically assumes the responsibility for Emergency Direction and Control. The management of on-site facility activities to mitigate accident consequences remains with the TSC Director in the Technical Support Center. The Shift Manager retains responsibility for the Control Room and plant systems operations.]

4.3 Emergency Operations Facility (EOF) - The near-site emergency response facility located approximately 0.65 miles northeast of the reactor buildings. This facility serves dually as the training center for ANO personnel.

4.4 Initial Response Staff (IRS) - The emergency organization primarily composed of plant staff personnel who must be able to augment the onsite plant personnel in accordance with Table B-1 of the Emergency Plan.

4.5 Technical Support Center (TSC) - The emergency response facility located on the 3rd floor of the ANO Administration Building. This facility is equipped with the necessary instrumentation and communication systems for monitoring the course of an accident and formulating corrective and recovery action plans. Additional information concerning this facility is included within this procedure.

4.6 Operational Support Center (OSC) - The emergency response facility located in the ANO Maintenance Facility. This facility provides the support for coordinating the following functions:

Onsite Radiological Monitoring, Maintenance, Nuclear Chemistry, Emergency Medical Support and Fire Fighting Support.

The OSC also serves as the assembly point and briefing area for the rescue/repair and damage control teams.

4.7 Emergency Response Organization (ERO) - The organization which is composed of the IRS, the EOF staff, the TSC staff, the OSC staff, and the Emergency Team members. It has the capability to provide manpower and other resources necessary for immediate and long-term response to an emergency situation.

[4.8 (P-16243) Severe Accident - A plant event that can be categorized in one of two ways: 1) An event where it is known with certainty that core damage beyond design basis analysis goals and assumptions has occurred, or 2) An event where there is a significant amount of uncertainty concerning the degree to which the core has been damaged.]

[4.9 (P-16243) Severe Accident Management Guidelines (SAMG) - ANO-specific guidance developed to assist the plant operating and technical staff in implementing strategies for the best use of the existing plant capabilities to diagnose, respond to, and recover from a severe accident.]

5.0 RESPONSIBILITY AND AUTHORITY

5.1 Position Guides and Task Assignments detailing the responsibilities of those ERO positions assigned to the Technical Support Center are provided in Attachment 1. Responsibilities for the Emergency Teams/ Groups and the Fire Brigade are listed in the appropriate procedures and are not included within the scope of this procedure. These procedures include:

5.1.1 Procedure 1015.007, "Fire Brigade Organization and Responsibilities"

5.1.2 Procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams"

5.1.3 Procedure 1904.002, "Offsite Dose Projections RDACS Computer Method"

5.1.4 Procedure 1903.042, "Duties of the Emergency Medical Team"

5.1.5 Procedure 1903.043, "Duties of the Emergency Radiation Team"

5.2 The TSC Director is responsible for ensuring that the TSC is setup in accordance with form 1903.065A, "TSC Activation Checklist".

6.0 INSTRUCTIONS

6.1 TSC DESCRIPTION

The TSC is located on the 3rd Floor of the Arkansas Nuclear One Administration Building. This emergency response facility is equipped with the necessary instrumentation to monitor the course of an accident. It also serves as the primary location for coordinating the technical support activities in response to an incident. A floor diagram of the TSC is included as a part of Form 1903.065A.

6.2 TSC ACTIVATION

6.2.1 The Emergency Response Organization (ERO) will begin activating following the initial announcement of an Alert, Site Area or General Emergency by the Shift Manager.

6.2.2 The goal is for the TSC to be operational within 60 - 90 minutes following the declaration of an Alert, Site Area or General Emergency.

6.2.3 The TSC Director is responsible for ensuring that the TSC is set up in accordance with the guidance established on Form 1903.065A, "TSC Activation Checklist".

6.2.4 The TSC is considered operational when the following positions are staffed:

A. TSC Director

B. Operations Manager

C. Maintenance Manager

D. Engineering Manager

E. Radiation Protection and Radwaste Manager

F. Notification Communicator

6.2.5 Dose Assessment will not be performed in the TSC. The responsibility for dose assessment will be in the Control Room until transferred to the EOF. Dose Assessment will remain in the EOF unless an evacuation of the EOF is declared and may be returned to the Control Room until the evacuation is complete.

6.3 TSC STAFFING

6.3.1 Position guides and task assignments for the TSC staff are included in Attachment 1.

6.3.2 Items on a position guide are not necessarily in sequential order. The user should scan the entire list and prioritize activities as appropriate to the situation, rather than necessarily perform the items in the order listed.

Members of the ERO should not rely upon these position guides alone to determine the items for which they are responsible. These position guides should always be used in conjunction with Emergency Plan Implementing Procedures or other appropriate station procedures.

6.3.3 Each position guide details the following:

A. Reporting location for the listed position

B. Position to which the listed position reports

C. Those positions/tasks which the position supervises and coordinates

D. Duties for the listed position

6.4 EMERGENCY DIRECTION AND CONTROL (ED&C) - TSC DIRECTOR

6.4.1 ED&C is normally transferred from the Shift Manager to the EOF Director. The TSC Director will assume ED&C if the EOF will not be activated or if the EOF Director is not ready to assume ED&C.

6.4.2 The TSC Director shall relieve the Shift Manager of the responsibility for Emergency Direction and Control if not already done by the EOF Director. ED&C must be transferred from the Shift Manager within 60 - 90 minutes of an Alert or higher emergency classification.

6.4.3 To assume ED&C, the TSC Director must have the following:

A. A notifications communicator in the TSC.

B. Dose Assessment capability. May use the Initial Dose Assessor or the Dose Assessment Team.

The TSC is not required to be operable.

[6.4.4 (P-10766) The TSC Director <u>SHALL</u> <u>NOT</u> delegate the responsibility for making offsite Protective Action Recommendations (PARs) or for making decisions to notify offsite authorities.]

6.4.5 The TSC Director will perform the following actions when required to assume responsibility for Emergency Direction and Control:

A. Acquire a briefing from the Shift Manager and/or designees on the incident and the response tasks being performed.

B. Notify the Shift Manager when prepared to assume the responsibility and authority for Emergency Direction and Control of the incident.

C. Notify the OSC Director and make an announcement to the TSC staff that the transfer of responsibility has occurred.

6.4.6 It is the responsibility of the TSC Director to ensure that the Command and Control Status Board in the TSC is updated as turnover occurs.

6.4.7 The TSC Director, once assuming responsibility for Emergency Direction and Control (ED&C), shall maintain this responsibility until relieved by the EOF Director. If the TSC is evacuated prior to the EOF Director's ability to assume ED&C, ED&C may be returned to the Shift Manager.

6.4.8 The EOF Director will notify the TSC Director when they are prepared to assume the responsibility for Emergency Direction and Control of the incident.

A. The TSC Director shall promptly turn over responsibility and authority for the overall response as requested by the EOF Director.

B. The TSC Director shall make an announcement to the TSC staff of the turnover of ED&C to the EOF.

C. The TSC Director shall ensure that the Shift Manager and the OSC Director are informed of the turnover from the TSC Director to the EOF Director.

6.5 TSC STAFF

6.5.1 The TSC Director must be available **immediately** to make Protective Action Recommendations (PARs) and make decisions relating to notification of offsite authorities. Therefore, the TSC Director must turn over responsibility for ED&C to a qualified individual before leaving the TSC when the TSC Director has responsibility for Emergency Direction and Control.

6.5.2 Emergency Response personnel who must leave their assigned location temporarily must inform their immediate superior of their location, destination, and estimated time of return with the exception of the TSC Director as outlined in the above step.

6.5.3 Emergency Response personnel leaving the Administration Building to enter the plant should perform the following:

a. Contact the OSC for plant conditions, radiological requirements and possible team tracking.
b. Notify immediate superior of destination and objective
c. Log out on Form 1903.030A, "Onsite Continuous Accountability Log", at the appropriate location.
d. Take some form of communication (e.g. radio, cell phone)

6.5.4 Whenever a shift turnover is completed for any ERO position in the TSC, the oncoming ERO member shall report this turnover to the TSC Support Superintendent located in the TSC.

6.6 SECONDARY TSC

6.6.1 The Secondary TSC is located in the Emergency Operations Facility (EOF) room 260.

6.6.2 The Secondary TSC is designed to the same radiological habitability as the onsite Control Rooms.

6.6.3 The Secondary TSC is also equipped with the facilities for monitoring the course of an accident.

6.6.4 A floor diagram and activation checklist for the Secondary TSC is included on Form 1903.065C, "Secondary TSC Activation Checklist".

[6.7 (P-16243) SEVERE ACCIDENT MANAGEMENT

In the event that a <u>Severe Accident</u> is acknowledged, the TSC will take the lead for evaluation and strategies to mitigate the emergency. The TSC Director will be the responsible individual to ensure review of the Severe Accident Management Guidelines (SAMGs), and for implementing the mitigation strategies. The TSC Support Engineers and TSC EAL Reviewer will form a team to review the SAMGs and propose strategies to the TSC Director. The Operations Manager will serve as the team facilitator and will instruct the Shift Manager to carry out the recommended actions once approval is given. The Operations Manager and Engineering Manager will provide support to the team, as needed, but should not be directly involved with the SAM team reviews.

