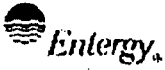


3

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 1 of <u>12</u>	<u>15</u> 18

~~CONTROLLED~~

COPY # 25

**Alternate Emergency
Operations Facility**

Prepared by:

Antonio Iraola

Print Name

[Handwritten Signature]

Signature

[Handwritten Date]

Date

Approval:

Brian Sullivan

Print Name

[Handwritten Signature]

Signature

[Handwritten Date]

Date

Effective Date : March 18, 2008

This procedure excluded from further LI-100 review

IP-EP-251 (AEOF)R3.doc

Information in this record was deleted in
accordance with the Freedom of Information Act.
Exemptions 7E
FOI/WPA 2011-0181

[Handwritten mark] c/3



 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 2	of 14

Table of Contents

1.0	PURPOSE.....	3
2.0	REFERENCES	3
3.0	DEFINITIONS	3
4.0	RESPONSIBILITIES	3
4.1	Emergency Director	3
4.2	EOF Manager	3
5.0	DETAILS	4
6.0	INTERFACES	4
7.0	RECORDS	4
8.0	REQUIREMENTS AND COMMITMENTS.....	4
9.0	ATTACHMENTS.....	4
9.1	Layout of the AEOF	5
9.2	Instructions for Using the AEOF Radios	7
9.3	Telephone Reference Guide	10
9.4	AEOF Setup Checklist	13
9.5	Directions to AEOF	14

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 3	of 14

Alternate Emergency Operations Facility (AEOF)

1.0 PURPOSE

Note:
Position Checklists provided in current Emergency Plan procedures for operations of the Emergency Operations Facility (EOF) are still required to be used by ERO members responding to the AEOF

- 1.1 To provide support information for the activation of the Alternate Emergency Operations Facility (AEOF).

2.0 REFERENCES


- 2.1 Current procedures on the operation of the "Emergency Operations Facility"

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

- 4.1 Emergency Director:
 - 4.1.1 Ensuring continuity of notifications to New York State (NYS), County, and Federal authorities as required;
 - 4.1.2 Ensuring continuity of emergency classification, protective action recommendations and notifications during a move to the AEOF; and, coordinating and managing the Emergency Response Organization from this new location.
- 4.2 EOF Manager:
 - 4.2.1 Ensuring the AEOF is made operational in accordance with this procedure;
 - 4.2.2 Ensuring minimum staffing is attained;
 - 4.2.3 Ensuring other EOF Staff members perform steps outlined in this procedure.

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision
	REFERENCE USE	Page 4	of 14

5.0 DETAILS

- 5.1 EOF Manager shall follow steps in IP-EP-250 for activation and operation of the AEOF.
- 5.2 Access to the AEOF
 - 5.2.1 The Alternate Emergency Operations Facility is located on the 12th floor of the AT&T building at 440 Hamilton Avenue, White Plains, NY. This is approximately a 25 mile drive southeast of the Emergency Operations Facility at Indian Point.
 - 5.2.2 The AT&T building is open from 7 a.m. to 5 p.m. Monday through Friday. To gain access to the building after hours designated personnel will use a key card and the side door.
 - 5.2.3 The AEOF is a dedicated facility that requires a minimum of setup.
- 5.3 Entry into this procedure is based on guidance provided in IP-EP-250, Emergency Operations Facility

6.0 INTERFACES

- 6.1 IP-EP-250, "Emergency Operations Facility"

