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10 CFR 50, Appx E, Sec V
10 CFR 50.4(b)(5)

December 13, 2006

2130-06-20401

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

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

Subject: Revision to EP-OC Series Procedures

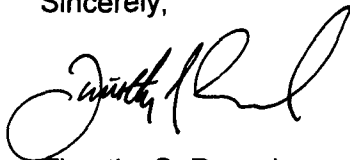
In accordance with 10CFR 50, Appendix E, enclosed with this submittal are the following EP-OC Series Procedure revisions for Emergency Plan implementation:

EP-OC-112-202, TSC Facility Support Group, Revision 1
EP-OC-124-1001, Facility Inventories and Equipment Tests, Revision 3
EP-OC-114-100, State / Local Notifications, Revision 4

Please remove and destroy the outdated material and replace with the enclosed. A copy of the revised document has been sent separately to the Regional Office and the OC Resident Inspector, as required by 10 CFR 50.4(b)(5).

If any further information or assistance is needed, please contact Kathy Barnes at 609-971-4970.

Sincerely,



Timothy S. Rausch
Vice President, Oyster Creek Generating Station

Enclosures

cc (with enclosures):

Administrator, USNRC Region I
USNRC Senior Resident Inspector, Oyster Creek
File No. 06012

AX45

STATE / LOCAL NOTIFICATIONS

1. PURPOSE

- 1.1 Provide prompt and accurate notification of nuclear station emergencies to local, state and federal agencies.

Completing State / Local Notification Form	REFER to Section 4.1
State / Local Notification Form Transmittal	REFER to Section 4.2
Completing the PAR Notification / Update Form	REFER to Section 4.3
Completing Station Status Checklist	REFER to Section 4.4

2. TERMS AND DEFINITIONS

- 2.1 Nuclear Accident Reporting System (NARS) is a telecommunication network used to transmit information to appropriate State and local agencies within fifteen minutes of event declaration.

- 2.2 "Accuracy" – For State/Local notification purposes, this is defined as correctly indicating the following content blocks on the Notification forms:

- Designation ("This is a Drill" or "Actual Event").
- Identity of site.
- Event classification.
- EAL number
- Non-technical event description
- Date and time of declaration (or entry into Recovery or Termination).
- Whether a release is taking place (as defined under Section 2.5.)
- Wind direction and speed.

- 2.3 "Timeliness" - For State / Local notification purposes, this is defined as the completion of notification to the NJ-OEM within 15 minutes of the declaration of an emergency classification or the escalation of the current emergency classification.

- 2.4 "Timeliness" - For PAR notification purposes, this is defined as the completion of PAR notification to the NJ Senior State Official within 15 minutes of recognition of conditions requiring issuance of a PAR (i.e., a General Emergency) or within 15 minutes of conditions requiring an upgrade to the existing PAR.

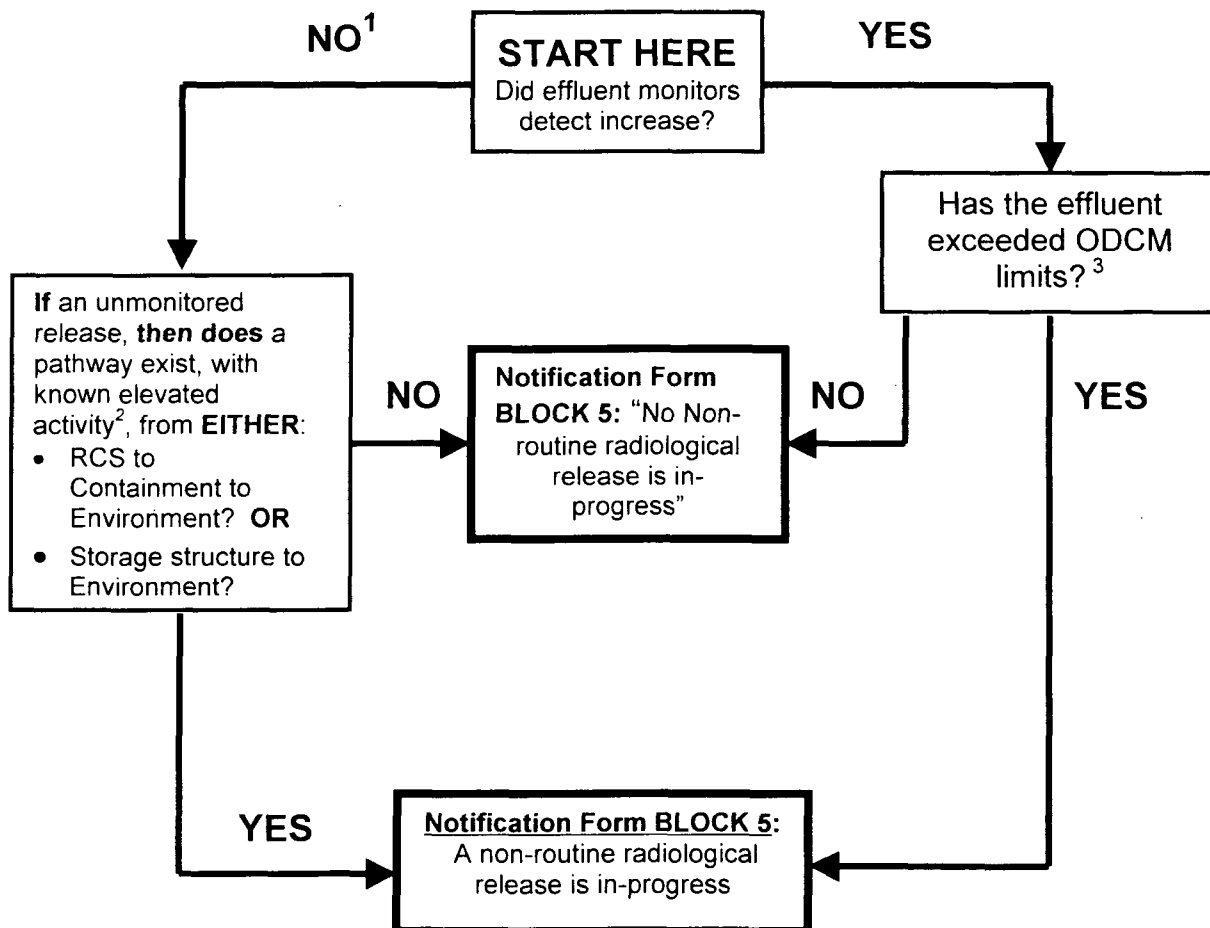
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- 2.5 Non-Routine Radiological Release: The movement of radioactive materials, gaseous or liquid, beyond a protected area. The definition requires the assessment of both plant conditions and effluent monitors to fully evaluate the situation.

2.6 "Airborne / Liquid" Non-Routine Radiological Release in Progress: Defined as ANY gaseous / liquid radioactive release.

NOTE:

The following guidelines may not cover every potential scenario. As such, judgment must be used in final determination, specifically in regards to field monitoring team survey results.



¹ Unmonitored release may include situations where the effluent monitors are inoperable or otherwise bypassed.

² Based on RP / field monitoring team readings outside containment, loss of fission product barriers, etc.

³ REFER to CY-OC-170-301, Offsite Dose Calculation Manual (ODCM), for limits.

3. RESPONSIBILITIES

- 3.1 The Emergency Director in the Emergency Response Facility (ERF) with Command and Control shall ensure that all required notifications and internal communications are performed accurately and in a timely manner.
- 3.2 Designated on-shift personnel are responsible for transmitting the State/Local notification over the NARS circuit when the Shift Emergency Director is in Command and Control.
- 3.3 The State / Local Communicator in the TSC is responsible for transmitting the State / Local notification over the NARS circuit when the Station Emergency Director is in Command and Control.
- 3.4 The State / Local Communicator in the EOF is responsible for transmitting the State / Local notification over the NARS circuit when the Corporate Emergency Director is in Command and Control.