The final decision to carry out recommended SAMG action(s) will rest with the TSC Director after consultation with the EOF Director and Shift Manager. Implementation of the actions will rest with the affected unit's Shift Manager.]

7.0 ATTACHMENTS AND FORMS

7.1 ATTACHMENTS

Attachment 1 - Position Guides and Task Assignments for the TSC Staff

Position Guide A - Engineering Manager
- Task A2 - Reactor Engineering Support
- Task A3 - TSC Engineering Support

Position Guide B - Maintenance Manager
- Task B1 - Team Tracking Board Communicator (TSC)

Position Guide C - Operations Manager
- Task C1 - Operations Support

Position Guide D - Radiation Protection and Radwaste Manager

Position Guide E - TSC Director

Position Guide F - TSC Support Supt.
- Task F1 - Security
- Task F2 - Administrative Services
- Task F3 - Computer Maintenance/Software Support
- Task F4 - TSC EAL Reviewer
- Task F5 - TSC Notifications Communicator
- Task F6 - TSC Status Board Communicator
- Task F7 - TSC ENS Communicator

7.2 FORMS

7.2.1 Form 1903.065A - "TSC Activation Checklist"

7.2.2 Form 1903.065C - "Secondary TSC Activation Checklist"

7.2.3 Form 1903.065D - "TSC Director Status Update Guide"

7.2.4 Form 1903.065E - "TSC Position Staffing Form"

7.2.5 Form 1903.065F - "TSC Critical Tasks"

ATTACHMENT 1

POSITION GUIDES AND TASK ASSIGNMENTS

FOR THE TSC STAFF

POSITION GUIDE A
[ENGINEERING MANAGER
(P-1462)]

A. Normal Reporting Location

TSC

B. Reports To

TSC Director

C. Supervises/Coordinates

1. Reactor Engineering
2. TSC Engineering Support
3. Nuclear Chemistry Manager
4. Accident Assessment Manager

D. Duties

1. Immediate Actions

a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform initial accountability by logging "0000" in the TSC security card reader (or any other security card reader) and insert your badge.

c. Write your name on the TSC Staffing Board under the position that you are staffing.

d. **IF** TSC setup is not being performed,
THEN perform TSC setup in accordance with the TSC Activation Checklist (Form 1903.065A).

e. Notify the TSC Support Superintendent that you are staffing your ERO position.

> Note
> Do Not call the Control Room

f. Obtain available information on emergency classifications and plant conditions. Possible sources include TSC Director, TSC Status Board and other TSC personnel.

g. Ensure task responsibilities under your position are assigned:

(1) Reactor Engineering Support (Task A-2) - Notified by the Computerized Notification System (CNS).

(2) TSC Engineering Support (Task A-3) - Notified by the Computerized Notification System (CNS).

(3) Request the TSC Support Superintendent verify the above positions responding via CNS notification by checking the latest CNS printout.

(4) Distribute appropriate Task Guides as individuals arrive to staff the task positions.

h. Report manpower status to the TSC Director.

i. Obtain all necessary forms for your position:

(1) Procedure Forms - Form 1903.065D

(2) ERO Chronological Logs.

2. On Going Actions

a. Refer to Procedure 1903.065 for a description on the TSC facility and information relating to TSC activation criteria, TSC staffing, TSC staff turnover and the Secondary TSC.

b. If a plant evacuation has occurred, then:

(1) Remind those individuals working under your position that are remaining within or returning to the evacuated area to perform continuous accountability.

(2) Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Ensure adequate technical and clerical personnel are available to support the Engineering group. Support personnel may be obtained by contacting the TSC Support Superintendent.

d. Ensure adequate office space, equipment, supplies and communications equipment are readily available to the Engineering group.

e. Provide for the timely collection, retention and transmittal of engineering information to the ERO as requested.

f. If reactor sump recirc has been established, then refer to your handbook guide for establishing possible filtration on the BWST and/or RWT located at your desk.

g. Using Form 1903.065D, "TSC Director Status Update Guide", provide current updates to the TSC Director.

h. Coordinate with the Operations Manager to develop emergency work plans and procedures regarding abnormal systems or equipment operations.

i. Coordinate with the Nuclear Chemistry Manager in the OSC (ext. 6613) to obtain post accident sample results for core damage assessment.

j. Coordinate with the Accident Assessment Manager in the EOF (ext. 7860) to develop potential long-term accident projections that the ERO will have to contend with.

k. Review recovery efforts on a continuous basis to ensure that job priorities are consistent and accurate.

l. Coordinate with the TSC Director to ensure that job priorities are reviewed and revised as necessary.

m. Oversee plant design modifications to ensure adequate core surveillance and protection is available and all temporary modifications are documented.

n. Coordinate with the Operations Manager to provide for the timely resolution of NRC questions regarding abnormal operation and/or changes to Technical Specifications and SAR's in accordance with ANO procedures.

o. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

p. Monitor consultant activities where outside assistance is being provided.

q. Ensure that documentation of all maintenance activities is maintained using the ERO Chronological Logs.

POSITION GUIDE A
ENGINEERING MANAGER

3. Special Actions to be Implemented as Needed

   a. Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory, Section I, or notify the TSC Support Superintendent for assistance.

   b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

   c. If a TSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

   [d. **(P-16243) In the event that a Severe Accident is acknowledged, ensure that the Reactor Engineering Support (Task A-2) and TSC Engineering Support tasks (Task A-3) review the Severe Accident Management Guidelines (SAMG's) for mitigation strategies, and, along with the TSC EAL Reviewer, formulate recovery actions necessary to mitigate the accident. Provide support for the team as necessary.]**

4. Shift Change

   a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

   b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.

   c. Notify the TSC Support Superintendent of the staffing change.

   d. Update your position status on the TSC Staffing Board.

5. Actual Event/Drill Termination

   a. Notify those individuals working under your position that the event/drill has been terminated.

   b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC.

   c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

   d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

   e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE A
TASK A-2
REACTOR ENGINEERING SUPPORT

1. Notified of Alert or higher classification, report to the Engineering Manager in the TSC

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Monitor the Safety Parameter Display System.

5. Monitor reactor core parameters and perform assessments of core damage as necessary by coordinating with the Nuclear Chemistry Manager (ext. 6613).

6. Provide input for the development and review of proposed recovery actions.

[7. **(P-16243) In the event that a Severe Accident is acknowledged, work with the EAL Reviewer to review the Severe Accident Management Guidelines (SAMG's) and formulate and recommend recovery actions necessary to mitigate the accident. Make the recovery action recommendations to the Operations Manager.]**

8. Inform the Engineering Manager of your location and any change in your location for tracking and accountability purposes.

9. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC to its pre-drill/event status. Turn over all documentation generated during the drill/event to Emergency Planning.

POSITION GUIDE A
TASK A-3
TSC ENGINEERING SUPPORT

1. Notified of Alert or higher classification, report to the Engineering Manager in the TSC

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Develop and document temporary modifications required to support Technical Support Center emergency response efforts.

5. Coordinate Electrical Engineering, Mechanical Engineering, Drafting and Drawing Control activities during an emergency.

6. Provide input for the development and review of proposed recovery action.

[7. **(P-16243) In the event that a Severe Accident is acknowledged, work with the EAL Reviewer to review the Severe Accident Management Guidelines (SAMG's) and formulate and recommend recovery actions necessary to mitigate the accident. Make the recovery action recommendations to the Operations Manager.]**

8. Inform the Engineering Manager of your location and any change in your location for tracking and accountability purposes.

9. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC to its pre-drill/event status. Turn over all documentation generated during the drill/event to Emergency Planning.

POSITION GUIDE B
MAINTENANCE MANAGER

A. Normal Reporting Location

TSC

B. Reports To

TSC Director

C. Coordinates With

1. Operations Manager
2. Engineering Manager
3. OSC Director
4. Maintenance Superintendent

D. Duties

1. Immediate Actions

   a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.

   b. If a plant evacuation is occurring, perform initial accountability by logging "0000" in the TSC security card reader (or any other security card reader) and insert your badge.

   c. Write your name on the TSC Staffing Board under the position that you are staffing.

   d. Verify TSC setup in accordance with the TSC Activation Checklist (Form 1903.065A).

   e. Notify the TSC Support Superintendent that you are staffing your ERO position.

> **NOTE**
>
> Do not call the Control Room.

   f. Obtain available information on emergency classifications and plant conditions. Possible sources include TSC Director (staff briefing), TSC Status Board and other TSC staff personnel.

g. Ensure task responsibilities under your position are assigned:

(1) Team Tracking Board Communicator (TSC) - (Task B-1) - Ensure that the Maintenance Superintendent (6615) has dispatched your TSC Team Tracking Board Communicator.

(2) Distribute appropriate Task Guides (attached) as individuals arrive to staff the task positions.

h. Report current manpower status to the TSC Director.

i. Obtain all necessary forms for your position:

(1) Procedure Forms - Form 1903.065D

(2) ERO Chronological Logs.

2. On Going Actions

a. Refer to Procedure 1903.065 for a description of the TSC facility and information relating to TSC activation criteria, TSC staffing, TSC staff turnover and the Secondary TSC.

b. If a plant evacuation has occurred, then:

(1) Remind those individuals working under your position that are remaining within or returning to the evacuated area to perform continuous accountability.

