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AFFECTED DOCUMENT: IPEC EMERGENCY PLAN PROCEDURES

DOC #	REV #	TITLE	INSTRUCTIONS
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THE FOLLOWING PROCEDURE(S), DRAWING(S) HAVE BEEN REVISED, PLEASE INCORPORATE INTO YOUR BOOKS: (SOME ARE NEW PROCEDURES)

~~IP-EP-115 REV.57~~

IP-EP-270 REV.1

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Procedure/Document Number: IP-EP-270	Revision: 1
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Activation and Set Up Of the Alternative Technical/Operations Support Center (TSC/OSC) Facility	

Part I. Description of Activity Being Reviewed (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

- Proposed Change 1:** Added the following attachments to the procedure
- Attachment 9.6 (Guidelines for Alternative TSC/OSC When Not Operational)
 - Attachment 9.7 (Guidelines for Alternative TSC/OSC When Operational)
 - Attachment 9.8 (Personnel On-Site – Alt. TSC/OSC When Operational)
 - Attachment 9.9 (Personnel On-Site – Alt. TSC/OSC When Not Operational)
 - Attachment 9.10 (Personnel On-Site Post Attack Following HAB/SE)

Part II. Emergency Plan Sections Reviewed (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

- Part 2 Section C: Emergency Response Support and Resources
- Part 2 Section F: Emergency Communications
- Part 2 Section H: Emergency Facilities and Equipment

Part III. Ability to Maintain the Emergency Plan (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0(6))?
YES NO IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?
YES NO IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?
YES NO IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?
YES NO IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?
YES NO IF YES, enter screening process for that element

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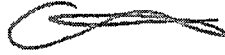
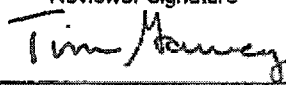

Part IV. Maintaining the Emergency Plan Conclusion The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.

1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
 2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

The addition of attachments 9.6-9.10 into the IP-EP-270 procedure ensures that information contained in the site facility implementing procedures, IP-EP-221 "Alternative Technical Support Center" and IP-EP-231 "Alternative Operations Support Center" is maintained in a document once the site facility procedures are deleted.

Proposed Changes have been reviewed for changes to the IPEC Emergency Plan and it has been determined that the changes do not affect the capability to meet the regulation or affect the IPEC Emergency Plan. No additional evaluation is required for this proposed change.

Part V. Signatures:

Preparer Name (Print) Casey Karsten Sr. Emergency Planner	Preparer Signature 	Date: 1/22/10
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature 	Date: 1/22/10
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature 	Date: 1/22/10

IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

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ATTACHMENT 10.2

IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Activation and Set Up Of the Alternative Technical/Operations Support Center (TSC/OSC) Facility

Procedure No. IP-EP-270 Existing Rev: 0 New Rev: 1 DRN/EC No: DRN-18-00039

Procedure Activity (MARK Applicable)	<input type="checkbox"/> Converted To IPEC, Replaces:	Temporary Procedure Change (MARK Applicable)
<input type="checkbox"/> NEW PROCEDURE <input checked="" type="checkbox"/> GENERAL REVISION <input type="checkbox"/> PARTIAL REVISION <input type="checkbox"/> EDITORIAL REVISION <input type="checkbox"/> VOID PROCEDURE <input type="checkbox"/> SUPERSEDED	Unit 1 Procedure No. _____ Unit 2 Procedure No. _____ Unit 3 Procedure No. _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <input type="checkbox"/> ADVANCE Temporary Procedure Change <input type="checkbox"/> CONDITIONAL Temporary Procedure Change Terminating Condition: _____ _____
<input type="checkbox"/> RAPID REVISION	Document in Microsoft Word: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

Revision Summary Added Attachments 9.6-9.10. These attachments are currently in IP-EP-221 and IP-EP-231 which are being deleted. This is to ensure that all information is maintained in an implementing document.

Implementation Requirements

Implementation Plan? Yes No Formal Training? Yes No Special Handling? Yes No

RPO Dept: Emergency Planning Writer: (Print Name/Ext/Sign): Casey Karsten / 7789 /

Review and Approval (Per Attachment 10.1, IPEC Review And Approval Requirements)

1. Technical Reviewer: Rebecca Martin / / 11/22/18
(Print Name/ Signature/ Date)

2. Cross-Disciplinary Reviewers:
 - Dept: _____ Reviewer: _____
(Print Name/ Signature/ Date)
 - Dept: _____ Reviewer: _____
(Print Name/ Signature/ Date)

3. RPO- Responsibilities/Checklist: Frank Mitchell / / 1/22/18
(Print Name/ Signature/ Date)
 - PAD required and is complete (PAD Approver and Reviewer qualifications have been verified)
 - Previous exclusion from further LI-100 Review is still valid
 - PAD not required due to type of change as defined in 4.6

4. Non-Intent Determination Complete: _____
(Print Name/ Signature/ Date)
 - NO change of purpose or scope

NO reduction in the level of nuclear safety

NO voiding or canceling of a procedure, unless requirements are incorporated into another procedure or the need for the procedure was eliminated
 - NO change to less restrictive acceptance criteria

NO change to steps previously identified as commitment steps


NO deviation from the Quality Assurance Program Manual

NO change that may result in deviations from Technical Specifications, FSAR, plant design requirements,

5. On-Shift Shift Manager/CRS: _____
(Print Name/ Signature/ Date)

6. User Validation: User: _____ Validator: _____

7. Special Handling Requirements Understood: _____
(Print Name/ Signature/ Date)

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Attachment 9.1

Emergency Planning Document Change Checklist Form

(All sections must be completed, N/A or place a check on the line where applicable)

Section 1

Doc/Procedure Type:	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
Doc/Procedure No:	IP-EP-270
Doc/Procedure Title:	Activation and Set Up Of the Alternative Technical/Operations Support Center (TSC/OSC) Facility
Corrective Action:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> CR#: _____

Section 2

Change Description

1. Ensure the following are completed, or are not applicable and are so marked:
 - a. 50.54q N/A
 - b. EN-FAP-OM-023 N/A
 - c. IP-SMM- AD-102 N/A
 - d. OSRC N/A

2. Transmittals are completed: N/A Date: _____

3. Ensure the proper revision is active in Merlin: N/A


4. Approved doc/procedure delivered to Doc. Control for distribution: N/A Date: _____

5. Position Binders updated: N/A Date: _____

6. Copy of EPDCC placed in EP file: N/A Date: _____

7. Supporting documentation is submitted as a general record in MERLIN: N/A Date: _____

8. Word files are moved from working drafts folder to current revision folder in the EP drive:
 N/A Date: _____

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**Activation and Set Up
Of the
Alternative Technical/Operations
Support Center (TSC/OSC) Facility**

Prepared by:

Casey Karsten  1/22/18
Print Name Signature Date

Approval:

Frank Mitchell  1/22/18
Print Name Signature Date

Effective Date: January 24, 2018



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1.0 PURPOSE

NOTE

The Alternative Technical Support Center and Alternative Operations Support Center (Alt TSC/OSC) would be utilized when the site is not accessible and the Emergency Response Organization (ERO) is activated to provide timely support to the site to mitigate site damage.

ERO members would be notified to respond to the Alternative Facilities by the Everbridge Notification System. This announcement will provide direction to the ERO Members.

The Alt TSC/OSC is located at the Verplanck Fire House, 238 8th street, Verplanck, New York.


- 1.1 To provide guidance for the activation and set-up of the Alternative Technical/Operations Support Center Facilities.

2.0 REFERENCES

- 2.1 IPEC 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 Minimum Staffing – The on-shift and augmented staff shown in the emergency plan table of minimum staffing (Table B-1 equivalent) required to provide facility accident response capability in key functional areas.
- 3.3 Operational – Status of an emergency facility declared by the appropriate facility manager upon determining that the facility is adequately staffed and equipment is setup and available to assume/perform the emergency functions assigned to that facility.

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4.0 RESPONSIBILITIES

4.1 TSC Manager:

4.1.1 Ensuring that the Alternative TSC is made operational in accordance with this procedure.

4.1.2 Ensuring minimum staffing is attained.

4.2 OSC Manager:

4.2.1 Ensuring the Alternative OSC is made operational in accordance with this procedure.

4.2.2 Ensuring minimum staffing is attained.

5.0 DETAILS

5.1 The ERO has been activated and instructed to respond to the Alt TSC/OSC.

5.2 TSC/OSC Manager(s) shall follow steps in IP-EP-221 and IP-EP-231 for the operation of the Alt TSC/OSC.

5.1 Access to the Alt TSC/OSC

5.1.1 The Alternative Technical/ Operations Support Facilities are located in the Verplanck Fire House, 238 8th street, Verplanck, NY. This is approximately a 2 mile drive south of the Emergency Operations Facility at Indian Point.


5.1.2 To gain access to the building designated personnel will use a key in a lock box located at the door at the rear of the facility.

5.1.3 The Alt TSC/OSC are not dedicated facilities and will require setup. (See Attachment 9.1). The set up outlined in Attachment 9.1 is for guidance. The setup is not required to be exactly as illustrated.

5.2 There are three (3) locations within the facilities used to support the ERO:

5.2.1 Community Room (Top floor). See Attachment 9.1 for suggested setup. Normally designated for TSC and OSC personnel including repair & corrective action teams.

5.2.2 Meeting Room (Middle Floor). See Attachment 9.1 for suggested setup. Normally designated for NRC or other support responders.

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5.2.3 Commissioners Office (Bottom Floor). Normally designated for the EPM, TSC Manager and the OSC Manager as a meeting/discussion location.