4. MAIN BODY

4.1 COMPLETING STATE/LOCAL EVENT NOTIFICATION FORM

4.1.1 Message Number – **ENTER** a sequential number starting with 1.

4.1.2 Block 1: Call Status is

1. "This is a **DRILL**" – This block should be marked during exercises, drills, training sessions, or communications tests
2. "This is an **ACTUAL EVENT**" -- This block should be marked to indicate a notification is being performed based on actual plant conditions.

4.1.3 Block 2: Communicator Information – **PROVIDE:**

- Communicator's name, phone number, and the current time (use PPC time in 24-hour clock) when the notification is read.

4.1.4 Block 3: Classifications**NOTE:**

Classification level shall indicate the highest classification level.

1. **CLASSIFICATION** -- **CHECK** the block corresponding to the classification entered. (REFER to EP-OC-111 for definition of terms and entry conditions.)

NOTE:

If a General Emergency is declared, **then** complete Attachment 2, PAR Notification / Update Form.

2. **DECLARED AT** -- **ENTER** the TIME (use PPC time in 24-hour clock) & DATE that the accident condition was declared.

- **REFER** to Attachment 4 for a Military (24-Hour) Time Reference.

3. **CHANGE IN CLASSIFICATION STATUS** -- **CHECK** the applicable option:

- A. "INITIAL DECLARATION" – entry by Control Room into E-Plan
- B. "ESCALATION" – Increase in event severity from previous notification. Used after initial event declared.
- C. "NO CHANGE" – Used when indicating a change in PAR or other form information without a corresponding classification change.
- D. "REDUCTION" – Used for the entry into the Recovery Phase from an Alert, Site Area or General Emergency, or event termination per EP-OC-111.

4.1.5 Block 4: Emergency Action Level

1. EMERGENCY ACTION LEVEL (EAL) NO. – **ENTER** the EAL Number corresponding to the Initiating Condition (IC) from the EAL Matrix.
2. BRIEF NON-TECHNICAL DESCRIPTION – Provide a simplified explanation for event classification.

Avoid the use of acronyms, abbreviations, or other terms that would not be recognized by State and local response agencies.

4.1.6 Block 5: NON-ROUTINE RADIOLOGICAL RELEASE STATUS:

1. "NO" - Should be marked to indicate that no non-routine release is occurring.
2. "AIRBORNE" - Should only be marked if there is an airborne release in progress.
3. "LIQUID" - Should only be marked if there is a liquid release in progress.
4. "TERMINATED" - should be marked to indicate that the radioactive release that was "in progress" has ended since the last notification.

4.1.7 Block 6: Meteorology:

Wind speed and direction is normally obtained from the meteorological tower using designated Plant Process Computer (PPC) data point(s).

NOTE:

15 minute average data should be used for notification purposes. If unavailable, **then** an instantaneous value may be used as a backup.

1. **WIND DIRECTION [FROM] – ENTER** the direction from which the wind is coming, in degrees.
2. **WIND SPEED – ENTER** the Wind Speed in “MILES PER HOUR”.

<u>Release Pt.</u>	<u>Primary</u>
Main Stack	Met Tower 380'
Turbine Vent Stack	Met Tower 33'
Feed Pump Room	Met Tower 33'

NOTE:

Wind speed and direction is always used whether or not a release is in progress. When a release is not in progress the met data associated Main Stack should be used.

4.1.8 Block 7: Conclusion

ENSURE option checked is consistent with that selected in Step 4.1.2.

4.1.9 Approved By – **FORWARD** to the Emergency Director in the facility in command and control for approval signature.

- Control Room: Shift Manager (Shift Emergency Director)
- TSC: Station Emergency Director
- EOF: Corporate Emergency Director

4.2 STATE / LOCAL NOTIFICATION FORM TRANSMITTAL4.2.1 **When** provided with the completed notification form, **then** the designated communicator shall:

- a. **ENSURE** that “Message No.” has been assigned using a sequential number.
- b. **VERIFY** “Emergency Director Approval” signature has been entered on the top of form.

- c. **REVIEW** form for completeness and **IDENTIFY** any missing information (incomplete blocks) to:

- Control Room → Shift Manager (Shift Emergency Director)
- TSC → TSC Director
- EOF → EOF Director

4.2.2 PICKUP the Auto Ring phone for the NJ OEM notification line

1. **If** the auto ring fails, **then CONTACT** the NJ OEM using outside phone circuits at the number listed.

NOTE:

The notification must be initiated to the NJ OEM within 15 minutes.

If a General Emergency has been declared, **then** notifications to Ocean County, Lacey Township and Ocean Township are required within 15 minutes.

When the official comes on line, **then**:

2. **READ** Blocks one at a time from the approved State / Local Notification form.
3. **USE** the Phonetic Alphabet for clarity. **REFER** to Attachment 3 for guidance.
4. **SPEAK** clearly and slowly.

4.2.3 RECORD any unanswered questions or inquiries on an Information Request / Message Form (EP-OC-112, Attachment 7) and **FORWARD** to one of the following, as applicable, for resolution:

- Control Room → Shift Manager (Shift Emergency Director)
- TSC → TSC Director
- EOF → EOF Director

4.2.4 RECORD the time and name of person contacted.

4.2.5 Request a verification call be made back to you within 5 minutes (OEM and Ocean County only), record the time and name of person.

4.2.6 When notification is completed to required contacts, **then INFORM** appropriate facility director and **CHECK** the designated box at the bottom of Page 1 of form:

- Control Room → Shift Manager (Shift Emergency Director)
- TSC → TSC Director
- EOF → EOF Director

4.2.7 PERFORM follow-up notifications to NRC listed on page 2 of the State / Local notification form.

1. **RECORD** the Time (use PPC time in 24-hour clock) the agency was contacted in space provided.

4.2.8 FAX completed copies of both pages of notification form to the Control Room, JPIC, TSC and EOF, as applicable.

4.3 COMPLETING PAR NOTIFICATION / UPDATE FORM**NOTE:**

This form is used to provide initial PAR at a General Emergency and PAR updates based on plant conditions or Dose Projections.

4.3.1 **CONFIRM** the exact time (use PPC time in 24-hour clock) and basis for PAR or update.

REFER to Attachment 4 for a Military (24-Hour) Time Reference.

4.3.2 **DIRECT COMPLETION** of the PAR Notification / Update Form (Attachment 2)

4.3.3 **REVIEW** applicable plant-based PAR Flowchart per EP-OC-111.

4.3.4 **DIRECT** the Shift Dose Assessor **or** RPM to **DETERMINE** if recommendation of KI is necessary per EP-OC-110-200.

4.3.5 **REVIEW / APPROVE** the completed PAR Notification / Update Form.

1. Emergency Director in Command and Control personally **COMMUNICATES** and **TRANSMITS** the PAR or update to the New Jersey Senior State Official.

4.4 COMPLETION OF STATION STATUS CHECKLIST (SSC)

NOTE:

During an Unusual Event, only the initial SSC is to be sent to the NJ Bureau of Nuclear Engineering (BNE), unless significant changes occur. During an Alert or higher classification the SSC is to be sent to the BNE every 30 minutes. **After** the BNE is established at the EOF, **then no** further transmittal of the SSC is required.

- 4.4.1 Once the BNE **CALLS IN**, **then DOCUMENT** the name, phone number and FAX number of the Duty BNE on Attachment 5.
- 4.4.2 The OEM **NOTIFIES** the duty contact BNE. **If** the BNE has **not** called within 30 minutes, **then CONTACT** the NJ OEM again.
- 4.4.3 **COMPLETE** the Station Status Checklist (SSC), Attachment 5, and **TRANSMIT** to the BNE **until** the BNE is established in the EOF:
- Every 30 minutes- except in Unusual Event
 - When changes occur
 - When requested
- 4.4.4 **FAX** the completed SSC to the phone number provided by the duty BNE representative.

5. DOCUMENTATION

None.

6. REFERENCES

None.