(2) Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Refer to Procedure 1903.033 for established guidelines concerning repair and damage control teams being dispatched from the OSC.

d. Coordinate the development of repair and damage control plans under the direction of the TSC Director.

e. Advise the OSC Director regarding implementation of Repair and Damage Control plans developed by the TSC.

f. Establish priorities (example: 1, 2, 3, 4, etc.) for Damage and Control Team missions. Assign each mission its own unique priority number.

POSITION GUIDE B
MAINTENANCE MANAGER

g. Brief the OSC periodically

(1) Status of in-plant response

a. Priority code 1 mission status and prognosis

b. Actual in-plant radiological conditions

c. Nuclear Chemistry status as appropriate

(2) Provide direction and oversight to the OSC Director regarding rescue/repair and damage control operations

(3) OSC manpower status

h. Use Form 1903.065D, "TSC Director Status Update Guide", when providing updates to the TSC Director.

i. Oversee the investigation of all maintenance related problems and review problem-solving alternatives developed as to their adequacy and workability.

j. Develop and propose alternative means of monitoring and controlling plant parameters to the Operations Manager.

k. Monitor in-plant maintenance activities and provide technical advice to the Maintenance Superintendent in support of these maintenance activities.

l. Ensure that the Maintenance Superintendent is cognizant of the fact that Form 1903.033B, "OSC Team Briefing Form", may serve as the emergency RWP and Work Order in order to expedite the dispatch of repair and damage control teams.

m. Provide the technical expertise in the maintenance area for response to questions and inquiries from various regulatory agencies.

n. Coordinate with the TSC RDACS Operator to help track the progress of maintenance activities as it relates to reducing or terminating offsite radiological releases being monitored by the SPINGS.

o. Coordinate with the Engineering Manager to resolve maintenance related problems involving necessary engineering support.

p. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

q. Monitor consultant activities where outside assistance is being provided.

r. Ensure that documentation of all maintenance activities is maintained using the ERO Chronological Logs.

POSITION GUIDE B
MAINTENANCE MANAGER

3. Special Actions to be Implemented as Needed

   a. Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory, Section I, or notify the TSC Support Superintendent for assistance.

   b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

   c. If a TSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

   a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

   b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.

   c. Notify the TSC Support Superintendent of the staffing change.

   d. Update your position status on the TSC Staffing Board.

5. Actual Event/Drill Termination

   a. Notify those individuals working under your position that the event/drill has been terminated.

   b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC.

   c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

   d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

   e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE B
TASK B-1
TEAM TRACKING BOARD COMMUNICATOR (TSC)

1. Notified of Alert or higher classification, report to the Maintenance Manager in the TSC.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Establish communications with the OSC Team Tracking Board Communicator located in the Operational Support Center (OSC) using the headset as follows:

   a. Don the cordless headset.

   b. Remove handset of associated telephone from cradle and place near telephone.

> **NOTE**
> The Team Tracker telephone is set up to auto-dial the TSC or OSC. When you remove the handset from the cradle you will hear ringing until the person at the other end picks up. If the other facility has already performed these steps, you will be on-line as soon as you pick up the handset.

   c. Turn the "on/off" switch, located on the cordless headset stand, to the "on" position. When the OSC Team Tracker completes these same instructions in the OSC, you will be able to communicate with them.

5. Obtain OSC team tracking information from the OSC Team Tracking Board Communicator and record this information on the Team Tracking Board.

6. Maintain the Team Tracking Board with up-to-date information.

7. Keep the Maintenance Manager informed as information is recorded on the Team Tracking Board.

8. Remind the OSC Team Tracking Board Communicator **not to** duplicate priorities on missions. Each mission must have a unique priority.

9. Inform the Maintenance Manager of your location and any change in your location for tracking and accountability purposes.

10. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC to its pre-drill/event status. Turn over all documentation generated during the drill/event to Emergency Planning.

POSITION GUIDE C
OPERATIONS MANAGER

A. Normal Reporting Location

TSC

B. Reports To

TSC Director

C. Supervises/Coordinates

1. Operations staff
2. Assistant Operations Manager
3. Operations Support

D. Duties

1. Immediate Actions

   a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.

   b. If a plant evacuation is occurring, perform initial accountability by logging "0000" in the TSC security card reader (or any other security card reader) and insert your badge.

   c. Write your name on the TSC Staffing Board under the position that you are staffing.

   d. Notify the TSC Support Superintendent that you are staffing your ERO position.

   e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

      (1) Shift Manager (Affected Unit)

      (2) TSC Director (staff briefing)

      (3) TSC Status Board

      (4) Other TSC staff personnel

f. Ensure task responsibilities under your position are assigned. (These personnel normally report to the OSC Assembly Area prior to dispatch.):

Obtain the following personnel by either contacting the OSC Assembly Area coordinator (ext. 6625), use of the Emergency Telephone Directory or via the TSC Support Superintendent.

(1) Operations Support (Task C-1) - Assign operations person to staff the Operations Support task in the TSC. This person should be used to free the Operations Manager of busy work. Distribute appropriate Task Guide to individual upon arrival to the TSC.

(2) OSC Operations Support (Task C-2) - Assign a Senior Reactor Operator or a Reactor Operator to report to the OSC to assist the OSC Director and provide Technical and Operational expertise. The Task Guide for this position resides with the OSC Director.

(3) Dispatch an Assistant Operations Manager to the affected units Control Room to help coordinate the information flow from the Control Room to the TSC. There is no task guide for this position.

(4) If necessary, obtain a Technical Assistant qualified as a SRO to monitor and operate the SPDS in the TSC.

g. Report current manpower status to the TSC Director.

h. Obtain all necessary forms for your position:

(1) Procedure Forms - Form 1903.065D

(2) ERO Chronological Logs.

2. On Going Actions

a. Refer to Procedure 1903.065 for a description on the TSC facility and information relating to TSC activation criteria, TSC staffing, TSC staff turnover and the Secondary TSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

(1) Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

(2) Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Interface with the TSC Director to solicit oversight and direction/decision input in recovery efforts.

d. Review the Emergency Class declared with the EAL Reviewer, located in the TSC, and the Operations staff.

e. Oversee the implementation of normal and emergency procedures needed to bring the plant to a safe shutdown.

f. Determine the need for out-of-normal and emergency procedures and supervise the development and implementation of these procedures.

g. Provide information and recommendations to the TSC Director concerning future operations that could affect the plant or the environment.

h. Using Form 1903.065D, "TSC Director Status Update Guide", provide current updates to the TSC Director.

i. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

j. Coordinate with the TSC Support Superintendent to request services that may be needed from offsite sources.

k. Advise the TSC Director regarding relaxation/curtailment of Emergency Organization duties.

l. Coordinate with the Engineering Manager and Maintenance Manager to provide for the timely resolution of NRC questions regarding abnormal operation and/or changes to Technical Specifications and SARs in accordance with procedures.

m. Coordinate with the Engineering Manager and Maintenance Manager to develop emergency work plans and procedures regarding abnormal systems or equipment operations.

n. Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary.

o. Monitor consultant activities where outside assistance is being provided.

p. Ensure that documentation of all operations activities is maintained using the ERO Chronological Logs.

POSITION GUIDE C
OPERATIONS MANAGER

3. Special Actions to be Implemented as Needed

   a. Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Directory, Section I, or notify the TSC Support Superintendent for assistance.

   b. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

   c. If a TSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

   d. Prior to restarting Unit 1 reactor coolant pumps, refer to "TSC Guidance for Determining Acceptability of RCP Restart" (contained in Framatome Technologies, Inc. letter ESC-96-566 dated October 21, 1996) which is located in your position guide book in the TSC.

   [e. (P-16243) In the event that a Severe Accident is acknowledged, act as the facilitator for the team composed of the TSC EAL Reviewer and the Engineering Support task. The team should review the Severe Accident Management Guidelines (SAMG's), and formulate and recommend actions necessary to mitigate the emergency. Recommend these actions to the TSC Director and the person with Emergency Direction and Control. Once approval is given, instruct the Shift Manager to carry out these actions.]

4. Shift Change

   a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

   b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.

   c. Notify the TSC Support Superintendent of the staffing change.

   d. Update your position status on the TSC Staffing Board.

5. Actual Event/Drill Termination

   a. Notify those individuals working under your position that the event/drill has been terminated.

   b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC.

   c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

   d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

   e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE C

TASK C-1

OPERATIONS SUPPORT

1. Notified of Alert or higher classification, report to the Administration Building Library (3rd floor) unless directed otherwise by the TSC Operations Manager.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Establish a working level interface with maintenance and with the Control Room of the affected unit.

5. Perform problem analyses of the emergency conditions and provide alternatives for corrective action and long term recovery operations to the Operations Manager.

6. Research the feasibility of proposed recovery actions.

7. Develop procedures and work plans, as necessary, to implement proposed recovery actions.

8. Consult available resource material (technical manuals, drawings, procedures, etc.) to provide specific information on equipment and systems to operations.

9. Inform the Operations Manager of your location and any change in your location for tracking and accountability purposes.

10. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC to its pre-drill/event status. Turn over all documentation generated during the drill/event to Emergency Planning.

POSITION GUIDE C

TASK C-2

OSC OPERATIONS SUPPORT

1. Notified of Alert or higher classification, report to the OSC Director in the OSC.

2. Obtain your OSC Operations Support Task Book (Task C-2) from the OSC Director and review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Assist the OSC Director.