5.2.4 Set up of the areas is at the discretion of the facility managers.

5.3 There are three (3) cabinets in the Facility for ERO equipment and supplies.

5.3.1 Locker #1(Lower floor): Apparatus Bay. Radiation Protection (RP) Supplies and equipment.

5.3.2 Locker #2: Commissioners Room. ERO equipment, fax/copier, paper, satellite phones, procedures, and Forms book.

5.3.3 Locker #3: Community Room (Top floor). Supplies and equipment for the TSC/OSC personnel.

5.3.4 Each cabinet has a "Lock" Box which needs to be opened to get the key for the cabinet.

6.0 INTERFACES

6.1 IP-EP-221, Alternative Technical Support Center

6.2 IP-EP-231, Alternative Operations Support Center

7.0 RECORDS

None

8.0 REQUIREMENTS AND COMMITMENTS

None

9.0 ATTACHMENTS

9.1 Layout of the Alternative TSC/OSC

9.2 Telephone Reference Guide

9.3 Alt TSC/OSC Setup Checklist

9.4 Directions to the Alt TSC/OSC

9.5 Internet Connection Set Up

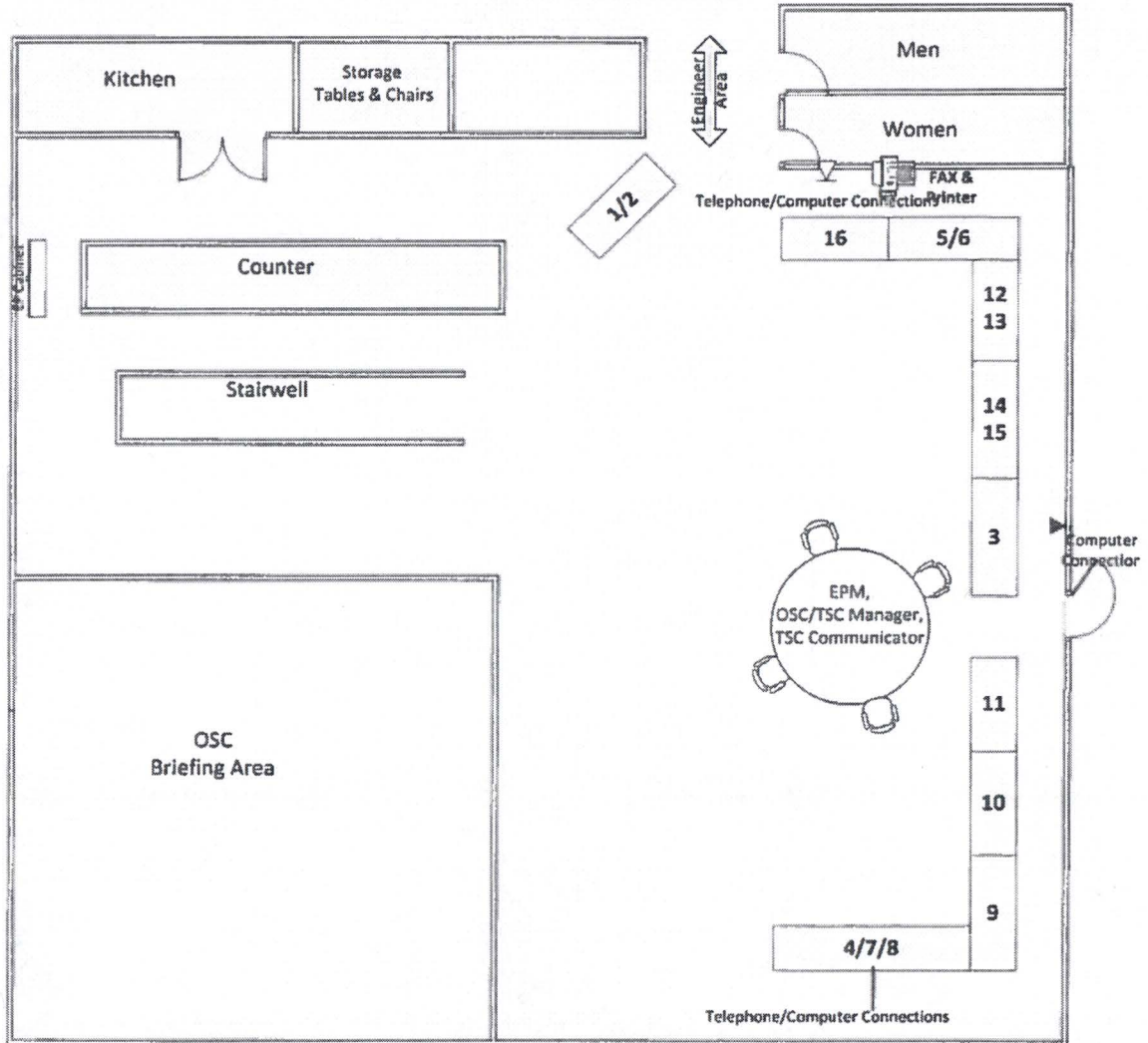


ATTACHMENT 9.1

Alternative TSC/OSC Floor Plan for Community Room

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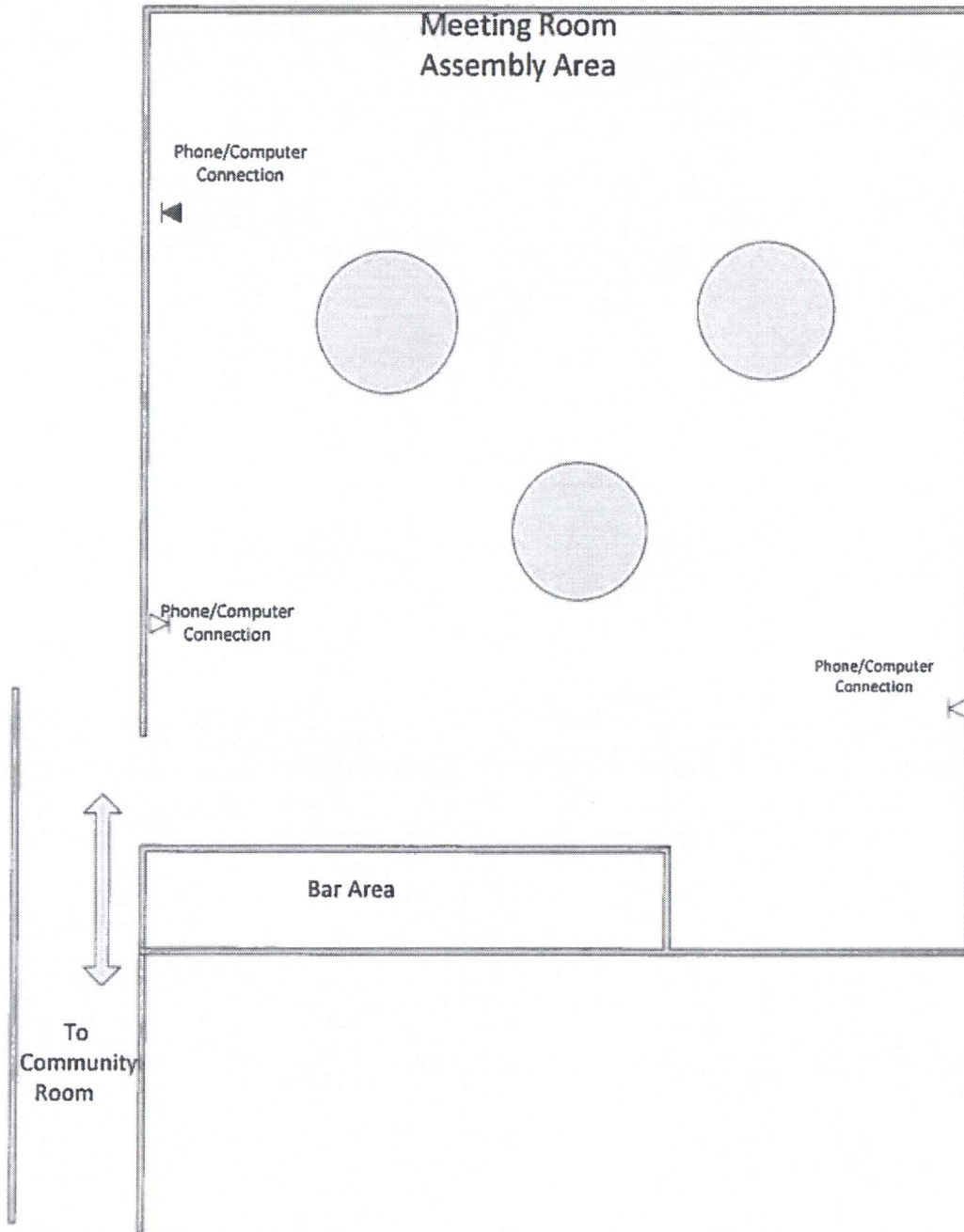
TYPICAL Arrangement (Personnel locations may be changed as needed to facilitate communication and movement without a procedure revision.)




- 1. Work Control Coordinator
- 2. Support Staff
- 3. Engineer Coordinator
- 4. Radiological Coordinator
- 5. Operations Coordinator
- 6. Reactor Engineer
- 7. RAD/Chem Coordinator

- 8. I&C/Electrical Coordinator
- 9. Maintenance Coordinator
- 10. Operations Support
- 11. Security Coordinator
- 12/13/14/15 Mechanical, Electrical/I&C Engineers
- 16 IT Support

ATTACHMENT 9.1
Alternative TSC/OSC Floor Plan for the Meeting Room Area
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ATTACHMENT 9.2
Telephone Reference Guide
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1.0 Discussion

- 1.1 All of the yellow voice jacks are numbered and all begin with a "V", (V1, V2, V3, etc...) The analog extension numbers match up sequentially with the jack numbers as follows with one exception:
- 1.2 V1 = EXT. 3701 = 914-254-3701
 V2 = EXT. 3702 = 914-254-3702
 V3 = EXT. 3703 = 914-254-3703 etc...
- 1.3 The one exception is that Voice jack # V12 is for the Fax line which is a Verizon POTS line and not an extension off of the IPEC system, it also does not require dialing "9" to make outside calls as the IPEC extension does.
- 1.4 The data jacks (blue) in each room are for laptops, Voice Over Internet Protocol (VOIP) conference phone and printers. These are numbered beginning with a "D" (D1, D2, D3, etc...) Note that data jacks D7 and D8 are designated for printers, and these are the only places where the printers should be plugged in, other devices such as laptops, VOIP conference phone, should not be plugged into D7 or D8.
- 1.5 Each line has one telephone, PBX line (914-254- exchange). It requires that you dial 9 to get an outside line and is a direct line to the site, so you may dial just an extension.