7. ATTACHMENTS

- 7.1 Attachment 1, State / Local Event Notification Form
- 7.2 Attachment 2, PAR Notification / Update Form
- 7.3 Attachment 3, Phonetic Alphabet
- 7.4 Attachment 4, Military (24-Hour) Time Reference
- 7.5 Attachment 5, Station Status Checklist

- [] RECORD** any unanswered questions on an Information Request / Message Form per step 4.2.3.
- [] INFORM** the Shift Manager, TSC Director or EOF Director when notification is completed.

ATTACHMENT 1
STATE / LOCAL NOTIFICATION FORM
PAGE 2 OF 2

MESSAGE NO. _____

If a General Emergency has been declared,
then **NOTIFY** Ocean County, Lacey Township, and Ocean Township within 15 minutes.

Ocean County Auto Ring:

Time: _____

Person Contacted: _____

If the Auto Ring does not work, **then** dial

732-349-9100

Time: _____

Person Contacted: _____

Lacey Township: DIAL: 609-693-6636 or 609-693-6637

Time: _____

Person Contacted: _____

Ocean Township: DIAL: 609-693-4007 or 609-693-4008

Time: _____

Person Contacted: _____

Verification call Received:

OEM: Name: _____ Time: _____

Ocean County : Name: _____ Time: _____

Follow-up Notifications:

NRC Senior Resident Office: Cell: 610-937-7611

Person Contacted: _____ Time: _____

ATTACHMENT 2
PAR Notification / Update Form
PAGE 1 OF 2

☐ This is a Drill ☐ This is an Actual Event

This is _____ the Emergency Director at the Oyster Creek Generating Station.

A General Emergency was declared at _____ (time) on _____ (date).

The time is: _____ (24 hour clock).

The Utility Recommends the following Protective Action Recommendation (PAR).

PAR Based On:

- ☐ Plant -based PAR (EP-OC-111)
☐ General Emergency classification
☐ GE with a LOSS of ALL 3 Fission Product Barriers
☐ Dose Projection at _____ (time) indicates:
Site Boundary: _____ 5 Miles: _____
2 Miles: _____ 10 Miles: _____

PAR Decision at:

Date: ____/____/____

Time: _____ (use PPC time in 24-hr. clock)

Meteorological Data:

Wind Speed: _____ mph

Wind Direction (FROM): _____ degrees

Utility Recommended Actions:

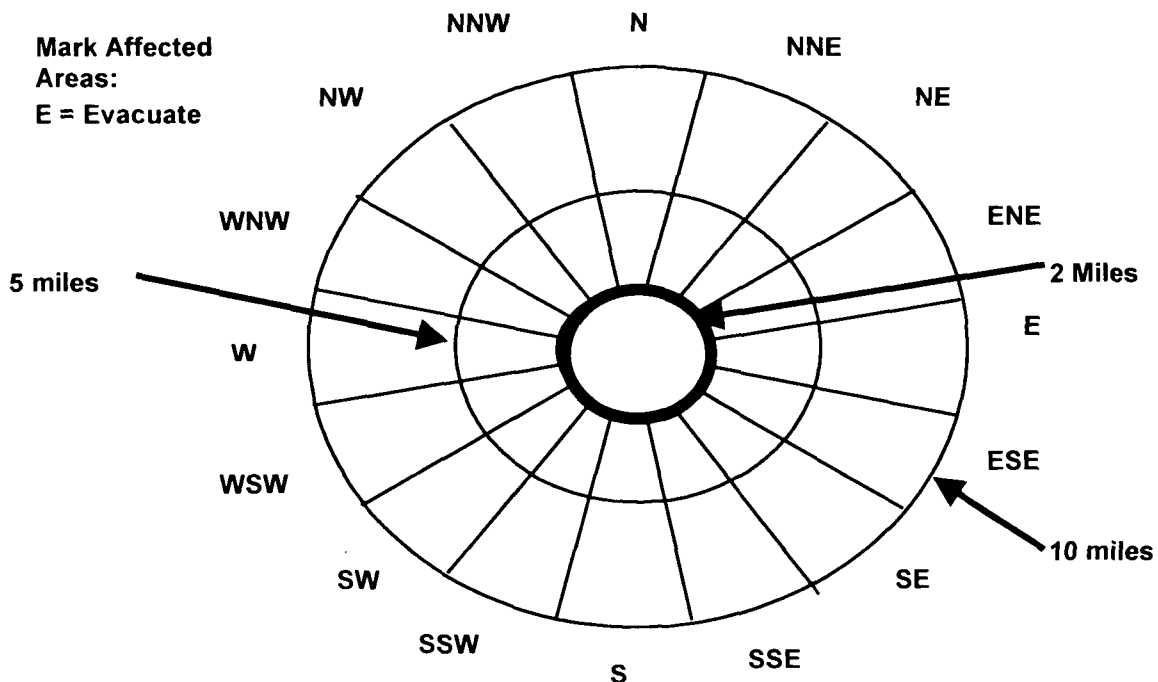
☐ **EVACUATE** 360 DEGREES FROM 0 MILES (SITE BOUNDARY) TO _____ MILES

☐ **EVACUATE** THE FOLLOWING SECTORS FROM _____ MILES TO _____ MILES:

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> N | <input type="checkbox"/> E | <input type="checkbox"/> S | <input type="checkbox"/> W |
| <input type="checkbox"/> NNE | <input type="checkbox"/> ESE | <input type="checkbox"/> SSW | <input type="checkbox"/> WNW |
| <input type="checkbox"/> NE | <input type="checkbox"/> SE | <input type="checkbox"/> SW | <input type="checkbox"/> NW |
| <input type="checkbox"/> ENE | <input type="checkbox"/> SSE | <input type="checkbox"/> WSW | <input type="checkbox"/> NNW |

☐ **SHELTER** all areas of the 10 mile EPZ not evacuated.

KI ☐ YES ☐ NO



Emergency Director Approval: _____

ATTACHMENT 2
PAR Notification / Update Form
PAGE 2 OF 2

1. The Emergency Director shall personally **PROVIDE** the PAR to the NJ Senior State Official at the State EOC, within 15 minutes of a General Emergency.
2. **VERIFY** that you are speaking to the NJ Senior State Official at the State EOC when providing the PAR.
3. **If** the PAR is provided **prior** to the State EOC activation, **then** the State has **AGREED** that the State Dispatcher at the NJ-OEM **will** be considered the "Senior State Official".

Use This:

Prior to State EOC activation Dial 609-963-6900,
Press 1 when directed, deliver PAR to State Dispatcher

After State EOC activation use the NJ EOC Auto Ring Circuit,
(Emergency Director Hot Line-OEM)

If Auto Ring does not work then Dial 609-963-6900, extension 6752 or 6753.

If no answer than Dial 609-963-6900, press 1 when directed.

Person Contacted: _____

ATTACHMENT 3
PHONETIC ALPHABET
Page 1 of 1

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	XRAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

ATTACHMENT 4
MILITARY (24 HOUR) TIME REFERENCE
Page 1 of 1

<u>AM</u>	<u>24-hr time</u>	<u>PM</u>	<u>24-hr time</u>
Midnight	0000	Noon	1200
1:00	0100	1:00	1300
2:00	0200	2:00	1400
3:00	0300	3:00	1500
4:00	0400	4:00	1600
5:00	0500	5:00	1700
6:00	0600	6:00	1800
7:00	0700	7:00	1900
8:00	0800	8:00	2000
9:00	0900	9:00	2100
10:00	1000	10:00	2200
11:00	1100	11:00	2300

ATTACHMENT 5
STATION STATUS CHECKLIST
PAGE 1 OF 2

[] This is a drill or [] This is an actual event

1. Message Date: _____ Time: _____

Transmitted by: _____ / _____
Name / Title or Position

2. Emergency Classification: ☐ Unusual Event ☐ Site Area Emergency
☐ Alert ☐ General Emergency
at Date: _____ Time: _____

3. EAL Number: _____ Description of Emergency: _____

4. Reactor Status: ☐ Scrammed @ _____ (Time) ☐ At Power _____ %
☐ Hot Shutdown ☐ Cold Shutdown

5. Rx Pressure: _____ psig Rx Loop Temp: _____ °F Rx Water Level: _____ "TAF

6. Off-site Power available? ☐ Yes ☐ No

7. EDG 1 operable? ☐ Yes ☐ No On Line? ☐ Yes ☐ No

EDG 2 operable? ☐ Yes ☐ No On Line? ☐ Yes ☐ No

8. Did Isolation Condenser(s) initiate? ☐ Yes ☐ No

Did Core Spray(s) inject? ☐ Yes ☐ No

Did ADS actuate? ☐ Yes ☐ No

9. Primary Containment operable? ☐ Yes ☐ No Isolated? ☐ Yes ☐ No

Secondary Containment operable? ☐ Yes ☐ No Isolated? ☐ Yes ☐ No

10. Other Pertinent Information: _____

ATTACHMENT 5
STATION STATUS CHECKLIST
PAGE 2 OF 2

RADIOLOGICAL INFORMATION

11. **Gaseous Release:** ☐ YES Start Time _____, Terminated ☐ YES Time _____
☐ NO ☐ NO

Anticipated or Known Duration _____ Hrs.

