October 25, 2010

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CC/STMP CHIUSANO, J	TRAINING	48-2-A
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ATTACHMENT 10.1 SMM CONTROLLED DOCUMENT TRANSMITTAL FORM

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

Page 1 of 1

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Entergy	IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-250	Revision 18
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Emergency Operations Facility

Prepared by:	Lori Glander		10/20/10
	Print Name	Signature	Date
Approval:	Brian Sullivan		10/20/10
	Print Name	Signature	Date

Effective Date: October 25, 2010

This procedure excluded from further LI-100 reviews.

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Emergency Operations Facility

1.0 PURPOSE

To describe the activation and operation of the Emergency Operations Facility (EOF)

2.0 REFERENCES

2.1 Indian Point Energy Center Emergency Plan

3.0 DEFINITIONS

3.1 Activated – an order has been made to activate an emergency response facility, and the facility is in the process of being staffed.

3.2 Staffed – The emergency response facility has been activated and sufficient personnel are available to perform the required functions as determined by the facility manager.

3.3 Operational – The emergency response facility has been activated and staffed, and has assumed responsibilities for performing its intended functions.

4.0 RESPONSIBILITIES

4.1 The Emergency Directory (ED) is responsible for overall command and control of the emergency response, including classifications; notifications, PARs and ensuring all resources are available to mitigate emergency conditions.

4.2 The EOF Manager is responsible for overseeing operations of the EOF and assisting the ED in performance of key duties.

4.3 The Technical Advisor is responsible for analyzing data from the plant and providing technical advice to the EOF Staff and tracking EALs based on plant data.

4.4 The Offsite Radiological Manager is responsible for overseeing operations of the Dose Assessment, Field Team Monitoring and all radiological controls for Entergy Personnel outside the Protected Area Fence.

4.5 Dose Assessors are responsible for monitoring plant data for possible releases and performing dose projections based on any actual or potential releases.

4.6 The Offsite Radiological Manager is responsible for radiological communications between the plant and the EOF and the EOF to offsite groups responding to an emergency at the site.

4.7 The Field Team Coordinator primary responsibility is tracking any offsite plume using the Offsite Monitoring Teams.

4.8 The Offsite Communicator is responsible for making required communications to offsite authorities.

4.9 The Admin & Logistics Manager oversees EOF support staff and provides for support from Entergy personnel not part of ERO or outside organizations which may be called on to provide material support to the site.

4.10 The EOF Admin Support Staff is responsible for providing administrative support to the EOF Staff and signing personnel in an out of the EOF

4.11 The State and County Liaisons are responsible for reporting to their assigned offsite EOC and providing support to the EOC staff.

4.12 The Lead Offsite Liaison is responsible for keeping the State and County Liaisons informed of onsite conditions and providing information on EOC operations to the EOF staff.

4.13 IT Support is responsible for Assisting EOF Staff in operating EOF Equipment

4.14 The JIC Information Liaison is responsible to gather information and communicate it to the Joint Information Center

5.0 DETAILS

5.1 The Emergency Director (ED) shall follow the instructions outlined in Attachment 9.1, Emergency Director Checklist.

5.2 The EOF Manager shall follow the instructions outlined in Attachment 9.2, EOF Manager Checklist.

5.3 The EOF Techncial Advisor shall follow the instructions outlined in Attachment 9.3, Technical Advisor (TA) Checklist

5.4 The Offsite Radiological Manager shall follow the instructions outlined Attachment 9.4, Offsite Radiological Manager Checklist

5.5 The Dose Assessor shall follow the instructions outlined in Attachment 9.5, Dose Assessor Checklist.

5.6 Deleted

5.7 The Field Team Coordinator shall follow the instructions outlined in Attachment 9.7, Field Team Coordinator. Checklist

5.8 The Offsite Communicator shall follow the instructions outlined in Attachment 9.8, Offsite Communicator. Checklist

5.9 The Admin & Logistics Manager shall follow the instructions outlined in Attachment 9.9, Admin & Logistics Manager Checklist.

5.10 The EOF Admin Support Staff shall follow the instructions outlined in Attachment 9.10, EOF Admin Support Checklist

5.11 The Lead Offsite Liaison shall follow the instructions outlined in Attachment 9.11, Lead Offsite Liaison Checklist.

5.12 The State and County Liaison shall follow the instructions outlined in Attachment 9.12, State and County Technical Liaison Checklist

5.13 IT Support SHALL follow the instructions outlined in Attachment 9.13, IT Support Checklist.

5.14 The JIC Information Liaison SHALL follow the instructions outlined in Attachment 9.14, JIC Information Liaison Checklist.

6.0 INTERFACES

6.1 IP-EP-310, Dose Assessment

6.2 IP-EP-410, Protective Action Recommendations

6.3 IP-EP-251, AEOF

6.4 IP-EP-510, Meteorological, Radiological & Plant Data Acquisition

6.5 IP-EP-520, Modular Emergency Assessment & Notification System MEANS)

6.6 IP-EP-620, Estimation of Total Population Exposure

6.7 IP-EP-340, Meteorological Information and Dose Assessment System (MIDAS)

7.0 RECORDS

Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records.

8.0 REQUIREMENTS AND COMMITMENTS

NONE

9.0 ATTACHMENTS

9.1 Emergency Director Checklist
9.2 EOF Manager Checklist
9.3 Technical Advisor Checklist
9.4 Offsite Radiological Manager (ORM) Checklist
9.5 Dose Assessor Checklist
9.6 Deleted (Formerly Radiological Advisor)
9.7 Field Team Coordinator Checklist
9.8 Offsite Communicator Checklist
9.9 Admin & Logistics Manager Checklist
9.10 EOF Admin Support Staff Checklist
9.11 Lead Offsite Liaison Checklist
9.12 State and County Liaison Checklist
9.13 IT Support Checklist
9.14 JIC Information Liaison Checklist
9.15 Deleted (Formerly Emergency Planning Representative)
9.16 EOF Layout
9.17 Directions to the Westchester Fire Training Center

Attachment 9.1
Emergency Director Checklist
Sheet 1 of 9

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (IP-EP-115 Form EP-14).

B. Upon arrival at the EOF review facility status boards, EDDS/PICS/SPDS and any other available sources to become familiar with current plant status.

C. Obtain a briefing from the acting ED (if the EOF has not been declared operational, either the SM or POM will be the acting ED in the Control Room):

1. Use an Essential Information Checklist (IP-EP-115 Form EP-9) to document the briefing.
2. **IF** completed NYS Radiological Emergency Data Forms are not present in the EOF **THEN** Request the CR to fax copies of all forms used to make offsite notifications to the EOF for your review.

D. **IF** the emergency affects both units, **THEN** obtain a briefing from both CR's. Assign EOF staff appropriately to fill their assigned positions.

E. Log into WebEOC to log information through out the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information. In lieu of keeping your own log, you may direct either Admin Support or the Tech Advisor to maintain this log for you.

1.2 Assume the position of Emergency Director.

A. **IF** the EOF has **NOT** been declared operational **THEN**:

1. **IF** an EOF Manager is **NOT** yet present **THEN**

(a) Ensure individuals are filling the EOF positions as they become available.

(b) **IF** additional personnel are needed **THEN** call or direct someone to call additional individuals using the Emergency Telephone Directory.

Attachment 9.1
Emergency Director Checklist
Sheet 2 of 9

Initial Responsibility/Activity (cont.)

2. **WHEN** there is sufficient EOF staff present to assume the following emergency functions:

   - EOF Technical Advisor to assess plant conditions and recommends emergency classifications.
   - Offsite Radiological Manager to perform dose assessment and formulate protective action recommendations (PARs)
   - Offsite Communicator to make notifications to offsite authorities

   THEN declare the EOF staffed, announce facility status within the facility and record time in the ED ERO Log.

3. Use a Emergency Director Turnover Sheet (IP-EP-115 Form EP-20) to perform a formal turnover with the acting ED in the Control Room:

   - Coordinate the official time of turnover to ensure it will not interfere with or delay required emergency classification, offsite notifications or issuance of PARs.
   - Once the determination has been made to formally turnover ED responsibilities, make an announcement to EOF personnel that the EOF is operational and that you are now the Emergency Director, ensure time is recorded.

4. Inform, or direct the EOF Manager to inform, the following individuals that you have assumed the duties of Emergency Director and that the EOF is operational.

   (a) Emergency Plant Manager (EPM)
   (b) Plant Operations Manager (POM)
   (c) Shift Manager (CR)
   (d) Company Spokesperson or JIC Director (if staffed) via the Information Liaison
   (e) White Plains Office (directly or through the Corporate Support Manager)

Attachment 9.1
Emergency Director Checklist
Sheet 3 of 9

Initial Responsibility/Activity (cont.)

5. Direct EOF Manager or Offsite Communicator to notify Offsite Agencies of the time that the EOF was operational:

   (a) NRC via ENS

   (b) NYS and 4 Counties

B **IF** relieving another Emergency Director in the EOF **THEN** perform a formal turnover with the current Emergency Director:

1. Review the Emergency Director's activity log
2. Obtain briefing form current ED on the emergency and any actions the have been competed or are in progress using a Turnover Sheet (Form EP-20) to document the turnover.
3. Once the formal turnover is complete direct the EOF Manager to inform the EOF, TSC, CR, OSC, Security, JNC and WPO that you are now the Emergency Director.

2.0 Continuous Responsibility/Activity

2.1 Maintain personnel accountability in the EOF

A. Direct EOF personnel required to temporarily leaving the EOF area to inform the EOF Manager before leaving the work area.

B. If you leave the area, assign the EOF Manager to fulfill your responsibility. Upon your return, obtain a briefing from the EOF Manager on any events that have occurred while you were away.

2.2 Maintain a Log:

A. Log the time you assume the duties of Emergency Director (and EOF staffing if not previously done).

B. Log significant decisions and important details used to make decisions (emergency classification changes and protective actions recommendations).

Attachment 9.1
Emergency Director Checklist
Sheet 4 of 9

Continuous Responsibility/Activity (cont.)

C. Log all significant communications with other members of the ERO and communications with individual's offsite.

D. **IF** you have assigned someone to maintain the ED log **THEN** periodically review the log for accuracy.

2.3 Classify Emergency Conditions. (Non-delegable)

A. Review plant conditions with the Emergency Plant Manager (EPM) or Plant Operations Manager (POM) and ED Technical Advisor.

B. Review offsite radiological data with the ORM and EOF Manager.

C. Compare current information and recommendations with the thresholds on the EAL Wall Chart or Emergency Classification Procedure and if necessary the EAL Technical Basis Document.

D. Solicit recommendation for change of classification from the EPM/POM.

E. Escalate or Terminate the emergency classification when appropriate.

F. If not already communicated, then notify the EPM, POM and the EOF Staff when and at what time the new emergency classification is made.

G. **IF** the emergency is classified as a Site Area Emergency or higher **THEN** direct release of onsite non-essential personnel. Consider this action at the Alert classification.

H. **IF** conditions have stabilized **THEN** review procedure IP-EP-610, Emergency Termination and Recovery for termination and entry into Recovery.

NOTE

IF the emergency is classified as a Site Area Emergency or higher verify accountability is completed within 30 minutes of the sounding of the site assembly alarm. Authorize search & rescue for any missing persons. Consider having Security establish security controls for the EOF.

Attachment 9.1
Emergency Director Checklist
Sheet 5 of 9

Continuous Responsibility/Activity (cont.)

2.4 Make Protective Action Recommendations (PARs) (non-delegable)

NOTE:
Protective Action Recommendations (PARs) are to be made only at the General Emergency classification.

A. Assess, with the assistance of the ORM and EOF Manager, the appropriate PAR per IP-EP-410, Protective Action Recommendations.

B. Reevaluate the adequacy of PARs when plant conditions, dose projections, meteorological, or environmental conditions change.

C. PARs shall be transmitted to offsite authorities within 15 minutes of the GE declaration and/or with the decision to revise the PAR using the offsite notification methods.

2.5 Direct initial notification of emergency classification and/or PARs to offsite authorities (State, local and NRC) (non-delegable)

NOTE:
Offsite notifications to State and local authorities (completion of the roll call) must be completed within 15 minutes of making an emergency declaration or PAR. Notification of the NRC shall be done as soon as possible after state and local authorities have been notified and must be completed within 1 hour.

A Direct the EOF Manager to ensure a NYS Radiological Emergency Data Form Part I (IP-EP-115 Form EP-1) is being completed.

B Review and approve (sign) the completed NYS Radiological Emergency Data Form Part I (IP-EP-115 Form EP-1) (non-delegable).