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ATTACHMENT 9.2

Telephone Reference Guide

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2.0 To Answer a Call

- 2.1 Pick up handset
- 2.2 Answer the call

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

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

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

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Telephone Reference Guide
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- 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
- 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


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ATTACHMENT 9.3
Alt TSC/OSC Setup Checklist
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NOTE


Steps may be performed concurrently or out of sequence as deemed appropriate.

1. Access to the Verplanck Fire House will be through the door located in the rear of the facility.
2. Keys for the door are located in the coded key-box adjacent to the door.
3. Locate the marked cabinets in the Apparatus Bay (Locker #1) Commissioners Office (Locker #2) and Community Room (Locker #3).
4. Locate tables and chairs in the storage room, setup as indicated in Attachment 9.1. (The arrangement may be set up differently if requested by OSC/TSC Managers.)
5. Remove telephones from the cabinets and install as indicated on the diagrams for each room.
 - a. Confirm dial tones.
 - b. Install trip hazard protection for all lines, if needed.
6. Install the fax/printer/copier machines as indicated on the diagrams.
7. Remove laptops and install as indicated on the diagram for each location.
 - a. Laptops are available for the following positions: (but may be provided to others as needed)
 - i. Emergency Plant Manager
 - ii. Technical Support Center Manager
 - iii. Operations Support Center Manager
 - iv. Engineering Coordinator
 - v. Work Control Coordinator
 - vi. Radiological Coordinator
 - vii. Operations Coordinator
 - viii. Reactor Engineer
 - ix. Mechanical Coordinator

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ATTACHMENT 9.3
Alt TSC/OSC Setup Checklist
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8. Locate the clock stored in the cabinet. Set up the clock in a prominent location in the Community Room.
9. Locate hand –held radios and chargers
 - a. Install near the Work Control Coordinator.
10. Locate and distribute the following documents:
 - a. Position Checklists
 - b. Emergency Telephone Directory (s)
 - c. EAL Wall Charts
11. Set up the following using flip charts:
 - a. Sign-in sheet
 - b. Plant Status Board
 - c. Action Items
12. Obtain the following from Merlin or the stand alone laptop, as needed
 - a. Emergency Operating Procedures
 - b. Technical Support Guidelines
 - c. Severe Accident Guidelines
 - d. Emergency Management Guidelines
 - e. Any other document/procedure that may be needed for the event

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ATTACHMENT 9.4
Directions to the Alt TSC/OSC
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Directions to the Verplanck Fire House
From the IPEC Plant Entrance:

At the Gate make a right onto Broadway south towards Verplanck.

At intersection of Broadway and 8th Street (signal light), make a right turn.

Fire House is on the left (238 8th street).


Parking is in the rear of Fire House, or lot next to entrance, or in the Red Building parking lot on 6th Street behind the Fire House.

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ATTACHMENT 9.5
Internet Connection Setup
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1. Connections to the Entergy IPEC network are located in the Community Room and the Meeting Room. See Attachment 9.1 for locations.

2. It is necessary to complete the internet connection by closing a switch located in the Loft Room. Retrieve key from Locker #2 for the electric on/off switch that powers the network equipment up in the loft. The on/off switch is on the left as you enter the door that leads to the loft ladder. The key should fit in with the tab in the 12 o'clock position, by turning to the 3 o'clock position the network equipment will begin to power up, this will take a couple of minutes. Located in this room in the overhead is a cabinet which contains equipment to support the network. When the network is activated as outlined above, assure that the fans for that equipment is operating (you can hear the fans once the network is activated). These fans must be operating to assure cooling for the equipment in the cabinet.

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Attachment 9.6

Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC NOT Operational during a Hostile Action Based/Security Event:

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Note:

This guideline is written for conditions when the Alt. TSC/OSC will NOT be declared operational, i.e. HAB/Security Event that occurs during normal working hours and on-site personnel will NOT be able to staff the Alt. facility, for any reason, inclusive of Security Code Orange/Red, etc.. It is possible that some ERO qualified personnel, who were originally off-site when the HAB/Security Event occurred, will show up to the Alt. facilities; however this guideline assumes that the Alt. facilities will NOT be declared operational.

Note:


Sending IPEC Liaisons to the Incident Command Post (ICP) should be considered for all IPEC Emergency Action Level (EAL) declarations depending on the ICP's needs and **SHALL** be performed for all IPEC EALs involving a Hostile Action Based (HAB) or Security Event. The Liaisons should consist of personnel from Operations, Security and Radiation Protection (RP).

Note:

Although written for the Alt. TSC/OSC once communications are established per this guideline, if the actual IPEC TSC/OSC becomes Operational the actual IPEC TSC/OSC should continue to staff conference bridges previously established at the Alt. TSC/OSC location until all ICP needs are met.

Note:

Although primarily written for a HAB/Security Event, if the ICP requests IPEC Liaisons be sent to the ICP, during a non-HAB/Security Event then the EOF (AEOF) may follow the guidance as outlined below and assign IPEC Liaisons to meet the needs of the ICP.

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Attachment 9.6

Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC NOT Operational during a Hostile Action Based/Security Event:

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Guidance:

1. For any IPEC EAL declaration the request for ICP Liaisons should come from the ICP. The ICP should make a formal request to IPEC Security (typically CAS/SAS, etc.) for these additional personnel. If the IPEC EAL declaration involves a Hostile Action Based (HAB) or Security Event, or the ICP has requested these ICP Liaisons then proceed as follows:
2. IPEC Security (CAS/SAS, etc.) shall establish communication with the Alt. TSC and relay to the most senior ERO qualified person available (typically an EPM qualified individual), or designee at the Alt. TSC, that the ICP has requested ICP Liaisons. If the request for ICP Liaisons has been made from the ICP or the IPEC EAL declaration involves a Hostile Action Based (HAB) or Security Event then the most senior ERO qualified person available, or designee at the Alt. TSC, will continue on with Step 3.
3. The most senior ERO qualified person available (typically an EPM qualified individual), or designee at the Alt. TSC, will select ICP Liaison personnel based on the needs of the ICP. Typically the selection of ICP Liaisons is as follows:
 - a. A person knowledgeable about IPEC Security (oncoming Security Shift Supervisor, or equivalent) as the ICP Security Liaison. The IPEC Security Liaison will normally be filled using the personnel in the qualified ERO position entitled ICP Security Coordinator.
 - i. In some instances if one of the qualified IPEC ICP Security Coordinators were located off-site, when the HAB/Security Event occurred, they may report directly to the ICP if previous contact was made between the ICP (or IPEC) and the IPEC ICP Security Coordinator. If this was the case then an additional person need not be deployed to the ICP to act as the ICP Security Liaison. The IPEC ICP Security Coordinator will become the ICP Security Liaison. The Alt. TSC will simply need to be informed that an ICP Security Liaison is already at the ICP.


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- ii. In some instances if all of the qualified IPEC ICP Security Coordinators were located on-site, when the HAB/Security Event occurred, and they will NOT be able to staff the facility, for any reason, inclusive of Security Code Orange/Red, then the most senior ERO qualified person available will have to find a suitable substitute as outlined in this guideline.
 - b. A person knowledgeable about IPEC Operations (oncoming Control Room Supervisor, or equivalent) as the ICP Operations Liaison. If a person knowledgeable about IPEC Operations cannot be located then the person selected as the ICP Radiation Protection Liaison may perform these duties until additional assistance arrives
 - c. A person knowledgeable about IPEC Radiological Controls (RP Supervisor, or equivalent) as the ICP Radiation Protection Liaison. If a person knowledgeable about IPEC Radiological Controls cannot be located then the person selected as the ICP Operations Liaison may perform these duties until additional assistance arrives.
 - d. If knowledgeable personnel are unavailable in your facility for selection as ICP Liaisons then reach out to other facilities to determine if sufficient knowledgeable personnel may be available, for dispatch to the Alt. TSC, to meet the needs of the ICP.
- 4. The most senior ERO qualified person available, or designee at the Alt. TSC, will determine from IPEC Security (CAS/SAS, etc.) where the ICP has been established and determine the best way to contact the ICP directly.

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5. The most senior ERO qualified person available, or designee at the Alt. TSC, will contact the ICP directly and inform them that they will be sending ICP Liaisons to the ICP and supply the names of the selected individuals to the ICP. If a direct contact with the ICP, from the Alt. TSC, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information. If the IPEC ICP Security Coordinator is already at the ICP then this communication may be directly with him/her.

6. ICP Incident Commander (IC) determines, based on event specifics, escort requirements, special vehicle requirements and any special method of transport (walk, airlift, water, etc.), is needed to transport personnel from the Alt. TSC to the ICP and a point of contact at the ICP for the personnel, designated to be the ICP Liaisons, to report to. The most senior ERO qualified person available, or designee at the Alt. TSC, will remain in contact with the ICP for "go" approval from the ICP and relay specific travel and point of contact information to the designated ICP Liaisons. If a direct contact with the ICP is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.).
 - a. If the ICP IC determines that it is not safe to transport personnel from the Alt. TSC to the ICP then direct the designated ICP Liaisons to establish communications with the plant per guidance below and instruct ICP IC on how to dial into the conference bridge(s), giving him/her the specific numbers and information required, so the ICP IC, or designee, may call into the established conference bridge and ask questions as necessary.
 - b. When the ICP IC determines it is safe to transport the designated ICP Liaisons from the Alt. TSC to the ICP then continue on with applicable steps in this guideline.

7. The most senior ERO qualified person available, or designee at the Alt. TSC, will select any available Security personnel and instruct them to conduct credentialing, if required, and FFD process and then informs the ICP that the designated ICP Liaisons are ready to be deployed.