5. Provide input for OSC planning, briefings, debriefings, etc.

6. Stay updated on plant status.

7. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC to its pre-drill/event status. Turn over all documentation generated during the drill/event to Emergency Planning.

POSITION GUIDE D
[RADIATION PROTECTION AND RADWASTE MANAGER
(P-1460)]

A. Normal Reporting Location

TSC

B. Reports To

TSC Director

C. Supervises/Coordinates

1. TSC RDACS Operator

D. Duties

1. Immediate Actions

a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.

b. If a plant evacuation is occurring, perform initial accountability by logging "0000" in the TSC security card reader (or any other security card reader) and insert your badge.

c. Write your name on the TSC Staffing Board under the position that you are staffing.

d. Notify the TSC Support Superintendent that you are staffing your ERO position.

e. Verify TSC setup in accordance with the TSC Activation Checklist (Form 1903.065A) located on the front of the door leading into the TSC Switchboard Room.

f. Obtain available information on emergency classifications and plant conditions. Possible sources include:

> **NOTE**
> Do not call the Control Room.

(1) TSC Director (staff briefing)
(2) TSC Status Board
(3) Other TSC staff personnel
(4) Health Physics Supervisor (OSC - Ext. 6614)

g. Ensure task responsibilities under your position are assigned:

(1) TSC RDACS Operator (1904.011 Attachment 5) - The Dose Assessment Supervisor (DAS) located in the EOF is responsible for providing a TSC RDACS Operator.

h. If not already available, request via the TSC Support Superintendent that a Dose Assessment Team member be dispatched to the TSC to monitor the RDACS Computer.

i. Report current manpower status to the TSC Director.

2. On Going Actions

a. Refer to Procedure 1903.065 for a description on the TSC facility and information relating to TSC activation criteria, TSC staffing, TSC staff turnover and the Secondary TSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

(1) Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

(2) Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Coordinate with the Health Physics Supervisor (Ext. 6614) located in the OSC to provide oversight for all Health Physics activities.

d. Using the guidelines established in Procedure 1903.033, provide an oversight of all entries by Repair and Damage Control Teams to ensure that radiation exposure is held to a minimum.

e. If the emergency event has dictated the use of reactor sump recirc, then inform the H.P. Supervisor in the OSC to begin monitoring the BWST and/or RWT outlet and return lines for radioactivity.

f. Monitor radiation levels in the TSC/OSC and, using the guidelines on Attachment 1 of Procedure 1903.030, recommend any protective actions to the TSC Director.

g. Using Form 1903.065D, "TSC Director Status Update Guide", provide current updates to the TSC Director.

POSITION GUIDE D
RADIATION PROTECTION AND RADWASTE MANAGER

h. Using Procedure 1903.035, assess the need for the administration of Potassium Iodide for on-site personnel and advise the TSC Director of any such recommendations.

i. Develop plans, procedures, and methods for keeping radiation exposure of recovery personnel as low as reasonably achievable (ALARA).

j. **IF** radiological conditions exists outside the power block, **THEN** coordinate with Security and the TSC Support Superintendent to protect Security officers in the field.

k. Coordinate with Dosimetry to ensure personnel TLDs are read and updated computer listings are provided.

l. Ensure that the TSC RDACS Operator monitors the status of any offsite radiological release.

IF an offsite release occurs,
THEN notify plant personnel via plant page. TSC Director, RP Manager or designee may perform this announcement.

m. Coordinate with the Health Physics staff to develop decontamination plans to support the recovery effort.

n. Provide information and recommendations to the TSC Director concerning future operations that could affect the plant or the environment.

o. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

p. Recommend equipment needed for use in accomplishing radwaste processing and monitoring activities.

q. Advise the Plant Modifications group as necessary concerning radwaste system additions and modifications.

r. Coordinate with the TSC Support Superintendent to request services that may be needed from offsite sources.

s. Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary.

t. Monitor consultant activities where outside assistance is being provided.

u. Ensure that documentation of all Radiation Protection activities is maintained using the ERO Chronological Logs.

[v. **(P-4193) Ensure all TSC personnel have a TLD.]**

w. If contractor HP personnel are utilized during an emergency response, ensure that they are accompanied and supervised by a qualified ERO member.

3. Special Actions to be Implemented as Needed

a. If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

b. If a TSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.

c. Update your position status on the TSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under your position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE E
TSC DIRECTOR

A. Normal Reporting Location

TSC

B. Reports To

Entergy Operations Corporate Management / EOF Director

C. Supervises/Coordinates

1. Operations Manager
2. Maintenance Manager
3. Engineering Manager
4. OSC Director
5. Radiation Protection and Radwaste Manager
6. TSC Support Superintendent

D. Duties

IMMEDIATE ACTIONS

☐ Notify CNS (858-3683) that you are staffing your ERO position.

☐ If a plant evacuation is occurring, perform initial accountability by logging "0000" in the TSC security card reader (or any other security card reader) and insert your badge.

☐ Write your name on the TSC Staffing Board under the position TSC Director.

☐ Obtain available information on emergency classifications and plant conditions. Possible sources include:

(1) Shift Manager (May use ringdown circuit to the Control Room)

(2) TSC Status Board

(3) Other TSC staff personnel

☐ **IF** affected Unit is in an outage
THEN contact the Outage desk for an update/turnover for outage activities and plant/equipment status. Consider requesting the Outage Manager and outage staff to report to the TSC to assist in mitigating the emergency.

Critical Tasks

☐ **[Emergency Direction and Control (P-10766)]** (Must be transferred from the Control Room within 60 - 90 minutes of an Alert or higher Emergency Classification). Go to ED&C section below.

☐ **TSC Operability** (Must be operable within 60 - 90 minutes of an Alert or higher Emergency Classification). Go to TSC Operability - page 3 of 8 of this position guide.

☐ **ALERT Emergency Declared** - Go to Alert Emergency Declared - page 4 of 8 of this position guide.

☐ **Site Area Emergency Declared** - Go to Site Area Emergency Declared - page 4 of 8 of this position guide.

☐ **General Emergency Declared** - Go to General Emergency Declared - page 4 of 8 of this position guide.

[EMERGENCY DIRECTION AND CONTROL ACTIONS (P-10766)]

Personnel Required for ED&C

☐ TSC Director
☐ Notifications Communicator
☐ Dose Assessment - May be Initial Dose Assessor in the Control Room or Dose Assessment Team in the EOF.

☐ If required personnel are not available and the TSC Support Superintendent is available, instruct the TSC Support Superintendent to contact additional personnel. (The EOF Support Manager or Support Superintendent may also be used if the TSC Support Superintendent is not available. With no Support personnel available to contact ERO personnel, any ERO member may be used for this task.)

☐ Perform turnover with the Shift Manager.

☐ Instruct the Notifications Communicator to perform turnover with the Notification Communicator in the Control Room.

☐ Assume Emergency Direction and Control.

☐ Notify the EOF Director of the transfer if available.

☐ Change the ED&C status board in the TSC.

☐ Announce to the TSC and OSC Staff that the TSC Director has ED&C.

NOTE

The Arkansas Department of Health must be notified within 15 minutes of EACH emergency class declaration.

The Nuclear Regulatory Commission must be notified immediately after each notification to the ADH but within 1 hour of each emergency class declaration.

Follow-up notifications to the ADH and NRC should be performed within 30 minutes of the initial notification and at least hourly thereafter or as significant events occur.

☐ Instruct the Notifications Communicator to perform notifications in accordance with procedure 1903.011, "Emergency Response/Notifications."

☐ Notify offsite authorities concerning Protective Action Recommendations (PARs)

(1) Formulation of PARs based on radiological conditions is under the responsibility of the REAM located in the EOF.

(2) Formulation of PARs based on plant conditions are developed by the Operations/TSC Staff and the EAL Reviewers.

☐ Direct and control the Emergency Response Organization (ERO) effort until the EOF Director assumes this responsibility.

The TSC Director has the responsibility for event classification. The EAL Reviewers in the Control Room, TSC and EOF are responsible for informing you of event classification caused by changing conditions.

TSC OPERABILITY

NOTE

TSC must be operable within 60 - 90 minutes of an Alert or higher emergency classification.

☐ Personnel Required for TSC Operability

- ☐ TSC Director
- ☐ Notifications Communicator
- ☐ Operations Manager
- ☐ Engineering Manager
- ☐ Maintenance Manager
- ☐ RP&RW Manager

If any of the above personnel are not available and the TSC Support Superintendent, EOF Support Manager or EOF Support Superintendent is available, instruct one of the above to contact additional qualified personnel. In the absence of the support personnel listed above, any ERO personnel may be used to contact additional personnel.

☐ Once all required personnel are available, declare the TSC operable.

☐ Ensure that the "TSC Activation Checklist" is in progress or complete.

ALERT EMERGENCY DECLARED

Who has Emergency Direction and Control?

☐ IF the Control Room has Emergency Direction and Control, THEN go to Emergency Direction and Control section and take ED&C.

☐ IF the EOF Director has Emergency Direction and Control, THEN ensure TSC is staffed and operational.

☐ IF the TSC Director has Emergency Direction and Control, THEN complete Form 1903.011M, "Alert Emergency Direction and Control Checklist

SITE AREA EMERGENCY DECLARED

Who has Emergency Direction and Control?

☐ IF the Control Room has Emergency Direction and Control, THEN go to Emergency Direction and Control section and take ED&C.