C Direct the EOF Manager to have the Offsite Communicator:

1. Electronically fax and email the Part I form to the State and Local authorities. If electronic faxing is not available, direct the use of traditional means of faxing.

2. Transmit Part I form data to the Emergency Director Checklist

Attachment 9.1
Emergency Director Checklist
Sheet 6 of 9

Continuous Responsibility/Activity (cont.)

3. Report to you when the task is complete

2.6 Direct periodic update notification to offsite authorities

A. Direct the EOF Manager to ensure completion of a NYS Radiological Emergency Data Form Parts I (IP-EP-115 Form EP-1) and if applicable, Part II (IP-EP-115 Form EP-2), at the following frequencies:

1. When there has been a release or significant change in release rates and/or meteorological conditions. (Part I within 15 minutes & Part II within 30 minutes) **OR**
2. When there has been a significant change in plant conditions/classifications (Part I within 15 minutes). **OR**
3. Approximately every 30 minutes when conditions are static.

NOTE:
When onsite conditions are stable time period for periodic updates may be extended with concurrence from offsite authorities.

B. Review and approve the completed NYS Radiological Emergency Data Form Part I (IP-EP-115 Form EP-1) (non-delegable).

C. Direct the EOF Manager to have Offsite Communicator fax and email Part I form to State and Local authorities and transmit Part I form data to the NRC and report to you when task is complete.

D. Ensure Part II (IP-EP-115 Form EP-2) of form is faxed to State and Counties.

Attachment 9.1
Emergency Director Checklist
Sheet 7 of 9

Continuous Responsibility/Activity (cont.)

2.7 Periodically meet with offsite representatives present in the EOF (State, Local, FEMA and NRC)

A. Coordinate with the Lead Offsite Liaison to ensure representatives are kept current on:
   1. Emergency events
   2. Current plant conditions
   3. Emergency response activities currently underway
   4. Offsite radiological release status, dose assessment and PARs

B. Conduct periodic briefing of offsite representatives as deemed appropriate.

2.8 Review and approve/concur Entergy news releases

A. Ensure the EOF Information Liaison apprised of current emergency status and any significant events that may be of public interest.

B. Ensure that the EOF Information Liaison obtains a copy of any news release prior to issue for your review and approval (prior to JIC activation) or technical concurrence (after JIC activation).

C. Ensure that copies of news releases are given to offsite representatives in the EOF upon approval.

D. Confer with the Company Spokesperson at the JIC, EOF Manager, Technical Advisor and ORM if there is any question as to the accuracy of the proposed news release prior to approval.

2.9 Conduct periodic facility briefings

A. Coordinate with the EOF Manager to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.

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

C. Direct the ED Technical Advisor and the ORM to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.

Attachment 9.1
Emergency Director Checklist
Sheet 8 of 9

Continuous Responsibility/Activity (cont.)

D. **Emphasize** what the major tasks and priorities are during every briefing.

E. Direct EOF staffs to review their procedure to ensure required actions are being performed.

F. Periodically ensure the Company Spokesperson and the other facility managers are briefed on EOF activities.

2.10 Approve emergency radiation exposures and KI issuance for Entergy Workers

A. When requested by the ORM, approve emergency radiation exposures and/or issuance of KI for Entergy emergency workers outside the Protected Area Fence.

B. Authorize emergency exposures for all monitoring team personnel dispatched from the EOF and other EOF staff as required. Ensure this authorization is documented in the ED's Log Sheet.

C. Potassium Iodide should be issued for any projected or actual Thyroid Exposure >5 Rem CDE (child thyroid).

2.11 Acquire and allocate Entergy and external resources as needed to support emergency response.

A. Review personnel, equipment and supply needs with the EPM and POM.

B. Make all Nuclear Organization resources available to supply needed items.

C. Direct the Admin & Logistics Manager to interface and coordinate with the Entergy Corporate organization to acquire needed equipment and resources that are not under the direct control of the Indian Point Nuclear Organization.

D. Request support from INPO and Federal authorities when needed.

Attachment 9.1
Emergency Director Checklist
Sheet 9 of 9

3.0 Closeout Activity

3.1 Terminate the emergency and enter the Recovery Phase.

A. Refer to IP-EP-610, Termination and Recovery, for guidance on entry into Recovery Phase.
B. Identify who will become the Recovery Manager.
C. Notify the Recovery Manager of the intention to enter recovery.
D. Terminate the emergency and officially enter the Recovery Phase.
E. Formally turnover the emergency organization to the Recovery Manager
F. Direct notification of the following locations that Indian Point has entered the Recovery Phase:
   1. The NRC via Emergency Notification System (ENS)
   2. State and Counties using a NYS Radiological Emergency Data Form – Part I, via the RECS
   3. Emergency Response Facilities (CR, TSC/OSC and JIC)
G. Ensure that a written summary of the event is provided to State and Counties per IP-EP-610, Termination and Recovery

3.2 Direct all Emergency Response Organization Managers to review documentation generated during the emergency.

A. Verify all required documentation has been competed.
B. Verify accuracy of documentation.
C. Provide additional documentation such as summary reports or closeout reports that could assist in recovery of station.

3.3 Have ERO members provide all logs and records to the Recovery Manager upon termination of the emergency and entry into the Recovery Phase.

Attachment 9.2
EOF Manager
Sheet 1 of 12

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14).

1. Ensure EOF set-up is complete: ED PA system is operational and EOF positions are ready to perform their functions. Obtain Control Room official time (time on their clock) and note any difference between CR time and EOF time (satellite clock) in you log (for example + 5 min.).

B. Upon arrival at the EOF review facility status boards, EDDS, SPDS OR PICS information and any other available sources to become familiar with current plant status, if available.

C. Obtain briefing from the Emergency Director

1. Use an Essential Information Checklist (Form EP-9) to document briefing items.
2. Request any additional information on current status of emergency response.

D. If the emergency affects both units, assist the ED in assigning the appropriate EOF staff to fill their assigned positions.

E. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

1.2 Assume the position of EOF Manager.

A. **IF** the EOF has **NOT** been declared operational **THEN**:

1. **IF** the NYS Radiological Emergency Data Form Part I (Form EP-1) (Part II if required) completed by the CR are not available in the EOF **THEN**. Request CR electronically fax copies to EOF. **IF** electronic faxing is not available, direct the use of traditional means of faxing.
2. Review notification forms, noting time next notification is due.
3. **WHEN** the following minimum ERO is available **THEN** inform the ED that you are ready to staff the EOF.
   (a) Offsite Radiological Manager (ORM)
   (b) Offsite Communicator
   (c) Technical Advisor
4. Complete or direct Admin & Logistics Manager to complete EOF Staffing Form (Form EP-7) and verify full EOF Staffing.

Attachment 9.2
EOF Manager
Sheet 2 of 12

Initial Responsibility/Activity (cont.)

5. **IF** additional personnel are required **THEN**:
   (a) **IF** it is during normal working hours **THEN** call or assign someone to call the Assembly Coordinator in the Energy Education Center or the Generation Support Building for additional personnel.
   (b) **IF** the needed individuals are **NOT** available onsite **THEN** call or assign someone to call individuals at home using the Emergency Telephone Directory.
6. **WHEN** the EOF Emergency Director assumes ED responsibilities from the acting ED in the CR (or a new shift relieves current ED in EOF) **THEN:**
   (a) Inform the following personnel that ____(name)____ is now the Emergency Director and that the EOF is operational.
      (1) Emergency Plant Manager/Plant Operations Manager
      (2) Shift Manager
      (3) JIC Director
      (4) Corporate Support Manager via the Emergency Telephone Directory.
7. Ensure EOF Access Control is established:
   (a) The Admin & Logistics Manager should assign an individual from the excess personnel reporting to the EOF or an Admin Support Staff to be the EOF registration assistant. This individual will ensure emergency responders sign in and out of the EOF.
   (b) Direct the EOF registration assistant to obtain permission from EOF Manager or Emergency Director for anyone not properly badged.

Attachment 9.2
EOF Manager
Sheet 3 of 12

Initial Responsibility/Activity (cont.)

8. Ensure the Lead Offsite Liaison is coordinating the State and County Liaisons at the EOCs. Provide them with the following directions via the Lead Offsite Liaison:
   (a) Direct that the Liaisons should provide technical assistance to EOC personnel and direct any other request to the EOF.
   (b) Direct the Liaisons NOT to talk to the press and direct any media questions to the JIC.

B. **IF** relieving another EOF Manager **THEN** perform a formal turnover with the current EOF Manager:
   1. Review the Emergency Director's activity log
   2. Obtain briefing from current EOF Manager on the emergency and any actions the have been completed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.
   3. Announcement to the EOF that you are now the EOF Manager.

2.0 Continuous Responsibility/Activity

2.1 Maintain personnel accountability in the EOF

A. Direct EOF personnel to inform you and sign out at registration desk if they must temporarily leave the EOF.

B. **IF** you are temporarily leaving the work area **THEN**
   1. Inform the Emergency Director if you are leaving the work area.
   2. Upon return, obtain a briefing from the Emergency Director on any events that have occurred while you were away.

2.2 Assist the Emergency Director in maintaining a Log

A. A member of the EOF Admin Support Staff may be assigned to maintain the Log

Attachment 9.2
EOF Manager
Sheet 4 of 12

Continuous Responsibility/Activity (cont.)

B. Log when the Emergency Director assumed the duties of ED (and EOF activation if not previously done).

C. Log when you assumed the duties of EOF Manager.

D. Log significant decisions and important details used to make decisions. (Emergency classification changes and protective actions recommendations shall be logged)

E. Log significant communications with other members of the ERO and all communications with individuals' offsite.

F. **IF** you have assigned someone to maintain the EOF Manager Log, **THEN** periodically review the Log for accuracy.

2.3 Keep the ED informed of changing conditions that may cause a change in the Emergency Classification.

A. Review plant data with ED Technical Advisor.

B. Review offsite radiological data with ORM.

C. Compare current information and recommendations with the thresholds on the EAL Wall Chart or Emergency Classification Procedure and if necessary the EAL Technical Basis Document.

D. Inform the ED of any possible changes in the Emergency Classification.

2.4 Evaluate the need to release all Non-Essential Personnel and recommend release to ED if conditions warrant.

A. Check with the EPM on conditions within the Protected Area and the ORM on conditions outside the Protected Area.

B. Release of non-essential personnel should occur at a Site Area Emergency, if radiological plume direction does not preclude.

NOTE

IF the emergency is classified as a Site Area Emergency or higher verify accountability is completed within 30 minutes of the sounding of the site assembly alarm. Authorize search & rescue for any missing persons. Consider having Security establish security controls for the EOF.

Attachment 9.2
EOF Manager
Sheet 5 of 12

Continuous Responsibility/Activity (cont.)

C. **IF** conditions exist at an Alert that could warrant release **THEN** consider release of non-essential personnel from site. Ensure Westchester EOC is notified via the Offsite Communicator.

2.5 Assist the ED in determining the appropriate Protective Action Recommendations to Offsite Authorities.

NOTE:
Protective Action Recommendations (PARs) shall only be made at the General Emergency Classification

A. Support the Dose Assessment team on the assessment of PAR's per IP-EP-410, Protective Action Recommendations.

B. Update Protective Action Board when PARs have been initiated and revised.

C. Support the Dose Assessment team on the reevaluation of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.

D. Once the ED makes or changes a PAR it shall be transmitted to offsite authorities using a NYS Radiological Emergency Data Form, Part I (Form EP-1), within 15 minutes of the decision to make the PAR.

2.6 IF the ED changes the emergency classifications THEN ensure notification of State and Local authorities (first response to roll call) be completed within 15 minutes.

NOTE:
The MEANS Computer program may be used to print NYS Radiological Emergency Data Forms.

A. Ensure the Offsite Communicator is provided the information needed to complete the NYS Radiological Emergency Data Form Part I (Form EP-1).

Attachment 9.2
EOF Manager
Sheet 6 of 12

Continuous Responsibility/Activity (cont.)

B. Acquire & review the completed Part 1 Form.

C. Have the ED review and approve the completed Part 1 Form (The ED approval is non-delegable).

D. Direct Offsite Communicator to fax and email on the Part I form to State and Local authorities and report to you when task is complete

E. Direct transmittal of data to NRC as soon as possible but no later than1 hour (classification, EAL#, time of event and brief description).

2.7 Direct periodic updates to offsite authorities be prepared

NOTE:
Completion and transmittal of Part II of the NYS Radiological Emergency Data Form (IP-EP-115 Form EP-1) may not be needed if there has been no significant release of radioactive materials.

