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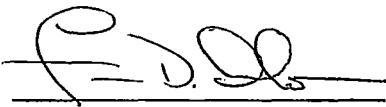
MATAGORDA COUNTY
STPEGS ONSITE ASSISTANCE COORDINATION

Procedure 75


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Effective Date: June 1, 2017

APPROVED:



 Sheriff



 Emergency Management
 Coordinator



 County Judge

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

1.0 Purpose

- 1.1 This procedure specifies the actions to be completed when onsite assistance is required during a declared event at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to a Hostile Action Based (HAB) Event requiring staffing and activation of the Incident Command System (ICS) under National Incident Management System (NIMS).

2.0 Discussion

- 2.1 An emergency has been declared at the STPEGS for a HAB event and a request to activate the Incident Command Post (ICP) and Offsite Staging Area (OSA) has been made by the STPEGS Emergency Response Organization or if Matagorda County officials determine it is required; it is then approved by the Matagorda County Emergency Management Director.
- 2.2 The ICS is made up of the Incident Command Post (ICP) and the Offsite Staging Area (OSA).
- 2.3 In the ICS, a Unified Command is an authority structure when the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency. Unified Command is one way to establish command and control with the responding agencies and/or jurisdictions with responsibility, in conjunction with STPEGS officials during a HAB Event.
- 2.4 Matagorda County Sheriff is responsible for assigning and managing Law Enforcement department resources including volunteers and equipment during a HAB event at the STPEGS.
- 2.5 Law Enforcement Representative Incident Command Post (ICP) is responsible to support the Unified Command structure for shared aspects of the response, including developing incident objectives and shared management of incident operations. In addition, directing and or controlling resources by virtue of explicit legal, agency, or delegated authority. The individuals responsible for the overall management of the response are called Unified Commanders.
- 2.6 Law Enforcement Representative Offsite Staging Area (OSA) is responsible to coordinate Law Enforcement resources including personnel, equipment and supplies from the OSA. The position communicates with the ICP, Matagorda County Emergency Operations Center (MCEOC) and Law Enforcement agencies.
- 2.7 The Fire Services Coordinator is responsible for assigning and managing fire department resources including volunteers and equipment during a HAB event at the South Texas Project.

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- 2.8 The Fire Services Coordinator Incident Command Post (ICP) is responsible to support the Unified Command Structure, while directing resources personnel, equipment, and supplies to mitigate the event.
 - 2.9 The Fire Services Coordinator Offsite Staging Area (OSA) is responsible to coordinate fire department resources including personnel, equipment, and supplies from the OSA. The position communicates with the ICP, MCEOC and the fire department(s).
 - 2.10 Communications Officer Incident Command Post (ICP) is responsible to ensure communications obtained and maintained between the ICP, OSA, Owner Controlled Area (OCA) Patrol, and the MCEOC.
 - 2.11 Communications Officer Offsite Staging Area (OSA) is responsible to ensure communications obtained and maintained between the OSA, ICP, and the MCEOC.
 - 2.12 Public Information Officer (PIO) is responsible to ensure timely and accurate information is obtained from the ICP, OSA, and upon approval from the Emergency Management Director, forwards the information to the Matagorda County PIO in the Joint Information Center.
 - 2.13 Public Information Coordinator Incident Command Post (ICP) is responsible to keep the Matagorda County PIO in the MCEOC updated on ICP and OSA response activities.
 - 2.14 The Logistics Officer Offsite Staging Area (OSA) is responsible to coordinate resources, including personnel, equipment, and supplies between the ICP and the MCEOC. The Logistics Officer OSA is responsible for the timely deployment of resources to support the ICP.
 - 2.15 Radiological Coordinator Offsite Staging Area is responsible to issue dosimetry, KI, and documentation to Emergency Workers dispatched to the STPEGS site.
- 3.0 References
- 3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios
 - 3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response
 - 3.3 Emergency Management Plan, Annex W, Procedure 42, 'Exposure Control For Emergency Workers'

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4.0 Equipment Required

- 4.1 Equipment and supplies to establish an ICP and an OSA.
- 4.2 Equipment inventories are attached to ICP and OSA kits.

5.0 Precautions and Limitations

- 5.1 None.

6.0 Prerequisites

- 6.1 An emergency has been declared at the STPEGS for a HAB event and a request to activate the Incident Command Post (ICP) and Offsite Staging Area (OSA) has been made by the STPEGS Emergency Response Organization or if Matagorda County officials determine it is required; it is then approved by the Matagorda County Emergency Management Director.
- 6.2 This procedure will only be implemented in the case of a HAB event at STPEGS.