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- a. If there are no available Security personnel in the Alt. TSC and the IPEC ICP Security Coordinator is present in the ICP then the credentialing, if required, and FFD process may be conducted at the ICP when the designated ICP Liaisons arrive at the ICP.
 - b. If there are no available Security personnel in the Alt. TSC and the IPEC ICP Security Coordinator is NOT present in the ICP then the ICP IC must be informed that credentialing, at the Alt. TSC will not be performed. The ICP IC will, based on this information, determine if they are capable of credentialing the designated ICP Liaisons at the ICP. If determination is made that the ICP is capable of credentialing the designated ICP Liaisons then continue on with this guideline, as required. However the FFD process may still be conducted at the Alt. TSC, by ANY available personnel as designated by the most senior ERO qualified person available, or designee at the Alt. TSC, before the designated ICP Liaisons depart for the ICP.
8. If "go" approval is received from the ICP IC then the most senior ERO qualified person available, or designee at the Alt. TSC, will inform personnel that they will be deployed to the ICP and provide any required pre-job briefings and transit to the ICP i.a.w specific instructions from the ICP. If a direct contact with the ICP is not available then the "go" approval may be relayed thru IPEC Security (CAS/SAS, etc.). If the ICP Liaisons are to head to the ICP unescorted then the team must be given a point of contact at the ICP and the location of the point of contact. This point of contact will typically be the ICP IC.
 9. Once the ICP Liaisons have arrived at the ICP they will meet with the point of contact. If required, the ICP will conduct any necessary credentialing of personnel before the ICP Liaisons obtain the ICP Liaison "go" bag, stored at the Alt. ICP location and establish conference bridges as follows:

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- a. The ICP Security Liaison will utilize phone numbers in the E-Plan Emergency Telephone Directory (ETD) and contact IPEC Security (CAS/SAS) and the Alt. TSC. The ICP Security Liaison will instruct personnel to dial into a conference bridge, giving them the specific numbers and information required, and establishes a conference bridge with these personnel, if available and required. Additional personnel may join the conference bridge as necessary. Since the Alt. TSC is not Operational then the most senior ERO qualified person available, or designee at the Alt. TSC, may designate ANY available personnel to staff this conference bridge until the Alt. TSC becomes Operational.
 - i. If any personnel, designated to be on this conference bridge, are unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available personnel and instruct the unavailable personnel to join into the conference bridge when circumstances allow this to occur.

- b. The ICP Operations Liaison will utilize phone numbers in the E-Plan Emergency Telephone Directory (ETD) and contact the Unit 2 CCR, Unit 3 CCR, the EOF (or AEOF) and the Alt. TSC/OSC. The ICP Operations Liaison will instruct personnel to dial into a conference bridge, giving them the specific numbers and information required, and establishes a conference bridge with these personnel, if available and required. Additional personnel may join the conference bridge as necessary. It is possible that, due to plant circumstances CCR personnel may not be able to staff a conference bridge. In this instance the CCR may designate ANY available personnel (NPO, RP, Chem tech, etc.) to staff the conference bridge utilizing any open and available phone line. Since the Alt. TSC/OSC and EOF (or AEOF) are not Operational then the most senior ERO qualified person available, or designee at the Alt. TSC/OSC and EOF (or AEOF), may designate ANY available personnel to staff this conference bridge until the Alt. TSC/OSC and EOF (or AEOF) become Operational.


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- i. If one of the two CCR's is unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available CCR and instruct the unavailable CCR to join into the conference bridge when circumstances allow this to occur. The available CCR can provide any information required to the ICP Operations Liaison for the unavailable CCR by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR.
- ii. If both CCR's are unable to establish communications at this time, for any reason, then continue establishing the conference bridge between the Alt. TSC/OSC, EOF (or AEOF) and the ICP Operations Liaison and instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP Operations Liaison for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.
- iii. If both CCR's are unable to establish communications at this time, for any reason, and the ICP Liaisons were not deployed to the ICP for safety reasons, as established by the ICP IC, then establish the conference bridge between the Alt. TSC/OSC and EOF (or AEOF) only, so the ICP IC, or designee, may call into the established conference bridge and ask questions as necessary. The Alt. TSC/OSC should instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.

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- iv. In some situations the EOF (or AEOF) may not be staffed. If this is the case continue establishing the conference bridge with the other available facilities/personnel. In some cases, even if the EOF (or AEOF) is staffed, there may not be a need for the EOF (or AEOF) to stay on the phone continuously. If this is the case the EOF (or AEOF) may disconnect from the conference bridge as long as they understand how to dial into the conference bridge and have the specific numbers and information required, should the need arise to re-establish this communication pathway. It is possible that if both the CCR's and the EOF (or AEOF) are unable to establish communications at this time, for any reason, and the ICP Liaisons were not deployed to the ICP for safety reasons, as established by the ICP IC, then keep the conference bridge staffed at the Alt. TSC/OSC only, so the ICP IC, or designee, may call into the established conference bridge and ask questions as necessary. The Alt. TSC/OSC should instruct all unavailable facilities/personnel to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.

- v. If there are not two open and available CCR phone lines to establish a second conference bridge for the ICP Radiation Protection Liaison then the ICP Radiation Protection Liaison may utilize the same conference bridge established by the ICP Operations Liaison. If this line becomes too busy and multiple conversations must take place simultaneously then consideration must be given to separating out personnel onto two separate conference bridges as outlined in this guideline.

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- vi. If any personnel, designated to be on this conference bridge, are unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available personnel and instruct the unavailable personnel to join into the conference bridge when circumstances allow this to occur.

- c. The ICP Radiation Protection Liaison (if available) will utilize phone numbers in the E-Plan Emergency Telephone Directory (ETD) and contacts the Unit 2 CCR, Unit 3 CCR and asks to speak directly to the Watch RP Technicians. The ICP Radiation Protection Liaison will also contact the Alt. TSC/OSC. The ICP Radiation Protection Liaison will instruct personnel to dial into a conference bridge, giving them the specific numbers and information required, and establishes a conference bridge with these personnel, if available and required. Additional personnel may join the conference bridge as necessary. It is possible that, due to plant circumstances the Watch RP Technicians may not be able to staff a conference bridge. In this instance the CCR may designate ANY available personnel (NPO, Chem tech, etc.) to staff the conference bridge utilizing any open and available phone line or make a determination that the person designated to staff the conference bridge with the ICP Operations Liaison may relay pertinent radiological information instead. Since the Alt. TSC/OSC are not operational then the most senior ERO qualified person available, or designee at the Alt. TSC/OSC, may designate ANY available personnel to staff this conference bridge until the Alt. TSC/OSC become Operational.
 - i. If one of the two CCR's in unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available CCR and instruct the unavailable CCR to join into the conference bridge when circumstances allow this to occur. The available CCR can provide any information required to the ICP Radiation Protection Liaison for the unavailable CCR by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR.


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- ii. If both CCR's are unable to establish communications at this time, for any reason, then continue establishing the conference bridge between the Alt. TSC/OSC and the ICP Radiation Protection Liaison and instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP Radiation Protection Liaison for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.
- iii. If both CCR's are unable to establish communications at this time, for any reason, and the ICP Liaisons were not deployed to the ICP for safety reasons, as established by the ICP IC, then establish the conference bridge at the Alt. TSC/OSC only, so the ICP IC, or designee, may call into the established conference bridge and ask questions as necessary. The Alt. TSC/OSC should instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.
- iv. If there are not two open and available CCR phone lines to establish a second conference bridge, the ICP Radiation Protection Liaison may utilize the same conference bridge established by the ICP Operations Liaison. If this line becomes too busy and multiple conversations must take place simultaneously then consideration must be given to separating out personnel onto two separate conference bridges as outlined in this guideline.

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- v. If any personnel, designated to be on this conference bridge, are unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available personnel and instruct the unavailable personnel to join into the conference bridge when circumstances allow this to occur.

- 10. Once the conference bridges have successfully been established the ICP IC, the EOF or (AEOF) Emergency Director (or the most senior ERO qualified person available, or designee at the EOF/AEOF, if not operational), the CCR Shift Manager(s) and the most senior ERO qualified person available, or designee at the Alt. TSC/OSC, will be informed of these actions and what facilities/areas are on the line.

- 11. Once personnel are able to access the site and the actual IPEC TSC/OSC is declared operational then the CCR and CAS/SAS personnel, on the established conference bridge lines with the ICP, should be replaced by personnel in the actual IPEC TSC/OSC as outlined below.
 - a. The TSC Security Coordinator should replace the CAS/SAS personnel on the ICP Security Liaison established conference bridge. If the TSC Security Coordinator is unavailable then the EPM may designate ANY available ERO personnel to staff the conference bridge. Once the actual IPEC TSC has joined the established ICP Security Liaison conference bridge then CAS/SAS may disconnect from the call.

 - b. The TSC Operations Coordinator or the OSC Operation Support ERO personnel should replace the CCR personnel on the ICP Operations Liaison established conference bridge. If the TSC Operations Coordinator or the OSC Operation Support ERO personnel are both unavailable then the EPM may designate ANY available ERO personnel to staff the conference bridge. Once the actual IPEC TSC (or OSC) has joined the established ICP Operations Liaison conference bridge then the CCR(s) may disconnect from the call.


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- c. The TSC Radiological Coordinator should replace CCR personnel on the ICP Radiation Protection Liaison established conference bridge. If the TSC Radiological Coordinator is unavailable then the EPM may designate the OSC Rad/Chem Coordinator or ANY available ERO personnel to staff the conference bridge. Once the actual IPEC TSC (or OSC) has joined the established ICP Radiation Protection Liaison conference bridge then the CCR(s) may disconnect from the call.
 - d. Once the conference bridges have successfully been re-established utilizing personnel from the actual IPEC TSC/OSC, the ICP IC and the EPM will be informed of these actions and what facilities/areas are on the line.
12. Once personnel are able to access the site and the actual IPEC EOF/ICP is declared operational then the EOF may disconnect from the established conference bridge due to close proximity of the two facilities. If, due to the circumstances of the event, either of the two facilities is unable to report to the actual EOF then the EOF (or AEOF) should maintain the established conference bridge staffed as outlined in this guideline. In all cases the IPEC ICP Liaisons should maintain the established conference bridge lines staffed, until such time the ICP IC determines that the ICP Liaisons and/or the established conference bridge is no longer required.
- a. Once the conference bridges have successfully been re-established utilizing personnel from the actual IPEC EOF or (AEOF)/ICP the ICP IC and the ED will be informed of these actions and what facilities/areas are on the line.
 - b. If the actual IPEC EOF/ICP are declared operational and the EOF has disconnect from the established conference bridge due to close proximity of the two facilities then the ED will be informed of these actions.
13. Once the ICP IC determines that the ICP Liaisons and/or the established conference bridges are no longer required then the ICP Liaisons may instruct all personnel on the established conference bridges to disconnect. Then the ICP Liaisons may disconnect the conference call and await further instructions from the ICP IC. If the ICP IC determines that the ICP Liaisons and/or the established conference bridges will be required for an indefinite period of time then the ICP Liaisons should contact the appropriate facility leads to ensure suitable reliefs can be arranged in a timely manner.