Type of Release: ☐ Ground ☐ Elevated
Wind Speed _____ (mph) Wind Direction From _____ (deg)
Stability Class A_B_C_D_E_F_G____
Iodine (DEI) Release Rate: _____ $\mu\text{Ci/s}$
Noble Gas Release Rate: _____ $\mu\text{Ci/s}$

12. **Projected Off-Site Dose Rate Calculations** (As Soon As Data is Available)

Distance (miles)	Total Whole Body Dose Rate TEDE)	Adult Thyroid Dose Rate (CDE) Commitment
SB (.25)	mR/hr	mR/hr
2	mR/hr	mR/hr
5	mR/hr	mR/hr
10	mR/hr	mR/hr

(Millirem per inhalation hour)

13. **Liquid Release:** ☐ YES Start Time _____ Terminated ☐ YES Time _____
☐ NO ☐ NO

Anticipated or Known Duration _____ Hrs
Estimated Concentration _____ $\mu\text{Ci/ml}$
Release Flow Rate _____ Gallons/min

14. Other Information: _____

Approved _____ (Licensed Operator or STA)

Duty BNE contact:

Name: _____

Phone Number: _____ FAX Number: _____

[] This is a drill or [] This is an actual event

TSC FACILITY SUPPORT GROUP

1. PURPOSE

- 1.1 This procedure describes the responsibilities and actions of the TSC Facility Support Group, which consists of the following positions reporting to the TSC Director:
- Logistics Coordinator
 - Security Coordinator
 - State / Local Communicator
- 1.2 The TSC Security Coordinator will report directly to the Station Emergency Director on security-related and accountability / site evacuation actions.
- 1.3 **When** the Shift Manager decides that a situation warrants activation of the TSC under the Emergency Plan, **then** this procedure becomes applicable.

2. TERMS AND DEFINITIONS

- 2.1 "Timeliness": (NRC Performance Indicator R.EP.01)
- For event classification purposes, this is defined as the decision made to classify event within 15 minutes of the report or availability of supporting indications to the Control Room and ERO.
 - For State/Local notification purposes, this is defined as the completion notification of the NJ-OEM within 15 minutes of the emergency classification.
- 2.2 The Event Log is the Director's Log in the Lotus Notes EP application or EP-Aid OC-09.

3. RESPONSIBILITIES

- 3.1 The TSC Director is responsible for the content of information transmitted from the TSC to other facilities or agencies and for supporting overall TSC activities. TSC Director shall supervise the activities of the Logistics Coordinator and State / Local Communicator, and coordinate TSC activities in support of the Security Coordinator. The TSC Director will also assist in the performance of the Station Emergency Director's responsibilities, as directed.

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- 3.2 The Logistics Coordinator provides administrative services in support of emergency / recovery operations.
- 3.3 The Security Coordinator maintains plant security and personnel accountability.
- 3.4 The State / Local Communicator is responsible for communication of information from an approved notification form via the Nuclear Accident Reporting System (NARS) phone or commercial telephone line to appropriate agencies. This position is a collateral duty of either the Mechanical or Electrical Engineer as directed by the Technical Manager.

4. **MAIN BODY**

- 4.1 **INITIATE** the appropriate Emergency Plan activities using the position specific checklist listed in Attachments 1 thru 4.

5. **DOCUMENTATION**

The attachments listed in Section 7 of this procedure document implementation of this procedure.

6. **REFERENCES**

None

7. **ATTACHMENTS**

- 7.1 Attachment 1, TSC Director Checklist
- 7.2 Attachment 2, Logistics Coordinator Checklist
- 7.3 Attachment 3, Security Coordinator Checklist
- 7.4 Attachment 4, State / Local Communicator Checklist

1.3.1 If required **AND** ERDS has not yet been activated, then **INITIATE** or **DIRECT** the ENS Communicator to initiate link.

ATTACHMENT 1
TSC DIRECTOR CHECKLIST
Page 2 of 11

1.4.1 _____ **REQUEST** copies of the State / Local forms and NRC Event Worksheets previously transmitted by the Control Room through the Operations Manager.

1. _____ **REVIEW** previously completed forms for accuracy and **INFORM** the Station Emergency Director of any problems noted.

1.5 _____ **ACTIVATE** projection screen displays per the guidance contained in EP- OC-110-100.

1.6 _____ **ASSIGN** Communicators as they arrive in the TSC based on the priority identified in the Table below.

If the following communicator assignments are predefined, **then** communicators may **RESPOND** directly to designated facility and **CONTACT** the TSC Director upon arrival.

LOCATION	POSITION (ASSIGNED TO)	NAME:
Control Room	#1 Damage Control Communicator (Shift Mgr)	
	#2 Operations Communicator (Shift Mrg)	
OSC	#3 Damage Control Communicator (OSC Director)	
TSC	#4 Operations Communicator (Operations Mgr)	
	#5 Damage Control Communicator (Maint. Mgr)	
	#6 State / Local Communicator* (Tech Mgr)	

* Position is a collateral duty of either the Mechanical or Electrical Engineer.

1.7 _____ **ENSURE** that the current classification level and the facility currently in Command and Control are identified in the TSC.

ATTACHMENT 1
TSC DIRECTOR CHECKLIST
Page 3 of 11

- 1.8 **ASSIST** the Station Emergency Director in staffing for the TSC.

TSC "MINIMUM STAFFING" REQUIREMENTS

Per Table B-1 of EP-OC-1010, the designated "minimum staffing" positions are required to be present in the TSC within 60 minutes from event notification. **TSC activation is then required within 15 minutes of achieving "minimum staffing."**

- 1.8.1 _____ If not already being performed by the Logistics Coordinator, **OBTAIN** the Automated Call Out System report from the TSC fax machine to determine the names of previously notified ERO responders and their availability and FFD status.

- 1.8.2 _____ **VERIFY** the arrival of key TSC "minimum staffing" positions, and **DOCUMENT** arrival time:

- Station ED _____ TIME: _____
- TSC Director _____ TIME: _____
- Operations Manager _____ TIME: _____
- Technical Manager _____ TIME: _____
- Maintenance Manager _____ TIME: _____
- Rad. Protection Manager _____ TIME: _____
- ENS Communicator _____ TIME: _____
- Core / Thermal Hydraulic Engineer _____ TIME: _____
- Mechanical Engineer _____ TIME: _____
- Electrical Engineer _____ TIME: _____

**ATTACHMENT 1
TSC DIRECTOR CHECKLIST
Page 4 of 11**

- 1.8.3 _____ **DIRECT** the Logistics Coordinator to perform call-outs for any positions not currently staffed.
- 1.8.4 _____ **FILL** open staff positions with available personnel with appropriate background and experience, within 60 minutes of event notification.
1. 1. Ensure the Station Emergency Director approves the substitutions and document the use of substitutions in the Event Log.
- 1.8.5 _____ **INFORM** the Station Emergency Director when Minimum Staffing has been met.

TIME: _____

NOTE:

A goal of 60 minutes, from the time of event notification, is allotted to achieve "Minimum Staffing".