7.0 Procedure

- 7.1 The procedure is designed to provide coordination between the Matagorda County EOC, Joint Information Center, Incident Command Post (ICP) and the Offsite Staging Area (OSA) in a Hostile Action Based (HAB) event at the South Texas Project. In addition, it is designed to integrate local, state, and federal officials with STPEGS personnel.
- 7.2 The procedure provides guidance on the deployment of resources including personnel, equipment, and supplies to mitigate the HAB event.
- 7.3 The Attachments provide guidance to Matagorda County Emergency Workers on the establishment of the Incident Command System (ICS) under the guise of the National Incident Management System (NIMS). Under ICS, the ICP and the OSA are set-up utilizing Unified Command.

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8.0 Attachments

- 8.1 Attachment 1, Incident Commander Checklist
- 8.2 Attachment 2, Matagorda County Sheriff Checklist
- 8.3 Attachment 3, Police Chief Checklist
- 8.4 Attachment 4, Law Enforcement Representative ICP Checklist
- 8.5 Attachment 5, Law Enforcement Representative OSA Checklist
- 8.6 Attachment 6, Fire Services Coordinator Checklist
- 8.7 Attachment 7, Fire Services Coordinator ICP Checklist
- 8.8 Attachment 8, Fire Services Coordinator OSA Checklist
- 8.9 Attachment 9, Public Information Coordinator ICP Checklist
- 8.10 Attachment 10, Logistics Officer OSA Checklist
- 8.11 Attachment 11, Radiological Coordinator OSA Checklist
- 8.12 Attachment 12, Communications Officer ICP Checklist
- 8.13 Attachment 13, Incident Command Post (ICP) Briefing Sheet
- 8.14 Attachment 14, Resource Request Form
- 8.15 Attachment 15, Acronym List

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INCIDENT COMMANDER CHECKLIST
Attachment 1
(Page 1 of 1)

ACTION	TIME/LOG
1. Verify attention of all ICP members present.	_____
2. Ensure access control measures are in place for the ICP.	_____
3. Plant Status	
a. Provide a briefing on current plant status	_____
b. Provide Emergency Classification status (any change including Protective Action Recommendations)	_____
c. Provide change in plant status (i.e., one or both units off-line, any emergency issues, Operations input, etc.)	_____
d. Is there a radiological release in progress	_____
4. Matagorda County Emergency Operations Center (EOC) status.	_____
5. Matagorda County EOC actions.	_____
6. Priorities (what priorities have been established)	_____
7. Coordinate with the Federal Bureau of Investigation (FBI) Representative to determine if STPEGS personnel, during or after a HAB event, need to be detained.	_____
8. Teams status (are teams forming for dispatch into the plant; if so, description)	_____
9. Off-site Assistance (Offsite Staging Area, Emergency Operations Facility)	
a. What off-site assistance is available	_____
b. What offsite assistance has been dispatched	_____
c. What offsite assistance needs to be dispatched	_____
10. Additional information from Liaisons	
a. STP Operations	_____
b. STP Security	_____
c. STP Radiation Protection	_____
11. Additional information for anyone else in the facility (i.e., BCPD, Off-Site Fire Department(s), DPS Pierce, FBI, Troopers, Texas Rangers, MC PIO, Support Staff	_____

**STPEGS ONSITE COORDINATION OPERATIONS
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**MATAGORDA COUNTY SHERIFF CHECKLIST
Attachment 2
(Page 1 of 2)**

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a requirement to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Upon arrival at the Matagorda County Emergency Operations Center (MCEOC), initiate Emergency Action Log documenting Law Enforcement activities. _____
2. Review capabilities to staff the ICP and the OSA on a 24-hour basis. _____
3. Ensure sufficient deputies are available to support the HAB event and to perform other duties under Procedure 24 (e.g., TCP/ACP, Reception Center Security, Route Alerting, Evacuation Controls, etc.) if additional resources are needed: _____
 - a. Request backup staffing support from the Bay City and Palacios Police Chiefs. _____
 - b. Request backup staffing support from DPS Pierce using Form 213 / State of Texas Assistance Request (STAR) through WebEOC. _____
 - c. Coordinate with Wharton County Sheriff Office to obtain additional resources in support of the emergency response event activities. _____
4. Coordinate with Emergency Management Coordinator or Logistics Officer to obtain and have deployed Command Vehicles to the ICP and OSA. _____
5. Coordinate SWAT activities with the City of Bay City Police Department and the FBI, as required with a mustering point at the OSA, OCA or other designated location. _____
 - a. Assign a Sergeant or higher rank to represent Law Enforcement at the ICP. _____
 - b. Ensure the Law Enforcement ICP receives a briefing. _____
 - c. Ensure the Law Enforcement ICP has both a cell phone and a radio for communications, tested prior to deployment. _____
 - d. Reports to the Radiological Officer for Dosimetry/KI supplies, and documentation. _____
 - e. Ensure Law Enforcement IC is issued an ICP Kit. _____

**STPEGS ONSITE COORDINATION OPERATIONS
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**MATAGORDA COUNTY SHERIFF CHECKLIST
Attachment 2
(Page 2 of 2)**