7.0 RECORDS


None

8.0 REQUIREMENTS AND COMMITMENTS

None

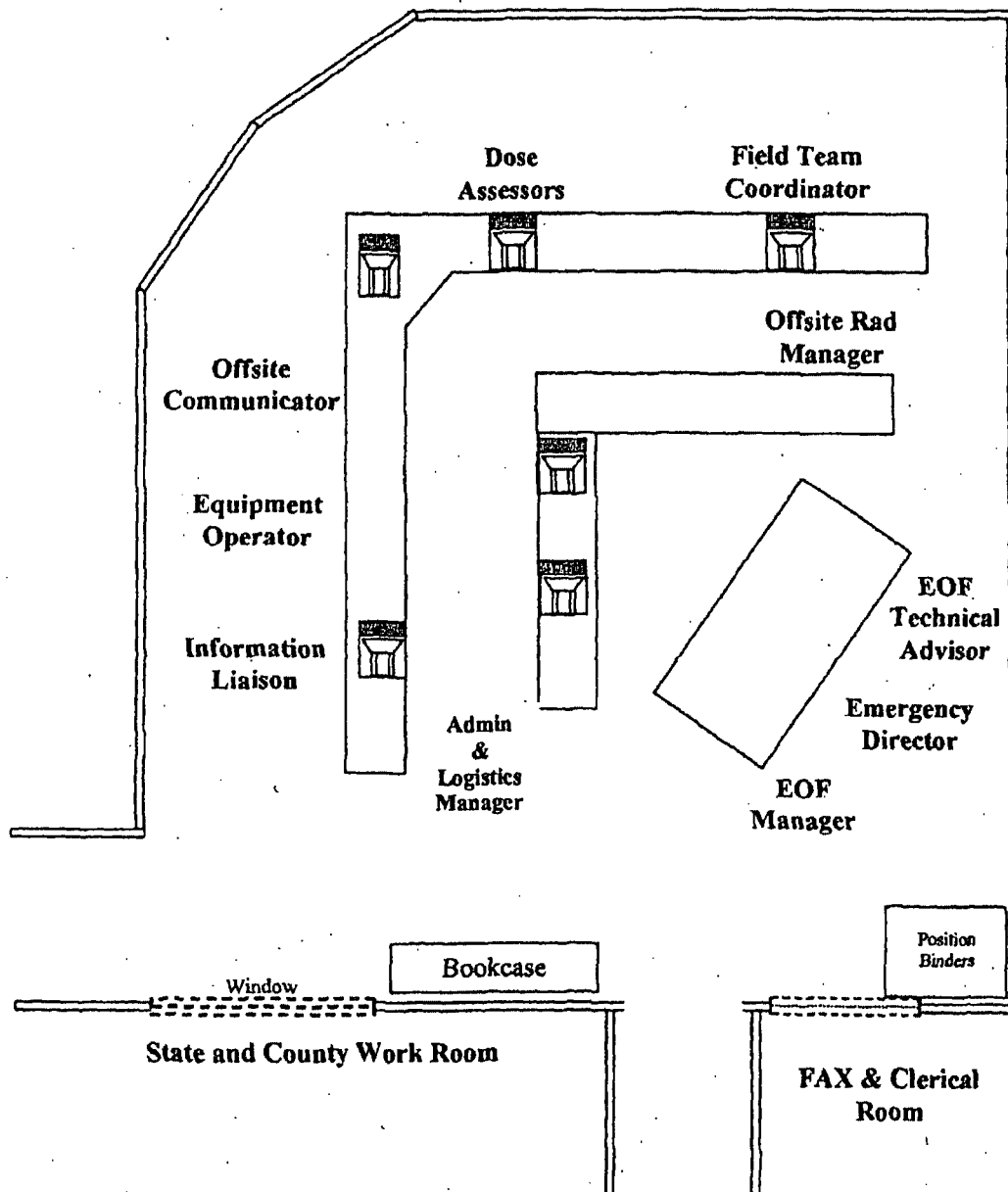
9.0 ATTACHMENTS


- 9.1 Layout of the AEOF
- 9.2 Instructions for Using the AEOF Radios
- 9.3 Telephone Reference Guide
- 9.4 AEOF Setup Checklist
- 9.5 Directions to the AEOF

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 5	of 14

Attachment 9.1
Layout of the AEOF
Sheet 1 of 2

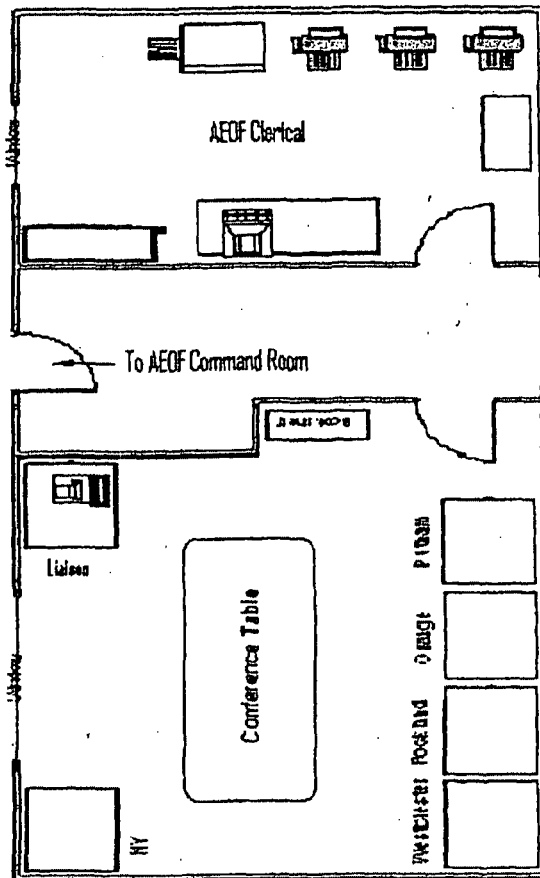
Command Center




	IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
		REFERENCE USE	Page 6	of 14