- 1.9 **Within 15 minutes of achieving minimum staffing, DECLARE** the TSC formally activated after performing or verifying the following:

1. Personnel have been briefed on the event and priorities
2. Facility is functionally capable of performing designated functions

Event classified at (TIME): _____

Event Notification at (TIME): _____

Minimum Staffing achieved at (TIME): _____

TSC declared activated at (TIME): _____

- 1.9.1 _____ **ANNOUNCE** TSC activation over the TSC PA System.
- 1.9.2 _____ **REQUEST** that the Station Emergency Director **NOTIFY** the Shift Emergency Director and the Corporate Emergency Director of TSC activation.

ATTACHMENT 1
TSC DIRECTOR CHECKLIST
Page 5 of 11

NOTE:

Notification to State / Local agencies must be initiated within 15 minutes of declaring or changing an emergency classification per EP-OC-114. NRC notification is to immediately follow State / Local notification and not to exceed one (1) hour.

- 1.10 _____ **When** Command and Control is transferred to the TSC,
then ASSUME responsibility for required State / Local
notifications per EP-OC-114-100.

TIME: _____

1. **Assign** either the Mechanical or Electrical Engineer to **PERFORM** the required offsite notifications.
2. **ASSIST** the Operations Manager in coordinating the actions of the ENS Communicator to ensure the timely completion of NRC notifications.

ATTACHMENT 1
TSC DIRECTOR CHECKLIST
Page 6 of 11

2. ONGOING ACTIONS

- 2.1 **ASSIST** in completing the tasks listed in the Station Emergency Director's Checklist (EP-OC-112-201, Attachment 1), as directed.

PERFORM Step 2.2 only prior to the transfer of Command and Control to the EOF.

- 2.2 If the event classification level changes, **then PERFORM** the following:

GE SAE AL UE (Initials)

- 2.2.1 NA **ASSIST** the Station Emergency Director (or Operations Manager) in the completion of the State / Local notification form per EP-OC-114-100.

- 2.2.2 NA **REVIEW** the form for completeness and **VERIFY** Station Emergency Director's approval, **then PROVIDE** to the State/Local Communicator for transmittal.

ASSIGN either the Mechanical or Electrical Engineer as the State / Local Communicator and **PERFORM** notification per EP-OC-114-100.

- 2.2.3 NA **DIRECT** the Logistics Coordinator to obtain a copy of the form, once the notification is completed, for distribution and posting.

- 2.2.4 NA **VERIFY** with the ENS Communicator and/or Operations Manager that the NRC has been notified per EP-OC-114.

- 2.3 **ENSURE** that the ENS and HPN Communicators maintain open lines to the NRC upon request.

CIRCUIT	OPEN LINE REQUESTED AT	OPEN LINE ESTABLISHED AT
ENS		
HPN		

ATTACHMENT 1
TSC DIRECTOR CHECKLIST
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- 2.4 **MONITOR** overall facility communications to ensure the effective and timely exchange of information, including:
1. **ENSURE** transmittals contain both date and time.
 2. **ENSURE** records of all transmittals are maintained.
 3. **ENSURE** that the Station Emergency Director, prior to transmittal, approves both State / Local and NRC written responses to inquiries.
 4. **ENSURE** inquiries by the State or the NRC to the Communicator are recorded on Event Logs and message forms and relayed to the Station Emergency Director and responses recorded before reply transmission.
- 2.5 **SUPERVISE** the activities of the Logistics Coordinator.
1. **ENSURE** that provisions for subsequent shift staffing, meals and lodging are being made, as necessary.
 2. **ENSURE** that the TSC Status Boards and electronic logs, as applicable, are being maintained current and reflect accurate information.
 - Station Priorities – Station Emergency Director / Operations Manager
 - OSC Team Status – Maintenance Manager
 - Event Chronology – TSC Director (assisted by ENS Communicator)
 - Engineering Activities – Technical Manager
 - Rad. Monitoring – Radiation Protection Manager
 - Event Classification / Notification Status – TSC Director
 - TSC Staffing – Logistics Coordinator
- 2.6 **ASSIST** the Station Emergency Director in maintaining proper records and in recording / relaying communications.
- 2.7 **PARTICIPATE** in periodic TSC briefings.
- Briefings should include but not be limited to:
- Notifications Completed / Due
 - Offsite Assistance Requested
 - State implemented protective actions

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TSC DIRECTOR CHECKLIST
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- 2.8 **When** notified that Command and Control has been transferred to the EOF, **then CONTACT** the EOF Logistics Manager and **PERFORM** the following:
- 2.8.1 _____ **VERIFY** that the EOF has assumed responsibility for performing periodic updates to the State(s) per EP-OC-114-100.
TIME: _____
- 2.8.2 _____ **DISCUSS** completed and/or on-going offsite notifications, and FAX copies of completed State/Local and ENS event notification forms to the EOF.
- 2.8.3 **COORDINATE** the transfer of responsibility for offsite notifications to the EOF, when directed by the Station Emergency Director.
1. _____ **DIRECT** the State/Local Communicator to contact their counterpart in the EOF and coordinate transfer.
2. _____ **NOTIFY** the Station Emergency Director when the transfer is completed.
TIME: _____
- 2.9 Continue to **ASSIST** the EOF, as requested, in the acquisition of information for offsite agency updates.
- 2.10 **CONSIDER** the need for support from other groups (such as IT, Work Planning, Quality Control, etc.)
- 2.11 When deactivation of the TSC is directed, **COORDINATE** the restoration of the TSC to it's pre-event status and inventorying / replacement of facility equipment and supplies as needed.
- 2.12 **PERFORM** a shift turnover with the on-coming shift of emergency response personnel using the guidance in EP-OC-112.

**ATTACHMENT 1
TSC DIRECTOR CHECKLIST**

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3. SITUATIONAL ACTIONS

3.1 ACCOUNTABILITY / SITE EVACUATION

3.1.1 **ASSIST** the Security Coordinator in coordinating with TSC Managers to **DETERMINE** which personnel on-site are needed and which should be **CONSIDERED** Non-Essential for accountability / site evacuation purposes prior to a site evacuation.

3.1.2 **COORDINATE** access into the Protected Area, following implementation of accountability, through the Security Coordinator.

3.2 TSC VENTILATION

NOTE:

The alignment of the HEPA and charcoal filters are controlled by a two position covered switch on the rear column in the TSC. It is labeled "HEPA FILTER ON EMERGENCY". The Emergency position places the HEPA and charcoal filters in service. The Normal position removes the filters from service.

3.2.1 **When** directed by station procedure or the Radiation Protection Manager, **then** **CONFIRM** alignment of the TSC ventilation to its "EMERGENCY" position.

NOTE:

When the charcoal filters are in service the TSC pressure gauge above the control switch should be at + 0.125 inches water or greater to assure no leakage into the room.

3.2.2 **IF** the gauge reads less than + 0.125 inches water, **then** notify the Radiation Protection Manager to assess habitability and specify compensatory measures as necessary.

3.2.3 Log time charcoal filter enters and is taken out of service. This may be entered in the Event Log.

3.2.4 Refer to procedure 331.2, Site Emergency Building HVAC System, for further information and guidance as needed.

**ATTACHMENT 1
TSC DIRECTOR CHECKLIST
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3.3 TSC EVACUATION

If TSC Evacuation is ordered by the Station Emergency Director,
then **REFER** to EP-OC-112-200, Attachment 3, TSC Evacuation Guidelines:

TIME: _____

3.3.1 **COLLECT** the following documents for transfer to the new location:

- Event Logs,
- Completed checklists,
- Notifications records,
- At least one full set of EP-OC-XXX procedures.

3.3.2 **When** directed by the Station Emergency Director, **then ENSURE** all TSC personnel proceed to the designated relocation area.

3.3.3 **VERIFY** arrival of all personnel evacuated.

3.3.4 **PROVIDE** new telephone numbers for the evacuated staff to the Control Room, OSC and EOF.

