

**ATTACHMENT 3**

**EP-AA-112-100-F-58, Revision C, "CR Operations Communicator Checklist (CNG)"**

**Emergency Plan Implementing Procedure**

**(Exelon ~~Confidential/Proprietary Information Withhold Under 10 CFR 2.390~~)**



**CR OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

Section 1, Initial Actions

Section 2, Ongoing Actions

Section 3, Situational Actions

Section 4, Closeout Actions

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

Incoming Shift Relief individuals perform appropriate steps of Initial Actions to take over position responsibilities.

Contact numbers for ERO positions and facilities are in the Emergency Phone Directory.

**1 INITIAL ACTIONS**

**1.1 Mobilization**

1.1.1 **PRINT** your name and today's date to indicate that you are the individual performing this checklist:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Although your position works out of the Control Room, report to TSC to sign in and receive initial briefing from TSC Operations Manager.

1.1.2 **PREPARE** to assume your assigned duties as follows:

A. **PRINT** your name on the TSC Staffing Board.

B. **ENTER** your arrival information on TSC Accountability Log.

C. **ATTACH** your position nametag.

D. **OBTAIN** any other supplies needed to perform your assigned tasks.

1.1.3 **INITIATE** and **MAINTAIN** a position log using EP-AA-112-F-08, ERO Position Log, to document significant actions, decisions and communications related to your position.

Tab 1

1.1.4 **INFORM** the TSC Operations Manager of your arrival.

A. **OBTAIN** an initial briefing on events.

**CR OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

**1.2 Activation**

1.2.1 When dispatched to the Control Room by the TSC Operations Manager:

- A. **CONFIRM** there are no hazards (radiological or other) preventing safe passage to the Control Room.
- B. **CHECK** with Security Coordinator (or Station ED) to verify there are no security issues limiting movement.
- C. **If it is safe to travel, then REPORT** to the Control Room.
- D. **If conditions DO not ALLOW safe passage then INFORM** the TSC Operations Manager to provide further directions.

1.2.2 **INFORM** the Shift Emergency Director (ED) you are staffing the CR Operations Communicator position.

1.2.3 **OBTAIN** communications with other Operations Communicators on the Technical Information Line.

**2 ONGOING ACTIONS**

**2.1 General Operations**

2.1.1 Continuously **ASSESS** plant parameters data for unexpected values and trends.

2.1.2 **PROVIDE** information to other response facilities over the Technical Information Line on the following:

- Major or unexpected changes in Plant Status
- Major operations procedures (EOPs, Abnormal Procedures, etc.) being used by the Control Room to respond to plant emergency
- Specific request for plant data or other information available in the Control Room
- Specific information as directed by the Shift ED

**CR OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

- 2.1.3 **MONITOR** communications on the Technical Information Line for significant items. Key information that should be provided to the Shift ED includes: 
  - Time other facilities are activated
  - Changes in Classification
  - Radiation release initiation or termination
  - Protected Area or Site evacuation, updates and status
  - When Field Teams detect above background readings
  - Protective actions taken for station workers and the public
  - Potassium Iodide (KI) recommendations
  - Information from other facilities briefings
  - Technical analysis results
  
- 2.1.4 **ASSIST** the TSC Operations Manager in tracking and trending information and plant status, as directed.
  
- 2.1.5 As appropriate, **ENTER** information on CR operations into the ERO SharePoint site.
  
- 2.1.6 If data display systems fail, **then USE** the station/unit specific Plant Data Sheet to gather, record and distribute critical information to other facilities.
  
- 2.2 **Shift Turnover**

  - 2.2.1 **BRIEF** your relief as to events that have transpired and status of any work in progress. Suggested topics to include: 
    - Status of Plant
    - Ongoing Control Room and TSC activities
    - Review your log entries
  
  - 2.2.2 **INFORM** the TSC Operations Manager when you have been relieved.
  
  - 2.2.3 **LOG** the transfer in the ERO Position Log.
  
  - 2.2.4 **REVIEW** the log and documents you completed during your shift for accuracy and completeness.