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NOTE

This guideline is written for conditions when the Alt. TSC/OSC has been declared operational, i.e. HAB/Security Event that occurs outside of normal working hours, and off-site personnel will be able to staff the Alt. facility.

NOTE


Sending IPEC Liaisons to the Incident Command Post (ICP) should be considered for all IPEC Emergency Action Level (EAL) declarations depending on the ICP's needs and **SHALL** be performed for all IPEC EALs involving a Hostile Action Based (HAB) or Security Event. The Liaisons should consist of personnel from Operations, Security and Radiation Protection (RP).

NOTE

Although written for the Alt. TSC/OSC, once communications are established per this guideline, if the actual IPEC TSC/OSC becomes Operational, the actual IPEC TSC/OSC should continue to staff conference bridges previously established at the Alt. TSC/OSC location until all ICP needs are met.

NOTE

Although primarily written for a HAB/Security Event, if the ICP requests IPEC Liaisons be sent to the ICP, during a non-HAB/Security Event then the EOF (AEOF) may follow the guidance as outlined below and assign IPEC Liaisons to meet the needs of the ICP.

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Guidance:

1. For any IPEC EAL declaration the request for ICP Liaisons should come from the ICP. The ICP should make a formal request to IPEC Security (typically CAS/SAS or directly to the ICP Security Coordinator) for these additional personnel. If the IPEC EAL declaration involves a Hostile Action Based (HAB) or Security Event, or the ICP has requested these ICP Liaisons then proceed as follows:
2. The TSC Security Coordinator shall establish communication with IPEC Security (CAS/SAS) and determine if the ICP has requested ICP Liaisons, if not already known. If the request for ICP Liaisons has been made from the ICP or the IPEC EAL declaration involves a Hostile Action Based (HAB) or Security Event then the TSC Security Coordinator will inform the Emergency Plant Manager (EPM) of the need to staff the ICP Liaisons.
3. The EPM will select ICP Liaison personnel based on the needs of the ICP. Typically the selection of ICP Liaisons is as follows:
 - a. A person knowledgeable about IPEC Security (this is a qualified ERO position entitled ICP Security Coordinator) as the ICP Security Liaison.
 - i. In some instances the IPEC ICP Security Coordinator may report directly to the ICP if previous contact was made between the ICP (or IPEC) and the IPEC ICP Security Coordinator. If this was the case then an additional person need not be deployed to the ICP to act as the ICP Security Liaison. The IPEC ICP Security Coordinator will become the ICP Security Liaison. The Alt. TSC will simply need to be informed that an ICP Security Liaison is already at the ICP.
 - b. A person knowledgeable about IPEC Operations (oncoming Control Room Supervisor, or equivalent) as the ICP Operations Liaison. If a person knowledgeable about IPEC Operations cannot be located then the person selected as the ICP Radiation Protection Liaison may perform these duties until additional assistance arrives.


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- c. A person knowledgeable about IPEC Radiological Controls (RP Supervisor, or equivalent) as the ICP Radiation Protection Liaison. If a person knowledgeable about IPEC Radiological Controls cannot be located then the person selected as the ICP Operations Liaison may perform these duties until additional assistance arrives.
 - d. If knowledgeable personnel are unavailable in your facility for selection as ICP Liaisons then reach out to other facilities to determine if sufficient knowledgeable personnel may be available, for dispatch to the Alt. TSC, to meet the needs of the ICP.
4. The TSC Security Coordinator will determine from IPEC Security (CAS/SAS, etc.) where the ICP has been established and determine the best way to contact the ICP directly. The TSC Security Coordinator will inform the Emergency Plant Manager (EPM) of the location of the ICP.
5. The TSC Security Coordinator will contact the ICP directly and inform them that they will be sending ICP Liaisons to the ICP and supply the names of the selected individuals to the ICP. If a direct contact with the ICP, from the Alt. TSC, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information.
6. ICP Incident Commander (IC) determines, based on event specifics, if escort requirements, special vehicle requirements and any special method of transport (walk, airlift, water, etc.) is needed to transport personnel from the Alt. TSC to the ICP and a point of contact at the ICP for the personnel, designated to be the ICP Liaisons, to report to. The TSC Security Coordinator will remain in contact with the ICP for "go" approval from the ICP and relay specific travel and point of contact information to the designated ICP Liaisons. If a direct contact with the ICP is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.).


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- a. If the ICP IC determines that it is not safe to transport personnel from the Alt. TSC to the ICP then direct the designated ICP Liaisons to establish communications with the plant per guidance below and instruct ICP IC on how to dial into the conference bridge(s), giving them the specific numbers and information required, so the ICP IC, or designee, may call into the established conference bridge and ask questions as necessary.
 - b. When the ICP IC determines it is safe to transport the designated ICP Liaisons from the Alt. TSC to the ICP then continue on with applicable steps in this guideline.
7. The TSC Security Coordinator conducts credentialing, if required, and FFD process and informs the ICP that the designated ICP Liaisons are ready to be deployed.
 8. If "go" approval is received from the ICP IC then the TSC Security Coordinator will inform personnel that they will be deployed to the ICP and provide any required pre-job briefings. The designated ICP Liaisons will take their designated ICP Liaison "go" bag from the Alt. TSC/OSC and transit to the ICP i.a.w specific instructions from the ICP. If a direct contact with the ICP is not available then the "go" approval may be relayed thru IPEC Security (CAS/SAS). If the ICP Liaisons are to head to the ICP unescorted then the team must be given a point of contact at the ICP and the location of the point of contact. This point of contact will typically be the ICP IC.


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9. Once the ICP Liaisons have arrived at the ICP they will meet with the point of contact. If required, the ICP will conduct any necessary credentialing of personnel before the ICP Liaisons obtain the ICP Liaison "go" bag, stored at the Alt. ICP location and establish conference bridges as follows:
 - a. The ICP Security Liaison will utilize phone numbers in the E-Plan Emergency Telephone Directory (ETD) and contact IPEC Security (CAS/SAS) and the Alt. TSC Security Coordinator. The ICP Security Liaison will instruct personnel to dial into a conference bridge, giving them the specific numbers and information required, and establishes a conference bridge with these personnel, if available and required. Additional personnel may join the conference bridge as necessary.
 - i. If any personnel, designated to be on this conference bridge, are unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available personnel and instruct the unavailable personnel to join into the conference bridge when circumstances allow this to occur.
 - b. The ICP Operations Liaison will utilize phone numbers in the E-Plan Emergency Telephone Directory (ETD) and contact the Unit 2 CCR, Unit 3 CCR, the EOF (or AEOF) Communicator and the Alt. TSC Operations Coordinator or the Alt. OSC Operations Support ERO personnel. The ICP Operations Liaison will instruct personnel to dial into a conference bridge, giving them the specific numbers and information required, and establishes a conference bridge with these personnel, if available and required. Additional personnel may join the conference bridge as necessary. It is possible that, due to plant circumstances CCR personnel may not be able to staff a conference bridge. In this instance the CCR may designate ANY available personnel (NPO, RP, Chem tech, etc.) to staff the conference bridge utilizing any open and available phone line.


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- i. If one of the two CCR's is unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available CCR and instruct the unavailable CCR to join into the conference bridge when circumstances allow this to occur. The available CCR can provide any information required to the ICP Operations Liaison for the unavailable CCR by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR.
- ii. If both CCR's are unable to establish communications at this time, for any reason, then continue establishing the conference bridge between the Alt. TSC/OSC, EOF (or AEOF) and the ICP Operations Liaison and instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP Operations Liaison for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.
- iii. If both CCR's are unable to establish communications at this time, for any reason, and the ICP Liaisons were not deployed to the ICP for safety reasons, as established by the ICP IC, then establish the conference bridge between the Alt. TSC/OSC and EOF (or AEOF) only, so the ICP IC, or designee, may call into the established conference bridge and ask questions as necessary. The Alt. TSC/OSC should instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.


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Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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- iv. In some situations the EOF or (AEOF) may not be staffed. If this is the case continue establishing the conference bridge with the other available facilities/personnel. In some cases, even if the EOF or (AEOF) is staffed, there may not be a need for the EOF or (AEOF) Communicator to stay on the phone continuously. If this is the case the EOF or (AEOF) Communicator may disconnect from the conference bridge as long as they understand how to dial into the conference bridge and have the specific numbers and information required, should the need arise to re-establish this communication pathway. It is possible that if both the CCR's and the EOF or (AEOF) are unable to establish communications at this time, for any reason, and the ICP Liaisons were not deployed to the ICP for safety reasons, as established by the ICP IC, then keep the conference bridge staffed at the Alt. TSC/OSC only, so the ICP IC, or designee, may call into the conference bridge and ask questions as necessary. The Alt. TSC/OSC should instruct all unavailable facilities/personnel to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.
- v. If there are not two open and available CCR phone lines to establish a second conference bridge for the ICP Radiation Protection Liaison then the ICP Radiation Protection Liaison may utilize the same conference bridge established by the ICP Operations Liaison. If this line becomes too busy and multiple conversations must take place simultaneously then consideration must be given to separating out personnel onto two separate conference bridges as outlined in this guideline.

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Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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- vi. If any personnel, designated to be on this conference bridge, are unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available personnel and instruct the unavailable personnel to join into the conference bridge when circumstances allow this to occur.