3.4 NRC SITE TEAM INTERFACE

If notified that an NRC Site Team will be dispatched to the station,
then **COMPLETE** the following actions:

TIME: _____

3.4.1 **OBTAIN** the following information from the NRC via ENS or by calling the NRC Regional office directly:

- Names and Social Security numbers of the NRC personnel responding to the site.
- Estimated time of arrival.

**ATTACHMENT 1
TSC DIRECTOR CHECKLIST
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3.4.2 **NOTIFY** the Security Coordinator of the information obtained and **REQUEST** that the following actions are taken:

1. **DETERMINE** if the NRC individuals are badged or if they will require escorts.
2. **ENSURE** security officers and escorts, if needed, are available at the gatehouse when the NRC arrives to expedite site access.

3.4.3 **ENSURE** that the Logistics Coordinator has assembled an information folder for the NRC including State and NRC notification worksheets, significant events and plant status.

3.4.4 **NOTIFY** the Radiation Protection Manager of the NRC Site Team dispatch and **DETERMINE** the need for dosimetry.

3.4.5 **ACT** as the Exelon / AmerGen Nuclear liaison to the NRC Site Team representatives. Upon arrival of the NRC Site Team, **ENSURE** the following actions are performed:

1. **INTRODUCE** the NRC Team Leader to the Station Emergency Director.
2. **PROVIDE** a tour of the TSC including the designated NRC workspace, counterpart seating and clerical support available.
3. **ENSURE** that an initial briefing is provided to the NRC Site Team.
4. **ASSIGN** counterparts to the NRC Site Team members.
REFER to the table as a guide.

<u>NRC Position</u>	<u>TSC Position</u>
Reactor Safety Coordinator	Station Emergency Director
Emergency Response Coordinator	TSC Director
Radiation Safety Coordinator	Radiation Protection Manager
Senior Resident Inspector	Operations Manager
Reactor Safety Operations Coordinator	Operations Manager
Safeguards/Security Coordinator	Security Coordinator

5. **ANNOUNCE** the arrival of the NRC Site Team during the next periodic TSC briefing.

3.4.6 **VERIFY** periodically that the NRC members are getting the information and site support that they need.

ATTACHMENT 2
LOGISTICS COORDINATOR CHECKLIST
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Section 1, Initial Actions

Section 2, Ongoing Actions

Section 3, Situational Actions

3.1, Accountability / Site Evacuation

Table 2-1, Shift Assignment Guidance

Table 2-2, Shift Assignment Worksheets

NOTE:

Steps in this checklist may be performed in an order other than listed or they may be omitted if not applicable.

1. **INITIAL ACTIONS**

(Initials)

1.1 _____ **SIGN IN** on the TSC Organization Board.

1.2 _____ **INFORM** the TSC Director of your arrival, and **OBTAIN** an initial briefing of the emergency condition.

1. If the TSC Director has **not** yet arrived, **then PERFORM** Steps 1.3 through 1.9 in the TSC Director Checklist to facilitate TSC activation.

1.3 _____ **DOCUMENT** significant actions performed and communications related to your position in an Event Log.

CAUTION

Prior to dispatching any clerical staff outside of the TSC, consult with the Radiation Protection Manager for any special precautions that may be necessary.

1.4 _____ **CALL OUT** clerical personnel, as needed, to support copying, faxing, posting and distribution of forms and messages.

1.5 **ENSURE** operability of the following:

- Fax Machines
- Copier Machines
- Microfiche Reader/Printer

1.6 **ENSURE** availability of the following:

- Markers and Erasers at Status Boards

ATTACHMENT 2
LOGISTICS COORDINATOR CHECKLIST

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- Signs for posting classification level, etc.
 - ERF Telephone Directories
- 1.7 _____ **ESTABLISH** contact with the EOF Logistics Manager using the ERF Telephone Directory.
- 1.8 _____ **ASSIST** the TSC Director in obtaining copies of the completed State / Local forms and NRC Event Notification Worksheets from the Control Room.
1. **COPY, POST / FILE** and **DISTRIBUTE** these forms as instructed by the TSC Director.
- 1.9 _____ **UPDATE** and maintain the Event Classification / Notification Board, or equivalent, to reflect current status.
- 1.10 _____ **ASSIST** in the initial staffing and augmentation of the OSC and TSC:
- 1.10.1 _____ **OBTAIN** the Automated Call Out System report from the TSC fax machine to determine the names of previously notified ERO responders and their availability and FFD status.
- 1.10.2 _____ **ENSURE** that the TSC Organization Board is being used to reflect arrival of TSC staff.
- 1.10.3 _____ **CALL OUT** required TSC or OSC positions as requested by the TSC Director or TSC Managers to obtain "minimum staffing".
1. **ENSURE** that FFD is addressed during any call-out (EP-OC-112) and **NOTIFY** the Security Coordinator of personnel being called in to the Station that may require FFD testing and/or observation.
2. **USE** EP-OC-112, Attachment 4, FFD Verification, for personnel not screened during the callout.

ATTACHMENT 2
LOGISTICS COORDINATOR CHECKLIST
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2. ONGOING ACTIONS

2.1 DIRECT the clerical staff to perform the following:

- Routine posting, faxing and distribution.
- Comply with request for copying, and faxing additional documents as required.

2.1.1 MAINTAIN a log of any material sent or received by telecopy

2.1.2 PREPARE a NRC folder containing copies of incoming and outgoing information as well as State / Local notification forms and NRC Event Notification Worksheets.

2.1.3 CREATE files for records created during the emergency event, and **COORDINATE** record-keeping activities in support of the TSC Director.

2.2 ASSIST in the processing of special procedures and interim reports, as requested, that may be required during the emergency.

2.3 CONSULT with the TSC Director about the need to obtain food for the station emergency responders.

CAUTION:

If hazardous radiological conditions exist, **then** outside vendors delivering food or supplies may have difficulty delivering to the station. **CONSULT** with the Radiation Protection Manager and the Security Coordinator on special actions that may be necessary.

1. If it is determined that food needs to be obtained, **then CONTACT** appropriate vendors to obtain food.

2.4 ARRANGE for specialized training of emergency response personnel as needed.

1. **COORDINATE** with the Training Department to obtain Instructors, Classroom space and necessary supplies to facilitate training.

2.5 ARRANGE for sleeping facilities and other necessary accommodations for onsite emergency workers if required.

2.6 COORDINATE relief and continual staffing in support of the Control Room, TSC and OSC:

1. **COMPLETE** Table 2-2, "Shift Assignment Worksheet" for the next relief of the on-duty personnel

REFER to Table 2-1, "Shift Assignment Guidance", for guidance on staffing subsequent shifts at the station.

ATTACHMENT 2
LOGISTICS COORDINATOR CHECKLIST
Page 4 of 10

2. **PROVIDE** the completed "Shift Assignment Worksheet to the TSC Director for review.
 3. **COORDINATE** relief of staff augmentation callouts with the TSC Security Coordinator to address any on-going security threats or accountability issues.
 4. **NOTIFY** all personnel of the subsequent shift assignments that they have been given.
- 2.7 **PERFORM** a shift turnover with the on-coming shift of emergency response personnel using the guidance in EP-OC-112.

SITUATIONAL ACTIONS

3.1 Accountability / Site Evacuation

- 3.1.1 ____ **ASSIST** the TSC Director in the determination of which personnel on-site are needed and which should be considered Non-Essential and evacuated.
1. ____ **ENSURE** that adequate clerical staff is available onsite to support activities in the OSC, TSC and Control Room prior to evacuation.

**ATTACHMENT 2
LOGISTICS COORDINATOR CHECKLIST**

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**TABLE 2-1
SHIFT ASSIGNMENT GUIDANCE
Page 1 of 2**

During an extended emergency event, it may be necessary to plan for shift scheduling of Emergency Response personnel.

After approximately four hours, and emergency conditions are expected to continue beyond 12 hours, a shift schedule should be planned.