Tab 2  
Tab 3 [NMP]

**CR OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

**3 SITUATIONAL ACTIONS**

None

**4 CLOSEOUT ACTIONS**

- 4.1 **RETURN** your area and equipment to a state of readiness.
- 4.1.1 **REPLENISH** the contents of this ERO position binder in accordance with the table at the end of this checklist.
- 4.2 **ASSEMBLE** and **REVIEW** documentation, completed by your ERO Position, for legibility and completeness.
- 4.2.1 **DELIVER** completed TSC event documentation to TSC Operations Manager.
- 4.3 **PARTICIPATE** in post event critiques / reviews.

**CR OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

Position Binder Tab Index		
Tab #	Contents	Quantity*
**	EP-AA-112-100-F-58, CR - Ops Communicator Checklist	4
1	EP-AA-112-F-08, ERO Position Log	5
2	[CCNPP] EP-AA-112-F-56, CCNPP Plant Data Sheet [GNP] EP-AA-112-F-53, GNP Plant Data Sheet [NMP] EP-AA-112-F-54, NMP Plant Data Sheet (Unit 1)	5
3	[NMP] EP-AA-112-F-55, NMP Plant Data Sheet (Unit 2)	5

\* Denotes the number of copies of procedure or form to be placed in the position binder (initially or when binder is restocked after event). The minimum number needed to make binder functional is one. Additional documents can be copied, taken from other ERO position binders or be obtained electronically.

\*\* Position Specific Checklist placed before Tab 1.

**ATTACHMENT 4**

**EP-AA-112-200-F-67, Revision B, "TSC Operations Communicator Checklist (CNG)"**

**Emergency Plan Implementing Procedure**

**~~(Exelon Confidential/Proprietary Information Withhold Under 10 CFR 2.390)~~**



**TSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

Section 1, Initial Actions

Section 2, Ongoing Actions

Section 3, Situational Actions

Section 4, Closeout Actions

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

Incoming Shift Relief individuals perform appropriate steps of Initial Actions to take over position responsibilities.

Contact numbers for ERO positions and facilities are in the Emergency Phone Directory.

**1 INITIAL ACTIONS**

**1.1 Mobilization**

1.1.1 **PRINT** your name and today's date to indicate that you are the individual performing this checklist:

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1.1.2 **PREPARE** to assume your assigned duties as follows:

- A. **[NMP Only] CARD** into accountability card reader for the facility.
- B. **ENTER** your arrival information on Facility Accountability Log.
- C. **PRINT** your name on the TSC Staffing Board.
- D. **ATTACH** your position nametag.
- E. **OBTAIN** any other supplies needed to perform your assigned tasks.
- F. **If** your position uses computer, **then START** and/or **SIGN IN** on computer and **VERIFY** it is functioning properly.

1.1.3 **INITIATE** and **MAINTAIN** a position log using EP-AA-112-F-08, ERO Position Log, to document significant actions, decisions and communications related to your position.

**Tab 1**

1.1.4 **INFORM** the TSC Operations Manager of your arrival.

- A. **OBTAIN** an initial briefing on events.

**1.2 Activation**

1.2.1 **ESTABLISH** communications with other Operations Communicators on the Technical Information Line.



## TSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)

### 2 ONGOING ACTIONS

#### 2.1 General Operations

2.1.1 **COMMUNICATE** with other response facilities over the Technical Information Line on the following:

- Changes in event classification
- Elevated radiation levels onsite
- Onsite Protective Actions (accountability, evacuations, etc.)
- Specific information request as directed by the TSC Operations Manager or other TSC staff

2.1.2 **MONITOR** communications on the Technical Information Line.

A. **ANNOUNCE** key information to the facility as it occurs (preface each announcement with, "Attention for an Update"); key information can include:

- Changes in emergency classification
- Changes in PARs
- Major changes in Plant Status
- Major change in Release Status (start, stop, significant change in amount)

B. **INFORM** the TSC Operations Manager of information as it becomes available, such as:

- Operations related information from Control Room
- Control Room request for TSC or OSC support
- Status of OSC Teams and completion of tasks

2.1.3 **ASSIST** the TSC Operations Manager in tracking and trending information and plant status, as directed.

A. **REVIEW** data displays (status boards, electronic displays, etc.) to verify data is accurate and up to date.

2.1.4 **[CCNPP and GNP only] MONITOR** plant data using plant data computer retrieval and display systems.