Attachment 9.1
Layout of the AEOF
 Sheet 2 of 2

State and County / Clerical Center



 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 7	of 14

Attachment 9.2
Instructions for Using the AEOF Radios
 Sheet 1 of 3

1.0 Radio Description

1.1 Motorola Consoles (2)

- Channel 1: Frequency 1, Onsite Mode 4, (b)(7)(F)
 Frequency 2, [inert]
- Channel 2: Frequency 1, Offsite Mode 5, (b)(7)(F)
 Frequency 2, [inert]
 (used for mobiles)
- Channel 3: Frequency 1, Local Government Radio, (b)(7)(F)
 (Via Westchester County Emergency Operations Center (EOC)).
- Desktop Radio Handset: Local Government Radio, (b)(7)(F) (tied to Westchester County EOC).

- 1.2 Desktop Radio Handset : Local Government Radio, (b)(7)(F)**
 (Via Westchester County Emergency Operations Center (EOC)).

2.0 Instructions for Use of Motorola Consoles

2.1 Controls on Desk Microphone


2.1.1 TRANSMIT button

When actuated, the TRANSMIT button turns on the selected radio transmitter. The red transmit indicator on the front panel lights to provide an on-the-air indication.

2.1.2 MONITOR button

When actuated, the MONITOR button enables the operator to determine if the channel is in use before making a transmission. The MONITOR button must be depressed and held while monitoring.

EX. 7F

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 8	of 14

Attachment 9.2

Instructions for Using the AEOF Radios

Sheet 2 of 3

2.2 Controls and Indicators on Control Panel – Horizontal Panel

2.2.1. Channel Select Switches

The channel select switches (CH1 through CH3 – top row only) select channels for transmitter turn-on and monitor commands. Only one channel may be selected; depressing one channel select switch resets all other channel select switches. When a selection is made, receive audio for that channel is switched from the unselect speaker on the front panel to the select speaker on the control console.

2.2.2 F1-F2 Button

The F1-F2 button is used to select either of two frequencies of a two-frequency base station. A FREQ 1 indicator lights when FQ is selected. A FREQ 2 indicator lights when F2 is selected. THIS BUTTON IS FOR CHANNEL 2 ONLY.

2.3. Controls and Indicators on Front Panel – Vertical Panel


ALL BUTTONS ON THIS PANEL SHOULD NOT BE DEPRESSED.

2.4 Reception

The CALL indicator flashes whenever receive audio is present on the associated channel. If the channel is not selected, audio is heard in the unselect speaker at the right side of the front panel. If the channel is selected, audio is heard in the select speaker at the left side of the control panel. Adjust the volume of each speaker as desired using the Unselect Volume control on the front panel for the unselect speaker and VOLUME control on the control panel for the select speaker.

2.5 Transmission

To transmit, first select the desired channel by depressing the appropriate select switch (CH1, CH2, etc.) on the control panel. Only one channel may be selected for transmission. If the BUSY lamp is lit on any channel, an operator cannot transmit on that channel. After selecting the channel, listed to the select audio speaker and if a call is in progress, wait until the call has ended. There may be conversations on the channel, which can only be heard by actuating the Monitor button on the microphone. This will enable the operator to monitor the channel. If the channel is clear, the transmitter may be keyed by depressing the TRANSMIT switch.

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 9	of 14


Attachment 9.2
Instructions for Using the AEOF Radios
 Sheet 3 of 3

3.0 Instructions for use of Motorola Desk Top Controller

NOTE

This unit is for use on Channel 3 Frequency 1 (LOCAL GOVERNMENT RADIO) only.

- 3.1. To Answer a call
 - 3.1.1 Lift handset off hook. Speaker is muted and received audio is heard in handset earpiece until handset is replaced on hook.
 - 3.1.2 Press Push-to-Talk button on side of handset to talk. The TRANSMIT indicator will light during transmission.
 - 3.1.3 Release Push-to-Talk button to listen.
 - 3.1.4 Hang-up handset when call is terminated.
- 3.2 To Make A Call
 - 3.2.1 Depress MONITOR button to check that channel is clear.
 - 3.2.2 Lift handset off hook.
 - 3.2.3 Press Push-to-talk button to talk. Note that TRANSMIT indicator lights.
 - 3.2.4 Release Push-to-Talk button to listen.
 - 3.2.5 When call is complete, hang-up handset.