<u>ACTION</u>	<u>TIME/LOG</u>
6. Assign a Deputy to represent Law Enforcement at the OSA.	_____
a. Ensure the Law Enforcement OSA receives a briefing	_____
b. Ensure the Law Enforcement OSA has both a cell phone and a radio for communications, tested prior to deployment.	_____
c. Reports to the Radiological Officer for Dosimetry/KI supplies.	_____
d. Ensure Law Enforcement ICP is issued an ICP kit.	_____
7. Ensure periodic briefings occur with the OCA Patrol	_____
8. Arrange for periodic briefings between the ICP, OSA and the MCEOC, and ensure they are not scheduled at the same time as that of the MCEOC briefings.	_____
9. Coordinate with the ICP, Law Enforcement Representative, Federal Bureau of Investigation (FBI) Representative and STPEGS Security Representative a plan to evacuate the Protected Area and/or the Owner Controlled Area, if needed.	_____
10. Coordinate with the Federal Bureau of Investigation (FBI) Representative to determine if STPEGS personnel, during or after a HAB event, need to be detained.	_____
11. Upon request for equipment, supplies, or Law Enforcement personnel to support the HAB event or the STPEGS take back, ensure the resources are requested, acquired and deployed to the OSA, OCA or other designated location.	_____
12. When it is safe for STPEGS ERO personnel to return to the station, arrange for passage through Access Control Points to the station.	_____
13. If required to leave the MCEOC (i.e., shift ends), brief replacement on event activities taken as recorded in your Emergency Action Log.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)**

POLICE CHIEF CHECKLIST

Attachment 3

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ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Upon arrival at the Matagorda County Emergency Operations Center (MCEOC, initiate Emergency Action Log documenting Law Enforcement activities. _____
2. Ensure Police Department resources are available to support MCSO Sheriff with SWAT, TC/ACP, route alerting, reception center, and evacuation controls. _____
3. Coordinate SWAT activities with the MCSO and the FBI, as required with a mustering point at the OSA. _____
 - a. Ensure SWAT team members are provided a briefing of the event. _____
 - b. Coordinate with the Radiological Officer for dosimetry/KI and supplies. _____
 - c. Procure other equipment and supplies, as required to support emergency response activities. _____
 - d. Deploy SWAT team to the OSA for required support. _____
4. Ensure other available officers are assigned to TC/ACP, route alerting, reception center, and evacuation controls as required. _____
 - a. Ensure staff is provided a briefing on emergency response conditions, activities and assignment of responsibility. _____
 - b. Coordinate with the Radiological Officer for dosimetry/KI, and supplies. _____
 - c. Deploy Law Enforcement personnel, as needed, to their assigned location. _____
5. Ensure periodic briefings are conducted with the Captain, Sergeants and Supervisors on the status of officer(s) deployment. _____
6. Provide the MCEOC periodic updates on the status of Law Enforcement staff deployment; and request additional resources for other unmet needs as determined by the team. _____
7. If required to leave the MCEOC (i.e., shift ends), brief replacement on event activities taken as recorded in your Emergency Action Log. _____

**STPEGS ONSITE COORDINATION OPERATIONS
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**LAW ENFORCEMENT REPRESENTATIVE
INCIDENT COMMAND POST (ICP) CHECKLIST**

Attachment 4

(Page 1 of 2)

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

- | | | |
|----|--|-------|
| 1. | Report to the Matagorda County Emergency Operations Center (MCEOC) for ICP Assignment | NA |
| a. | Receive a briefing on the HAB event and associated emergency response activities. | _____ |
| b. | Ensure Law Enforcement ICP is issued an ICP Kit. | _____ |
| c. | Ensure cell phone and radio equipment is available and functional. Perform test prior to deployment. | _____ |
| 2. | Report to the ICP at the South Texas Project Electric Generating Station (STPEGS) | _____ |
| a. | Upon arrival at the ICP, initiate Emergency Action Log documenting Law Enforcement activities. | _____ |
| b. | Develop a Law Enforcement communications plan outlining established protocols. | _____ |
| 3. | Obtain a Situation briefing from the Incident Commander and coordinate response activities with STPEGS, FBI (if at ICP), and Fire Department Representative. | _____ |
| 4. | Determine equipment, supplies and other resource needs to support HAB event activities. | _____ |
| 5. | Ensure access control measures are in place for the ICP. | _____ |
| 6. | Contact the MCEOC with an update of the HAB event, and request required equipment, supplies and other resource needs. | _____ |
| 7. | Upon arrival of the Command Vehicle, coordinate location, setup and staffing with Unified Command. | _____ |

STPEGS ONSITE COORDINATION OPERATIONS
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LAW ENFORCEMENT REPRESENTATIVE
INCIDENT COMMAND POST (ICP) CHECKLIST