A. Ensure offsite notification of a NYS Radiological Emergency Data Form Part I within 15 min. (Part II, if required within 30 min) for the following criteria:
   1. When there has been a release or significant change in release rates, which would affect classification change or PAR change and/or meteorological data effecting a PAR change.
   2. When there has been a significant change in plant conditions, which would affect a classification change.
   3. Approximately every 30 minutes if conditions are static.

B. Present completed form to the ED for review and approval. (The ED's Approval is non-delegable.)

C. Direct Offsite Communicator to:
   1. Transmit, via fax and email, the Part I form
   2. Fax the Part II Form (if required) to State and Local authorities
   3. Notify NRC of event classification, EAL #, time of event and brief description.
   4. Report to you when tasks are complete.

Attachment 9.2
EOF Manager
Sheet 7 of 12

Continuous Responsibility/Activity (cont.)

2.8 Brief Offsite Representatives arriving at EOF

A. Brief or ensure the Lead Offsite Liaison is briefing offsite representatives present at the EOF (State, Local, FEMA and NRC)

B. Upon their arrival at the facility, offsite representatives should be briefed on:

1. Emergency events
2. Current plant conditions
3. Emergency response activities currently underway
4. Offsite radiological release status
5. Dose assessment and PARs

C. Coordinate with ED and ORM the periodic meetings of offsite representatives as deemed appropriate.

2.9 Assist the ED in periodic facility briefings

A. Coordinate with the Emergency Director to schedule the conduct of periodic facility briefings. Establish a briefing schedule of approximately every 30 minutes or as conditions change.

B. Use (Form EP-9), Essential Information Checklist as a guide for leading the briefings.

C. Direct the ED Technical Advisor and the ORM to participate in briefing facility personnel on current plant status and offsite radiological conditions respectively.

D. **Emphasize** what the major tasks and priorities are.

2.10 IF additional resources are need to support emergency response THEN assist, and or direct the Admin & Logistics Manager to assist in making request to Federal agencies or other non-Entergy organizations.

Attachment 9.2
EOF Manager
Sheet 8 of 12

Continuous Responsibility/Activity (cont.)

2.11 Arrange for second Shift

A. Request the ED establish a relief time.

B. Direct Emergency Response Facilities to prepare rosters for second shift.

2.12 Relocation of the EOF to AEOF

A. **IF** plant or radiological conditions are warrant **THEN** perform an organized relocation of the EOF to the AEOF.

1. Discuss relocation with the ORM.
2. Consider radiological exposures listed in the ORM checklist, actual and forecasted meteorological conditions.

NOTE:
Relocation may be performed at rates below those listed in the ORM Checklist based on plant conditions and response needs.

B. **IF** time permits **THEN** have a relief shift report to the AEOF and perform turnover prior to evacuation of EOF. Have the relief team begin set up of the AEOF. Direct them to set up the facility in accordance with procedure IP-EP-251, Attachment 9.4, AEOF Setup Checklist.

C. Determine the speed at which the relocation of personnel should occur giving consideration to the following items:

1. The impact of immediate relocation vs. projects in progress.
2. Current radiological conditions within the EOF and the Plant.
3. Radiological conditions en route.
4. The adequacy of response from the alternate location.

Attachment 9.2
EOF Manager
Sheet 9 of 12

Continuous Responsibility/Activity (cont.)

D. With the assistance of the ORM, determine if contamination controls are needed when leaving the EOF. Items to consider:
   1. Are personnel going to become contaminated reaching their vehicles?
   2. Are personnel going to become contaminated in route to the AEOF?
   3. What steps are needed to prevent contamination of the AEOF?
   4. **IF** time allows **THEN** consider arranging for a bus to relocate personnel. (this will minimize movement of potentially contaminated vehicles outside the Emergency Planning Zone)

E. Direct the ORM to:
   1. Determine radiological controls needed to safely transfer personnel to the AEOF.
   2. Consider contamination control measures needed to prevent contamination of AEOF.
   3. **IF** EOF Staff members are or will be potentially contaminated **THEN**:
      a. Send personnel to the Westchester County Fire Training Center for monitoring and decontamination. (Attachment 9.15 of this procedure contains directions to center).
      b. Inform Westchester County of decision to have Indian Point ERO members decontaminated at center and arrange for expeditious processing of personnel.
   4. Individuals should be decontaminated prior to arrival at AEOF.
   5. Transfer offsite radiological assessment responsibilities:
      a. To a qualified ORM located at the AEOF

         OR

      b. Back to the Control Room

Attachment 9.2
EOF Manager
Sheet 10 of 12

Continuous Responsibility/Activity (cont.)

F. Direct the EOF staff to relocate to the AEOF as follows:

1. Instruct Admin Support personnel to make and distribute copies of Attachment 9.5 of procedure IP-EP-251, Directions to the AEOF, to EOF Staff members, Federal, State and Local representatives in the EOF, as necessary.
2. Direct EOF Staff to wear their ID badges enroute to the AEOF and show them to authorities if necessary to transit through evacuated areas.
3. **IF** it was determined that contamination controls are needed, **THEN** brief EOF Staff members to go to the Westchester Fire Training Center for decontamination AND inform the AEOF staff of the required actions.
4. **IF** between 7 a.m. to 5 p.m., Monday through Friday, **THEN** responding emergency personnel should enter through the main entrance to 440 Hamilton.
5. **IF** it is during non-working hours **THEN** responding emergency personnel should enter through the side door.

G. **IF** communications systems are still functional **THEN** notify the following locations that the EOF is being relocated to the AEOF:

1. Offsite authorities verifying they have the telephone numbers they can use to maintain communications.
2. The Joint Information Center
3. The Technical Support Center
4. The Operational Support Center
5. The Control Room
6. The Corporate Support Manager or Corporate Support Center Coordinator

Attachment 9.2
EOF Manager
Sheet 11 of 12

Continuous Responsibility/Activity (cont.)

NOTE:

The Corporate Support Center utilizes the IPEC AEOF until needed for the site response.

H. Coordinate evacuation of the EOF with the ED and the EPM and POM transferring ED responsibilities back to the POM if another ED cannot assume responsibilities at the AEOF.

I. Request that the EPM and POM announce the decision to evacuate and ensure relief shift is made aware of re-location.

1. Inform the POM, TSC Manager and OSC Manager of the relief time and direct to inform ERO members prior to their release.
2. Have their staffs contact relief personnel who are not currently onsite.

3.0 Closeout Activities

3.1 Termination of the emergency and entry into the Recovery Phase. (The ED is responsible for directing entry into the Recovery Phase)

A. Refer to IP-EP-610, Termination and Recovery, for guidance on entry into Recovery Phase.

B. Assist the ED in formulation of a recovery plan.

C. Notify the following locations that Indian Point has entered the Recovery Phase:

1. The NRC via Energy Notification System (ENS)
2. State and Counties using information on a NYS Radiological Emergency Data Form Part I

Attachment 9.2
EOF Manager
Sheet 12 of 12

Closeout Activities (cont.)

3. Emergency Response Facilities (CR, TSC/OSC and JIC)
4. Entergy Corporate

3.2 Ensure that a written summary of the event is provided to State and Counties per IP-EP-610, Termination and Recovery.

3.3 Direct EOF Staff to return all equipment to proper storage locations.

3.4 Review all documentation the EOF Staff maintained during the emergency:

A. Ensure logs, forms and other documentation is complete.

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

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

Attachment 9.3
EOF Technical Advisor (TA)
Sheet 1 of 4

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14)

NOTE:
If needed see Attachment 9.13, EOF IT Support for guidance on starting systems.

B. Upon arrival at EOF review facility status boards, EDDS / PICS information and any other available sources to become familiar with current plant status.

C. Confer with the Emergency Director and EOF Manager on emergency status.

D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

1.2 Assume the position of EOF (TA).

A. **IF** initial activation **THEN:**

1. Confer with the Emergency Director and EOF Manager on emergency status.
2. Contact the TSC or Control Room to obtain information on the status of the affected unit(s) via the dedicated phone line.
3. Inform the Emergency Director and EOF Manager when you are prepared to assume TA duties.

B. **IF** relieving another TA **THEN** perform a formal turnover with the current TA:

1. Review the current TA activity log.
2. Obtain briefing form current TA on the emergency and any actions the have been completed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.

C. Inform the Emergency Director that you are now the TA.

Attachment 9.3
EOF Technical Advisor (TA)
Sheet 2 of 4

2.0 Continuous Responsibility/Activities

2.1 IF you are temporarily leaving the work area THEN

A. Inform the EOF Manager (or ED) you are leaving the work area.

B. Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.

2.2 Maintain a Log (WebEOC)

A. Log when you assumed the duties of Emergency Director Technical Advisor.

B. Log significant decisions, important details used to make decisions and any equipment operability issues.

2.3 Obtain and Monitor Plant Data:

A. Monitor plant data on the Emergency Data Display System (EDDS), Plant Information Computer System (PICS), Meteorolgical, Radiological & Plant Data Acquisition System (MRPDAS) and other plant information systems available on the electronic screens. Obtain additional plant data and operations information by monitoring the affected unit's EOF/TSC/OSC/CR dedicated phone line.

B. Continuously compare conditions with the Emergency Action Level threshold values on the EAL Chart or Emergency Classification procedure, IP-EP-120, and notify the Emergency Director immediately of any changes that may require a classification change.

C. Advise ED on the following items:

1. Any significant change in the condition of the plant;
2. Any observable trends in plant data;
3. Major Operator actions being undertaken;
4. Any condition which may effect the emergency classification.

Attachment 9.3
EOF Technical Advisor (TA)
Sheet 3 of 4

Continuous Responsibility/Activities (cont.)

D. Advise the Offsite Radiological Manager of any observed changes in plant radiological data. Review the affected units radiological data form (U2 42C or U3 31 B) on the electronic displays.

E. **IF** any of the EOF plant data computer systems are not functioning **THEN** inform IT Support of malfunctions.

2.4 Use WebEOC to enter significant information or changes to plant status obtained from the CR or TSC. IF WebEOC is unavailable, maintain plant status chronology on easel pad.

A. **WHEN** easel sheet gets full **THEN**:

1. Have Admin Support Staff transcribe information onto log sheet, place sheet with TA logs.
2. Have Admin Support hang the completed easel sheet on the wall between upper and lower levels of EOF.

2.5 Assist ED in interpreting plant data

A. Provide technical advice on plant operating procedures.

B. Provide recommendations for emergency classification.

2.6 Assist Emergency Director in conduct of briefings

A. Assist the ED in preparations for facility briefings.

B. When directed by the ED, provide summary briefings of plant conditions to EOF Staff and/or offsite authorities present in the EOF.

Attachment 9.3

EOF Technical Advisor (TA)

Sheet 4 of 4

2.7 Assist Offsite Radiological Manager in determining release point.

3.0 Closeout Activities

3.1 Return all equipment to its proper storage locations.

3.2 Review all documentation the ED Technical Advisors maintained during the emergency:

A. Ensure logs, forms and other documentation are complete

B. Ensure any items which need follow up investigations are identified to be completed during the Recovery Phase

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

Attachment 9.4
Offsite Radiological Manager
Sheet 1 of 9

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14).

B. Upon arrival at the EOF review facility status boards, EDDS / PICS information and any other available sources to become familiar with current plant and radiological status.

C. Confer with the Emergency Director (ED) and EOF Manager on emergency status. An Essential Information Checklist (Form EP-9) may be used for a status review.

D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

1.2 Assume the position of Offsite Radiological Manager.

A. **IF** the EOF has **NOT** been declared operational **THEN**:

NOTE:
Offsite Dose Assessment and Radiological Monitoring responsibilities may be transferred to the Offsite Radiological Manager before the EOF is fully staffed.

1. **WHEN** the following staff is available **THEN** inform the EOF Manager or the ED that you are ready to assume responsibilities for offsite monitoring.
   (a) Field Team Members (4)
   (b) Field Team Coordinator
2. **WHEN** ready to assume dose assessment and offsite monitoring responsibilities (outside the Protected Area) from the CR **THEN** contact the CR and formally assume these responsibilities.
3. Notify the ED / EOF Manager that you have assumed these responsibilities.

Attachment 9.4
Offsite Radiological Manager
Sheet 2 of 9

Initial Responsibility/Activities (cont.)