A. If data display systems fails, then **GO** to Step 2.1.7 of this checklist.

2.1.5 **[CCNPP only]** As appropriate **ENTER** information on TSC operations into the ERO SharePoint site.

### TSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)

- |            |   |                          |
|------------|---|--------------------------|
| 2.1.6      | If data display systems fail, then <b>USE</b> the station specific Plant Data Sheet to gather, record and distribute critical information to TSC Staff. | Tab 2<br>Tab 3 [NMP]     |
|            |   | <input type="checkbox"/> |
| A.         | If directed by the TSC Operations Manager, then manually <b>TREND</b> data using TSC Status Boards.   | <input type="checkbox"/> |
| <b>2.2</b> | <b>Shift Turnover</b>   |                          |
| 2.2.1      | <b>BRIEF</b> your relief as to events that have transpired and status of any work in progress. Suggested topics to include:                             | <input type="checkbox"/> |
|            | <ul style="list-style-type: none"><li>• Status of Plant</li><li>• Control Room activities</li><li>• Review your log entries</li></ul>                   |                          |
| 2.2.2      | <b>INFORM</b> the TSC Operations Manager when you have been relieved.   | <input type="checkbox"/> |
| 2.2.3      | <b>LOG</b> the transfer in the ERO Position Log.  | <input type="checkbox"/> |
| 2.2.4      | <b>REVIEW</b> the log and documents you completed during your shift for accuracy and completeness.  | <input type="checkbox"/> |
| <b>3</b>   | <b><u>SITUATIONAL ACTIONS</u></b>   |                          |
|            | None  |                          |
| <b>4</b>   | <b><u>CLOSEOUT ACTIONS</u></b>  |                          |
| 4.1.1      | <b>REPLENISH</b> the contents of this ERO position binder per the table at the end of this checklist.   | <input type="checkbox"/> |
| 4.2        | <b>ASSEMBLE</b> and <b>REVIEW</b> documentation completed by your ERO Position for legibility and completeness.   | <input type="checkbox"/> |
| 4.2.1      | <b>DELIVER</b> completed TSC event documentation to TSC Operations Manager.   | <input type="checkbox"/> |
| 4.3        | <b>PARTICIPATE</b> in post event critiques / reviews.   | <input type="checkbox"/> |

**TSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

Position Binder Tab Index		
Tab #	Contents	Quantity*
**	EP-AA-112-200-F-67, TSC Operations Communicator Checklist	4
1	EP-AA-112-F-08, ERO Position Log	5
2	[CCNPP] EP-AA-112-F-56, CCNPP Plant Data Sheet [GNP] EP-AA-112-F-53, GNP Plant Data Sheet [NMP] EP-AA-112-F-54, NMP Plant Data Sheet (Unit 1)	5
3	[NMP] EP-AA-112-F-55, NMP Plant Data Sheet (Unit 2)	5

\* Denotes the number of copies of procedure or form to be placed in the position binder (initially or when binder is restocked after event). The minimum number needed to make binder functional is one. Additional documents can be copied, taken from other ERO position binders or be obtained electronically.

\*\* Position Specific Checklist placed before Tab 1.

**ATTACHMENT 5**

**EP-AA-112-300-F-57, Revision C, "OSC Operations Communicator Checklist (CNG)"**

**Emergency Plan Implementing Procedure**

**~~(Exelon Confidential/Proprietary Information Withhold Under 10 CFR 2.390)~~**



**OSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

Section 1, Initial Actions

Section 2, Ongoing Actions

Section 3, Situational Actions

Section 4, Closeout Actions

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

Incoming Shift Relief individuals perform appropriate steps of Initial Actions to take over position responsibilities.

Contact numbers for ERO positions and facilities are in the Emergency Phone Directory.

**1 INITIAL ACTIONS**

**1.1 Mobilization**

1.1.1 **PRINT** your name and today's date to indicate that you are the individual performing this checklist:

**Name:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

1.1.2 **PREPARE** to assume your assigned duties as follows:

- A. **[NMP Only] USE** an EP Card Reader to initiate your accountability.
- B. **ENTER** your arrival information on the OSC Accountability Log.
- C. **PRINT** your name on the OSC Staffing Board.
- D. **DON** your position nametag.
- E. **OBTAIN** any other supplies needed to perform your assigned tasks.
- F. If your position uses computer, **then START** and/or sign in on computer and **VERIFY** it is functioning properly.