☐ IF the EOF Director has Emergency Direction and Control, THEN wait for the instruction from the EOF Director.

☐ IF the TSC Director has Emergency Direction and Control, THEN complete Form 1903.011Q, "SAE Emergency Direction and Control Checklist TSC Director

Critical SAE Checklist Items:

Plant Evacuation Announcement must be made within 15 minutes of SAE declaration

Initial Accountability must be complete within 30 minutes of the SAE declaration.

Consider an Exclusion Area Evacuation.

GENERAL EMERGENCY DECLARED

Who has Emergency Direction and Control?

☐ IF the Control Room has Emergency Direction and Control, THEN go to Emergency Direction and Control section and take ED&C.

☐ IF the EOF Director has Emergency Direction and Control, THEN wait for the instruction from the EOF Director.

☐ IF the TSC Director has Emergency Direction and Control, THEN complete Form 1903.011T, "GE Emergency Direction and Control Checklist TSC Director

Critical GE Checklist Items:

Plant Evacuation Announcement must be made within 15 minutes of SAE declaration

Initial Accountability must be complete within 30 minutes of the SAE declaration.

Perform an Exclusion Area Evacuation.

PLANT EVACUATION / INITIAL ACCOUNTABILITY

☐ **IF** a SAE or GE is declared,
THEN perform a Plant Evacuation in accordance with Form 1903.011Q for SAE or 1903.011T for GE.

☐ **IF** Plant Evacuation is required for reasons other than SAE or GE,
THEN perform a Plant Evacuation in accordance with Procedure 1903.030, "Evacuation."

NOTE
The goal of initial accountability is to ascertain the names of missing individuals no later than 30 minutes after the declaration of an SAE or higher emergency classification.

Critical Plant Evacuation Items

Notify Security to perform Initial Accountability within 30 minutes of the SAE or GE declaration.

Review initial accountability with the TSC Support Superintendent.

Initiate search and rescue efforts as necessary to account for missing individuals following a plant evacuation.

Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Localized Evacuation

☐ If necessary, perform a localized evacuation in accordance with Procedure 1903.030, "Evacuation."

TSC/OSC Evacuation

☐ Perform a TSC/OSC Evacuation in accordance with procedure 1903.030, "Evacuation."

TSC/OSC Evacuation Tasks:

If the TSC is to be relocated to the Secondary TSC due to adverse conditions, refer to Form 1903.065C, "Secondary TSC Activation Checklist".

Ensure that NRC/ADH officials are advised of any relocation of the TSC/OSC and the operational status of the Secondary OSC/TSC.

Following an Exclusion Area Evacuation, approve/disapprove requests by Security to grant access to personnel through established roadblocks.

[SEVERE ACCIDENT MANAGEMENT (SAM)

(P-16243)

NOTE

Review of the Severe Accident Management Guidelines (SAMG) and data gathering by the SAM team may be started prior to the implementation of Severe Accident Management.

If the incident has progressed to a point where the Control Room has determined that the EOP's are no longer effective, implement Severe Accident Management. Utilize the SAM checklist located in your position box.]

On Going Actions

- ☐ Interface with NRC/ADH/local officials on the status of the emergency.
- ☐ Interface with NRC/ADH/local officials on dose assessment and recommended offsite protective actions.
- ☐ Continuously review the status of the overall emergency effort.
- ☐ Keep Entergy Operations Management informed of the status of the emergency.
- ☐ Evaluate and approve/disapprove requests for additional personnel staffing from offsite entities.
- ☐ Refer to Procedure 1903.065 for a description on the TSC facility and information relating to TSC activation criteria, TSC staffing, TSC staff turnover and the Secondary TSC.
- ☐ Establish communications with the OSC. Either communicate directly with the OSC Director or delegate as appropriate.
- ☐ Conduct periodic updates with the OSC Director. (Can be performed by the TSC Maintenance Manager.)
- ☐ Conduct periodic updates with the EOF Director.

- ☐ Approve emergency exposure limits exceeding 10CFR20 exposure limits, for in-plant emergency teams if required.
- ☐ Approve the usage of Potassium Iodide (KI) for onsite personnel upon recommendation of the RP & RW Manager.
- ☐ Review the habitability of the Control Room, OSC, TSC and Admin. Bldg.
- ☐ Review recovery efforts with the Engineering Manager to ensure that they have been adequately prioritized.
- ☐ Coordinate and promulgate mitigation plans and corrective actions with the TSC staff.
- ☐ If a radiological release is involved, consider using Reactor Building Spray to reduce containment radioactivity levels and containment pressure, thus lowering the release rate to the offsite environment.
- ☐ Perform periodic briefs with the TSC staff. Request staff members to use Form 1903.065D, "TSC Director Status Update Guide", for briefings.
- ☐ Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.
- ☐ Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary.
- ☐ Ensure that consultant activities are being monitored when outside assistance is being provided.
- ☐ Ensure that documentation of all TSC activities and decisions are recorded and maintained using the ERO Chronological Logs.
- ☐ Establish a schedule of working hours to support around-the-clock operations if required. Use the TSC Support Superintendent for assistance.

Shift Change

- ☐ Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.
- ☐ Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.
- ☐ Notify the TSC Support Superintendent of the staffing change.
- ☐ Update your position status on the TSC Staffing Board.

Actual Event/Drill Termination

- ☐ Notify those individuals working under your position that the event/drill has been terminated.
- ☐ Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC.
- ☐ Provide a list of any forms or supplies needing replenishment to Emergency Planning.
- ☐ Turn over all documentation generated during the drill/emergency to Emergency Planning.
- ☐ Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE F
TSC SUPPORT SUPERINTENDENT

A. Normal Reporting Location

TSC

B. Reports To

TSC Director

C. Supervises/Coordinates

1. ANO Security
2. Administrative Services
3. Computer Support
4. Coordinate continuous accountability function following a plant evacuation
5. Support Manager
6. TSC Emergency Action Level Reviewers
7. TSC Notifications Communicator
8. TSC Status Board Communicator
9. TSC ENS Communicator

D. Duties

1. Immediate Actions

   a. When notified of an Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.

   b. If a plant evacuation is occurring, perform initial accountability by logging "0000" in the TSC security card reader (or any other security card reader) and insert your badge. Refer to Step 3.a below for instructions on your responsibilities as they relate to accountability.

   c. Write your name on the TSC Staffing Board under the position that you are staffing.

   d. Verify TSC setup in accordance with the TSC Activation Checklist (Form 1903.065A) located on the front of the door leading into the TSC Switchboard Room. Setup should be completed within 1 hour of TSC operability.

   e. Obtain available information on emergency classifications and plant conditions. Possible sources include:

NOTE

Do not call the Control Room.

(1) TSC Director (staff briefing)
(2) TSC Status Board
(3) Other TSC staff personnel

f. Ensure task responsibilities under your position are assigned:

(1) Security (Task F-1) - contact personnel from Security using Section V of the Emergency Telephone Directory.

(2) Administrative Services (Task F-2) - Contact personnel from Administrative Services using Section V of the Emergency Telephone Directory. Additionally, Administrative Services will be called by CNS during off-hours.

(3) Computer Maintenance/Software Support (Task F-3) - Contact personnel from Computer Maintenance/Software Support using Section V of the Emergency Telephone Directory.

(4) TSC EAL Reviewer (Task F-4) - Contacted via CNS. Refer to CNS printout.

(5) TSC Notifications Communicator (Task F-5) - Contacted via CNS. Refer to CNS report.

(6) TSC Status Board Communicator (Task F-6) - Contacted via CNS. Refer to CNS report.

(7) TSC ENS Communicator (Task F-7) - Contacted via CNS. Refer to CNS report.

(8) Distribute appropriate Task Guides (attached) as individuals arrive to staff the task positions.

g. Complete the TSC Staffing Board. Refer to the Computerized Notification System (CNS) printout to ascertain those ERO positions that are enroute.

h. Report current manpower status to the TSC Director.

i. Obtain Form 1903.065E "TSC Position Staffing Form", complete the required information and FAX the completed form to the EOF Support Superintendent at FAX Number 6957.

j. Obtain all necessary forms for your position from the Emergency Kit:

(1) Procedure Forms - Form 1903.065D

(2) Form 1903.065E

(3) ERO Chronological Logs

NOTE

If Emergency Direction and Control is transferred directly from the Shift Manager to the EOF Director, the TSC Notifications Communicator will report to you to assist you with your responsibilities.

2. On Going Actions

a. Refer to Procedure 1903.065 for a description on the TSC facility and information relating to TSC activation criteria, TSC staffing, TSC staff turnover and the Secondary TSC.

b. If a plant evacuation or exclusion area evacuation has occurred, then:

(1) Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.

(2) Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.

Procedure 1903.030, "Evacuation", may be referenced for definitions and/or instructions.

c. Maintain the TSC Staffing Board as changes occur. Coordinate changes to staffing boards with the Support Manager in the EOF.

d. Using Form 1903.065D, "TSC Director Status Update Guide", provide current updates to the TSC Director.

e. Coordinate Security activities:

(1) Coordinate the deployment of security roadblocks to minimize radiation exposures. Obtain radiological release information and information concerning the placement of roadblocks from the Radiation Protection and Radwaste Manager.

f. Coordinate office services and other administrative duties requested by ERO personnel.

g. Coordinate requests for Computer Maintenance/Software Support assistance during ERO operations.

h. Coordinate Communicator needs within the ERO.

i. Coordinate requests for Technical Assistants. Refer to Section V of the Emergency Telephone Directory when filling these requests.

j. Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

k. Coordinate with the Support Manager in the EOF at ext. 7854 to request services that may be needed from onsite/offsite sources.

l. Monitor consultant activities where outside assistance is being provided.

m. Ensure that documentation of all TSC activities in which you are involved are maintained using the ERO Chronological Logs.