4. **IF** additional personnel are required to perform offsite radiological assessments **THEN** inform the EOF Manager to direct callout of needed personnel.
5. Direct a Dose Assessor to disarm the EOF Halon Fire Protection System IAW steps in Dose Assessor Checklist.
6. **IF** the CR performed offsite dose assessment calculations and made a Protective Action Recommendation **THEN**:
   a. Obtain and review NYS Radiological Emergency Data Form Part I and Part II
   b. Verify or have a Dose Assessor verify dose assessment calculations.
   c. Evaluate Protective Action Recommendations.
   d. Notify the ED or CR if there are any discrepancies.

B. **IF** relieving another Offsite Radiological Manager **THEN** perform a formal turnover with the current Offsite Radiological Manager:
   1. Review the current Offsite Radiological Manager activity log.
   2. Obtain briefing from current Offsite Radiological Manager on the emergency and any actions that have been completed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.

C. Inform the EOF Manager that you are now the Offsite Radiological Manager.

2.0 Continuous Responsibility/Activities

2.1 IF there is or has been a release of radioactive materials THEN direct a Dose Assessor (or perform step IAW steps in Dose Assessor checklist) to place the EOF ventilation in the internal recirculation mode.

A. Establish communications with the OSC Radiation Protection Team Leader.

Attachment 9.4
Offsite Radiological Manager
Sheet 3 of 9

Continuous Responsibility/Activity (cont.)

2.2 Maintain a Log or assign someone to maintain.

A. Use WebEOC or if unavailable, (Form EP-10), ERO Log Sheet to log information.

B. Log when you assumed the duties of Offsite Radiological Manager.

C. Log significant decisions, important details used to make decisions and any equipment operability issues.

2.3 Maintain personnel accountability in the EOF

A. If you leave the area, inform the EOF Manager. Upon your return, obtain a briefing from the EOF Manager on any events that have occurred while you were away.

2.4 Provide Radiological Information to the NRC

A. **IF** requested by the NRC via the Health Physics Network (HPN), then delegate an individual to provide radiological information from the Part II Radiological Data Form completed by the Dose Assessor or if requested by the NRC use Form 361. This may require that additional personnel be called in to support the emergency.

B. **IF** requested by the NRC, **THEN** continuously man the Health Physics Network (HPN) phone line.

2.5 Ensure habitability in the EOF

A. **IF** there is a potential for surface or airborne contamination within the EOF **THEN:**

1. Suspend eating and drinking until you ensure EOF food and drinking water supplies are safe for consumption.
2. Determine the survey and radiological controls needed for the EOF based on plant conditions and whether there has been a release or not.
3. **IF** additional support is needed to maintain EOF Radiological Controls **THEN** request an HP Technician to assist with radiological controls.

Attachment 9.4
Offsite Radiological Manager
Sheet 4 of 9

Continuous Responsibility/Activities (cont.)

4. **IF** additional support is needed to perform Decontamination of vehicles **THEN** request assistance from the OSC.

B. **IF** the following conditions are present **THEN** inform the EOF Manager and/or the ED that relocation of EOF Personnel to the AEOF should be considered.

1. Exposure rates >80 mRem/Hr TEDE **OR** 400mRem/Hr CDE Thyroid
2. Projected Whole Body Dose for a 12 hour period is > 1 Rem TEDE **OR** Thyroid Dose > 5 Rem CDE
3. Elevated airborne concentrations

NOTE

Relocation may be performed at rates below those listed based on plant conditions and response needs.

2.6 Communicate Radiological Information to Security

A. Provide following information to Lead Accountability Officer (LAO):

1. Provide information on onsite plant radiological conditions and/or hazards.
2. Any areas in which movement of Security Personnel or non-ERO individuals should be restricted.
3. Site Access restrictions.

B. **IF** accountability has been called for **THEN** receive accountability status from LAO and report it to EOF Manager.

2.7 Develop and provide recommendations for EAL and classification level changes based on radiological considerations to the ED.

A. Compare dose projection and field survey results with EAL criteria to determine the impact on the existing classification level.

B. Review the electronic radiological data forms (U2 42C or U3 31B) to evaluate any plant radiological changes.

Attachment 9.4
Offsite Radiological Manager
Sheet 5 of 9

Continuous Responsibility/Activities (cont.)

C. Notify the ED of any EALs affected by changes in radiological conditions.

2.8 Develop and provide recommendations for offsite PARs based on radiological considerations to the ED.

A. Notify the ED of any changes in radiological conditions, which may affect the PAR.

B. Use procedure IP-EP-410, Protective Action Recommendations to determine proper PAR.

C. Document PARs whenever a General Emergency is declared.

D. Review PARs whenever radiological or meteorological conditions change significantly.

2.9 Coordinate and direct the dose assessment and offsite monitoring efforts.

A. Supervise the activities of the Dose Assessors, Field Team Coordinator and the Field Monitoring Teams.

B. Ensure the Health Physics Network (HPN) is manned when requested by the NRC.

C. Determine the periodicity of dose projection calculations.

1. Direct a Dose Assessor to perform offsite dose projections using IP-EP-310 Dose Assessment.
2. Direct a Dose Assessor to obtain and track Offsite Radiation Monitoring System (formally Reuter-Stokes) readings, using IP-EP-510 Meteorological & Radiological Data Acquisition System.

D. Analyze dose assessment and environmental information to determine any actual or potential offsite consequences of the event.

E. Support the Field Team Coordinator in determining monitoring activities of Field Monitoring Teams.

Attachment 9.4
Offsite Radiological Manager
Sheet 6 of 9

Continuous Responsibility/Activities (cont.)

1. Determine anticipated plume track based on meteorological data.
2. Ensure initial offsite sample points are based on plumes expected path or are expanded based on actual readings in the field. To ensure plume pathway monitoring and based upon MET information, Field Monitoring Teams are to be dispositioned on either side of the anticipated plume.
3. Determine special instructions to be provided to monitoring teams:
   a. **IF** the expected thyroid dose is greater than 5 Rem CDE (Child Thyroid) **OR** declaration of a General Emergency is a possibility, **THEN** consider issuing KI.
   b. Team tracking efforts should be directed to limit their exposure to less than 5 Rem for the entire emergency.
4. Teams should not go into radiation fields greater that 1 Rem/hr without providing them with specific directions.
5. Direct the Field Team Coordinator to:
   a. Direct Monitoring Teams to survey anticipated plume path.
   b. Brief teams on expected doses, plume path and any special instructions or safety precautions (such as use of KI, respirators, or protective clothing).
6. **IF** required **THEN** arrange for environmental monitoring to be performed to confirm dose projections and track any offsite radioactive plume.

F. Compare projected doses with actual readings taken by field monitoring teams.

G. Determine which Sectors are affected by any release and verify proper PARs have been issued.

H. Conduct periodic briefings with the ED and the EOF Manager to discuss the status of offsite radiological information and assessments.

Attachment 9.4
Offsite Radiological Manager
Sheet 7 of 9

Continuous Responsibility/Activities (cont.)

I. Compare dose assessment and offsite monitoring efforts with state and NRC personnel responsible for environmental monitoring.

J. If radiological information is required within the Protected Area, have OSC RP Team Leader dispatch a team from the OSC.

2.10 Evaluate and direct the requirements for offsite emergency exposure.

A. **IF** EOF staff must receive exposure or potential exposures **THEN** initial exposure limits will be set as follows:

1. Individuals will remain within their 10CFR20 occupational dose limits. **OR**
2. Request the ED authorizes emergency exposures up to 1 Rem TEDE for all monitoring team personnel dispatched from the EOF and remainder of staff as required. This authorization **SHALL** be documented in the ED's ERO Log Sheet.

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

C. Emergency exposures beyond 5 Rem **SHALL** be authorized on an individual basis. Request the ED authorize these exposures using (Form EP-6), Emergency Exposure Authorization. General guidelines (more details are listed on authorization form).
1. ERO members may receive up to 5 Rem TEDE (per event) for any required emergency activities.
2. ERO members may be authorized emergency exposures up to 10 Rem TEDE to protect vital equipment.
3. ERO members may be authorized emergency exposures up to 25 Rem TEDE to save a life.

D. Individuals may volunteer to receive greater than 25 Rem TEDE to save a life.

E. Request authorization for the issuance of KI for any large exposures or expected large exposures (>5 REM CDE) to the thyroid **OR** in conjunction with the declaration of a General Emergency.

Attachment 9.4

Offsite Radiological Manager
Sheet 8 of 9

Continuous Responsibility/Activities (cont.)

F. **IF** emergency workers are exposed to contamination or airborne activities **THEN** direct radiological evaluations and monitoring as needed. (Bioassay, whole body counts, etc.).

2.11 Analyze any Planned Containment Venting

A. **IF** there is to be a planned venting of containment **THEN:**

B. **IF** time allows **THEN** request chemistry to sample containment atmosphere.

C. Complete the steps on a Containment Discharge Worksheet (Form EP-49).

Monitor and document release resulting form venting.

NOTE:

2.11.1When a release of radioactive materials outside the Protected Area has occurred or is about to occur, it is recommended that an HP Technician be available in the EOF at all times to assist with radiological controls, counting samples and processing samples for shipping to outside labs.

2.12 Contamination Controls

A. **IF** a radiological release has occurred **THEN** track contamination onsite outside the Protected Area:

1. Use RP personnel from the OSC, called in or from other plants to survey site and monitor personnel and vehicles.

2. Ensure contamination controls are established for the EOF and Security personnel working outside the Protected Area.

B. **IF** needed **THEN** decontamination facilities can be set up at the EOF or the Westchester Fire Training Center.

Attachment 9.4

Offsite Radiological Manager
Sheet 9 of 9

2.13 Assist Emergency Director in conduct of briefings

A. Assist the ED in preparations for facility briefings.

B. When directed by the ED provide summary briefings of plant conditions to EOF Staff and/or offsite authorities present in the EOF.

2.14 Initial Post Accident Environmental Sampling

NOTE:
After a radiological release preliminary sampling may be performed to aid in development of more extensive plan for environmental sampling

A. Confer with Emergency Director and offsite radiological officials (State, County, NRC and/or FEMA) on need for sampling.

B. Confer with Environmental Monitoring personnel for sampling guidelines.

3.0 Closeout Responsibility/Activities

3.1 Direct Staff to return all equipment to proper storage location.

3.2 Determine the disposition of the field team sample media. Initiate isotopic analysis of these samples at either the onsite Chemistry Lab of offsite facilities.

3.3 Review all documentation the EOF Radiological Staff maintained during the emergency.

A. Ensure logs, forms and other documentation is complete.

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

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

Attachment 9.5
Dose Assessor
Sheet 1 of 8

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14).

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

C. Confer with the Offsite Radiological Manager on emergency status.

D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

NOTE:
There will normally be two Dose Assessors. Individuals shall work as team to perform required task in an efficient manner.

1.2 IF the EOF has not been staffed THEN:

A. **WHEN** directed by the Offsite Radiological Manager **THEN** places the EOF ventilation on internal recirculation **OR** ask the Offsite Radiological Manager if the action is required.

1. Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.
2. Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.
3. Rotate all three (3) damper control knobs CLOCKWISE to close the dampers.
4. Place the three (3) AC Unit control switches to the "OVERRIDE" (up) position
5. Inform the Offsite Radiological Manager and log when you have placed ventilation system in recirculation and return key to Key Locker.

Attachment 9.5
Dose Assessor
Sheet 2 of 8

Initial Responsibility/Activities (cont.)

B. **WHEN** directed by the Offsite Radiological Manager (ORM) **THEN** disarm the EOF Halon System **OR** ask the Offsite Radiological Manager if the action is required.
   1. Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.
   2. Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.
   3. Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "Armed" position to the "S1" position.

1.3 Operate the AMS-4

> **NOTE:**
> AMS-4 **SHALL** be started during EOF activation

A. Initial AMS-4 Start Up
   1. OPEN filter-housing cover, remove any existing filter media AND install a new charcoal filter paper (# 508 Carbon Impreg.) The "lined" side should face down.
   2. CLOSE and latch the filter housing cover.
   3. PLUG the AMS-4 in and turn on SW1 (power) and SW2 (pump) switches located in the back of the monitor.

> **NOTE:**
> **IF** beeping continues, **THEN** readjust filter paper and restart.

   4. **AFTER** the AMS-4 has gone through the initial self test cycle (approximately 5 minutes), **THEN VERIFY** the "**READY**" light is on AND activity is displayed.
   5. **PRESS** "2" on the keypad **AND VERIFY** that indicated flow rate is near the posted reference flow rate for charcoal filter. A low flow rate may indicate a flow blockage OR loaded filter paper.
   6. **PRESS** "1" on keypad to display airborne concentration. Negative numbers indicate the current activity is less than the historical data.