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 10	of 14

Attachment 9.3
Telephone Reference Guide
Sheet 1 of 3

1.0 Discussion

Each telephone has two telephone lines, an intercom function and a facility paging function.

Note:

Only two telephones in the facility are speakerphones. You may listen to others over the telephone speaker but they will not be able to hear you unless you use the handset.


- 1.1 PBX line (272-3xxx exchange) requires that you dial 9 to get an outside line. This line is the first line on the left.
- 1.2 Outside line (682-8xxx exchange) is a direct dial line to the outside calls. This line is the second line from the left.
- 1.3 Intercom System uses the On-Off button and a three-digit code to page or call another telephone number in the facility.
- 1.4 The Page button will access the facility public address system. This page network also covers the State/County area and the Clerical Support Area. It does not cover the NRC work area (in the EP Director's office).

2.0 To Answer a Call

- 2.1 Pick up handset
- 2.2 Answer the call by pressing the line key with the flashing green LED

3.0 Making an Outside Call from the PBX line

- 3.1 Pick up the handset
- 3.2 Press the PBX line button and Dial 9
- 3.3 Listen for dial tone
- 3.4 Dial the desired number

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 11	of 14

Attachment 9.3
Telephone Reference Guide
 Sheet 2 of 3

4.0 Making an Outside Call from the Outside line

- 4.1 Pick up the handset
- 4.2 Press the outside line button
- 4.3 Listen for dial tone
- 4.4 Dial the desired number

5.0 Placing a call on Hold and Retrieving the Call

- 5.1 Press the HOLD button during a call
- 5.2 Retrieve the call by pressing the LINE key with the flashing green LED


6.0 Transferring Calls

- 6.1 During a call depress the HOLD button
- 6.2 Dial the extension number to which the call will be transferred
- 6.3 When the recipient answers, announce the call and hang-up
- 6.4 If recipient does not want to answer call you can return to the caller by pressing the LINE key with the flashing green LED

7.0 Making a Conference Call (this will take both lines)

Only two other people and you can be on the conference call. This will require both telephone lines.

- 7.1 Adding an Outside line
 - a. Press the HOLD button during a call
 - b. Press the other line button
 - c. Dial the party to be included in the conference (remember to dial 9 if using the PBX number)
 - d. Press CONF button after the call is answered to connect all parties

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 12	of 14

Attachment 9.3
Telephone Reference Guide
Sheet 3 of 3

7.2 Adding an Internal extension

- a. Press the HOLD button during a call
- b. Press the other line button
- c. Dial the extension number to be included in the conference
- d. Press CONF button after the call is answered to connect all parties


7.3 To End the Conference Call hang up the telephone

8.0 Using the Intercom function

- 8.1 Press the ON/OFF button so that the light illuminates
- 8.2 Dial the three digit number for the party you wish to reach

9.0 Using the Page function (for Public Address)

- 9.1 Pick up the handset
- 9.2 Press the PAGE button
- 9.3 Address the entire facility (this does not cover the NRC work area)

 IPEC EMERGENCY PLAN IMPLEMENTING PROCEDURES	NON-QUALITY RELATED PROCEDURE	IP-EP-251	Revision 3
	REFERENCE USE	Page 14	of 14

Attachment 9.5
Directions to the AEOF
Sheet 1 of 1

Directions to the AEOF:

From I-684 (North) or Hutchinson River Parkway (South)

1. Exit for I-287 West (Cross Westchester Expressway)
2. Take exit 8 Westchester Ave. for White Plains/Westchester Mall
3. Turn slight left onto Westchester Ave. This then becomes North Broadway/119 W/ 22 N
4. Turn slight left onto Hamilton Ave.

From Bronx River Parkway (South)

1. Parkway splits to Sprain Brook and Bronx Parkway.
Stay to right and take Bronx Parkway
2. Exit 21 off Bronx Parkway (Main Street). Make right onto Main Street
3. Turn left onto Grove Street.
4. Turn right onto Hamilton Ave.

From Sprain Brook Parkway (North)

1. Take I-287 East exit. NOTE: Exit is on left side of Parkway
2. Take exit 6, Rt. 22 White Plains.
3. Right turn at exit light.
4. Turn right onto Hamilton Ave / NY-119 W.

Note: There are 3 separate AT&T buildings on Hamilton St. 360, 400 & 440. The AEOF is located in 440 Hamilton 12th floor. In the evenings use door on side of building between 400 Hamilton and 440 Hamilton using your blue access badge.

Park at either the Wal-Mart Parking Lot or the Municipal Parking Lot across the street from the AT&T buildings.