- c. The ICP Radiation Protection Liaison (if available) will utilize phone numbers in the E-Plan Emergency Telephone Directory (ETD) and contacts the Unit 2 CCR, Unit 3 CCR and asks to speak directly to the Watch RP Technicians. The ICP Radiation Protection Liaison will also contact the Alt. TSC Radiological Coordinator. The ICP Radiation Protection Liaison will instruct personnel to dial into a conference bridge, giving them the specific numbers and information required, and establishes a conference bridge with these personnel, if available and required. Additional personnel may join the conference bridge as necessary. It is possible that, due to plant circumstances the Watch RP Technician(s) may not be able to staff a conference bridge. In this instance the CCR may designate ANY available personnel (NPO, Chem tech, etc.) to staff the conference bridge utilizing any open and available phone line or make a determination that the person designated to staff the conference bridge with the ICP Operations Liaison may relay pertinent radiological information instead.

- i. If one of the two CCR's is unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available CCR and instruct the unavailable CCR to join into the conference bridge when circumstances allow this to occur. The available CCR can provide any information required to the ICP Radiation Protection Liaison for the unavailable CCR by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR.


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Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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- ii. If both CCR's are unable to establish communications at this time, for any reason, then continue establishing the conference bridge between the Alt. TSC/OSC and the ICP Radiation Protection Liaison and instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP Radiation Protection Liaison for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.
- iii. If both CCR's are unable to establish communications at this time, for any reason, and the ICP Liaisons were not deployed to the ICP for safety reasons, as established by the ICP IC, then establish the conference bridge at the Alt. TSC/OSC only, so the ICP IC, or designee, may call into the established conference bridge and ask questions as necessary. The Alt. TSC/OSC should instruct the unavailable CCR's to join into the conference bridge when circumstances allow this to occur. The Alt. TSC/OSC can provide any information required to the ICP for the unavailable CCR's by historical plant knowledge, plant process computers or relaying information passed directly from the unavailable CCR's.
- iv. If there are not two open and available CCR phone lines to establish a second conference bridge, the ICP Radiation Protection Liaison may utilize the same conference bridge established by the ICP Operations Liaison. If this line becomes too busy and multiple conversations must take place simultaneously then consideration must be given to separating out personnel onto two separate conference bridges as outlined in this guideline.
- v. If the Alt. TSC Radiological Coordinator is unable to establish communications at this time, for any reason, then a suitable substitute (i.e. Alt. OSC Rad/Chem Coordinator, etc.) may be utilized to staff the conference bridge and supply any information required by the ICP.


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Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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- vi. If any personnel, designated to be on this conference bridge, are unable to establish communications at this time, for any reason, then continue establishing the conference bridge with the available personnel and instruct the unavailable personnel to join into the conference bridge when circumstances allow this to occur.
10. Once the conference bridges have successfully been established the ICP IC, the EOF (or AEOF) Emergency Director (or the most senior ERO qualified person available, or designee at the EOF/AEOF, if not operational), the CCR Shift Manager(s) and the EPM will be informed of these actions and what facilities/areas are on the line.
 11. Once personnel are able to access the site and the actual IPEC TSC/OSC is declared operational then the CCR and CAS/SAS personnel, on the established conference bridge lines with the ICP, should be replaced by personnel in the actual IPEC TSC/OSC as outlined below.
 - a. The TSC Security Coordinator should replace the CAS/SAS personnel on the ICP Security Liaison established conference bridge. If the TSC Security Coordinator is unavailable then the EPM may designate ANY available ERO personnel to staff the conference bridge. Once the actual IPEC TSC has joined the established ICP Security Liaison conference bridge then CAS/SAS may disconnect from the call.
 - b. The TSC Operations Coordinator or the OSC Operation Support ERO personnel should replace the CCR personnel on the ICP Operations Liaison established conference bridge. If the TSC Operations Coordinator or the OSC Operation Support ERO personnel are both unavailable then the EPM may designate ANY available ERO personnel to staff the conference bridge. Once the actual IPEC TSC (or OSC) has joined the established ICP Operations Liaison conference bridge then the CCR(s) may disconnect from the call.


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Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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- c. The TSC Radiological Coordinator should replace CCR personnel on the ICP Radiation Protection Liaison established conference bridge. If the TSC Radiological Coordinator is unavailable then the EPM may designate the OSC Rad/Chem Coordinator or ANY available ERO personnel to staff the conference bridge. Once the actual IPEC TSC (or OSC) has joined the established ICP Radiation Protection Liaison conference bridge then the CCR(s) may disconnect from the call.
 - d. Once the conference bridges have successfully been re-established utilizing personnel from the actual IPEC TSC/OSC the ICP IC and the EPM will be informed of these actions and what facilities/areas are on the line.
12. Once personnel are able to access the site and the actual IPEC EOF/ICP is declared operational then the EOF may disconnect from the established conference bridge due to close proximity of the two facilities. If, due to the circumstances of the event, either of the two facilities is unable to report to the actual EOF then the EOF (or AEOF) should maintain the established conference bridge staffed as outlined in this guideline. In all cases the IPEC ICP Liaisons should maintain the established conference bridge lines staffed, until such time the ICP IC determines that the ICP Liaisons and/or the established conference bridge is no longer required.
- a. Once the conference bridges have successfully been re-established utilizing personnel from the actual IPEC EOF (or AEOF)/ICP the ICP IC and the ED will be informed of these actions and what facilities/areas are on the line.
 - b. If the actual IPEC EOF/ICP are declared operational and the EOF has disconnect from the established conference bridge due to close proximity of the two facilities then the ED will be informed of these actions.


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Sending IPEC Liaisons to the (A) ICP with the Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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13. Once the ICP IC determines that the ICP Liaisons and/or the established conference bridges are no longer required then the ICP Liaisons may instruct all personnel on the established conference bridges to disconnect. Then the ICP Liaisons may disconnect the conference call and await further instructions from the ICP IC. If the ICP IC determines that the ICP Liaisons and/or the established conference bridges will be required for an indefinite period of time then the ICP Liaisons should contact the appropriate facility leads to ensure suitable reliefs can be arranged in a timely manner.

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Attachment 9.8

**Request for off-site personnel to be brought on-site with Alt. TSC/OSC
Operational during a Hostile Action Based/Security Event:**

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NOTE


This guideline is written for conditions when the Alt. TSC/OSC has been declared operational, i.e. HAB/Security Event that occurs outside of normal working hours, and off-site personnel will be able to staff the Alt. facility. If sufficient personnel show up to the Alt. TSC/OSC, but the Alt. TSC/OSC has NOT been declared Operational then this guideline may still be followed in lieu of the guideline "Request for off-site personnel to be brought on-site with Alt. TSC/OSC NOT Operational during a Hostile Action Based/Security Event" substituting ANY available personnel for specific ERO positions called out for in this guideline.

NOTE

The request for personnel to be brought on-site, from an off-site location, may be for one person (i.e. Operations NPO, Security Officer, RP Tech., etc.) or may be more elaborate and consist of a multi-discipline team (i.e. R&CA Team, etc.) or may consist of an entire group of personnel (i.e. TSC, OSC, etc.).

NOTE

It is possible that, prior to the request for personnel, the CCR may need to discuss with the Alt. TSC/OSC (or ICP) the needs of the plant and the personnel available in the facility, to determine who can best support the needs of the plant. This discussion, with the CCR may occur over any ICP Liaison established Conference Bridge, or equivalent, prior to following steps in this guideline.

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Attachment 9.8

Request for off-site personnel to be brought on-site with Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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Guidance:

1. Request for personnel originates from Central Control Room (CCR) or the Alternate Technical Support Center (TSC). If originated from the CCR the CCR supplies specific names of personnel that they need, if known, directly to Alt. TSC/Operations Support Center (OSC). The Alt. TSC authorizes the request for additional personnel and delegates the request process to the Alt. OSC to prepare the requested personnel. The Alt. TSC Security Coordinator will inform IPEC Security (CAS/SAS, etc.) that a request for additional personnel, to be brought on-site, has been made. The Alt. TSC Operations Coordinator will inform the ICP Operations Liaison of the plants needs and the names of personnel, if known and required by the Incident Command Post (ICP). The ICP Operations Liaison will brief the Incident Command Post (ICP) Incident Commander (IC) and other IPEC Liaisons, if not previously informed, of the needs of the plant and the names of the personnel requested, if known.
 - a. If IPEC ICP Liaisons have not previously been established then the Alt. TSC Security Coordinator will determine from IPEC Security (CAS/SAS, etc.) where the ICP has been established and determine the best way to contact the ICP directly. All further communications to the ICP may be conducted by contacting the ICP directly, to continue on with this guideline. The Alt. TSC Security Coordinator will contact the ICP and inform the ICP IC, or designee, of the request for off-site personnel to be brought on-site. If a direct contact with the ICP, from the Alt. TSC, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information.
 - b. If, based on the needs of the Alt. TSC, the Alt. TSC Security Coordinator is unable to continue with direct communications to the ICP, the EPM may designate ANY available personnel to conduct all further communications with the ICP.
 - c. If, based on the needs of the Alt. TSC, the Alt. TSC Operations Coordinator is unable to continue with direct communications to the ICP, the EPM may designate ANY available personnel to conduct all further communications with the ICP.