Attachment 9.5
Dose Assessor
Sheet 3 of 8

Initial Responsibility/Activities (cont.)

B. Normal AMS-4 Operation

NOTE
This instrument is calibrated to monitor Iodine gas and particulates.

1. CHECK periodically the AMS-4 flow rate by pressing "2" on the keypad. IF desired return to activity monitoring by pressing "1" on the keypad.
2. **IF** the flow rate approaches 28320 cm3/min OR the "MIN FLOW FAIL" alarm activates **THEN** CHANGE the filter paper as per Section 3.
3. **IF** the ASM-4 "DAC HOUR ALARM DETECTED" alarm activates **THEN** NOTIFY the ORM. The alarm set point is 60 DAC hrs, which is equivalent to 150 mRem.
4. **IF** the "FILTER DOOR, OPEN OUT OF SERVICE" alarm activates **THEN** VERIFY that the filter housing is closed and latched.
5. **IF** the gamma background in the area changes substantially **THEN** GO to Section 4 to set the Gamma Factor.
6. **WHEN** finished monitoring with the AMS-4 **THEN** TURN off SW1 (Power), SW2 (pump).

C. Changing AMS 4 Filter Paper

1. TURN SW2 (pump) OFF.
2. **WHEN** the audible alarm activates **THEN** PRESS "ALARM ACK.".
3. OPEN the filter housing cover AND WHEN the audible alarm activates press "ALARM ACK.".
4. REMOVE any existing filter media AND install a new charcoal filter paper (# 508 Carbon Impreg.) The "lined" side should face down.
5. CLOSE and latch the filer housing cover.
6. TURN on SW2 (pump) switch.
7. **WHEN** the audible alarm activates **THEN** press "ALARM ACK.".

Attachment 9.5
Dose Assessor
Sheet 4 of 8

Initial Responsibility/Activities (cont.)

8. PRESS "2" on the keypad AND verify that indicated flow rate is near the posted reference flow rate for charcoal filter. The low flow rate alarm set point is 28320 cm3/min. A low flow rate may indicate a flow blockage OR loaded filter paper.
9. RETURN to Section 2 for normal operations.

D. Gamma Factor Set

1. VERIFY "READY" light is on. The AMS-4 front panel will NOT respond as expected if an alarm condition exists.
2. PRESS "MENU".
3. AT the prompt "password" type in "8435" THEN press "ENTER".
4. PRESS "_" button until "Calibrate" appears in display.
5. PRESS, "ENTER".
6. PRESS "_" button until "Gamma Factor Count" appears in display.
7. PRESS, "ENTER".
8. WHEN "Calibration Mode Halts Normal Operation" displays THEN press "ENTER".
9. WAIT until both Beta AND BKG counts are greater than 400 counts THEN observe "Factor = XX.XXX" (where XX.XXX is a number) on display AND press "ENTER".
10. PRESS, "ENTER" to accept and update Gamma Factor value.
11. PRESS "MENU" key twice.
12. **WHEN** "READY" light appears AND airborne concentrations appears on top line of display **THEN** go to Section 2 for normal operation. (IF the flow rate appears **THEN** press "1" to display activity).

Attachment 9.5
Dose Assessor
Sheet 5 of 8

Initial Responsibility/Activities (cont.)

1.4 Assume the position of Dose Assessor

A. **IF** relieving another Dose Assessor **THEN** perform a formal turnover with the current Dose Assessor.

1. Review the current Dose Assessor activity log.
2. Obtain briefing from current Dose Assessor on the emergency and any actions the have been completed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.

B. Inform the Offsite Radiological Manager that you are now the Dose Assessor.

2.0 Continuous Responsibility/Activities

2.1 Maintain a Log

A. Use WebEOC, or if unavailable, (Form EP-10), ERO Log Sheet to log information.

B. Log when you assumed the duties of Dose Assessor.

C. Log significant decisions, important details used to make decisions and any equipment operability issues.

2.2 Maintain personnel accountability in the EOF

A. **IF** you leave the area **THEN** notify the Offsite Radiological Manager. Upon your return, obtain a briefing from the Offsite Radiological Manager or other Dose Assessor on any events that have occurred while you were away.

2.3 Monitor Radiological Release Rates and Perform Dose Assessment Calculations

A. Perform a base line dose projection based on current readings (from PICS, EDDS, or Control Room) using MIDAS and procedure IP-EP-310, Dose Assessment. NOTE: MEANS Dose Assessment system is available as a backup.

B. Monitor Plant Effluent Monitors for changes in Release Rates. Notify the ORM immediately of any change in release status.

Attachment 9.5
Dose Assessor
Sheet 6 of 8

Continuous Responsibility/Activities (cont.)

C. Monitor meteorological data for changes, which may effect offsite dose projections or Protective Action Recommendations.

D. **IF** there is a change in any parameter **THEN** recalculate dose projections using MIDAS and procedure IP-EP-310, Dose Assessment and report results to ORM immediately. NOTE: MEANS Dose Assessment is available as backup.

2.4 Use MIDAS program or procedure IP-EP-410, Protective Action Recommendations to calculate appropriate Protective Action Recommendation. Any change of PAR must be transmitted to offsite authorities within 15 minutes.

2.5 IF there has been a release above technical specifications THEN complete "NYS Radiological Emergency Data Form, Part II" approximately every 30 minutes and submit it to the ED for review and transmittal. Provide to Offsite Communicator for offsite distribution or fax Part 2 directly to offsite agencies using MEANS.

2.5 Maintain the MET Data Status Board

A. Use procedure IP-EP-510, Meteorological & Radiological Data Acquisition to retrieve weather predictions.

B. Obtain the latest measured MET data from MRP-DAS every 15 minutes.

1. Update the MET Data Status Board to display the correct data.
2. Notify the Offsite Radiological Manager (ORM) of any significant changes in the meteorological data.

C. Obtain weather predictions from MR-DAS and/or Weather Bureau

1. Update the MET Data Status Board to display the correct data.
2. Notify the ORM of any significant changes in the weather forecast data.

2.6 Compare Dose Projections with Field Team Survey Results

A. Confer with Field Team Coordinator on survey points and reported readings.

B. Update NYS Radiological Emergency Data Form Part II with Field Team Data

Attachment 9.5
Dose Assessor
Sheet 7 of 8

Continuous Responsibility/Activities (cont.)

2.7 Monitor Offsite Monitoring System (formally Reuter-Stokes) data.

A. Obtain readings from MR-DAS.

B. Inform the ORM of any reading greater than background.

2.8 Periodically check readings of AMS-4 and ensure proper instrument operation.

A. **IF** there is a release **THEN** monitor the AMS-4 to identity any increase in the radiological levels in the EOF.

B. Follow directions in step 1.3 sections 2-4 of this checklist to maintain AMS-4 operations.

2.9 Confer with the Offsite Radiological Manager on the need to set up EOF Radiological Controls. If needed request an RP Technician from the OSC. Have the RP Tech set up the EOF hallway as follows:

A Set up stanchions, rope barricades, and friskers at both ends of the main hallway.

B Set frisker alarm to two (2) times background.

C Set up Step off Pads (SOPs) at both entrances.

D. Place a waste receptacle and clean shoe covers near the SOP location.

3.0 Closeout Activities

3.1 Rearm the EOF Halon System

A. Obtain the key to the FIKE Fire Suppression System control panel from the EOF key locker.

B. Open the upper compartment of the FIKE control panel located on the west wall of the EOF next to the key locker.

C. Toggle the module switch (the switch is located in the lower left corner of the panel.) from the "S1" (up) position to the "Armed" (down) position.

Attachment 9.5
Dose Assessor
Sheet 8 of 8

3.2 Return the EOF ventilation to normal.

A. Obtain the key to the EOF Electrical Equipment Room from the EOF key locker.

B. Locate the EOF HVAC damper control system switches on the East wall of the EOF Electrical Equipment Room.

C. Rotate all three (3) damper control knobs COUNTER - CLOCKWISE half way to open the dampers.

D. Place the three (3) AC control switches to the "NORMAL" (down) position.

3.3 Return all equipment used by Dose Assessors to its proper storage locations.

3.4 Review all documentation the Dose Assessors maintained during the emergency:

A. Ensure logs, forms and other documentation is complete.

B. Ensure any items, which need follow up investigations, are identified to be completed during the Recovery Phase.

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

Attachment 9.6
Radiological Communicator
Sheet 1 of 1

1.0 – This position has been eliminated.

Attachment 9.7
Field Team Coordinator
Sheet 1 of 6

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14).

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

C. Obtain briefing from the Dose Assessor or the Offsite Radiological Manager.

1. Review monitoring team data.

2. Request any additional information on current status of emergency response.

D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

1.2 Assume the position of Field Team Coordinator.

A. **IF** it is the initial activation of position **THEN:**

1. Inform the Offsite Radiological Manager and Dose Assessor(s) that you are now Field Team Coordinator.

2. **WHEN** there are 4 Field Team Monitors present, establish two Offsite Monitoring Teams. **WHEN** two additional Field Team Monitors arrive, form an Onsite Monitoring Team.

3. **IF** additional personnel are needed **THEN** inform the Offsite Radiological Manager or EOF Manager and request additional personnel.

4. Conduct a briefing with the Field Team Monitors. If available, consider using an adjacent room for the briefing, using the guidance in Section **1.3** immediately below.

Attachment 9.7
Field Team Coordinator
Sheet 2 of 6

Initial Responsibility/Activity (cont.)

1.3 Initial Field Team Briefing

A. Prior to dispatching teams into the field brief them on the following:

1. Discuss Current Conditions

   Emergency Classification: _____

   Condition of Plant: _____

   Wind Speed: _____ Wind Direction (from): _____

   Release ❑ NOT In Progress ❑ Expected ❑ In Progress

2. Use of Potassium Iodide (KI):

   Ensure all teams have KI Tablets prior to leaving the EOF and understand it is only to be used upon direction from Offsite Radiological Manager (ORM).

3. Team Designations:

   Ensure each team knows how they are to be identified. (e.g., Site Perimeter Team, Mobile 1, Mobile 2)

4. Team Member Exposure Limits:

   a. Ensure all Team members know their exposure limits.

   b. Emergency Director may authorize up to 5 Rem in 1 Rem increments (regardless of current exposure) Emergency Exposure to all Communications

   c. Discuss communication systems used (radio, cell phones) Discuss what units / terminology will be used when reported survey / sample results.

5. Communications

   a. Discuss communications systems used (radio, cell phones).

   b. Discuss what units /Terminology will be used when reporting survey/sample results.

Attachment 9.7
Field Team Coordinator
Sheet 3 of 6

Initial Responsibility/Activity (Cont.)

6. Radio "Dead Spaces"

   Remind teams to use cell phones or other teams as alternative / backup methods of communication should radio "dead spaces" occur.

7. Dosimetry

   Ensure teams have required dosimetry and remind them to frequently check dosimetry and report results.

8. Synchronize Time

   Have teams synchronize watches with EOF time.

9. Survey Expectation

   Ensure teams are aware of survey expectations; defining centerline and edge of plume, obtaining air samples, ground samples, one meter readings etc.

10. Initial Team Destinations

    Inform each team the location they are initially to report to.

B. **IF** relieving another coordinator **THEN** perform a formal turnover with the current Field Team Coordinator

   1. Review the current Field Team Coordinator activity log.
   2. Obtain briefing from current Field Team Coordinator on the emergency and any actions that have been completed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.

1.4 Use of the Offsite Radio Using the Zetron Console

A. Can be used with either the stationary console microphone or a headset.

B. Headset is in the desk drawer near the console.

C. Plug headset into box under desktop near telephone

D. **IF** using the headset depress the "headset" button on the console. Red light goes on to indicate connection for headset.

Attachment 9.7
Field Team Coordinator
Page 4 of 6

Continuous Responsibility/Activities (cont.)

E. Use only the "Offsite" radio channel by pressing green "Select Call" button.

F. Transmission can be completed using either the floor pedal or the "Transmit" button on the console. Push to talk (PTT) release to listen.

G. **IF** the headset is used, it is advised that the console microphone be moved out of the way to avoid any interference.

H. Activation of the radio is indicated by a green light on the console. "Select Call" button

I. Transmitting is indicated by a "red" indicating light on the console.

2.0 Continuous Responsibility/Activity

2.1 Maintain a Log

A. Use WebEOC, or if unavailable, (IP-EP-115 Form EP-10), ERO Log Sheet to log information.

B. Log when you assumed the duties of Field Team Coordinator.

C. Log significant decisions, important details used to make decisions and any equipment operability issues.

2.2 Transmit directions to the Field Monitoring Teams

Note:
Teams should be designated as Mobile 1, 2 etc. and Site Perimeter Team

A. Use the Radio or Cell Phones to communicate with teams.

B. Confer with the Offsite Radiological Manager and/or Dose Assessors to determine the sample points and the expected whole body exposure rates based on dose projections.