3. Special Actions to be Implemented as Needed

a. Accountability

(1) Initial Accountability - Following a plant evacuation, obtain a Security printout to determine those individuals that are missing. In accordance with Procedure 1903.030, Section 6.3.1.D, this list must be available no later than 30 minutes after the declaration of a SAE or higher emergency class.

(a) Inform the TSC Director of any personnel determined to be missing.

(2) Continuous Accountability - Following a plant evacuation, complete the following actions:

(a) Verify that Security has obtained continuous accountability clipboards and signs, which contain Form 1903.030A.

(b) Contact the Control Room Status Board Communicator and instruct him/her to hang the accountability clipboards and signs on the Control Room doors of both Units (inside of door). Instruct the Communicator to periodically review and monitor the Control Room accountability log sheets and report their status to you.

(c) Continuous accountability of personnel assembled outside the Control Rooms, TSC and OSC is the responsibility of the person staffing the ERO position to which they report. (Example: Engineering Manager is responsible to account for Engineering personnel).

(d) Direct requests for continuous accountability information on specific individuals to the responsible ERO member. A printout of all onsite personnel may be obtained from Security for use as an aid in routing these requests. This printout will include the company and/or department for each person listed and the individual responsible for them while onsite.

b. Following an NRC request, coordinate with the Health Physics Supervisor in the OSC to ensure that a technically qualified HP is prepared to staff the Health Physics Network (HPN) telephone in the OSC and the EOF.

c. If applicable, establish a schedule of working hours to support around-the-clock operations for your ERO position as well as others when requested.

d. If a TSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

4. Shift Change

a. Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

b. Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures that you have been assigned.

c. Record staffing changes due to shift replacements on the TSC Staffing Board.

d. Update your position status on the TSC Staffing Board.

5. Actual Event/Drill Termination

a. Notify those individuals working under you position that the event/drill has been terminated.

b. Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the TSC.

c. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

d. Turn over all documentation generated during the drill/emergency to Emergency Planning.

e. Participate in the post drill/emergency critique to identify weaknesses and strengths.

POSITION GUIDE F
TASK F-1
SECURITY

1. Notified of Alert or higher classification, report to your assigned location.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Organize staff and have them report to their assigned location.

5. Establish a schedule of working hours to support around the clock operation.

6. Report manpower status to the TSC Support Superintendent.

7. Coordinate plant evacuation as needed in accordance with Procedure 1903.011 and/or 1903.030.

8. Upon declaration of a Plant Evacuation, ensure that Security personnel obtain the continuous accountability clipboards and signs, which contain Form 1903.030A, from the TSC Emergency Kit and post them at the following Administration Building locations:

   First Floor - Door leading to Turbine Building
   - East and West exits
   - Entry and exit points to Main Guard House
   Second Floor - Door leading to Turbine Building

9. Following a plant evacuation, report initial accountability results to the TSC Support Superintendent.

10. Coordinate with the Radiation Protection and Radwaste Manager in the TSC to help ensure Security Personnel radiation doses are tracked and monitored.

11. Following a plant evacuation of non-essential personnel, maintain continuous accountability of Security personnel remaining onsite.

12. Coordinate local law enforcement activities as appropriate.

13. Set up roadblocks and control points to control access to ANO, the EOF, and the alternate EOF (if activated). Consider radiological release information (obtained from TSC Support Superintendent) in determining locations of roadblocks and control points.

14. Establish working area in the EOF and the alternate EOF (if activated) to issue plant access identification.

15. Reduce security precautions at termination of emergency.

16. Notify staff upon termination of the ANO emergency response.

POSITION GUIDE F
TASK F-2
ADMINISTRATIVE SERVICES

1. Notified of Alert or higher classification, report to the TSC library.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Organize staff and have them report to their assigned location.

5. Establish a schedule of working hours to support around-the-clock operation.

6. Report manpower status to the TSC Support Superintendent.

7. Relocate/procure Administrative Services' supplies and equipment as necessary.

8. During briefs, roll all TSC calls to the booth area by pressing the [rollover ON] button on the booth telephone. Roll the telephones back at the completion of the brief by pressing the [rollover OFF] button on the booth telephone.

9. Inform the TSC Support Superintendent that you are performing this task and perform accountability tasks in accordance with procedure 1903.030, "Evacuation".

10. Following a plant evacuation of nonessential personnel, maintain continuous accountability of Administrative Services personnel remaining onsite.

11. Notify staff upon termination of the ANO emergency response.

12. As appropriate, periodic status reports should be generated which include the following items:

    a. Current status of the emergency
    b. Chronological summary of the event and response actions (listing).
    c. Organizations currently involved in this response to the event.
    d. Narrative discussion of the plan of action to address the event.

POSITION GUIDE F
TASK F-3
COMPUTER MAINTENANCE/SOFTWARE SUPPORT

1. Notified of Alert or higher classification, report to your assigned location.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Establish line of communication with the TSC Support Superintendent.

5. Provide computer hardware and software support for the Emergency Response Organization.

6. Inform the TSC Support Superintendent of location and of any changes in location for tracking purposes.

POSITION GUIDE F
TASK F-4
TSC EMERGENCY ACTION LEVEL REVIEWER

1. Notified of Alert or higher classification, report to the TSC Support Superintendent in the TSC.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Ensure that the TSC Director is aware of your presence upon arrival.

5. Obtain a copy of Procedure 1903.010 and 1903.011.

[6. (P-1464) Review Procedure 1903.010, "Emergency Action Level Classification", on a continuous basis to ensure adequate classification of the event. Log and maintain applicable EAL's for TSC tracking.]

[7. (P-1464) Review Procedure 1903.011, "Emergency Response/Notifications", Attachment 6 on a continuous basis to ensure that appropriate Protective Action Recommendations have been implemented.]

8. Report all information concerning classification and Protective Action Recommendations to the TSC Director and ensure that the individual responsible for Emergency Direction and Control is informed.

9. As time permits, review conditions to identify all Emergency Action Levels that apply to current conditions.

[10. (P-16243) In the event that a Severe Accident is acknowledged, work with support engineers in the TSC to review the Severe Accident Management Guidelines (SAMG's) and formulate and recommend recovery actions necessary to mitigate the accident. Make the recovery action recommendations to the Operations Manager.]

POSITION GUIDE F
TASK F-5
[TSC NOTIFICATIONS COMMUNICATOR (P-9475)]

1. Notified of Alert or higher classification, report to the TSC Support Superintendent in the TSC.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Determine if Emergency Direction and Control will be transferred to the TSC or EOF.

   A. **IF** Emergency Direction and Control will be transferred directly from the Shift Manager to the EOF Director, **THEN** go to step 6.

   B. Obtain all previous notification from the DEF/VS or commercial fax located in the TSC.

   C. Attempt to contact the EOF Notifications Communicator. Determine which communicator will make contact with the Control Room. Both Notifications Communicators should not be attempting to contact the Control Room at the same time.

   D. Contact the Control Room Notifications Communicator (the Shift Engineer from the unaffected Unit typically fills this position) and obtain a brief.

   E. Notify TSC Director when you have completed your brief and are ready to take notifications.

   F. **[(P-9459) Assume notification responsibilities from the Control Room as directed by the TSC Director. Perform notifications in accordance with Procedure 1903.011, "Emergency Response/Notifications."]**

      (1) Radiological/Meteorological information should be obtained from:

         a. The Nuclear Chemist assigned to TSC RDACS.

         b. The Initial Dose Assessor in the Control Room if Dose Assessment has not been transferred to the EOF.

         c. The REAM located at the EOF, if Dose Assessment has been transferred to the EOF.

POSITION GUIDE F

TASK F-5
TSC NOTIFICATIONS COMMUNICATOR

(2) Protective Action Recommendation (PAR) data should be obtained from:

a. The Initial Dose Assessor in the Control Room if Dose Assessment has not been transferred to the EOF.

b. The REAM located at the EOF, if Dose Assessment has been transferred to the EOF.

c. The TSC Director will determine PAR's based on plant conditions.

G. Obtain the information necessary to adequately describe the plant status then make notifications to the NRC immediately after notifying the ADH using the ENS telephone.

(1) Provide the NRC with, at a minimum, the same information that was supplied on the notification form telefaxed to the ADH.

5. Turn over notifications to the EOF Notifications Communicator per TSC Director instructions.

6. Maintain a log of critical times using Form 1903.065F,"TSC Critical Tasks." Update the TSC Director and staff as necessary.

7. Assist the TSC Support Superintendent as requested.

POSITION GUIDE F
TASK F-6
[TSC STATUS BOARD COMMUNICATOR
(P-1457, P-4978, P-9475)]

1. Notified of Alert or higher classification, report to the TSC Support Superintendent in the TSC.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Upon arrival, begin helping with the setup of the TSC using Form 1903.065A, "TSC Activation Checklist".