1.1.3 **INITIATE** and **MAINTAIN** a position log using EP-AA-112-F-08, ERO Position Log, to document significant actions, decisions and communications related to your position.

1.1.4 **INFORM** the OSC Director of your arrival.

**Tab 1**

**OSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

**1.2 Activation**

1.2.1 **OBTAIN** head set and **ESTABLISH** communications with other Operations Communicators on Technical Information Line.

1.2.2 **DISPLAY** the WebEOC Station Priorities Log (SPL) in the OSC. (IER-L1-13-10, Rec. 11a)

**2 ONGOING ACTIONS**

**2.1 General Operations**

2.1.1 **PROVIDE** information to other response facilities over the Technical Information Line on the following:

- Time the OSC is Activated
- Specific information as directed by the OSC Director or other OSC Staff
- Request for information as directed by the OSC Director or other OSC Staff

2.1.2 **MONITOR** communications on the Technical Information Line for significant items. Key information that should be announced within the OSC is:

- Time other facilities are activated
- Changes in Event Classification
- Radiation release initiation or termination
- Protected Area or Site evacuation, updates and status
- When Field Teams detect above background readings
- Protective actions taken for site personnel and the public
- Key information from other facilities

A. **ANNOUNCE** any significant items to the OSC.

2.1.3 **[CCNPP and GNP only] MONITOR** plant data using plant data computer retrieval and display systems.

A. **If data display systems fails, then GO** to Step 3.1 of this checklist.

**OSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

- 2.1.4 **[CCNPP only]** As appropriate, **ENTER** information on OSC operations into the ERO SharePoint site.
- 2.1.5 **ASSIST** the OSC Director in tracking and trending information and plant status, as directed.
- 2.2 **Shift Turnover**
- 2.2.1 **BRIEF** your relief as to events that have transpired and status of any work in progress. Suggested topics to include: 
  - Plant Status
  - Teams currently dispatched
  - Significant plant status issues affecting Operations / OSC Teams.
  - Review your log entries
- 2.2.2 **INFORM** the OSC Director when you have been relieved.
- 2.2.3 **LOG** the turnover in the ERO Position Log.
- 2.2.4 **REVIEW** the log and documents you completed during your shift for accuracy and completeness.
- 3 **SITUATIONAL ACTIONS**
- 3.1 **Loss of Data Acquisition Capability**
- NOTE:** Required plant data will be gathered by the CR Operations Communicator and either faxed, provided by runner or transmitted over phone.
- 3.1.1 **OBTAIN** completed (or complete with information provided over Technical Information Line) station specific Plant Data Sheet.  **Tab 2**  
**Tab 3**
- 3.1.2 **PROVIDE** completed Plant Data Sheets to the OSC Administrative Staff for copying and distribution.
- 3.1.3 **When** directed by the OSC Director, **then** manually **TREND** data using OSC Status Boards.

**OSC OPERATIONS COMMUNICATOR CHECKLIST (CNG)**

- 4 **CLOSEOUT ACTIONS**
- 4.1 **RETURN** your area and equipment to a state of readiness.
- 4.2 **REPLENISH** the contents of this ERO position binder in accordance with the table at the end of this checklist.
- 4.3 **ASSEMBLE** and **REVIEW** documentation, completed by your ERO Position, for legibility and completeness.
- 4.4 **DELIVER** completed event documentation to OSC Director.
- 4.5 **PARTICIPATE** in post event critiques / reviews.

Position Binder Tab Index		
Tab #	Contents	Quantity*
**	EP-AA-112-300-F-57, OSC Operations Communicator	4
1	EP-AA-112-F-08, ERO Position Log	5
2	[GNP] EP-AA-112-F-53, GNP Plant Data Sheet [NMP] EP-AA-112-F-54, NMP Plant Data Sheet (Unit 1) [CCNPP] EP-AA-112-F-56, CCNPP Plant Data Sheet	5
3	[NMP] EP-AA-112-F-55, NMP Plant Data Sheet (Unit 2)	5

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\*\* Position Specific Checklist placed before Tab 1.