C. Enter selected sample point(s) and assigned team on Monitoring Team Radiation Field Survey Data (IP-EP-115 Form EP-30).

D. Contact each team and direct them to the designated sample point providing following information:

Attachment 9.7
Field Team Coordinator
Page 5 of 6

1. The expected dose rates.
2. Methods of traversing the plume to keep their exposure as low as possible, such as going around plume or traveling through low field areas.

E. Have teams verify instructions by repeating them back.

2.3 Receive and Record Field Monitoring Team Data

A. Have teams state sample point for which data is being transmitted.

B. Record survey data on Monitoring Team Radiation Field Survey Data and Monitoring Team Sample Data (Form EP-30 and Form EP-31).

C. Verify numbers by repeating values back to the team.

D. Inform the Offsite Radiological Manager or Dose Assessor immediately of survey and sample results.

2.4 Determine Radioactive Airborne Concentrations

WHEN Field Monitoring Teams report air sample results **THEN** determine airborne concentrations as follows:

A. Use (Form EP-32), Determination of Radioactive Airborne Concentrations to calculate µCi/cc.

B. Report concentration to Dose Assessor or Offsite Radiological Manager.

2.5 Maintain Field Monitoring Team Exposure Records.

A. **IF** any exposure rates are above background **THEN** obtain team member whole body exposure (dosimetry readings).

B. **IF** any team members are receiving radiological exposures **THEN** record exposures on Individual Exposure Tracking Log (Form EP-29) periodically.

2.6 Keep Field Monitoring Teams informed of major changes in emergency status:

A. Changes in emergency classification.

B. Start or stop of any offsite releases of radioactive materials.

Attachment 9.7
Field Team Coordinator
Page 6 of 6

2.7 Obtain new sample locations and points from Offsite Radiological Manager or Dose Assessor.

Repeat above steps to continue plume tracking until Offsite Radiological Manager determines surveys and sampling are no longer necessary.

3.0 Closeout Responsibility/Activities

3.1 Return all equipment to proper storage locations.

3.2 Review all documentation Field Team Coordinators maintained during the emergency:

A. Ensure logs, forms and other documentation is complete.

B. Ensure any items, which need follow up investigations, are identified to be completed during the Recovery Phase.

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

Attachment 9.8
Offsite Communicator
Sheet 1 of 4

1.0 Initial Responsibility/Activities

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14).

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

C. Obtain briefing from the EOF Manager - Request any additional information on current status of emergency response.

D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

1.2 Assume the position of Offsite Communicator.

A. **IF** it is the initial activation of position in the EOF **THEN**:

1. Obtain copies of all NYS Radiological Emergency Data Forms that have been transmitted prior to activation.
2. Call the effected Unit Control Room to:
   a. Determine and record other offsite notifications made. (NRC, INPO, ANI, Corporate)
   b. Determine and record the next time required notifications are due.

B. **IF** relieving another communicator **THEN** perform a formal turnover with the current Offsite Communicator:

1. Review the current Offsite Communicator activity log.
2. Obtain briefing from current Offsite Communicator on the emergency and any actions the have been completed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.
3. Determine the time the next notification updates are due to be transmitted.

C. Inform the EOF Manager that you are now the Offsite Communicator.

Attachment 9.8
Offsite Communicator
Sheet 2 of 4

2.0 Continuous Responsibility/Activities

2.1 IF you are temporarily leaving the work area THEN

A. Inform the EOF Manager you are leaving the work area.

B. Upon return, obtain a briefing from the EOF Manager on any events, which have occurred while you were away.

2.2 Maintain a Log

A. Use WebEOC, or if unavailable, (Form EP-10), ERO Log Sheet to log information.

B. Log when you assumed the duties of Offsite Communicator.

C. Log all communications that are not already documented on Forms.

2.3 Perform required notifications to Offsite Authorities.

NOTES:

1. Start notification of any change in classification within 15 minutes of the classification change.
2. The 15 min. requirement is met upon the acknowledgement of receipt of the Part I form via email or fax.

A. **IF** the emergency classification changes (upgrade, terminates, enters Recovery) **THEN** perform the following:

1. Complete or obtain a completed NYS Radiological Emergency Data Form Part 1 (Form EP-1) from ED or EOF Manager.
2. Ensure the ED has signed the NYS Radiological Emergency Data Form to indicate approval for transmittal.
3. Electronically fax and email the Radiological Emergency Data Form (Form EP-1) by depressing the "Send Email" and "Send Fax" buttons. If electronic faxing is not available, direct the use of traditional means of faxing.
4. Confirm receipt of the Radiological Emergency Data Form (Form EP-1) by offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form EP-5), starting at Step #3.

Attachment 9.8
Offsite Communicator
Sheet 3 of 4

Continuous Responsibility/Activities (cont.)

B. **IF** the emergency classification **DOES NOT** change **THEN** perform subsequent notifications as follows:

NOTE:
A change of EAL classification number should **NOT** be done for the same classification level.

1. Subsequent notifications **SHALL** be made **IF**:
   - It has been approximately 30 minutes since the last form was transmitted.
   - The plant status has changed (significant specific change such as a LOCA)
   - There has been a change in the status of an actual or potential radiological release.
2. Complete or obtain a completed NYS Radiological Emergency Data Form Part 1 (Form EP-1) from EOF Manager or ED.
3. **IF** there is a change in radiological release data **THEN** ensure NYS Radiological Emergency Data Form Part 2 is completed.
4. Ensure the ED has signed the NYS Radiological Emergency Data Form(s) to indicate approval for transmittal.
5. Electronically Fax and E-Mail the completed Part 1 form to the offsite authorities per instructions on Alert/SAE/GE Upgrade/Update Notification Checklist (Form EP-5).
6. **IF** electronic emailing and faxing did not occur, **THEN** provide the completed Part 1 and if required, Part 2 form(s) to the EOF Admin Support Staff for copying and faxing.
7. Maintain status board of "next notification & next briefing".
8. Provide copied Part 1 and if required, Part 2 form(s) to the ED and Dose Assessor.

Attachment 9.8
Offsite Communicator
Sheet 4 of 4

Continuous Responsibility/Activities (cont.)

2.4 Perform Industry Group Notifications

A. Notify the following (phone numbers in Emergency Telephone Directory), document notifications in log:

1. Entergy Risk Management Representative
2. New York Public Service Commission
3. INPO

B. Notify the EOF Manager which notifications were made or not made.

3.0 Closeout Activities

3.1 Return all equipment to proper storage locations.

3.2 Review all documentations Offsite Communicators maintained during the emergency:

A. Ensure logs, forms and other documentation are complete

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

Attachment 9.9
Admin & Logistics Manager
Sheet 1 of 4

1.0 Initial Responsibility/Activity

1.1 Initial Orientation.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14).
B. Review facility status boards, EDDS or PICS information and any other available sources to become familiar with current plant status.
C. Confer with the EOF Manager on emergency status.
D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information

1.2 Assume the position of Admin & Logistics Manager.

A. **IF** it is the initial activation of position **THEN**
   1. Complete an EOF Staffing Form (Form EP-7) and verify full EOF Staffing, report-staffing status to EOF Manager (or ED).
   2. Check staffing level of support staff:
      a. Should have 3 Admin Support Personnel and 1 IT Support Personnel.
      b. At least 2 Admin Support personnel should staff the upstairs Admin Support area and 1 individual may be used as the EOF Registration Assistant. Also assign a Manager level type individual to support the Registration Assistant.
      c. **IF** short of support staff **THEN** draft non-assigned ERO member to fill the Registration Assistant.
   3. Ensure the EOF Admin Support Staff and the EOF Equipment Operator are briefed and ready to support EOF emergency response
   4. Inform the EOF Manager when you are ready to provide logistics support to the ERO.

Attachment 9.9
Admin & Logistics Manager
Sheet 2 of 4

Initial Responsibility/Activity (cont.)

5. Contact the Corporate Support Center Coordinator using the group page number (listed in the Emergency Telephone Directory). Provide them the telephone number where you can be reached. If you do not receive a call in 15 minutes, make an additional page to the group pager. When the Corporate Support Center Coordinator calls, provide the information as listed on the IPEC Essential Information Form and provide information regarding any anticipated corporate support needed by the onsite ERO.

B. **IF** relieving another Admin & Logistics Manager **THEN** perform a formal turnover with the current Admin & Logistics Manager:

1. Review the Admin & Logistics Manager activity log.
2. Obtain briefing from current Admin & Logistics Manager on the emergency and any actions the have been completed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.
3. Ensure you have an understanding of any outstanding request for outside support or materials.

C. Inform the EOF Manager that you are now the Admin & Logistics Manager.

2.0 Continuous Responsibility/Activities

2.1 Process request from the Emergency Response Organization for outside assistance:

A. Arrange to fulfill requests from the ED for any corporate or outside support needed.

Attachment 9.9
Admin & Logistics Manager
Sheet 3 of 4

Continuous Responsibility/Activities (cont.)

2.2 IF the event is expected to last more than 4 hours THEN make arrangements for meals for the ERO.

2.3 IF the event has been classified at a Site Area Emergency or General Emergency THEN:

A. Call in additional support staff, as necessary, to assist. Personnel from the following Indian Point Energy Center organizations:
   1. Material Procurement / Purchasing – to assist in procurement of items needed to support the emergency response.
   2. Facilities – to provide additional office equipment, supplies, food and/or make arrangements for ERO berthing onsite.
   3. Nuclear Licensing – to assist in receiving and supporting the NRC Incident Response Team
   4. Other – such as additional Admin Support to make phone calls or provide document-processing support.

B. As necessary support should be arrange through the Entergy Corporate Support Manager for the following areas (group titles are representative do not match actual titles):
   1. Office Services group provides general office services such as: typing (machines and personnel), reproduction (Photostats and drawings), telephone dictation, office supplies, office furniture, mail delivery, photography services, facility and area maps, audio visual aids, graphics printing, and distribution service as required
   2. Finance group prepares payroll, controls accounts payable, and administers cash disbursements and expense accounts.
   3. Accommodations group provides lodging if necessary for emergency workers and makes arrangements for rental cars and travel on commercial and charter carriers.
   4. Human Resources group can assist for the human resource needs using existing Entergy personnel and non-Entergy personnel obtained through the New York Power Pool and the Institute of Nuclear Power Operations.

Attachment 9.9
Admin & Logistics Manager
Sheet 4 of 4

Continuous Responsibility/Activities (cont.)

5. Purchasing group acts as purchasing agent to obtain the materials and services required by the Emergency Response Organization.
6. Legal Group provides advice to the Emergency Director as to actions which may violate federal, state or local statutory and regulatory requirements concerning the operation of the Indian Point Station, OR jeopardize coverage of the insurance policies and indemnity agreements. The group also provides legal counsel to Entergy employees involved in the emergency
7. Information Technologies group provides assistance to develop AND maintain computerized information processing systems.
8. Central Stores group helps provide class/stock material.

2.4 Continue to coordinate with Entergy organizations outside the ERO and other assistance to the ERO.

3.0 Closeout Activities

3.1 Return all equipment to proper storage locations.

3.2 Review all documentation maintained by Admin & Logistics Managers during the emergency:

A. Ensure logs, forms and other documentation are complete

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

Attachment 9.10
EOF Admin Support Staff
Sheet 1 of 4

1.0 Initial Responsibility/Activities

1.1 Assume the position of EOF Admin Support.

A. Sign in on EOF staffing board and EOF Check Point Sign-In Log (Form EP-14).

B. Obtain briefing from the Admin & Logistics Manager or the EOF Manager.

C. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

1.2 Assume the position of Admin Support.

A. **IF** this is the initial activation of this position **THEN** assess the situation to determine if your immediate assistance is required.

B. **IF** relieving another Admin Support Person **THEN** perform a formal turnover with the current Admin Support Staff:

1. Review current emergency status
2. Inform the Admin & Logistics Manager that you are now part of the EOF Admin Support Staff.

2.0 Continuous Responsibility/Activities

2.1 IF assigned as the EOF Registration Assistant THEN:

NOTE:
IF there is any question if an individual should be allowed to enter the EOF **THEN** request clearance from the Emergency Director or the EOF Manager.