5. Tools required:

   Party-line headset or cordless headset
   Erasable markers and eraser

6. Set up at the Status Board in the TSC.

   A. Party line headset setup and operation.

      Plug prongs into status line jack located below wallboard. Move headset switch to "Talk".

   B. Cordless headset setup and operation

      (1) Place phone line in appropriate status line jack located below wallboard if not already done.

      (2) Remove headset and control unit from base unit and securely place controller on your person and place headset on head.

      (3) Press "talk" on the controller to transmit and receive.

      (4) Move headset switch to "Talk".

      (5) Place control unit on base unit as necessary to recharge.

   C. The Control Room, OSC and EOF Status Board Communicators will join the party line as they report to their facilities.

7. Complete and maintain the TSC Status Board.

   A. Status Board entries should be made in chronological order starting at the top with the time entry on the left side.

   B. When the Status Board becomes full, start again at the top by erasing the oldest entry and begin making new entries with a different color marker.

   C. Ensure that the TSC Director is made aware of significant information that is reported across the party line and being logged onto the Status Board (e.g., Release started, equipment failures, etc.).

POSITION GUIDE F
TASK F-7
[TSC EMERGENCY NOTIFICATION SYSTEM (ENS) COMMUNICATOR (P-9475)]

1. Notified of Alert or higher classification, report to the TSC Support Superintendent in the TSC.

2. Review this task guide.

3. If plant evacuation is occurring, perform initial accountability by logging "0000" into the nearest card reader and then insert your badge.

4. Obtain a briefing on the status of current operational conditions and a briefing on historical events that led up to the event from the Operations Manager in the TSC.

5. Establish your station at the SPDS Panel next to the ENS telephone. Obtain all necessary supplies.

> **NOTE**
> The TSC ENS telephone, the Unit 1 Control Room ENS telephone and the Unit 2 Control Room ENS telephone are extensions of the same line. If the Control Room is on-line with the NRC, the TSC ENS Communicator will hear this communication when picking up TSC ENS telephone.

6. Lift the receiver on the TSC ENS telephone. If the Control Room/NRC is already on the circuit, inform the Control Room/NRC that you are taking over the ENS responsibility from the Control Room. If you simply hear a dial tone whenever you lift the receiver, you must then dial any one of the numbers listed on the telephone placard. Whenever the NRC answers, inform them that you are staffing the ENS telephone from the ANO TSC.

7. Maintain an open-line with the NRC unless requested otherwise by the NRC Communicator.

8. Provide information to the NRC Communicator as requested. The TSC staff, especially the Operations Manager, will serve as your source for obtaining requested information.

9. Drill/Event Termination

   A. When notified of the drill/event termination, collect and organize in chronological order all of your documents, logs, etc., and help restore the TSC.

   B. Provide a list of any forms or supplies needing replenishment to Emergency Planning.

   C. Turn over all documentation generated during the drill/event to Emergency Planning.

   D. Participate in the post drill/event critique.

Initials

Steps 1, 2 and 3 should be performed as soon as possible. Use attached floor diagram of the TSC for location of stations.

1. Turn on the power to the TSC/OSC PA amplifier (located in the TSC communications room, station 29). _____

2. Put the RDACS key in the RDACS computer (Station 20). Key is located in the TSC Emergency Kit key box. _____

3. Ensure plant page volume is at an acceptable level by turning up volume on the speaker as necessary. Speaker is located over the Unit 2 end of the SPDS console. _____

Steps 4 through 8 may be performed by the RP technician.

- The TSC Support Superintendent should ensure that the checklist is completed within approximately 1 hour after the TSC is operable.
- If a release is known to exist, then step 4 should be performed as soon as possible.

4. Activate the Eberline AMS-4 Continuous Air Monitors for air and particulate monitoring. _____

   A. Move the monitors to a location near the TSC. Due to the noise produced by the monitors, monitors should be moved as close as possible to the TSC without disturbing the TSC operation. (Station 32)

   B. Set up monitors in accordance with Procedure NMM-RP-310, "Operation and Initial Setup of the Eberline AMS-4 Continuous Air Monitor."

5. Open the TSC Emergency Kit located outside the east door of the TSC. (Station 18) _____

6. Place the frisking station stanchion at the north end of the west hallway. (Station 28) _____

7. Obtain the frisker from the kit and place on the frisking station stanchion. Perform a battery check of the instrument and set the monitor on the lowest usable scale (i.e., X1 scale for RM-14). _____

8. Hang the signs provided to direct personnel to the west hallway. (Signs and chains are hanging on the frisking station stanchion and are labeled as to which station they are to be located.) _____

9. Submit this completed form to the TSC Director. _____

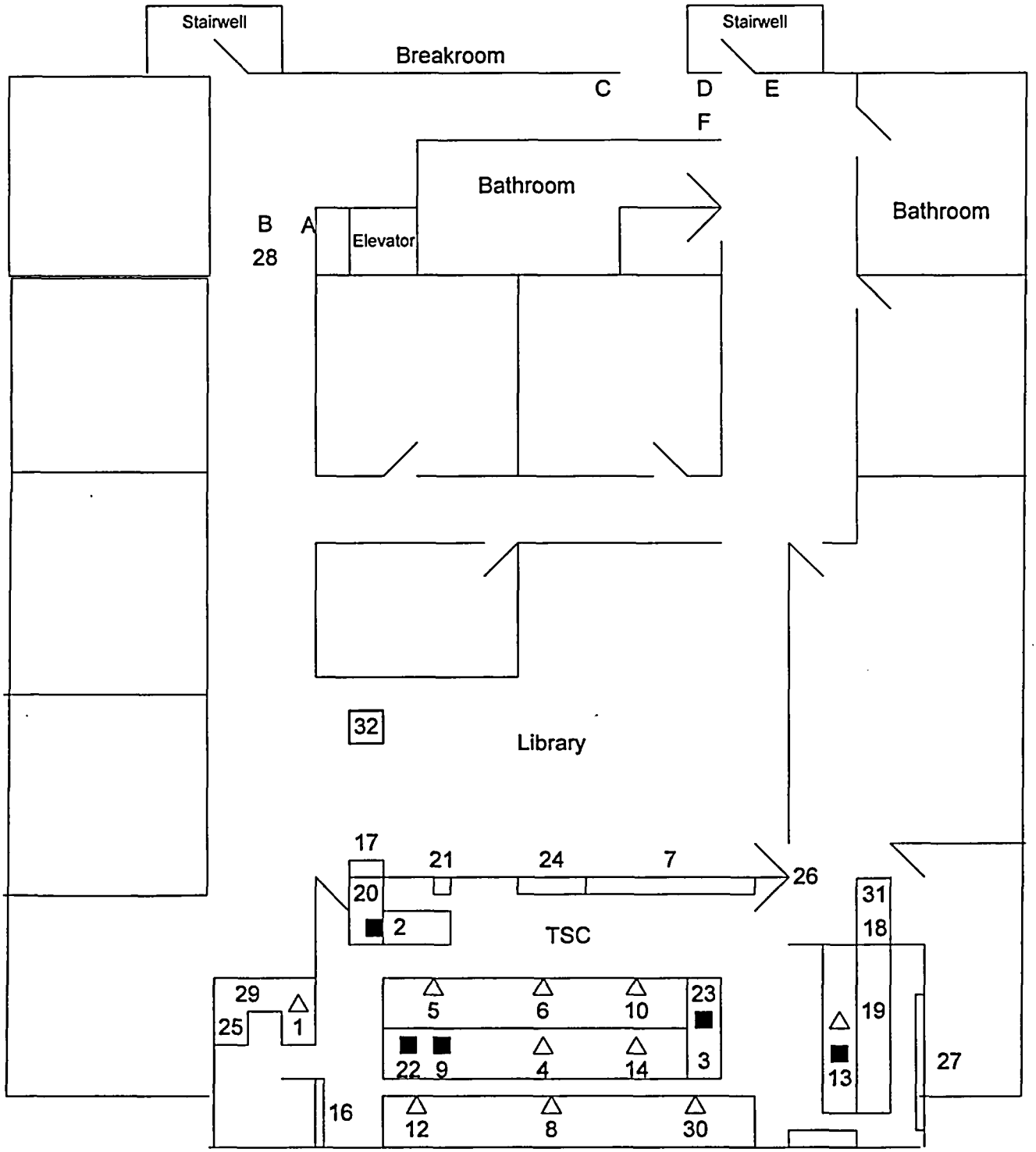
TECHNICAL SUPPORT CENTER
LEGEND

1. TSC Switchboard Operator
2. Health Physics Network (HPN) telephone
3. EAL Reviewer
4. TSC Director
5. Radiation Protection and Radwaste Manager
6. Maintenance Manager
7. Problems Solutions Board
8. TSC Notifications Communicator
9. NRC Management Counterpart Link
10. Engineering Manager
12. TSC Support Superintendent
13. Emergency Notification System (ENS)
14. Operations Manager
16. TSC Status Board
17. Card Reader
18. TSC Emergency Kit
19. SPDS
20. RDACS
21. NRC Local Area Network - (Wall Jack)
22. NRC Reactor Safety Counterpart Link
23. NRC Protective Measures Counterpart Link
24. Team Tracking Board
25. Computerized Notification System (CNS)
26. Emergency Key Box
27. Staffing Board
28. Frisking Station
29. TSC PA Amplifier
30. Operations Support
31. Storage location for Continuous Air Monitor (CAM)
32. Eberline AMS-4 Continuous Air Monitor - This is a general location, the actual location during drills and emergencies may vary.