1. **REVIEW** staffing needs with each Manager, and **DEVELOP** a shift schedule using Table 2-2, "Shift Assignment Worksheet".
2. **REVIEW** the guidance in the following steps as the schedule is developed.
 - A. Control Room and Security Personnel
 - 1) **If possible, then CONTINUE** existing shift schedules for the Control Room and Security personnel.
 - 2) **ASSIST** in contacting these personnel if there are precautions for the arriving personnel **or if** the Operations Manager or Security Coordinator determines that an increase in the number of persons per shift is required **then**:
 1. **OBTAIN** copies of the shift schedules from the Operations Manager and Security Coordinator.
 - B. TSC and OSC
 - 1) **USE** Table 2-2, "Shift Assignment Worksheet" to assist in the planning.
 - 2) Initially, **ESTABLISH** two 12 1/2 hour shifts overlapping by 1/2 hour to provide for briefings and turnover. Within a week, modify the schedule to three 8 1/2 hour shifts.
 - 3) **COMPLETE** Table 2-2, "Shift Assignment Worksheet", Shift A with the personnel currently performing emergency functions.
 - 4) **COMPLETE** Shift B assignment of qualified personnel using the station ERO Call List.

**ATTACHMENT 2
LOGISTICS COORDINATOR CHECKLIST**

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**TABLE 2-1
SHIFT ASSIGNMENT GUIDANCE
Page 2 of 2**

- 5) **OBTAIN** approval for the shift schedule from the TSC Director.
 - 6) **CONTACT** the Radiation Protection Manager for any special instructions regarding personnel reporting to work on the next shifts.
 - 7) **CONTACT** the Security Coordinator for any special instructions for personnel reporting to work on the next shifts.
 - 8) **CONTACT** the relief personnel and provide them with a shift schedule and any special actions specified by the Radiation Protection Manager and Security Coordinator.
 - For any individuals living within the 10 mile EPZ, **OBTAIN** an alternate phone number should an evacuation of the 10-mile EPZ be implemented.
 - **INSTRUCT** relief personnel to carry an Exelon / AmerGen Nuclear ID card for access through security roadblocks.
 - Contractor personnel should carry appropriate personal and company identification for access through security roadblocks.
 - 9) **INFORM** the TSC Director of personnel who could **not** be reached and **SELECT** alternates.
 - 10) **TELECOPY** the shift schedule to the EOF Logistics Manager.
3. Once shift schedules have been established, then **REVIEW** the staffing requirements with each onsite Director and **PERFORM** the following actions:
- A. **ADD** additional personnel if necessary
 - B. **NOTIFY** those personnel of the assignment.
 - C. **TELECOPY** the new schedule to the EOF Logistics Manager.
 - D. **If** roadblocks have been set up, **then PROVIDE** a copy of the new schedule to the Security Coordinator.

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LOGISTICS COORDINATOR CHECKLIST
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TABLE 2-2
SHIFT ASSIGNMENT WORKSHEET
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Approved by (TSC Director) _____ Date / Time: _____

POSITION	NAME SHIFT A ____ to ____	PHONE ____ to ____	NAME SHIFT B ____ to ____	PHONE ____ to ____	NAME SHIFT C ____ to ____	PHONE ____ to ____
Station Emergency Director						
Operations Manager						
RP Manager						
TSC Director						
Rad Controls Coordinator						
Technical Manager						
Maintenance Manager						
Logistics Coordinator						
Security Coordinator						
Rad Controls Engineer						
ENS Communicator						
HPN Communicator						
Technical Communicator						
Damage Control Comm. (CR)						
Damage Control Comm. (TSC)						
Damage Control Comm. (OSC)						
Operations Communicator (CR)						
Operations Communicator (TSC)						

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LOGISTICS COORDINATOR CHECKLIST
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TABLE 2-2
SHIFT ASSIGNMENT WORKSHEET
Page 2 of 4

POSITION	<u>NAME</u> <u>PHONE</u> SHIFT A ____ to ____	<u>NAME</u> <u>PHONE</u> SHIFT B ____ to ____	<u>NAME</u> <u>PHONE</u> SHIFT C ____ to ____
Core/Thermal Hydraulic Engineer			
Mechanical Engineer*			
Electrical Engineer*			
SAMG Evaluator			
SAMG Evaluator			
Support Engineer			
Support Engineer			
Support Engineer			
Clerical			
Clerical			
Clerical			
Other:			

* Collateral duty of either the Mechanical or Electrical Engineer as assigned by the Tech Manager.

[illegible]

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[illegible]

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
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Section 1, Initial Actions

Section 2, Ongoing Actions

Section 3, Situational Actions

3.1, Accountability / Site Evacuation

3.2, Security Threat

NOTE:

Steps in this checklist may be performed in an order other than listed or they may be omitted if not applicable.

1. INITIAL ACTIONS

(Initials)

- 1.1 ☐ **SIGN IN** on the TSC Organization Board.
- 1.2 ☐ **INFORM** the TSC Director of your arrival, and **OBTAIN** an initial briefing on emergency conditions.
- 1.3 ☐ **INITIATE** and **MAINTAIN** a position log documenting significant actions performed and communications related to your position.
- 1.4 ☐ **EVALUATE** the emergency condition against security-related Emergency Action Levels (EALs), and **IDENTIFY** applicable EAL entry conditions to the Station Emergency Director.
- 1.5 ☐ **CONSULT** the Radiation Protection Manager to determine radiological conditions, which could impact Security operations or response.
 - 1. **COMMUNICATE** any precautions or contingencies to the Security Shift Supervisor.

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
Page 2 of 8

- 1.6 **OBTAIN** a listing of personnel within the Protected Area, preferably by department, and provide lists to respective TSC Managers to aid in determination of essential personnel:
- Radiation Protection Manager: RP / Chemistry
 - Technical Manger: Engineering
 - Maintenance Manager: Mechanical/Electrical, I&C, Work Control & Work Planning, Supply Management
 - Operations Manager: Operations
 - TSC Director: Records Management, Administrative
- 1.7 _____ **DIRECT** the Security Shift Supervisor to implement SY-OC-101-121, Response to Generating Station Emergency Plan, to maintain communications with the Security Coordinator.
- 1.8 _____ **REMIND** TSC Managers to notify the Security Coordinator of any FFD screenings necessary because of unscheduled call-outs of emergency workers.
1. **USE** EP-OC-112, Attachment 4, FFD Verification, for personnel not screened during the callout.
- 1.9 **PERFORM** the following:
- 1.9.1 _____ **PROVIDE** an initial briefing of the emergency condition to the Security Shift Commander.
- 1.9.2 _____ **OBTAIN** support for the station as necessary based on the emergency condition.
- 1.9.3 _____ **MONITOR** Federal and State law enforcement and response activities.

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
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2. ONGOING ACTIONS

- 2.1 **If** any onsite activities may impact Local Law Enforcement Agencies (LLEA) activities, **then NOTIFY** the applicable federal, state and local agencies.
1. **INFORM** the Station Emergency Director of any contact with LLEAs for evaluation of Emergency Notification System (ENS) requirements per 10 CFR 50.72.
- 2.2 **ASSESS** the nature of the emergency, and **DETERMINE** if any modifications or contingencies are necessary to Security procedures.
1. **IDENTIFY** any non-routine security procedures and/or contingencies that are in effect or that require a response.
 2. **If** any modifications or contingencies to procedures are required, **then DOCUMENT** the modification in your Event Log.
 3. **COMMUNICATE** any changes to procedures to the Security Shift Supervisor.
- 2.3 **BRIEF** the Station Emergency Director on the following:
- The status of the security force
 - Any security contingency procedures that are in effect
 - Any security related EALs that are or could be in effect.
- 2.4 **ASSIST** the Station Emergency Director on an ongoing basis in evaluating changes in security-related threats and event classifications.
- 2.5 **MAINTAIN** communications with the RPM regarding radiological conditions, which could impact Security operations and dispatching of Security Officers.