Attachment 9.10
EOF Admin Support Staff
Sheet 2 of 4

Continuous Responsibility/Activities (cont.)

A. Allow only the following personnel into the EOF:
   1. Indian Point Emergency Response Organization Personnel, as listed in the Emergency Telephone Directory.
   2. Entergy Corporate Officers.
   3. State and County Officials
   4. Federal Officials from the Nuclear Regulatory Commission and Federal Emergency Management Agency
   5. Individuals authorized by the Emergency Director or the EOF Manager.

NOTE:
IF individuals are only going to another room within the building or outside for a short period of time **THEN** it is not necessary to log them in and out each time they leave the EOF.

B. Maintain an EOF Check Point Sign in Log, (IP-EP-115 Form EP-14) complete with names of all personnel within the EOF.

C. **IF** personnel had entered EOF without signing in prior to Registration Station being staffed **THEN** request the Admin & Logistics Manager to assign someone to ensure ERO members complete sign in log.

2.2 Process Plant Status Data

A. **IF** the Emergency Data Display System (EDDS) or the Plant Information Computer System (PICS) is **NOT** operating **THEN** inform the EOF Manager **AND** perform the following:
   1. Receive Forms 42a Unit 2 (31a Unit 3), 42b Unit 2 (31c Unit 3) and 42c Unit 2 (31b Unit 3) via Telecopier from the affected Unit's TSC.
   2. Make and distribute copies of forms to EOF Staff, NRC, FEMA, State and County representatives at the EOF.
   3. Telecopy forms (a, b & c) to the State and County EOC's and JIC.

Attachment 9.10
EOF Admin Support Staff
Sheet 3 of 4

Continuous Responsibility/Activities (cont.)

B. **IF** all of the following systems are **NOT** operating: EDDS, SPDS, Telecopiers and PICS Computer Terminals **THEN**:

1. Inform the EOF Manager that the equipment necessary to obtain plant data in the EOF is not operating
2. Call the TSC and obtain Forms 42a Unit 2 (31a Unit 3), 42b Unit 2 (31c Unit 3) and 42c Unit 2 (31b Unit 3).
3. Distribute forms as specified in Step 2.2.A.3 above.

2.3 If electronic emailing and faxing is not operational (ie, MIDAS or MEANS as a backup), THEN process the NYS Radiological Emergency Data Form Parts I & II as follows:

A. Receive form(s) from the Offsite Communicator, verifying that the form(s) are signed by the Emergency Director.

B. Telecopy form(s) to NYS, Counties and JIC.

C. Maintain Fax Report (printed from fax machine) as record.

D. Make and distribute copies of form to NRC, FEMA, State and County representatives in the EOF.

E. Return original form and 2 copies to Offsite Communicator.

2.4 Receive and distribute telecopies from outside sources as follows Only if electronic display screens are not available:

A. Distribute to addressee if known.

B. For any document containing radiological data distribute copies to Offsite Radiological Manager, FEMA, and State and County representatives in the EOF.

C. Maintain copies of all telecopies.

2.5 Copy Chronology Easel Pad as follows (Only if electronic display screens are not available):

A. Receive completed easel pad from EOF Technical Advisor.

B. Transcribe the information from the easel pad and give transcript to the EOF Technical Advisor.

C. Tape or hang the easel pad to the wall between the upper and lower levels of the EOF

Attachment 9.10
EOF Admin Support Staff
Sheet 4 of 4

Continuous Responsibility/Activities (cont.)

2.6 Perform accountability duty of the EOF as follows:

A. Record the names of personnel stationed in the EOF.

3.0 Closeout Responsibility/Activities

3.1 Return all equipment to proper storage locations.

3.2 Review all documentation maintained during the emergency by the Admin Support staff to ensure it is complete and organized.

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

Attachment 9.11
Lead Offsite Liaison
Sheet 1 of 4

1.0 Initial Responsibility/Activities

1.1 Assume the position of Lead Offsite Liaison.

A. Report to the Emergency Operations Facility (EOF)

B. Sign in on the EOF staffing board and EOF Check Point Sign-In Log (Form EP-14)

C. Obtain a briefing from the Emergency director

D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

NOTE:
All Technical Liaisons may not be present when you assume your position. The State EOC is located in Albany and it may take 2 hours or more for individual to arrive.

E. Establish communications with State and County Technical Liaisons and ensure all liaisons are in place:

1. Using wireless phone located in the upstairs State and County work area call into State and County Liaison Conference Bridge (Phone number and password are listed in the Emergency Telephone Directory)
2. Inform State and County Technical Liaisons (Located at the Emergency Operations Centers (EOCs) on bridged conference call) that you are assuming Lead Offsite Liaison, List each Technical Liaison here:

State EOC: _____

Westchester County _____

Rockland County _____

Putnam County _____

Orange County _____

Attachment 9.11
Lead Offsite Liaison
Sheet 2 of 4

Initial Responsibility/Activities (cont.)

3. Update the EOF/AEOF Staffing Board with the State/County Liaison's names. Attachment 9.11
4. Re-assign extra State and County Liaisons at one location to another location if needed.

E. Greet and/or contact State and County Representative as they arrive at the EOF and have them sign in on EOF Visitor Board and have them complete and don a nametag.

1.2 **IF** relieving another Lead Offsite Liaison **THEN** perform a formal turnover with the current Lead Offsite Liaison:

A. Review current emergency status and plant conditions

B. Obtain briefing from current Lead Offsite Liaison on the emergency and any actions that have been competed or are in progress. Use Turnover Sheet (Form EP-20) as a guide.

C. Obtain briefing from State and County Liaisons located in the EOC's

D. Have off-going liaison introduce you to representatives in EOF.

1.3 Inform the EOF Manager that you are now the Lead Offsite Liaison

2.0 Continuous Responsibility / Activities

2.1 Maintain a Log

A. Use WebEOC, or if unavailable, (Form EP-10), ERO Log Sheet to log information.

B. Log when you assumed the duties of Lead Offsite Liaison.

C. Log significant communications, important details on information provided to Offsite Representative and EOC Liaisons.

2.2 Ensure EOC Liaison Staffing

A. **IF** all State and County Technical Liaisons are not present in EOCs within two hours of EOF activation **THEN** attempt to fill positions.

Attachment 9.11
Lead Offsite Liaison
Sheet 3 of 4

Continuous Responsibility /Activities (cont.)

2.3 Provide technical assistance to the EOF State and County Representatives and to the State and County Technical Liaisons located at the EOCs.

NOTE:		
When answering questions from offsite representatives:		
DO NOT:	1)	Express any opinions regarding the events
DO NOT	2)	Question or "double guess" ED decisions
DO NOT	3)	Provide any prognosis or guesses of where the event may go

A. Keep updated on plant and emergency conditions:
   1. The Essential Information Checklist (Form EP-9) (complete form or acquire completed form from the EOF Staff) may be used to provide consistent information to State and County Liaisons located at EOCs.
   2. Receive update on plant conditions from the Emergency Director Briefings.

B. **IF** the electronic display of the data is not available, **THEN**:
   1. Request copies (from Admin Support) of notification and data forms received from the plant and clarify the data received.

C. Answer questions and provide clarification as needed from the State and County Representatives (in the EOF) and State and County Liaisons regarding plant systems and operations, and how they relate to the current conditions.

D. Be prepared to brief offsite representatives on basis for decisions made by the Emergency Director.

E. Request the Emergency Director, EOF Manager, ORM and/or Technical Advisor to the ED assist in keeping the offsite representatives located in the EOF updated.

Attachment 9.11
Lead Offsite Liaison
Sheet 4 of 4

Continuous Responsibility /Activities (cont.)

2.4 Keep the EOF Manager informed of actions being taken at State and County Emergency Operations Centers.

A. Report when EOCs are staffed and/or operational.

B. Report Protective Actions the State or Counties are implementing.

3.0 Closeout Responsibility/Activities

3.1 Collect all materials (or copies of materials) you provided to the State and County Representatives in the EOF.

3.2 Review all documentation maintained during the emergency by the Lead Offsite Liaisons to ensure it is complete and organized.

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

Attachment 9.12
State and County Liaison
Sheet 1 of 3

1.0 Initial Responsibility/Activities

1.1 Assume the position of State or County Liaison.

NOTE:
IF more than one liaison arrives at an EOC **THEN** one individual should assume position and other individual(s) should stand by until all EOCs have been staffed and relief schedule established.

A. Report to your assigned offsite Emergency Operations Center (EOC)
   1. Show your Identification to EOC security and inform them of your purpose for being at the EOC.
   2. Inform the Emergency Operations Center Manager (title may vary for different EOCs) you have arrived.
   3. Contact Lead Offsite Liaison:
      a. Using wireless phone call into State and County Liaison Conference Bridge (Phone number and password are listed in the Emergency Telephone Directory)
      b. Inform the Lead Offsite Liaison of your arrival at the Emergency Operations Center and you are now the <location> Technical Liaison.
   4. **IF** the Lead Offsite Liaison is **NOT** available **THEN** contact the EOF Manager (via the Emergency Telephone Directory or Appendix C) and inform him/her of your arrival at <location>.

B. **IF** relieving another State and County Liaison **THEN** perform a formal turnover with the current liaison:
   1. Review current emergency status
   2. Obtain briefing from current State and County Technical Liaison on the emergency and any actions the have been competed or are in progress.
   3. Inform the Lead Offsite Liaison or EOF manager that you are now the State and County Liaison for _____(location)_____
   4. Inform key members of the EOC staff you are now the liaison.

Attachment 9.12
State and County Liaison
Sheet 2 of 3

2.0 Continuous Responsibility/Activities

2.1 Maintain a Log

A. Use WebEOC, or if unavailable, (Form EP-10), ERO Log Sheet to log information.

B. Log when you assumed the duties of State or County Liaison

C. Log significant communications, important details on information coming into the Emergency Operations Center.

2.2 Provide technical assistance to the Emergency Operations Center staff.

NOTE:
DO NOT: Express any opinions regarding the events.
DO NOT: Question or "second guess" ED decisions.
DO NOT: Provide any prognosis or guesses of where the event may go.

A. Request copies of notification and data forms received from the plant and clarify the data received.

B. Use an Essential Information Checklist (Form EP-9) to document updates on emergency and plant conditions.

C. Answer questions regarding plant systems and operations, and how they relate to the current conditions.

D. Be prepared to brief EOC Staff on basis for decisions made by the Emergency Director.

E. Be prepared to provide technical briefings to EOC staff regarding the sequence of events and the current plant status.

F. Contact the Lead Offsite Liaison for clarification of any questionable or confusing data, or if any question of a "sensitive" nature has been posed.

Attachment 9.12
State and County Liaison
Sheet 3 of 3

2.3 Keep the Emergency Operations Facility informed of actions being taken at your assigned Emergency Operations Center.

A. Inform the Lead Offsite Liaison of Protective Actions the State or Counties are implementing.

3.0 Closeout Responsibility/Activities

3.1 Collect all materials you provided to the EOC.

3.2 Review all documentation maintained during the emergency by the State and County Liaisons to ensure it is complete and organized.

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

Attachment 9.13
IT Support
Sheet 1 of 3

1.0 Initial Responsibility/Activities

1.1 Assume the position of IT Support

A. Sign in on the Facility Sign-In Board and EOF Check Point Sign-In Log (Form EP-14).

B. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

C. **IF** the EOF has not been previously operational **THEN** assist EOF Staff in performing the following steps:

1. Start the EDDS computers and ensure Forms 42A, 42B and 42C for U2 or Forms 31A, 31B and 31C for U3 are properly displayed on the overhead monitors.
   a. Start computer and turn on overhead monitors
   b. Bypass network logon
   c. Launch "Internet Explorer" from the windows desktop
   d. From the "ProcessNet" screen select "logon" (no password required for guest logon).
   e. For U2, select Live Data for actual emergencies or Drill Data for drill data. For U3, select Live Data for actual emergencies or Drill Data for drill data.
   f. Select Historical "Form 42A (31A)" for monitor labeled Form 42A (31A).
   g. Adjust display-to-display entire form.
   h. Return to step 1 and repeat for Forms 42B (31B) and 42C (31C).

Attachment 9.13

IT Support

Sheet 2 of 3

Initial Responsibility/Activity (cont)

2. **IF** not already started **THEN** Start Unit 2 PICS for U2 events
3. Start the PICS computer in the EOF command room
   a. Turn on computer and monitor
   b. Log on to computer: User Name = "sds", Password = "sds"

   Double click on "Plant PICS" icon (or "Simulator PICS" icon for drills

C. **IF** relieving another IT Support individual **THEN** perform a formal turnover with this individual:
   1. Review current emergency status
   2. Obtain briefing on the emergency and any actions that have been completed or are in progress.
   3. Inform the Admin & Logistics Manager that you are now the IT Support individual.