The letter designations on the TSC layout represent the location of the hanging signs. Each sign has a corresponding locator to ensure proper placement.

Δ= ANO TELEPHONE STATION
■= NRC TELEPHONE STATION

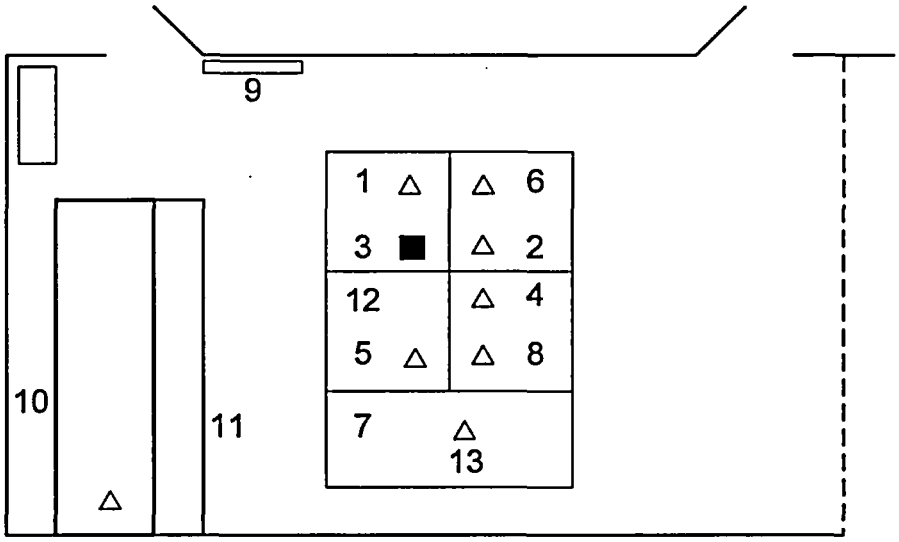
TSC Layout
(NRC Office Space Provided Adjacent To TSC)



FORM TITLE:	FORM NO.	CHANGE
TSC ACTIVATION CHECKLIST	1903.065A	016-03-0

		Initials
1.	Notify TSC staff of the necessary relocation to the Secondary TSC.	_____
2.	Notify the EOF Maintenance Coordinator located at the EOF that the TSC staff is being relocated and that Room 260 should be setup. See page 2 of this form for a floor diagram of the Secondary TSC.	_____
3.	Ensure that a Communicator is dispatched to the Secondary TSC to aid the EOF Maintenance Coordinator in preparing Room 260.	_____
4.	Refer to Procedure 1903.030, "Evacuation" for additional details relating to evacuation of the TSC.	_____
5.	Submit this completed form to the TSC Director.	_____

SECONDARY TECHNICAL SUPPORT CENTER - ROOM 260 (EOF)



LEGEND

1. Secondary TSC Telephone Operator
2. TSC Director
3. NRC Operations Coordinator/Reactor Safety Coordinator
4. Maintenance Manager
5. RP&RW Manager
6. TSCD Administrative Assistant
7. NRC Containment Specialist
8. Engineering Manager
9. Command and Control Board
10. Plant Status Board
11. NRC Reactor Safety Specialist
12. Operations Manager
13. TSC Support Superintendent

Δ = TELEPHONE STATION (ANO)
■ = TELEPHONE STATION (NRC)

1. Date and Time of Status Update: Date:_____ Time:_____

2. Engineering Manager Update Items (Check as reviewed):

A. _____ Reactor health, core cooling systems operational status
B. _____ Containment status, current trends, prognosis
C. _____ Review of accident mitigation - objectives, priorities, and strategies
D. _____ Status of engineering evaluations in progress
E. _____ Status of support given in response to OSC and Control Room Requests
F. _____ Engineering support available
G. _____ Problem areas needing resolution

Notes: _____

3. Maintenance Manager Update Items (check as reviewed):

A. _____ Plant equipment problems or malfunctions
B. _____ Status of repair and damage control efforts in progress
C. _____ Problems or delays experienced in equipment repair
D. _____ Offsite agencies or consultants giving assistance in repair and damage control
E. _____ Problem areas needing resolution

Notes: _____

4. Operations Manager Update Items (check as reviewed):

A. _____ Review of Emergency Class declared based on plant conditions
B. _____ Significant items from the SM of the affected unit
C. _____ Emergency and/or abnormal operating procedures entered or exited
D. _____ Operational status, trends, and forecasts of plant equipment and systems
E. _____ Planned future operations that could affect the plant
F. _____ Offsite agencies or consultants providing assistance in the recovery of the plant
G. _____ Problem areas needing resolution
H. _____ EAL's
I. _____ EAL Upgrades
J. _____ Unaffected Unit Status

Notes: _____

5. Radiation Protection and Radwaste Manager Update Items (check as reviewed):

A. _____ Radiological release data available.
   1. Is release source secure?
   2. Is release from plant secure?
   3. Update TSCD if one or both have been secured.
B. _____ Control Room \OSC\TSC habitability
C. _____ On-site radiological conditions affecting repair \ recovery effort
D. _____ Personnel exposure status, overexposure, contamination, etc
E. _____ Plans for keeping radiation exposure of repair \ recovery personnel as low as reasonably achievable.
F. _____ Decontamination work necessary to support the recovery effort
G. _____ Radwaste processing and monitoring in progress
H. _____ Planned evolutions that could affect the plant environment
I. _____ Problem areas needing resolution.
J. _____ Ensure announcement is made via plant page if an offsite release has occurred.

Notes: _____

6. TSC Support Superintendent Update Items (check as reviewed):

A. _____ Status of technical and/or administrative support requested by the TSC, OSC, or Control Room
B. _____ Offsite communications (transmissions in progress) from the TSC
C. _____ Status of initial\continuous accountability (if plant evacuation has occurred)
D. _____ Security activities in support of emergency response
E. _____ Problem areas needing resolution

Notes: _____

7. TSC Director Update Items (check as reviewed):

A. _____ Current Emergency Class declared and the basis
B. _____ On-site protective measures in effect (or planned)
C. _____ Overall accident mitigation objectives and their priorities
D. _____ Significant items from the EOF Director
E. _____ Significant items from the OSC Director
F. _____ Problem areas needing resolution
G. _____ Is release source secure?
H. _____ Is release from plant secure?

Notes: _____

8. Other Organizations (NRC, etc.) Update Items (list as reviewed):

   A. _____

   B. _____

   C. _____

   D. _____

   E. _____

9. Direct key TSC personnel to update their subordinates with applicable information obtained in the status update.

10. Select the time of the next TSC Status Update and announce it in the Technical Support Center.

11. Conduct periodic updates with the OSC Director on:

    1) Status of in-plant response

       a) Priority code 1 mission status and prognosis
       b) Actual in-plant radiological conditions
       c) Nuclear chemistry status as appropriate

    2) Provide direction and oversight to the OSC Director regarding rescue/repair and damage control operations

    3) OSC manpower status

12. Conduct periodic updates with the EOF Director on:

    1) Status of in-plant response

       a) Status of in-plant response
       b) Nuclear chemistry data as appropriate
       c) Recommendations regarding Emergency Classifications

    2) TSC manpower status

NOTE

Items on these lists are suggested topics for routine updates. Items actually selected for update should be based on existing or projected conditions.

TSC POSITION STAFFING FORM

POSITION	NAME
TSC DIRECTOR	
OPERATIONS MANAGER	
ENGINEERING MANAGER	
MAINTENANCE MANAGER	
R.P. & R.W. MANAGER	
NOTIFICATIONS COMMUNICATOR	
TSC SUPPORT SUPERINTENDENT	

AFFECTED CONTROL ROOM

POSITION	NAME
SHIFT MANAGER	
SHIFT ENGINEER	

Complete the above by listing the names of the ERO personnel staffing the above positions. FAX this form immediately to the EOF Support Superintendent at FAX Number 6957.

Completed by _____ Date _____ Time _____

Critical Tasks

Alert DECLARATION TIME: _____

	Required Completion Time	Completion Time
ED&C transferred from Control Room Must be transferred within **60 – 90 minutes** of declaration time.		
TSC Operable Must be operable within **60 – 90 minutes** of declaration time.		

Site Area Emergency DECLARATION TIME: _____

	Required Completion Time	Completion Time
ED&C transferred from Control Room Must be transferred within **60 – 90 minutes** of declaration time.		
TSC Operable Must be operable within **60 – 90 minutes** of declaration time.		
Plant Evacuation Announcement Must be performed within **15 minutes** of the SAE declaration time.		
Initial Accountability Must be complete within **30 minutes** of the SAE declaration.		

General Emergency DECLARATION TIME: _____

	Required Completion Time	Completion Time
ED&C transferred from Control Room Must be transferred within **60 – 90 minutes** of declaration time.		
TSC Operable Must be operable within **60 – 90 minutes** of declaration time.		
Plant Evacuation Announcement Must be performed within **15 minutes** of the GE declaration time.		
Initial Accountability Must be complete within **30 minutes** of the GE declaration.		
Exclusion Area Evacuation No time clock.	N/A	N/A