Base Team Mgr

Checklist
for
Monitoring Phase of Normal Mode

Prior to Entering Monitoring Phase:

- Coordinate decision to enter monitoring phase with an Executive Team Member consistent with Agency response decision making guidance (Attachment 1).

> **NOTE:**
> If an initial decision making bridge has not been established request an ET Member for response mode decision making through Headquarters Operations Officer. Ensure Headquarters Operations Officer is informed that response decision making is necessary.
>
> Dick Wessman will be the ET decision maker for HQ activation decisions with Joe Holonich as his backup. They will be the principal HQ communicators with the RA for response mode decisions. However, as a practical matter, appropriate Office Directors, i.e., NRR/Reactors, NMSS/Materials (also ET members) may be added to the call.

- Assure the assignment of leader for Regional and Headquarters operations.   ✓

  Regional Lead: *Wayne Lanning*
  Headquarters Lead: *HOO/RCGisty* Contact No.: *HOC*
  Dyer is HQ on CW (Hoc)

- Ensure notification of the decision to enter the Monitoring Phase is   ✓
  made to the Chairman's Executive Assistant and the EDO by the
  Headquarters RCT-On-Call.

- Staff the Incident Response Center (IRC) with the critical Monitoring   ✓
  Phase emergency response organization consistent with the Concept
  of Operations contained in RCM-96. (Refer to IRS 4115, Emergency
  Response Call List or the Priority Responder List for guidance on selecting
  qualified individuals.)

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Critical Monitoring Phase Organization Positions As Defined by the NRC's Concept of Operations	
Base Team Manager:	Wayne Lanning / R. Blough
Emergency Response Manager:	Hinson (10-12) McNamara / Flrek
Government Liaison Manager:	Bores
Public Affairs Manager:	Screnci
Reactor Safety Manager:	Trapp
Security Protective Measures Manager:	White John
ENS Communicator:	Dorfflein
ERDS Operator*:	Flrek

*ERDS is activated by the licensee when the Event Classification is Alert or higher.

- Coordinate dispatch of Resident Inspector with DRP.   ✓

- Complete response roster and send to NRC Operations Center.   ✓

- Assess the potential for safeguards initiated events with the Operational Safety Branch Chief and consider staffing the Safeguards Manager position (optional position in the Monitoring Phase organization).   ✓

- Request any needed Headquarters support from the Response Coordination Team (RCT) member, Emergency Officer, Executive Team member or the designated leader for Headquarters operations.   OK

- Provide an initial event briefing to IRC staff.   OK

- Distribute Monitoring Phase Checklist to IRC managers.   ✓

- Post NRC Response Mode and Licensee Event Classification signs.   ✓

> **NOTE:**
> There are two sets of signs. The first set is located inside of the Base Team Manager's Room and the second set is located above the water cooler in the IRC proper area.

- Post event response sign(s) on the IRC door.   ✓

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- Maintain an event chronology and plant status board. This should be assigned to a Reactor Safety Team member.   ✓

- Assess additional staffing needs with input from managers. Consider staffing the following optional positions, as necessary: ✓

____ IRC Switchboard Operator	____ Dose Assessor
_✓_ Logkeeper	____ RS/PM Communicators
_✓_ Government Liaison Assistant	_✓_ Technical Support
____ Dedicated PA Technical Briefer(s)	_✓_ Backup/Supplementary
____ Messenger	Resident Support

⊗

- Clear the IRC of non-essential personnel.   ✓

- Institute IRC access control.   ✓

- Establish all communications through the Headquarters Operations Officer (HOO) bridges.   ✓

- Set up bridges for the Emergency Notification System (ENS), Reactor Safety Counterpart Link (RSCL), Health Physics Network (HPN), Protective Measures Counterpart Link (PMCL), Management Counterpart Link (MCL), Government Liaison Counterpart Link (GLCL), as appropriate.   ✓

- Establish communications with resident inspector staff via the RSCL.   ✓

- Brief the regional staff on the event over the public address system.   N A   Verkced

- Review Monitoring Phase Checklist to ensure completion of appropriate steps.   ✓

During Monitoring Phase:

- Provide direction to the resident inspector staff regarding their response assignments. Assignments will be event/site specific. Refer to the site-specific Emergency Plan for TSC/EOF locations. Indicate location and contact number(s).   ✓

SRI Max Schneider	Contact No.: _____
RI Theo Meagan Kennedy	Contact No.: _____
RI Maurice _____	Contact No.: _____

- Alert designated back-up resident inspectors (refer to IRS Procedure 3020, "Inspector Assignments) and consider augmenting the onsite resident inspector   ✓

Highlighted/Manager

Spr. In

Maurice 10pm

staff.

- Inform the HOO via the regional ENS Communicator whenever the licensee is making an NRC required report (such as a change in emergency classification, a reactor trip, an ESF actuation, etc.). ✓

- Request licensee to activate the Emergency Response Data System (ERDS) if an Alert or higher has been declared. ✓

- Consider issuing a Preliminary Notification (PN) and providing periodic updates. ✓

  Yes ___   No X

- Consider issuing a Press Release (PR) and providing periodic updates. ✓

  Yes X   No ___

- Consider need for briefings of the Commissioners' Assistants. ✓

  Yes X   No ___

- Ensure that appropriate regional Federal and State agencies are notified of the incident by the Government Liaison Manger. List agencies notified. (For Transportation Events: DOE, DOT; For Facility Events: DOE, FEMA, EPA, HHS (FDA); For Work Injuries or Deaths Associated with Events: DOL (OSHA); For Security Events: coordinate notification with Safeguards/ Security Manager (if position is staffed) FBI notification information.) ✓

  CT / NYS   _____

  FEMA I   _____

  _____   _____

- Ensure that the National Response Center (DOT), EPA, HHS, DOE, USDA, and FEMA are notified for an event that results in a release. For an NA

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event involving other Federal agencies {e.g., transportation (DOT)}
or outside of the U.S., ensure the appropriate agency(ies) are notified.
List agencies notified.

_____   _____

_____   _____

_____   _____

- Send the completed Base Team organization chart to the Headquarters
  Operations Center (HOC). Chart can be sent via the Response
  Computer System or fax.   _√_

- Continue to keep regional staff informed of the event by providing briefings
  over the public address system. *Sunday event*   _NA_

- Inform unaffected resident inspector staff and other Regions of the event
  via e-Mail.   _√_

- Evaluate with the Headquarters Executive Team member placing the agency in
  Standby or Initial Activation.   *on 9/5 -15* _√_

- Consider the need for post event investigation. *SIT or AIT notes prepared*   _√_

- Continue to assess staffing needs.   _√_

- Review Monitoring Phase Checklist periodically to assure all actions are
  taken and decisions updated.   _√_

Transition Back to Normal Mode:

- Notify Headquarters lead about plans to terminate Monitoring Phase.   _√_

- Notify HOO on termination of the Monitoring Phase activities.   _√_

- Inform all individuals and organizations notified of the event of its
  termination and the basis. Include regional and resident inspector staff.   _√_
  Ellis, Jim Dyer/Sam Collins (RTM) also Wiggins ⊘
  CT, NYS, FEMA I (GLM) ⊘
  Any NRC witnstanders *OK*
  whose schedules are changed (?) *2345*