Attachment 4

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<u>ACTION</u>	<u>TIME/LOG</u>
8. Ensure access control measures are in place for the ICP.	_____
9. In conjunction with Unified Command, develop a tactical strategy, as required, to take back STPEGS.	_____
10. As directed by the Matagorda Sheriff, coordinate the evacuation of the Protected Area (PA) and/or the Owner Controlled Area (OCA), if needed.	_____
11. As directed by the Matagorda County Sheriff and/or the Federal Bureau of Investigation (FBI), coordinate detainment of STPEGS personnel, if needed.	_____
12. If the HAB is terminated, develop a strategy for entry into the PA and associated resource needs.	_____
13. Contact the MCEOC for required Law Enforcement personnel and other equipment and supply needs for deployment to the OCA or other designated location.	_____
14. Communicate and coordinate Law Enforcement personnel, equipment and supplies with the OSA to the ICP/OCA or other designated location.	_____
15. Upon arrival of Law Enforcement resources, provide a briefing prior to deployment into the STPEGS PA.	_____
16. Continue to direct Law Enforcement resource personnel until the threat is terminated.	_____
17. If you become the Incident Commander, refer to Attachment 1, Incident Commander Checklist.	_____
18. If required to leave the ICP, brief replacement on event activities taken as recorded in your Emergency Action Log.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
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**LAW ENFORCEMENT REPRESENTATIVE
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 5
(Page 1 of 2)**

ACTION **TIME/LOG**

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

NOTE

The OSA may be located at the Lyondell Park, FM 521 Park, Carl Park or another designated location.

1. Report to the Matagorda County Emergency Operations Center (MCEOC) for the OSA Assignment _____
 - a. Receive a briefing on the HAB event and OSA location. _____
 - b. Ensure OSA Equipment Kit is available for deployment to the OSA. _____
 - c. Ensure cell phone and radio equipment is available and functional. Perform test prior to deployment. _____
 - d. Report to the Radiological Officer for dosimetry, KI and documentation. _____

NOTE

A Radiological Officer will be assigned to the OSA to ensure Law Enforcement support resources are provided radiological supplies and equipment.

- e. Upon deployment, report to the OSA. (i.e., Matagorda County Fairgrounds, Lyondell Park, etc.) _____
2. Upon arrival at the OSA, initiate an Emergency Action Log documenting OSA Law Enforcement activities. _____
3. Upon arrival of the OSA, contact the MCEOC to inform them of your arrival and receive an update on current HAB event activities. _____
4. Upon arrival of the Command Vehicle, coordinate location, setup and staffing with other assigned OSA staff. _____

**STPEGS ONSITE COORDINATION OPERATIONS
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**LAW ENFORCEMENT REPRESENTATIVE
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 5
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<u>ACTION</u>	<u>TIME/LOG</u>
5. Test communications equipment (radio, phone etc.) with the EOC and ICP to ensure operability.	_____
6. Contact Law Enforcement ICP to determine and request supply, equipment, and personnel resource needs.	_____
7. Upon receiving Law Enforcement resources in the OSA, contact the ICP to develop a deployment strategy.	_____
8. Upon arrival of Law Enforcement personnel, provide a briefing on HAB event activities and approved deployment strategy. In addition, ensure Law Enforcement personnel are directed to report to the Reception Center if there has been a radiological release.	_____
9. Ensure Law Enforcement personnel receive dosimetry, KI, and documentation.	_____
10. Deploy Law Enforcement resources, when requested by the ICP.	_____
11. If the SWAT team is dispatched to the OSA, ensure Law Enforcement ICP is immediately informed upon their arrival. As directed by the ICP, deploy SWAT resources to the OCA or other designated location.	_____
12. Provide the Logistics Officer periodic updates on resources and deployment schedule.	_____
13. Provide the MCEOC and ICP periodic updates on the status of the OSA.	_____
14. Maintain OSA operations until the HAB event is terminated or directed otherwise by the MCEOC.	_____
15. If required to leave the OSA, brief replacement on event activities taken as recorded in your Emergency Action Log.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
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**FIRE SERVICES COORDINATOR CHECKLIST
Attachment 6
(Page 1 of 2)**

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Review capabilities to staff the ICP and the OSA on a 24-hour basis. _____
2. Ensure sufficient Volunteer Fire Department personnel are available to support the HAB event and to perform other duties under Procedure 30, Fire Services Coordinator if additional resources are needed. _____
 - a. Request backup staffing support from Matagorda County Fire Chiefs. A listing is in the Matagorda County Emergency Call List. _____
 - b. Request backup staffing support from mutual aid agreements with surrounding departments and other neighboring counties. _____
 - c. Request additional backup Volunteer Fire Department Resources using Form 213/ State of Texas Assistance (STAR) Request via WebEOC. _____
3. Coordinate with private industry for additional resources and equipment as necessary to support the HAB event. _____
4. Activate South East Texas Mutual Aid Agreement (SETMAG) for additional resources including foam as required to support the HAB event. _____
 - a. Ensure the private resources are deployed to the OSA for staging purposes. _____
 - b. Private resources will require compatible communications equipment (e.g., radios, etc.) _____
5. Assign an Assistant Chief or a Captain to staff the ICP. _____
 - a. Ensure the Fire Service at the ICP receives a briefing on current HAB event activities. _____
 - b. Ensure other Fire Service staff at the ICP has both a cell phone and a radio for communications available and functional. Test prior to deployment. _____