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
Page 4 of 8

2.6 **CONTROL** access to the station, site and Protected Area:

1. **COORDINATE** with the Radiation Protection Manager if radiological concerns are present.
2. **EXPEDITE** site access for incoming NRC or other agency personnel as requested by the TSC Director.
 - A. **PROVIDE** an escort for incoming NRC personnel if required.
 - B. **INFORM** the TSC Director of the arrival of the NRC Site Team.
TIME: _____
 - C. **ACT** as the TSC liaison with the NRC Site Team representative.
3. **EXPEDITE** ingress and egress for emergency response personnel.
 - A. **COORDINATE** with the TSC Director and the Logistics Coordinator to obtain lists of personnel who will be responding to the station.
 - B. **If** roadblocks are being established by LLEA, **then PROVIDE** the lists of personnel to be responding to the station to the LLEA to expedite their access through the roadblocks.
4. **CONSULT** with the Maintenance Manager on the expected delivery of equipment and supplies and coordinate their access to the site.
5. **DISCUSS** the need for access control at the Control Room, TSC and/or OSC with the Station Emergency Director.
6. **DIRECT** the Security Shift Supervisor to coordinate access by Station Security personnel into plant areas through the OSC, as appropriate, based on in-plant and site radiological conditions.

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
Page 5 of 8

- 2.7 **COORDINATE** with the Operations Manager for the possible quarantine of equipment, facilities, documentation, supplies, etc., in an "as found condition" following a failure of plant systems and possible tampering events.
- 2.8 **PARTICIPATE** in periodic TSC briefings, as necessary. Briefings should include but not be limited to:
- Accountability / Evacuation Status/Results
 - EPZ access control by LLEA
 - Law Enforcement / Fire / Ambulance Issues
 - Security Issues
- 2.9 **OBTAIN** updates on Federal, State and LLEA activities.
- 2.10 **PERFORM** a shift turnover with the on-coming shift of emergency response personnel using guidance in EP-OC-112.

3. **SITUATIONAL ACTIONS**

3.1 **ACCOUNTABILITY / SITE EVACUATION**

NOTE:

Required at a Site Area or General Emergency classification

CAUTION

Special consideration should be given to performing (or not performing) these functions when in a Security Event or other hazardous condition (i.e. hazardous condition caused by a nearby industrial facility or weather factors).

- 3.1.1 In coordination with the TSC Radiation Protection Manager, **ASSIST** the Station Emergency Director in **DETERMINING** the following prior to initiating accountability / site evacuation:
1. If a Security Threat exists, **then DETERMINE** whether an evacuation should be initiated early or delayed, or alternate assembly areas and evacuation routes designated.

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
Page 6 of 8

2. **DETERMINE** the need for the assembly as part of the evacuation of non-essential personnel:
 - A. **If** a radiological release has **NOT** occurred, **then** non-essential personnel should be directed to report home and await instructions, unless the need exists to maintain control of evacuees.
 - B. **If** a significant radiological release has or is occurring requiring further monitoring and potential decontamination of personnel and vehicles or control of evacuees desired, **then** non-essential should be directed to designated remote assembly areas (relocation centers).
3. **DETERMINE** appropriate site evacuation route(s) for non-essential personnel per EP-OC-113-100, if applicable, based on on-going or potential security threats.

3.1.2 **INFORM** the Security Shift Supervisor of designated evacuation routes and/or assembly decisions and **DIRECT** Station Security to perform the following:

1. **INITIATE** security actions in support of accountability / site evacuation per Station Security procedures and EP-OC-113-100.
TIME: _____
2. **HALT** Protected Area access until after accountability is established.
3. **PERFORM** accountability per Security procedures and generate a listing of missing personnel within 30 minutes of accountability initiation.
Number Missing: ____ TIME: _____
 - A. **NOTIFY** the Station Emergency Director of the number of persons missing.
TIME: _____
4. **ANNOUNCE**, or **DIRECT** the Central Alarm Station (CAS) to announce, the names of missing persons and request a call back to determine location and status.
 - A. **If** after several minutes no response is received, **then REQUEST** that the Maintenance Manager contact the OSC to form and dispatch Search and Rescue teams.

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
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5. **NOTIFY** appropriate LLEAs that a site evacuation has or will be occurring and **REQUEST** assistance, as needed, for the following:

- Notification of people in designated or remote locations of the Owner Controlled Area accessible to the general public
- Controlling access to the Owner Controlled Area
- Traffic control at remote assembly areas (relocation centers)

6. **COORDINATE** notification of personnel in buildings and areas within the Station's Owner Controlled Area, located outside the Protected Area, to evacuate personnel following the same directions given to the onsite personnel.

REFER to EP-OC-113-100 for a listing of potentially occupied areas outside the Protected Area.

- A. If sufficient Security personnel are NOT available to perform the verification, **then REQUEST** support from the TSC Maintenance Manager to use OSC personnel to perform Owner Controlled Area notifications.

MAINTAIN continuous accountability by limiting access to the site and Protected Area.

- 3.1.3 **COORDINATE** site evacuation activities with the Security Shift Supervisor and LLEAs, when directed by the Station ED.

Initiated: _____ / Completed: _____

ATTACHMENT 3
SECURITY COORDINATOR CHECKLIST
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3.2 SECURITY THREAT

- 3.2.1 **If** a security threat is received, **then NOTIFY** the Station Emergency Director, and the NRC and State representatives in the TSC if present.
- 3.2.2 **DETERMINE** if a change in the Emergency Classification level is warranted due to the potential threat on-site.
- 3.2.3 **ADVISE** the Station Emergency Director on the following based on on-going security concerns:
- Delaying or early implementation of personnel accountability / site evacuation
 - Actual or potential delays or impediments in site or in-plant access that may impact OSC team response or the augmentation of TSC/OSC staffing
- 3.2.4 Upon the existence of a specific and credible insider threat, **CONFIRM** that the station has implemented the "two person" (Line of sight) rule in accordance with SY-AA-101-132, "Threat Assessment," and SY-AA-101-111-1002, "Guidance Document for the Implementation of Safeguards Advisory Actions."
1. **PROVIDE** control of access to the Control Room, TSC and/or OSC as deemed appropriate.
- 3.2.5 **DETERMINE** whether the quarantining of equipment, documents or areas is required for later investigation.

ATTACHMENT 4
STATE / LOCAL COMMUNICATOR CHECKLIST
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Section 1, Initial Actions

Section 2, On-Going Actions

NOTE:

Steps in this checklist may be performed in an order other than listed or they may be omitted if not applicable.

1. **INITIAL ACTIONS**

(Initials)

- 1.1 _____ **INITIATE** and **MAINTAIN** an Event Log documenting significant actions performed and communications related to your position as well as a position log documenting all communications.
- 1.2 _____ **OBTAIN** from the TSC Director or Logistics Coordinator copies of any previously issued State Local notification forms faxed by the Control Room to the TSC, as soon as event conditions allow.

TIME: _____

ATTACHMENT 4
STATE / LOCAL COMMUNICATOR CHECKLIST
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2. ON-GOING ACTIONS

NOTIFICATION CRITERIA

For event notification purposes, **timely** refers to the completion of notification of the NJ-OEM within 15 minutes of event classification time (as listed on notification form).

Form **accuracy** is also considered. The State / Local Communicator is responsible for reviewing form, prior to transmittal, to ensure that all blocks are completed and the form approved by the Station Emergency Director.

2.1 PERFORM State/Local notifications in accordance with EP-OC-114-100.

NOTE:

The Station Emergency Director must sign the completed notification form prior to transmitting to offsite agencies.

- 2.1.1 **ENSURE** that a copy of both pages of the form is faxed to the EOF when notification is completed.
- 2.1.2 **ENSURE** that event classification and release status, as listed on form, are accurately recorded on TSC status board(s), as applicable.
- 2.1.3 **DOCUMENT** any inquiries or requests for further information on an Information Request / Message Form (EP-OC-112) and **FORWARD** to the TSC Director for resolution.
- 2.2 **When** directed by the TSC Director, **then CONTACT** the EOF State / Local Communicator, using the ERF Telephone Directory, to transfer notifications of the offsite State / Local authorities.
- TIME: _____
- 2.3 **When** responsibility for notifications has been transferred to the EOF, **then REPORT** to the Technical Manager to be assigned engineer functions.
- 2.4 **PERFORM** a shift turnover with on-coming emergency response personnel using the guidance in EP-OC-112.