2.0 Continuous Responsibility/Activity

2.1 Maintain a Log

A. Use WebEOC, or if unavailable, (Form EP-10), ERO Log Sheets to log information.

B. Log when you assumed the duties of EOF IT Support

C. Log significant equipment problems identified and actions taken to correct these problems.

2.2 Maintain personal accountability

Inform the Admin & Logistics Manager if you are leaving the EOF for any reason.

Attachment 9.13

IT Support

Sheet 3 of 3

Continuous Responsibility/Activity (continued)

2.4 Assist EOF Staff with any computer problems, which may arise during the event.

A. Provide Technical Support on operations of EOF computer systems.

B. Obtain additional resources (IT Support, more equipment, network access, etc.) as needed.

3.0 Closeout Responsibility/Activity

3.1 Restoring the Facility

A. ENSURE Security/Printers screen is in the sign-off mode.

B. PUSH buttons on lower left side of the monitor to darken the screen brightness.

C. PRESS the STOP key.

3.2 Return all EOF equipment to stand by.

3.3 Review all documentation maintained during the emergency by IT Support to ensure it is complete and organized.

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

Attachment 9.14
JIC Information Liaison Checklist
Sheet 1 of 2

Primary Responsibilities

Function as both information gatherer and the primary liaison to the Communications Representative initially and the JIC once staffed and/or operational; facilitate coordination between IP Communications Representative and JIC Writer or JIC Director prior to JIC activation; provide plant information and response activities relating to plant events; update JIC Technical Advisor; respond to JIC information requests.

1.0 Initial Responsibility/Activity

1.1 Upon Notification

A. Report to EOF and assume responsibilities of JIC Information Liaison

B. Establish communications with EOF staff and the IP Communications Representative (914-271-7031)

C. Turn on designated computer and Essential Information Checklist (Form EP-9) computer template (on desktop), and establish email capability to the IP Communications Representative (their current location email address should be established when making contact). Also send a test message to the JIC Technical Advisor.

D. Log into WebEOC to log information throughout the event. **IF** WebEOC is unavailable, **THEN** use ERO Log Sheets (Form EP-10) to log information.

E. Obtain up-to-date information and begin to document available information on the Checklist (Form EP-0). Email form to IP Communications Representative and JIC Technical Advisor.

F. Coordinate the review and approval of news release(s) with the IP Communications Representative, ensuring prompt review and approval by the Emergency Director.

G. Receive directions from the IP Communications Representative to distribute the news release, if necessary. Distribution includes the media, JIC and EOF, and other Entergy locations. If requested, print and send via fax the news release on the machine located at the EOF Information Liaison work area. Numbers are pre-programmed and/or available on the Fax Distribution form posted by the machine.

Attachment 9.14
JIC Information Liaison Checklist
Sheet 2 of 2

Initial Responsibility/Activity continued

H. When JIC activity begins, establish hot line contact with JIC Technical Advisor. Facilitate a transition from the IP Communications Representative to the JIC as liaison, or facilitate direct contact

Provide current EOF time to the JIC for clock synchronization

IF relieving another shift **THEN** perform a formal turnover for your position, including a review of the position activity log, a briefing on the emergency and actions completed or in progress.

2.0 Ongoing Responsibility/Activity

2.1 Provide Support to the JIC

A. Frequently update JIC Technical Advisor with information relating to plant events both verbally and using the Essential Information Checklist (Form EP-9), at roughly 30-minute intervals or as events warrant. (email: jncadvisor@entergy.com)

B. Facilitate inclusion of JIC staff during EOF Briefings via telephone

C. Respond to requests from JIC for information

D. Coordinate the technical review of news release(s) by the Emergency Director. Ensure prompt feedback to JIC Writer. (email: ipjicwriter@entergy.com)

2.2 Provide Feedback to EOF Staff on JIC Operations

A. Receive and post final JIC news releases on bulletin board in EOF Information Liaison work area. Ensure prompt distribution within EOF

B. Participate in EOF Briefings providing information on JIC as appropriate.

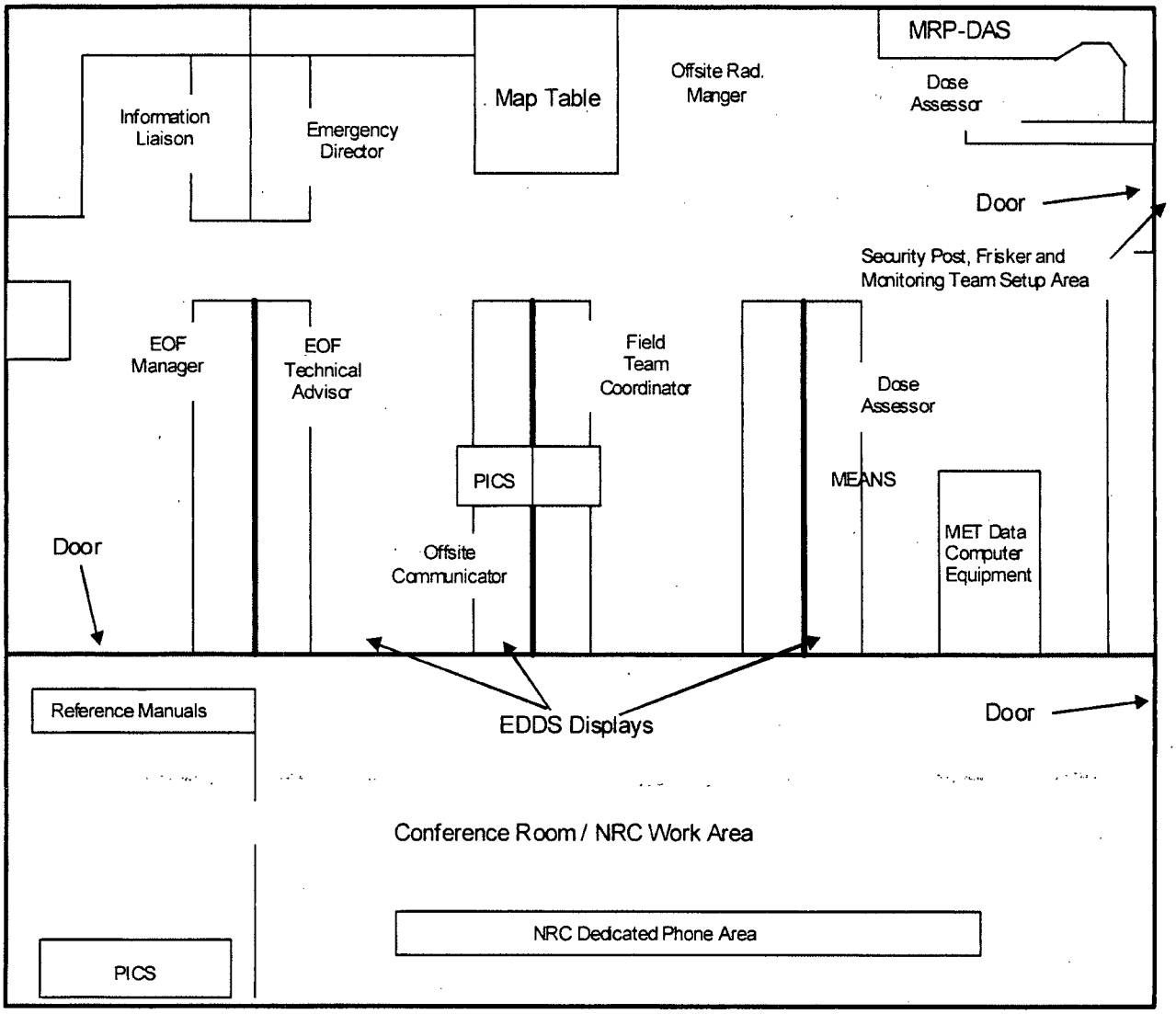
3.0 Closeout Activity

3.1 Participate in EOF de-briefing, and return work area to startup condition before departing facility

3.2 Forward critique suggestions to EOF Manager.

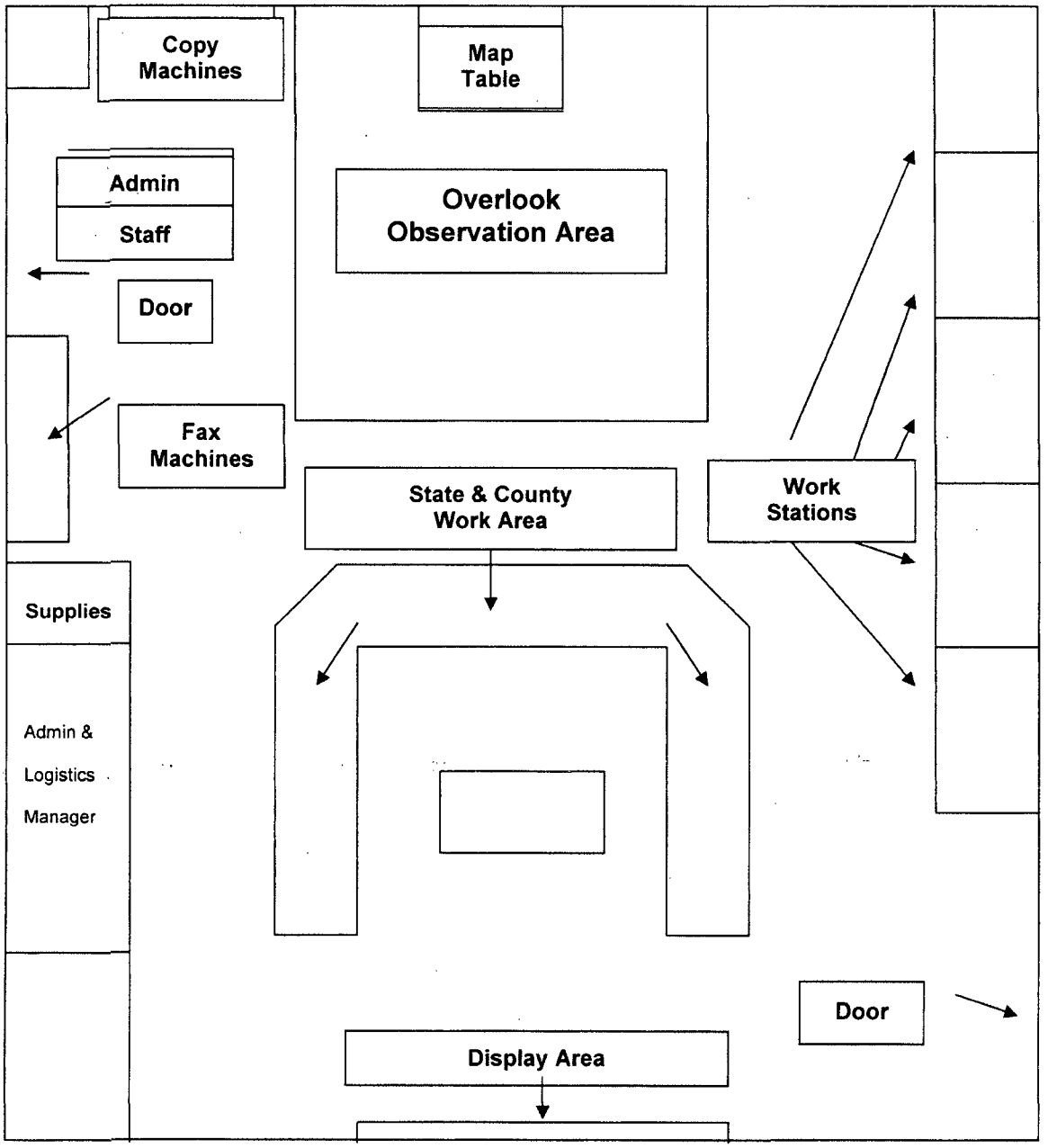
Attachment 9.16
EOF Layout
Sheet 1 of 2

Lower Level Work Area



Attachment 9.16
EOF Layout
Sheet 2 of 2

Upper Level Work Area



Attachment 9.17
Directions to Westchester Fire Training Center
Sheet 1 of 1

Route 9 South to Route 9A South

Take 9A South approximately 12 miles – past Westchester County Police Headquarters.

Stay on 9A to Dana Road (road past "Topps")

Make a LEFT onto Dana Road.

Fire Training Center is 2nd driveway on RIGHT.