STPEGS ONSITE COORDINATION OPERATIONS
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FIRE SERVICES COORDINATOR CHECKLIST
Attachment 6
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<u>ACTION</u>	<u>TIME/LOG</u>
c. Ensure the Fire Service at the ICP reports to the Radiological Officer for Dosimetry, KI and documentation.	_____
6. Assign a Volunteer Fireman to represent all VFDs at the OSA.	_____
a. Ensure the Fire Service at the OSA receives a briefing on current HAB event activities.	_____
b. Ensure the Fire Service at the OSA has both a cell phone and a radio for communications. Prior to deployment, test to ensure operability.	_____
c. Ensure the Fire Service at the OSA reports to the Radiological Coordinator OSA for Dosimetry, KI and documentation.	_____
7. Arrange for periodic briefings between the ICP, OSA and the MCEOC not to interfere with the EOC briefings.	_____
8. Upon request for equipment, supplies or Fire VFD personnel to support the HAB event or the large fire at STPEGS.	_____
9. Ensure the Logistics Officer is kept up to date on resources sent to OSA, OCA or other designated location and additional resources.	_____
10. Provide the MCEOC updates on the status of resources sent and deployed to STPEGS.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
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**FIRE SERVICES COORDINATOR
INCIDENT COMMAND POST (ICP) CHECKLIST
Attachment 7
(Page 1 of 2)**

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Report to the Matagorda County Emergency Operations Center (MCEOC) for ICP Assignment. _____
 - a. Receive a briefing on the HAB event activities, ICP location in the OCA or other designated location. _____
 - b. Ensure ICP Equipment Kit is available for deployment to the ICP. _____
 - c. Ensure cell phone and radio equipment is functional, test prior to deployment. _____
 - d. Report to the Radiological Officer for dosimetry, KI and documentation. _____

NOTE

A Radiological Coordinator will be assigned to the OSA to ensure Volunteer Fire Department members are provided radiological supplies and equipment prior to arriving at STPEGS.

2. Upon deployment and arrival at the ICP located at the STPEGS, perform the following: _____
 - a. Initiate an Emergency Action Log documenting Fire Services Coordinator ICP activities. _____
3. Receive a briefing from Unified Command. _____
4. Determine VFD equipment, supplies and personnel resources required. _____
5. Contact the MCEOC to provide an update of current HAB event activities, request determined equipment, supplies and personnel resources to support the HAB event. _____

**STPEGS ONSITE COORDINATION OPERATIONS
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**FIRE SERVICES COORDINATOR
INCIDENT COMMAND POST (ICP) CHECKLIST
Attachment 7
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<u>ACTION</u>	<u>TIME/LOG</u>
6. Develop a Law Enforcement communications plan outlining established protocols.	_____
7. Obtain a Situation Briefing from the ICP and coordinate response activities with STPEGS, FBI, and Law Enforcement Representative.	_____
8. Continue to assess equipment, supplies, and personnel resource needs until the HAB event is terminated.	_____
9. If the station becomes a crime scene, coordinate with Law Enforcement and STPEGS personnel to establish safe paths to fire locations.	_____
10. If foam is needed, coordinate with the MCEOC and OSA for deployment and delivery utilizing South East Texas Mutual Aid Agreement (SETMAG) resources.	_____
11. Provide periodic updates to the MCEOC to ensure staff are informed of current HAB response activities; and equipment, supply and personnel resource needs until the event is terminated.	_____
12. Continue to coordinate resource response needs with the OSA to control and extinguish fires that may be ongoing or occur at the station.	_____
13. If required to leave the ICP, brief replacement on event activities taken as recorded in your Emergency Action Log.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
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**FIRE SERVICES COORDINATOR
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 8
(Page 1 of 2)**

ACTION **TIME/LOG**

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Report to the Matagorda County Emergency Operations Center (MCEOC) for ICP Assignment. _____
 - a. Receive a briefing on the HAB event activities, ICP location in the Owner Controlled Area (OCA) or other designated location. _____
 - b. Ensure ICP Equipment Kit is available for deployment to the ICP. _____
 - c. Ensure cell phone and radio equipment is functional. Test prior to deployment. _____
 - d. Report to the Radiological Officer for dosimetry, KI and documentation. _____

NOTE

A Radiological Coordinator will be assigned to the OSA to ensure Volunteer Fire Department members are provided radiological supplies and equipment prior to arriving at STPEGS.