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Request for off-site personnel to be brought on-site with Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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2. The Alt. OSC assembles and organizes requested personnel.
3. The Alt. TSC Security Coordinator conducts credentialing, if required and FFD process and provides input regarding current PA access authorization based on information from the ICP Security Liaison or ICP directly.
4. The appropriate Alt. OSC Coordinator's will conduct normal multi-disciplinary pre-job briefing plus situation status briefings based on information from the ICP Operations Liaison (or ICP) and ICP Security Liaisons (or ICP). During this brief personnel should be given a phone number to reach the Alt. TSC (or ICP), if one is available. The appropriate Alt. OSC Coordinator's then will present the required personnel to the Alt. OSC Work Control Coordinator (WCC).
5. The Alt. OSC WCC notifies the Alt. TSC Security Coordinator when the requested personnel are ready to be deployed. The Alt. TSC Security Coordinator contacts the ICP Security Liaison (or ICP) and reports that the requested personnel are ready to be deployed.
6. ICP Incident Commander (IC), or designee, determines based on event specifics, if escort requirements, special vehicle requirements and any special method of transport (walk, airlift, water, etc.) is needed to transport personnel from the Alt. TSC to the site and a point of contact/location, if required, on site for the requested personnel to be transferred to, or meet with the point of contact. The Alt. TSC Security Coordinator checks with the ICP Security Liaison (or ICP) for "go" approval from the ICP and relays specific travel and point of contact information to the team.
7. If "go" approval is received from the ICP IC, or designee then the Alt. TSC Security Coordinator will inform the Alt. OSC WCC that personnel may be deployed to the site. The requested personnel will transit to the site i.a.w. specific instructions from the ICP IC, or designee and the Alt. OSC WCC will track the requested personnel's location and status per current E-Plan Implementing Procedures. If the team is to head to the site unescorted then the team **MUST** be given a point of contact at the site and the location of the point of contact. This point of contact will typically be IPEC Security Personnel at or near the main gate.

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Request for off-site personnel to be brought on-site with Alt. TSC/OSC Operational during a Hostile Action Based/Security Event:

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8. Once on-site the requested personnel will meet with the point of contact and be escorted, if required, to job site/location. Once at the job site/location the team must contact the appropriate CCR to verify that the actions requested are still required and contact the Alt. TSC (or ICP) and report the satisfactory arrival on-site. It is possible that due to circumstances and communication availability that Security personnel, CCR personnel, etc. may relay this information to the Alt. TSC (or ICP).
 - a. The Alt. TSC Security Coordinator will report the satisfactory arrival on-site of the requested personnel to the ICP Security Liaison (or ICP) and Alt. OSC WCC. The ICP Security Liaison, if established, will brief the Incident Command Post (ICP) Incident Commander (IC) and other ICP Liaisons, if established, on the satisfactory arrival on-site.

9. Once the actions requested have been completed then the requested personnel will report completed actions to the appropriate CCR and Alt. TSC (or ICP). The appropriate CCR will coordinate with the ICP and determine if these requested personnel should return to the Alt. TSC (or ICP) or sequester on-site. If personnel are directed to return to the Alt. TSC (or ICP) then the CCR must coordinate the movement of personnel with IPEC Security and the ICP.
 - a. If a direct contact with the ICP, from the CCR, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information and movement coordination of these personnel.

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Attachment 9.9

Request for off-site personnel to be brought on-site with Alt. TSC/OSC NOT Operational during a Hostile Action Based/Security Event:

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NOTE


This guideline is written for conditions when the Alt. TSC/OSC will NOT be declared operational, i.e. HAB/Security Event that occurs during normal working hours and on-site personnel will NOT be able to staff the Alt. facility, for any reason, inclusive of Security Code Orange/Red, etc.. It is possible that some ERO qualified personnel, who were originally off-site when the HAB/Security Event occurred, will show up to the Alt. facilities; however this guideline assumes that the Alt. facilities will NOT be declared operational. If sufficient personnel show up to the Alt. TSC/OSC then the guideline "Request for off-site personnel to be brought on-site with Alt. TSC/OSC Operational during a Hostile Action Based/Security Event" may be followed in lieu of this guideline, substituting ANY available personnel for specific ERO positions called out for in the guideline.

NOTE

The request for personnel to be brought on-site, from an off-site location, may be for one person (i.e. Operations NPO, Security Officer, RP Tech., etc.) or may be more elaborate and consist of a multi-discipline team (i.e. R&CA Team, etc.) or may consist of an entire group of personnel (i.e. TSC, OSC, etc.).

NOTE

It is possible that, prior to the request for personnel, the CCR may need to discuss with the Alt. TSC/OSC (or ICP) the needs of the plant and the personnel available in the facility, to determine who can best support the needs of the plant. This discussion, with the CCR may occur over any ICP Liaison established conference bridge, or equivalent, prior to following steps in this guideline.

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Attachment 9.9

Request for off-site personnel to be brought on-site with Alt. TSC/OSC NOT Operational during a Hostile Action Based/Security Event:

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Guidance:

1. Request for personnel originates from Central Control Room (CCR). If originated from the CCR the CCR supplies specific names of personnel that they need, if known, directly to the ICP Operations Liaison (or ICP) and informs IPEC Security (CAS/SAS) that they have made this request. The ICP Operations Liaison, if established, will brief the Incident Command Post (ICP) Incident Commander (IC) and other established IPEC Liaisons, if not previously informed, of the needs of the plant and the names of the personnel requested, if known. The ICP IC will authorize the request for additional personnel and delegates the request process to the IPEC ICP Liaisons, if established, to prepare the requested personnel.
 - a. If IPEC ICP Liaisons have not previously been established then the CCR will determine from IPEC Security (CAS/SAS, etc.) where the ICP has been established and determine the best way to contact the ICP directly. All further communications to the ICP may be conducted by contacting the ICP directly, to continue on with this guideline. The CCR will contact the ICP and inform the ICP IC, or designee, of the request for off-site personnel to be brought on-site. If a direct contact with the ICP, from the CCR, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information.
 - b. If IPEC ICP Liaisons have not previously been established then the ICP IC may delegate the request process to any personnel the ICP IC deems appropriate, to prepare the requested personnel.
 - c. If sufficient personnel have shown up to the Alt. TSC/OSC then the guideline "Request for off-site personnel to be brought on-site with the Alt. TSC/OSC Operational during a Hostile Action Based/Security Event" may be followed in lieu of this guideline, substituting ANY available personnel for specific ERO positions called out for in that guideline. Otherwise continue on with this guideline.


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Request for off-site personnel to be brought on-site with Alt. TSC/OSC NOT Operational during a Hostile Action Based/Security Event:

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2. The ICP Operations Liaison and/or the ICP Security Liaison, etc. will establish contact with the Alt. TSC to find out if these requested personnel are available in that location. Once informed the requested personnel must assemble and organize themselves to be ready for deployment utilizing the assistance of any available personnel who have shown up to the Alt. TSC.
 - a. If IPEC ICP Liaisons have not previously been established then the ICP will have to establish contact with the Alt. TSC. If a direct contact with the Alt. TSC, from the ICP, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the Alt. TSC (through landlines, cell phones, e-mail, etc.) to relay information. All further communications to the Alt. TSC may be conducted by contacting the Alt. TSC directly, to continue on with this guideline.
3. When the requested personnel are assembled and ready for deployment then the Alt. TSC must contact the ICP Incident Commander (IC), or designee, who determines, based on event specifics, if escort requirements, special vehicle requirements and any special method of transport (walk, airlift, water, etc.) is needed to transport personnel from the Alt. TSC to the ICP and a point of contact at the ICP. If a direct contact with the ICP is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.).
4. The Alt. TSC will remain in contact with the ICP for "go" approval from the ICP IC, or designee and relay specific travel and point of contact information to the requested personnel. If a direct contact with the ICP, from the Alt. TSC, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information.


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**Request for off-site personnel to be brought on-site with Alt. TSC/OSC NOT
Operational during a Hostile Action Based/Security Event:**

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- a. If the ICP IC, or designee, determines that it is not safe to transport personnel from the Alt. TSC to the ICP it is possible that the ICP may choose to conduct credentialing, FFD processing, multi-disciplinary work briefings and provide input regarding current PA access authorization via the telephone or other form of communication. If a direct contact with the ICP is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.). During this brief personnel should be given a phone number to reach the ICP (or Alt. TSC), if one is available. If the ICP chooses to utilize this alternate process then any/all of Step 5, in this guideline, may not be required.
 - b. If any additional personnel (Operations, Security, Radiation Protection, etc.) were available at the Alt. TSC and the ICP IC, or designee, determines that it is not safe to transport personnel from the Alt. TSC to the ICP it is possible that the ICP may direct that the Alt. TSC conduct some of the credentialing/briefings, at the Alt. TSC, based on information from the ICP. If any credentialing/briefings were NOT conducted at the Alt. TSC, prior to requested personnel being deployed, then the ICP must be informed on the status of uncompleted credentialing/briefings. If required, the ICP will conduct any additional uncompleted credentialing/briefings necessary. If a direct contact with the ICP is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.). During this brief personnel should be given a phone number to reach the ICP (or Alt. TSC), if one is available. If the ICP chooses to utilize this alternate process then any/all of Step 5, in this guideline, may not be required.
5. Once the requested personnel have arrived at the ICP they will meet with the point of contact. If required, the ICP will conduct any necessary credentialing, FFD processing, multi-disciplinary work briefings and provides input regarding current PA access authorization. During this brief personnel should be given a phone number to reach the ICP (or Alt. TSC), if one is available.


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Request for off-site personnel to be brought on-site with Alt. TSC/OSC NOT Operational during a Hostile Action Based/Security Event:

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- a. It is possible that if any additional personnel (Operations, Security, Radiation Protection, etc.) were available at the Alt. TSC that these additional personnel may conduct some of the credentialing/briefings, at the Alt. TSC, based on information from the ICP, prior to personnel arriving at the ICP. If any credentialing/briefings were conducted at the Alt. TSC, prior to requested personnel being deployed, then the ICP must be informed on the status of credentialing/briefings prior to requested personnel arriving at the ICP. If a direct contact with the ICP is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.).
6. Once fully processed and briefed the ICP IC, or designee, will be notified that the requested personnel are ready to be deployed to the site.
7. ICP IC, or designee, determines based on event specifics, if escort, special vehicle, method of transport (walk, airlift, water, etc.) is needed to transport personnel from the briefing location to the site and a point of contact/location, if required, on site for the requested personnel to be transferred to, or meet with the point of contact.
8. If "go" approval is received from the ICP IC, or designee, then the requested personnel will be informed that they will be deployed to the site. The requested personnel will transit to the site i.a.w. specific instructions from the ICP IC, or designee. If the team is to head to the site unescorted then the team **MUST** be given a point of contact at the site and the location of the point of contact. This point of contact will typically be IPEC Security Personnel at or near the main gate.
9. Once on-site the requested personnel will meet with the point of contact and be escorted, if required, to job site/location. Once at the job site/location the team must contact the appropriate CCR to verify that the actions requested are still required and contact the ICP (or Alt. TSC) and report satisfactory arrival on-site. It is possible that due to circumstances and communications available that Security Personnel, CCR personnel, etc. may relay this information to the ICP (or Alt. TSC).