2. Upon deployment and arrival at the OSA located at _____, perform the following: _____
 - a. Initiate an Emergency Action Log documenting Fire Services Coordinator OSA activities. _____
 - b. Receive a briefing from Fire Services Representative ICP. _____
 - c. Determine VFD equipment, supplies and personnel resources required. _____

**STPEGS ONSITE COORDINATION OPERATIONS
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**FIRE SERVICES COORDINATOR
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 8
(Page 2 of 2)**

<u>ACTION</u>	<u>TIME/LOG</u>
3. Contact the MCEOC to provide an update of current OSA activities, review resources including equipment, supplies and personnel resources to support event.	_____
a. Review estimated time of arrival of the resources required to support the event.	_____
b. Establish briefing times with Fire Services Coordinator in the EOC.	_____
4. Upon arrival of the fire apparatus, work with the Logistics Officer for staging of the equipment.	_____
5. Ensure VFD personnel have sufficient supplies and equipment to support the HAB event as requested by the Fire Services Coordinator ICP.	_____
6. Have personnel test cell phones and radios prior to deployment.	_____
7. Provide the VFD personnel a briefing on the status of the HAB Event and mission briefing.	_____
8. Ensure VFD personnel being deployed are provided Dosimetry, KI, and documentation by the Radiological Coordinator assigned to the OSA.	_____
9. For any determined unmet needs, contact the MCEOC to obtain the resources.	_____
10. When requested by the Fire Services Coordinator, ICP deploy the resources to STPEGS OCA or other designated location.	_____
11. Ensure the Logistics Officer is informed of the resources deployed for tracking purposes.	_____
12. Receive periodic briefings from Fire Services Coordinator ICP and MCEOC.	_____
13. Maintain OSA operations until the HAB event is terminated or directed otherwise by the MCEOC.	_____
14. If required to leave the OSA, brief replacement on event activities taken as recorded in your Emergency Action Log.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)**

**PUBLIC INFORMATION COORDINATOR
INCIDENT COMMAND POST (ICP) CHECKLIST
Attachment 9
(Page 1 of 2)**

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

NOTE

If the Public Information Officer (PIO) is already at the JIC, report to the Emergency Management Coordinator for the briefing.

1. Upon arrival at the Matagorda County Emergency Operations Center (MCEOC), report to the PIO for ICP assignment.

 - a. Receive a briefing on the status of the HAB Event and associated emergency response activities. _____
 - b. Review ICP Assignment at the STPEGS Owner Control Area (OCA) or other designated location. _____
 - c. Ensure an equipment kit is for the ICP Assignment. _____
 - d. Ensure cell phone and radio equipment is available and functional. Test prior to deployment. _____
 - e. Report to the Radiological Officer for dosimetry, KI, and documentation. _____
 - f. Upon deployment, report to the ICP. _____

NOTE

Information communicated to the MCEOC must be approved by the Emergency Management Coordinator prior to being released to the Joint Information Center.

2. Upon arrival at the ICP, contact the MCEOC PIO to inform them of your arrival and receive an updated briefing as well as a HAB event update. _____

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

PUBLIC INFORMATION COORDINATOR
INCIDENT COMMAND POST (ICP) CHECKLIST
Attachment 9
(Page 2 of 2)

<u>ACTION</u>	<u>TIME/LOG</u>
3. Initiate an Emergency Action Log documenting your Public Information Coordinator ICP activities.	_____
4. Ensure the cell phone and radio is tested at the ICP local to ensure they are functional.	_____
5. Upon receiving updated information at the ICP of HAB events, and upon Unified Command approval, continuously send information to the PIO staff at the MCEOC.	_____
6. Continue to support ICP Operations for the duration of the event.	_____
7. If required to leave, brief replacement on event activities taken as recorded in your Emergency Action Log.	_____

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

LOGISTICS OFFICER
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 10
(Page 1 of 2)

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Upon arrival at the Matagorda County Emergency Operations Center (MCEOC), report to the Emergency Management Coordinator for OSA assignment. _____
 - a. Receive a briefing on the status of the HAB Event and associated emergency response activities. _____
 - b. Review OSA assignment at the _____.
 - c. Ensure an equipment kit is available for the OSA Assignment. _____
 - d. Ensure cell phone and radio equipment is available and functional. Test prior to deployment. _____
 - e. Report to the Radiological Officer for dosimetry, KI, and documentation. _____
 - f. Upon deployment, report to the OSA. _____

2. Upon arrival at the OSA, contact the MCEOC EMC to inform him of your arrival and receive an updated briefing as well as HAB event update. _____
 - a. Initiate an Emergency Action Log documenting your Logistics Officer activities. _____
 - b. Ensure the cell phone and radio is tested at the ICP local to ensure they are functional. _____

3. Using Attachment 14, Resource Request Form, develop a tracking chart for vehicles, equipment, and supplies. _____
 - a. Create categories by agency vehicle type, supplies, and equipment. _____
 - b. Track resources from secondary OSA, primary OSA, and deployed to STPEGS. _____
 - c. As resources arrive, coordinate deployment with the agency lead and/or Unified Command at the ICP. _____

**STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)**

**LOGISTICS OFFICER
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 10
(Page 2 of 2)**

<u>ACTION</u>	<u>TIME/LOG</u>
4. Continue to coordinate with the ICP, MCEOC, and the secondary OSA to coordinate resources until the HAB event is terminated	_____
5. Continue to support OSA Operations for the duration of the event.	_____
6. If required to leave, brief replacement on event activities taken as recorded in your Emergency Action Log.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)**

**RADIOLOGICAL COORDINATOR
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 11
(Page 1 of 2)**

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STPEGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Upon arrival at the Matagorda County Emergency Operations Center (MCEOC), report to the Radiological Officer for the Offsite Staging Area assignment.
 - a. Receive a briefing on the status of the HAB Event and associated emergency response activities.
 - b. Report to the Radiological Officer for personal dosimetry, KI, and documentation
 - c. Obtain the OSA Radiological kit from the MCEOC.
 - d. Review dosimetry, KI supplies, and documentation for deployment to the OSA.
 - e. Ensure an equipment kit is available for the OSA Assignment.
 - f. Ensure cell phone and radio equipment are available and functional. Test prior to deployment.

2. Upon deployment, report to the OSA located at _____.

NOTE

Dosimetry, KI, and associated paperwork consist of the following: EPD, TLD, KI and the Emergency Worker Exposure form as identified in Procedure 42, Exposure Control for Emergency Workers.

- a. Upon arrival at the OSA, contact the MCEOC Radiological Officer to inform them of your arrival and receive an updated briefing as well as a HAB event update.
- b. Initiate an Emergency Action Log documenting your Radiological Coordinator OSA activities.

**STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)**

**RADIOLOGICAL COORDINATOR
OFFSITE STAGING AREA (OSA) CHECKLIST
Attachment 11
(Page 2 of 2)**

<u>ACTION</u>	<u>TIME/LOG</u>
c. Ensure the cell phone and radio is tested at the EOC local to ensure they are functional.	_____
3. Establish communication with the MCEOC and maintain periodic contact with the Radiological Officer.	_____
4. Setup the Radiological issuance location at the OSA and perform operational checks with the radiological meter and EPDs in accordance with Procedure 42, Exposure Control for Emergency Workers.	_____
5. Issue Dosimetry, KI, and documentation and provide a briefing to all Emergency Workers in the OSA.	_____
6. Maintain contact with the Radiological Officer to ensure if there is a release at STPEGS:	_____
a. Determine if KI will be issued to the Emergency Workers.	_____
b. If the OSA needs to relocate based on the direction of the Plume.	_____
c. Ensure the Law Enforcement Representative OSA and Fire Service Coordinator OSA are updated on Radiological conditions. Ensure the information is relayed to the ICP.	_____
7. Maintain OSA radiological operations during the HAB event.	_____

**STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)**

**COMMUNICATIONS OFFICER
INCIDENT COMMAND POST (ICP) CHECKLIST
Attachment 12
(Page 1 of 2)**

ACTION

TIME/LOG

NOTE

This Checklist is only implemented in the event of a request to establish an Incident Command Post (ICP) and an Offsite Staging Area (OSA) due to an event at the South Texas Project Electric Generating Station (STEPGS) (i.e., Hostile Action Based (HAB), Fire, Severe Weather, etc.)

1. Upon arrival at the Matagorda County Emergency Operations Center (MCEOC), report to the Radiological Officer for ICP assignment. _____
 - a. Receive a briefing on the status of the HAB Event and associated emergency response activities. _____
 - b. Report to the Radiological Officer for personal dosimetry, KI, and documentation. _____
 - c. Obtain the ICP Emergency Kit from the MCEOC. _____
 - d. Review supplies and documentation for deployment to the ICP. _____
 - e. Ensure cell phone and radio equipment are available and functional. Test prior to deployment. _____

2. Upon deployment, report to the ICP located at _____.
 - a. Upon arrival at the OSA, contact the ICP Radiological Officer to inform them of your arrival and receive an updated briefing as well as a HAB event update. _____
 - b. Initiate an Emergency Action Log documenting your Communications Officer ICP activities. _____
 - c. Ensure the cell phone and radio is tested at the ICP local to ensure they are functional. _____

3. Setup a Communications location at the ICP. _____

**STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)**

**COMMUNICATIONS OFFICER
INCIDENT COMMAND POST (ICP) CHECKLIST
Attachment 12
(Page 2 of 2)**

ACTION

TIME/LOG

- | | | |
|----|--|-------|
| 4. | Perform initial and periodic operational checks with each assigned ICP and OSA team member to ensure they are functioning as designed. | _____ |
| a. | If not, replace radio or contact the Emergency Management Coordinator at the MCEOC for replacement. | _____ |
| b. | Coordinate communication talk channels to ensure clear defined communications are maintained. | _____ |
| c. | Continue to support ICP Operations for the duration of the event. | _____ |
| d. | If required to leave, brief replacement on event activities taken as recorded in your Emergency Action log. | _____ |