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**Request for off-site personnel to be brought on-site with Alt. TSC/OSC NOT
Operational during a Hostile Action Based/Security Event:**

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- a. If reported to the Alt. TSC then the person taking the call will report the satisfactory arrival on-site of the requested personnel, to the most senior ERO qualified person available (typically an EPM qualified individual), or designee at the Alt. TSC and to the ICP Security Liaison (or ICP). The ICP Security Liaison, if established, will brief the Incident Command Post (ICP) Incident Commander (IC) and other ICP Liaisons, if established, on the satisfactory arrival on-site.

- 10. Once the actions requested have been completed then the requested personnel will report completed actions to the appropriate CCR. The appropriate CCR will coordinate with the ICP and determine if these requested personnel should return to the ICP, Alt. TSC or sequester on-site. If personnel are directed to return to the ICP or Alt. TSC then the CCR must coordinate the movement of personnel with IPEC Security and the ICP.
 - a. If a direct contact with the ICP, from the CCR, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information and movement coordination of these personnel.

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Attachment 9.10

Request for on-site personnel to be brought off-site in a Post-Attack Environment following a Hostile Action Based/Security Event:

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NOTE


This guideline is written for conditions when a Hostile Action Based (HAB)/Security Event occurred at the IPEC Site and the IPEC Site is in a Post-Attack Environment, but the "All-Clear" has not yet been issued. Typically the IPEC Site is considered a crime scene by the NYS Police during this period of time. This guideline is applicable for a HAB/Security Event that occurs during normal working hours or outside of normal working hours.

NOTE

The request for personnel to be brought off-site, from an on-site location, may be for one person (i.e. Security Officer, ICP Liaison, etc.) or may be more elaborate and consist of an entire group of personnel (i.e. EOF, JIC, etc.).

NOTE

This same guideline may be used for the coordination and movement of personnel, who are on-site and need to be moved to the assembly areas, when a HAB/Security Event occurred at the IPEC Site and the IPEC Site, is in a Post-Attack Environment, but the "All-Clear" has not yet been issued.

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Request for on-site personnel to be brought off-site in a Post-Attack Environment following a Hostile Action Based/Security Event:

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Guidance:

1. Request for on-site personnel to be brought off-site may originate from the Central Control Room (CCR), IPEC Site Upper Management, IPEC Emergency Planning Manager, any IPEC Emergency Director, Incident Command Post (ICP), etc..
2. If the request for on-site personnel to be brought off-site originated from the ICP.
 - a. The ICP Incident Commander (IC), or designee, making the request should have the ICP Security Liaison, if established, utilize the established ICP Security Liaison conference bridge and relay the request.
 - i. If IPEC ICP Liaisons have not previously been established then the ICP IC, or designee, making the request will contact IPEC Security (CAS/SAS, etc.) directly and inform IPEC Security of the request for on-site personnel to be brought off-site.
 - b. A specific reason for the request should accompany the request when relayed to IPEC Security.
 - c. The ICP Security Liaison, if established, will brief the other established ICP Liaisons, if not previously informed, of the request from the ICP.
 - d. The specific names of all on-site personnel to be brought off-site, should be prepared, if available and requested, then forwarded via any method suitable to IPEC Security (i.e. Phone, Fax, E-mail, etc.).
 - e. The ICP Operations Liaison, if established, should brief the Unit 2 & Unit 3 CCR's and the Alt. TSC/actual TSC, if established, about the request for on-site personnel to be brought off-site.
 - f. If IPEC ICP Liaisons have not previously been established then the ICP IC, or designee, making the request will also brief the Unit 2 & Unit 3 CCR's and the Alt. TSC/actual TSC, if established, about the request for on-site personnel to be brought off-site, if not previously informed.
3. If the request for on-site personnel to be brought off-site originated from an IPEC Facility or personnel
 - a. The IPEC Facility/personnel making the request should contact the ICP Security Liaison (or ICP) utilizing the established ICP Security Liaison conference bridge and relay this request.
 - i. If IPEC ICP Liaisons have not previously been established then the IPEC Facility/personnel making the request will determine from IPEC Security (CAS/SAS, etc.) where the ICP has been established and determine the best way to contact the ICP directly.


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Request for on-site personnel to be brought off-site in a Post-Attack Environment following a Hostile Action Based/Security Event:

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1. The IPEC Facility/personnel making the request will contact the ICP directly and inform the ICP IC, or designee, of the request for on-site personnel to be brought off-site.
2. If a direct contact with the ICP, from the IPEC Facility/personnel making the request, is not available then this information may be relayed thru IPEC Security (CAS/SAS, etc.) who can contact the ICP (through radio channels, ring down circuits, etc.) to relay information.
3. All further communications to the ICP may be conducted by contacting the ICP directly, to continue on with this guideline.
 - b. A specific reason for the request must accompany the request, when relayed to the ICP Security Liaison (or ICP).
 - c. The ICP Security Liaison, if established, will brief the ICP IC, or designee and other established ICP Liaisons, if not previously informed, of the request from the IPEC Facility/personnel.
 - d. The specific names of all on-site personnel to be brought off-site, should be prepared and, if requested, forwarded to the ICP IC, or designee via any method suitable to the ICP (i.e. Phone, Fax, E-mail, etc.).
 - e. The ICP Security Liaison, if established, should also brief IPEC Security (CAS/SAS, etc.) about the request for on-site personnel to be brought off-site, if not previously informed.
 - f. The ICP Operations Liaison, if established, should brief the Unit 2 & Unit 3 CCR's and the Alt. TSC/actual TSC, if established, about the request for on-site personnel to be brought off-site, if not previously informed.
 - g. If IPEC ICP Liaisons have not previously been established then the IPEC Facility/personnel making the request will also brief IPEC Security (CAS/SAS, etc.), the Unit 2 & Unit 3 CCR's and the Alt. TSC/actual TSC, if established, about the request for on-site personnel to be brought off-site, if not previously informed.
4. ICP Incident Commander (IC), or designee, should confer with IPEC Security (CAS/SAS, etc.) and determine based on event specifics, if the request for on-site personnel to be brought off-site can be granted and any escort requirements, special vehicle requirements (bus, van, etc.) or special method of transport (walk, airlift, water, etc.) to transport personnel from the IPEC Site to the final destination.

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Request for on-site personnel to be brought off-site in a Post-Attack Environment following a Hostile Action Based/Security Event:


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- a. If the ICP Incident Commander (IC), or designee, determines based on event specifics that the request for on-site personnel to be brought off-site cannot be granted then the ICP Incident Commander (IC), or designee, should
 - i. Contact IPEC Security (CAS/SAS, etc.) to report that the request for on-site personnel to be brought off-site cannot be granted at this time.

NOTE

If the ICP IC and IPEC Security determine that it is unsafe to perform plant pages at this time, or if the plant page is unavailable, then all steps in this guideline, that require plant pages, may be performed by dispatching IPEC plant or Security personnel to gather or notify applicable personnel utilizing local or face-to-face communications.

- ii. The ICP Incident Commander (IC), or designee, will direct IPEC Security (CAS/SAS, etc.) to make appropriate plant pages for the on-site personnel to remain on location, as required, based on event specifics.
- iii. If IPEC Security personnel are able to make these plant pages without Unit 2 and Unit 3 CCR's assistance then IPEC Security personnel should contact the Unit 2 and Unit 3 CCR's to explain and answer any questions resulting from the plant pages.
 1. If IPEC Security cannot make the plant pages, request Unit 2 and Unit 3 CCR's assistance.
- b. If the ICP Incident Commander (IC), or designee, determines based on event specifics that the request for on-site personnel to be brought off-site can be granted then coordination, site specific travel paths and any additional site specific requirements (site escort, etc.) should be discussed.

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Request for on-site personnel to be brought off-site in a Post-Attack Environment following a Hostile Action Based/Security Event:

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- i. The ICP Incident Commander (IC), or designee, will direct IPEC Security (CAS/SAS, etc.) to make appropriate plant pages for the requested on-site personnel to be brought off-site, via designated site specific travel paths or any additional site specific requirements. Since IPEC will now be considered a NYS Police crime scene, if directed by the ICP IC, personnel should be reminded in this plant page that they are directed not to touch or disturb any evidence as they travel along the designated site specific travel paths.
 - ii. If IPEC Security personnel are able to make these plant pages without Unit 2 and Unit 3 CCR's assistance then IPEC Security personnel should contact the Unit 2 and Unit 3 CCR's to explain and answer any questions resulting from the plant pages.
 1. If IPEC Security cannot make the plant pages, request Unit 2 and Unit 3 CCR's assistance.
5. Once appropriate plant pages have been made the applicable on-site personnel should proceed as directed to the designated locations.
- a. Due to the fact that the IPEC Site, in the Post Attack Environment would be a designated NYS Police crime scene, on-site personnel being brought off-site will typically be escorted by State Police, as required, until a final destination where personnel will be questioned by State Police, or State Police assigned designees.
 - b. In some cases, it is possible that on-site personnel may be brought directly to State Police where on-site personnel will be questioned by State Police, or State Police assigned designees, prior to being brought to the final destination.
 - c. If an entire group of personnel must be moved (i.e. JIC, EOF, etc.) then State Police presence at the final destination (Hudson Valley Traffic Management Center, EOF, etc.) may assist the State Police escort personnel, if used, with the State Police Interview process, as required.

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NEW YORK STATE OEM	TED FISCH	LENORE TO UPDATE WEBSITE NO MAIL COPIES	1 COPY OF THE FOLLOWING: E-PLAN , IP-EP-115, 120, 210, 220, 230, 250, 310, 320, 340, 360, 410, 420, 430, 620 & IP-1055
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