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

INCIDENT COMMAND POST (ICP)
BRIEFING CHECKLIST

Attachment 13

(Page 1 of 3)

- 1.0 Ensure access control measures are in place for the ICP.
- 2.0 Ensure Incident Command Post (ICP) players and all individuals present in the facility are attentive and engaged during the Briefing.
- 3.0 Discuss mobilization of personnel in ICP (complete or incomplete; if incomplete, request needed support from Matagorda County Emergency Operations Center (MCEOC).
- 4.0 STP Plant Status
 - 4.1 Provide brief plant status update
 - 4.1.1 Operations Liaison
 - 4.1.1.1 Emergency Classification – Denote any changes and include Protective Action Recommendations (PARs)
 - 4.1.1.2 Current Plant Status; Change in Plant Status (i.e., one or both units off-line, emergency issues, etc.) (Use visual aids – status boards and mockups as appropriate)
 - 4.1.1.3 Team(s) status (are teams formed/ dispatched to the plant, if so, description)
 - a. Priority
 - b. Type
 - c. Number of team members
 - d. Work status
 - 4.1.2 Security Liaison
 - 4.1.2.1 Security status of station (i.e., hostile action, infiltrators and number, bomb threat/activation, etc.)
 - 4.1.2.2 Offsite assistance required (type of equipment, number of personnel, etc.)/ and current location (has equipment arrived/have personnel arrived?)

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

INCIDENT COMMAND POST (ICP)
BRIEFING CHECKLIST
Attachment 13
(Page 2 of 3)

- 4.2 Radiological Protection Liaison
 - 4.2.1 Radiological release in progress (yes/no)
 - 4.2.1.1 If yes, precautions needed to be taken in facility
 - 4.2.1.2 Is there HP coverage for the teams in the Protected Area?
 - 4.2.1.3 Has dosimetry been issued in coordination with a radiological briefing?

- 5.0 Matagorda County EOC Status
 - 5.1 Facility activated (yes/no)
 - 5.2 Are there any equipment issues that would affect communications with the ICP?

- 6.0 Matagorda County Actions
 - 6.1 Traffic and Access Control Points established (yes/no)
 - 6.1.1 If yes, location
 - 6.2 Reception Center Status (staffing/setup status/activated)
 - 6.3 Offsite Staging Area (OSA) Status
 - 6.3.1 Activated (yes/no)
 - 6.3.2 What responders have been requested?
 - 6.3.3 Location of responders? Are these responders in place?
 - 6.3.4 What additional responders are needed?

- 7.0 MC Public Information Officer (PIO) Status
 - 7.1 What information has been approved for release to the media?

- 8.0 Emergency Operations Facility (EOF) Offsite Assistance
 - 8.16 Assistance available
 - 8.17 Assistance required

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

INCIDENT COMMAND POST (ICP)
BRIEFING CHECKLIST

Attachment 13

(Page 3 of 3)

- 9.0 BCPD Status
- 10.0 Off-Site Fire Department Status
- 11.0 DPS Pierce Trooper(s) Status
- 12.0 FBI Status
- 13.0 Texas Ranger(s) Status
- 14.0 Support Staff Status
- 15.0 Communications Officer Status
- 16.0 Priorities (What priorities have been established for ICP?)
- 17.0 Emergency Operations Facility (EOF) Offsite Assistance
 - 17.1 Assistance Available
 - 17.2 Assistance Needed
- 18.0 Remind ICP personnel to continue updating procedure Checklist(s), Emergency Logs, etc. with current information/actions
- 19.0 Remind ICP personnel to ensure status boards are updated by providing current information to the Status-Board Keeper
- 20.0 Remind ICP personnel to continue providing information updates to their counterparts
- 21.0 Remind the staff to ensure to check with you if they need to leave the ICP

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

RESOURCE REQUEST FORM
Attachment 14
(Page 1 of 1)

AGENCY	# OF PERSONNEL	# OF VEHICLES	EQUIPMENT/ SUPPLIES	STATUS IN/OUT
Local Law Enforcement				
Volunteer Fire Department				
Other Agencies				

STPEGS ONSITE COORDINATION OPERATIONS
(Procedure 75)

ACRONYMS LIST
Attachment 15
(Page 1 of 1)

<u>Acronym</u>	<u>Applies To</u>
ACP	Access Control Point
AEM	American Emergency Notification
DHS	Department of Homeland Security
DPS	Department of Public Safety
DSHS-RCP	Department of State Health Services
EAS	Emergency Alert System
ECL	Emergency Classification Level
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EPD	Electronic Personal Dosimetry
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ICP	Incident Command Post
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
MCEOC	Matagorda County Emergency Operations Center
NRC	Nuclear Regulatory Commission
OCA	Owner Controlled Area
OSA	Offsite Staging Area
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter