

1004.5
Revision 2
01/24/83

IMPORTANT TO SAFETY
NON-ENVIRONMENTAL IMPACT RELATED

THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 EMERGENCY PLAN IMPLEMENTING PROCEDURE 1004.5
COMMUNICATIONS AND RECORDKEEPING

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THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 EMERGENCY PLAN IMPLEMENTING PROCEDURE 1004.5
COMMUNICATIONS AND RECORDKEEPING

1. PURPOSE

The purpose of this procedure is to 1) provide a list of all logs to be taken and records to be kept, and 2) delineate when each log and record should be maintained.

This procedure is implemented when referenced by any Emergency Plan Implementing Procedure. Facility coordinators shall assign individuals responsible for implementation of this procedure.

2.0 ATTACHMENTS

- 2.1 Attachment I, Emergency Director's Log
- 2.2 Attachment II, Telephone Communications Logsheet
- 2.3 Attachment III, Master Log to be completed by the appropriate persons (Group Leaders, Chemistry, Rad Con, Administration, Security Support, etc. and have responsibility for implementation).

3.0 EMERGENCY ACTION LEVELS

- 3.1 This procedure to be initiated upon declaration of any of the following:
 - 3.1.1 Unusual Event (1004.1)
 - 3.1.2 Alert (1004.2)
 - 3.1.3 Site Emergency (1004.3)
 - 3.1.4 General Emergency (1004.4)

4.0 REQUIREMENTS

- 4.1 Communications

Initial

4.1.1 All significant communications (i.e., Notifications, Protective Action Recommendations, Requests for outside assistance, etc.) should be documented on a telephone communications log sheet. (Attachment II).

4.1.2 Other communications should be documented on the Logs maintained by key personnel as noted in Step 4.2.

4.2 Record Keeping

Ensure the Logs and Records are used as follows:

4.2.1 Emergency Director's Log

1. When conditions permit, the Emergency Director's Log (Attachment I or designated bound record book) should be started shortly after an emergency is declared, and maintained by the Emergency Director or his designated lockkeeper, until the emergency is closed-out by the Emergency Director.

2. The following is a list that is indicative of the type of information that should be considered for documentation in this Log:

- a. Time, shift, date the emergency is declared.
- b. Names of personnel assuming key positions in the emergency organization.
- c. Plant status at the time of the declaration of the emergency.

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Initial

- d. Major steps taken during the emergency (i.e., alarms sounded, procedures implemented, major equipment status changes, etc.)
- e. Important data received (i.e. major plant parameters pertaining to the Emergency, etc.).
- f. Recommendations given to or received from Off-site agencies, not recorded by communications assistant, (i.e., the NRC, Pennsylvania Bureau of Radiation Protection, Dauphin County Emergency Management Agency, etc.).
- g. Final notifications of Off-Site agencies upon close-out of the emergency or change of emergency classification by the Emergency Director.

4.2.2 Radiological Assessment Coordinator's Log

1. Conditions Permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Radiological Assessment Coordinator are assumed, and maintained by the Radiological Assessment Coordinator, or his designated Log-keeper, until the emergency is closed-out by the Emergency Director.

Initial

2. Items for consideration in this Log are as follows:
 - a. Time responsibilities are assumed.
 - b. Names of personnel filling key positions under the Radiological Assessment Coordinator.
 - c. Results from radiation surveys.
 - d. Results from dose projections and release calculations, etc.
 - e. Recommendations to or from the Bureau of Radiation Protection.
 - f. Transfer of responsibility for control of Off-Site Radiological and Environmental Monitoring to the Environmental Assessment Coordinator at the Environmental Assessment Command Center.
 - g. Time of close-out of the emergency, as directed by the Emergency Director.

4.2.2 Technical Support Center Coordinator's Log

1. Conditions Permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Technical Support Center Coordinator are assumed, and maintained by the Technical Support Center Coordinator or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.

Initial

2. Items for consideration in this Log are as follows:
 - a. Time and date duties are assumed.
 - b. Names of personnel assuming key positions in the Technical Support organization.
 - c. Significant events that occur or important data/information received.
 - d. Recommendations exchanged with other organizations or persons.
 - e. Time of close-out of the emergency, as directed by the Emergency Director.

4.2.4 Operations Support Center Coordinator's Log

1. Conditions Requiring, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Operations Support Center Coordinator are assumed, and maintained by the Operations Support Center Coordinator or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.
2. Items for consideration in this Log are as follows:
 - a. Time, shift, and date duties are assumed.
 - b. Names of personnel assuming key positions in the emergency support organization.

- c. Significant events that occur or important data/information received.
- d. Recommendations exchanged with other affected agencies.
- e. Any teams (Search and Rescue, onsite/offsite radiation monitoring) assembled and dispatched, the names of the team leaders, and the purpose of team dispatch.

4.2.5 Emergency Support Director

1. Emergency Support Director's Log

- a. Conditions permitting, the Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Emergency Support Director are assumed, and maintained by the Emergency Support Director, or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.

- b. Items for consideration in the Log are as follows:

- 1. Time responsibilities are assumed.
- 2. Names of personnel assuming key positions in the Off-Site Emergency Organization.

Initial

3. Significant events that occur or important data received, (i.e., radiation survey results, major plant parameters pertaining to the emergency, etc.).
4. Major steps taken during the emergency (i.e. procedures implemented, organization changes/re-locations due to special considerations, etc.).
5. Recommendations given to or received from Off-Site agencies (i.e. the NRC, Pennsylvania Bureau of Radiation Protection, Dauphin County Emergency Management Agency, etc.).
6. Time of close-out or re-classification of the emergency as directed by the Emergency Director.

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2. Technical Support Representative Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Technical Support Representative are assumed.
- b. Items for consideration in the Log are as follows:
 1. Time duties are assumed.

Initial

2. Names of personnel on support staff.
3. Significant events that occur or information pertaining to recommendations or observations made (i.e., time, recommendation/observation, to whom, etc.).
4. Information transferred from Parsippany technical functions
5. Time of the close-out or re-classification of the emergency, as directed by the Emergency Director.

3. Group Leader - Chemistry Support Log

a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Chemistry Support are assumed.

b. Items for consideration in the Log are as follows:

1. Time duties are assumed.
2. Names of personnel on support staff.
3. Significant events that occur or information pertaining to recommendations or observation made (i.e., time, recommendation/observation, to whom, etc.).

Initial

4. Time of close-out or re-classification of the emergency as directed by the Emergency Director.

4. Assistant Environmental Assessment Coordinator Log

a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and the responsibilities of the Assistant Environmental Assessment Coordinator are assumed.

b. Items for consideration in this Log are as follows:

1. Time responsibilities are assumed.
2. Names of personnel filling key positions under the Environmental Assessment Coordinator.
3. Results from environmental, radiological, and meteorological surveys.
4. Any teams (Environmental, Offsite, Meteorological, Monitoring) assembled and dispatched, their purpose and names of team leaders.
5. Recommendations to or from the Radiological Assessment Coordinator.

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6. Time of announcement of assumption of responsibility for receipt of all offsite radiological and environmental monitoring data.
7. Time of notification to the Radiological Assessment Coordinator (via dedicated Line) of assumption of responsibilities for offsite monitoring.
8. Time of close-out of the emergency as directed by the Emergency Director.

4.2.6 The following Logs should be kept by key personnel at the Annex to the Near-Site Emergency Operations Facility. (Crawford Station)

1. Group Leader - Security Support Log

a. Conditions permitting, this Log (Attachment 11) or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Security Support are assumed.

b. Items for consideration in this Log are as follows:

1. Time duties are assumed.
2. Location duties are performed.
3. Any changes in location due to special considerations, etc.

Initial

4. Any special orders received and person issuing these orders.

2. Group Leader - Radiological Controls Support Log

- a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Radiological Controls Support are assumed.

- b. Items for consideration in this Log are as follows:

1. Time duties are assumed.

2. Names of personnel filling key positions under the Group Leader - Radiological Controls.

3. Important data received (i.e. results from radiation and contamination surveys, contaminated personnel, etc.).

4. Locations of monitoring/sampling stations and any subsequent relocation for special considerations, etc.

5. Time of close-out or reclassification of the emergency, as directed by the Emergency Director.

FOR INFORMATION ONLY

Initial

3. Group Leader - Administrative Support

a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Administrative Support are assumed.

b. Items for consideration in this log are as follows:

1. Time duties are assumed.
2. Names of personnel filling key positions under Group Leader Administrative Support.
3. Offsite services contacted and expected time of arrival of support.
4. If applicable, time of notification of local and state police.
5. Time of close-out or reclassification of the emergency as directed by the Emergency Director.

4. Group Leader - Maintenance Support Log

a. Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after the duties and responsibilities of the Group Leader - Maintenance Support are assumed.

Initial

b. Items for consideration in the Log are as follows:

1. Time duties are assumed.
2. Names of personnel filling key positions under the Group Leader - Maintenance Support.
3. Time of the close-out or reclassification of the emergency as directed by the Emergency Director.

4.2.7 The following Log should be kept by the Environmental Assessment Coordinator at the Environmental Assessment Command Center.

1. Environmental Assessment Coordinator's Log
Conditions permitting, this Log (Attachment III or designated bound record book) should be started shortly after activation of the Environmental Assessment Command Center and maintained by the Environmental Assessment Coordinator, or his designated Logkeeper, until the emergency is closed-out by the Emergency Director.

FOR INFORMATION ONLY

Initial

2. Items for consideration in this Log are as follows:
 - a. Time duties are assumed.
 - b. Names of personnel filling key positions under Environmental Assessment Coordinator.
 - c. Important data received (i.e. results from radiation and contamination surveys, contaminated personnel, etc.).
 - d. Time of assumption of offsite monitoring responsibilities.
 - e. Results from environmental, radiological, and meteorological surveys.
 - f. Any teams assembled and dispatched, their purpose and names of team leaders.
 - g. Recommendations to or from the Radiological Assessment Coordinator.
 - h. Time of close-out or reclassification of emergency.

5.0 FINAL CONDITIONS

- 5.1 Communication Lines are established and being maintained as required.
- 5.2 Logs are started and maintained as required.
- Supervisor/Emerner 5.3 Completed Logs are forwarded to the Shift Supervisor/Emergency Director.

UNIT 1

EMERGENCY DIRECTOR'S LOG

Date _____

Time _____

Shift _____

Emergency Director	_____
Radiological Assessment	_____
Coordinator	_____
Operations Coordinator	_____
Technical Support	_____
Center Coordinator	_____
Communicator	_____

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Date _____

Time _____

Shift _____

ATTACHMENT III (Typical)
THREE MILE ISLAND NUCLEAR STATION
UNIT I

1004.5
Revision ?

Dissemination:

Title of Log

Name of person assuming position

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THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 1 EMERGENCY PLANNING PROCEDURE 1004.20
PERSONNEL/VEHICLE MONITORING AND DECONTAMINATION

1.0 PURPOSE

The purpose of this procedure is to provide guidance for the monitoring and decontamination of personnel and vehicles that have exited contaminated or possibly contaminated areas.

The Radiological Assessment Coordinator is responsible for the implementation of this procedure.

2.0 ATTACHMENTS

- 2.1 Attachment I - Monitoring Team Leader Checklist
- 2.2 Attachment II - Personnel Contamination Report
- 2.3 Attachment III - Vehicle Contamination Report
- 2.4 Attachment IV - Checklist for Decontamination Team Leader

3.0 EMERGENCY ACTION LEVELS

3.1 This procedure will be implemented by the Radiological Assessment Coordinator when:

- 3.1.1 An evacuation has been ordered and personnel or vehicle are, or are suspected to be contaminated.
- 3.1.2 As directed by the Emergency Director.

4.0 EMERGENCY ACTION

- 4.1 The Radiological Assessment Coordinator will determine the location to be used for personnel/vehicle monitoring and vehicle decontamination. (Normally the Middletown/500 Kv Substation.) Contaminated personnel are sent from the monitoring location to Crawford Station after monitoring.

4.2 Assign one team leader each for the personnel and vehicle monitoring teams and one team leader for the vehicle decontamination team. Assign one team leader for the personnel decon team to proceed to the Annex to the Nearsite Emergency Operations Facility (AEOF).

4.3 Instruct the team leaders that they are responsible for completing the actions listed in their respective attachments.

4.3.1 Vehicle Monitoring Team Leader - Attachments I, III and IV.

4.3.2 Vehicle Decontamination Team Leader - Attachments III and IV.

4.3.3 Personnel Monitoring Team Leader - Attachments I and II.

4.3.4 Personnel Decontamination Team Leader - Attachments II and IV.

4.4 Direct the team leaders to implement their respective attachments.

4.5 Assign a sufficient number of qualified personnel to each team to perform the designated task.

4.6 When informed by the team leader that the monitoring team is ready for operation:

4.6.1 Assign a team member to maintain communications and record keeping per procedure 1004.5.

4.6.2 Instruct the team leader that personnel monitoring will be in accordance with Unit 1 Radiological Controls Procedure 1612.

4.6.3 Ensure that a Communication Equipment check is performed.

___ 4.7 When informed by the team leader that the decontamination team is ready for operation:

4.7.1 Brief the teams on their interaction while performing their various duties.

___ 4.8 Ensure transportation is available for the teams.

___ 4.9 Dispatch the teams to the designated monitoring/decontamination locations.

___ 4.10 Dial 9-911 and request a fire truck be sent to the 500 K Substation/or Middletown Substation for washdown of vehicles.

5.0 FINAL CONDITION

___ 5.1 Teams are on station providing personnel/vehicle monitoring and decontamination.

___ 5.2 Decontaminated individuals who have had whole body counts and are standing by at Crawford Station, dismissed or back at their work locations.

___ 5.3 The Radiological Assessment Coordinator has been notified of all individuals who could not be decontaminated.

___ 5.4 Decontaminated vehicles are returned to service. Contaminated vehicles have been impounded and roped off.

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ATTACHMENT I
MONITORING TEAM LEADER CHECKLIST

The personnel and vehicle monitoring team leader is responsible for carrying out the action items in this attachment.

1. Procure a radio from the locker in the Processing Center.

: NOTE: Personnel monitoring team also obtain PCs from :
: warehouse. :

2. Procure Emergency Monitoring Kit and Protective Clothing from the Emergency Equipment Locker in the Unit 1 Warehouse.
3. Perform an operational check of the communications equipment.
4. Assemble with the personnel monitoring team members for a briefing with the Radiological Assessment Coordinator or his designee.
5. Proceed with the monitoring team to the designated site and report by radio to the Radiological Assessment Coordinator or his designee.
6. Assign personnel as personnel monitors and vehicle monitors as applicable.
7. Direct the Communicator/Record Keeper to complete Attachment II for each person monitored or Attachment III for each vehicle monitored.

ATTACHMENT I
MONITORING TEAM LEADER CHECKLIST

8. Ensure that all persons with contamination greater than 1000 disintegrations per minute (100 cpm above background on RM-14 with HP-210 probe or equivalent) report to the decontamination area with Attachment II filled out. The Monitoring Team leader shall notify the RAC and request that the RAC notify the AEOF of the number of contaminated individuals and the estimated time of arrival at the AEOF.
9. Ensure that the contamination levels are documented for each individual and vehicle, both before and after decontamination.
10. Direct that vehicles found to have contamination levels greater than 1000 dpm be taken to the decontamination team leader for decontamination and complete Attachment III.
11. Direct the team member to have each contaminated individual/vehicle take Attachments II and III to decon area and give to decon team.
12. If after successive attempts to decontaminate an individual, levels cannot be reduced below 1000 dpm, direct the communicator to contact the Radiation Protection Coordinator and request further instructions.

ATTACHMENT I
MONITORING TEAM LEADER CHECKLIST

13. - If after successive attempts to decontaminate a vehicle, levels cannot be reduced below 1000 dpm (100 cpm above background on RM-14 with HP-210 probe or equivalent) detain the vehicle for additional evaluation and possible additional decontamination.
14. Periodically perform background surveys to ensure that background has not increased significantly.

Monitoring Team Leader _____ Date _____ Time _____

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ATTACHMENT II

PERSONNEL CONTAMINATION REPORT

Name _____ SSN _____ Company/Dept. _____

Date _____ Time _____

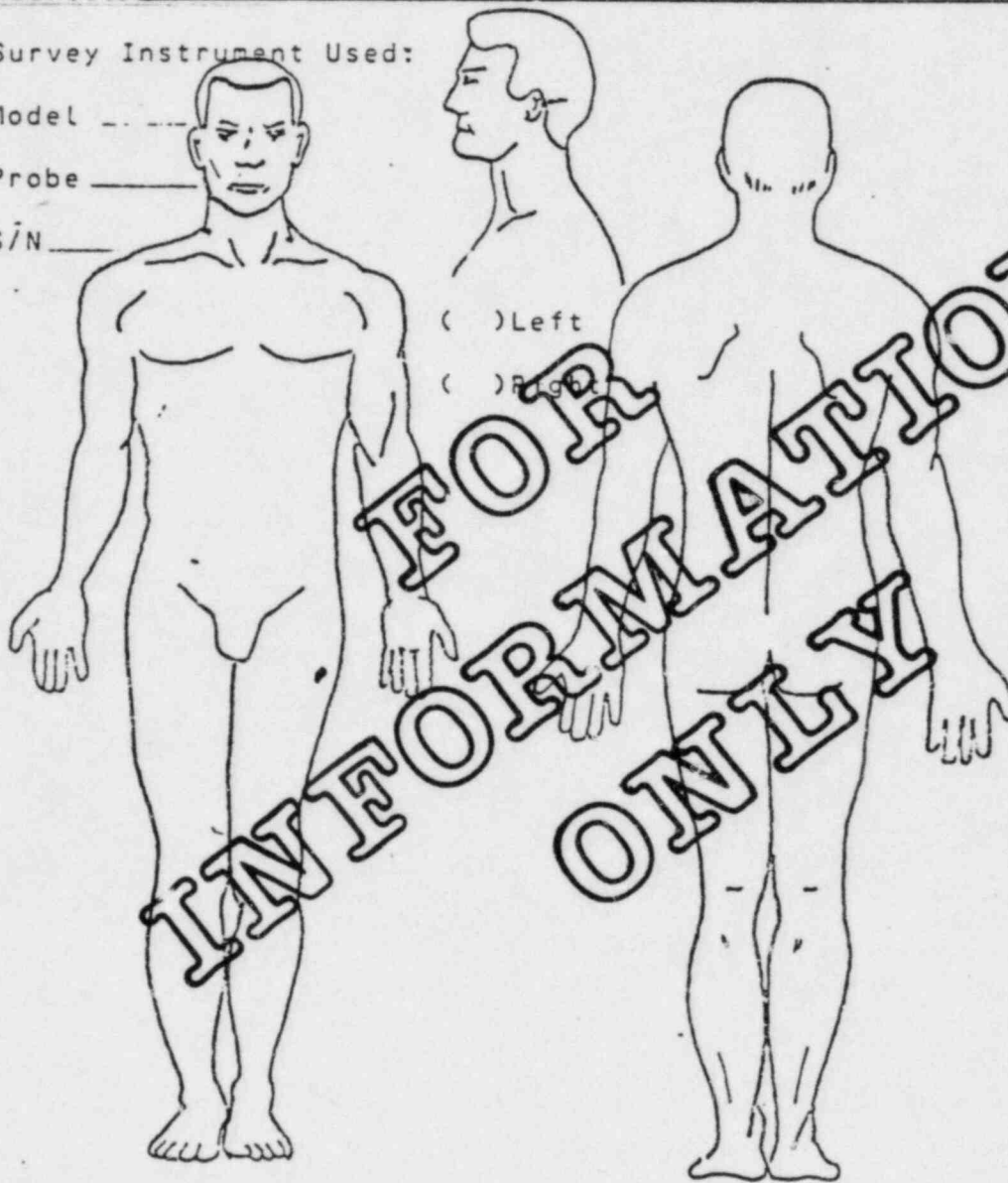
Address _____

Survey Instrument Used:

Model _____

Probe _____

S/N _____



Contaminated Body Area (Indicate On Drawing)	Initial Activity (dpm)	After One Decon (dpm)	After Two Decon (dpm)	After Three Decon (dpm)

NOTE: Pay close attention to the face, throat, hands, and feet for potential Contamination.

ATTACHMENT III
VEHICLE CONTAMINATION REPORT

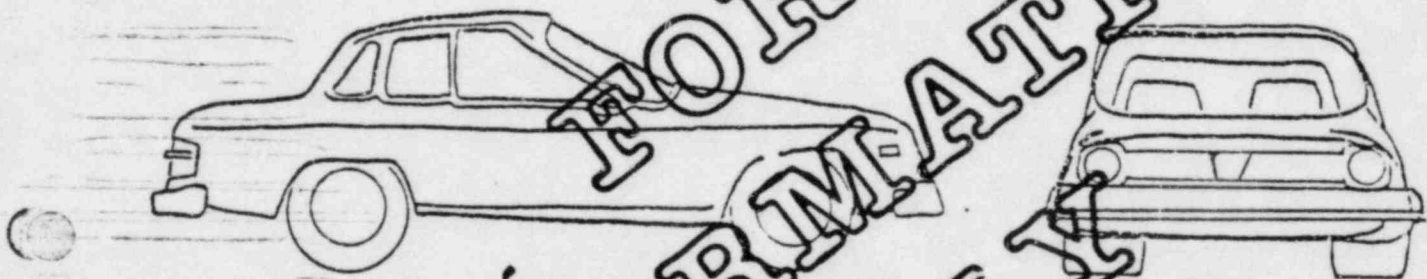
MAKE _____

MODEL _____

LICENSE NO. _____

COLOR _____

OWNER _____



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CONTAMINATED VEHICLE AREA	INITIAL ACTIVITY dpm	AFTER ONE DECON ETC.

grille, tires : **NOTE:** Pay close attention to air cleaner, grille, tires :
: and roof for potential contamination. :

ATTACHMENT IV
"DECONTAMINATION TEAM LEADER CHECKLIST"

The decontamination leader is responsible for carrying out the action items in this attachment.

1. Procure sufficient decontamination aids for vehicle decontamination.
 - a. Absorbent Towels
 - b. Detergent
 - c. Scrub brushes

: NOTE: Personnel decon equipment is located at Crawford Station :

2. Assemble with the decontamination team members for a briefing with the Radiation Protection Coordinator.
3. Proceed with the decontamination team to the designated decontamination site.
4. Upon arrival at the site designate the area to be used for decontamination activities.
5. With assistance from the Fire Department personnel direct the setup of the vehicle decontamination facility.
6. Assign team members for personnel/vehicle decontamination.
7. Direct the team members in their decontamination duties and ensure they receive Attachment II and III.

ATTACHMENT IV

"DECONTAMINATION TEAM LEADER CHECKLIST"

- 8. - Ensure that, after each decontamination attempt, each person/
vehicle is surveyed and the results recorded and filed upon
completion.
- 9. Direct the Communicator/Record Keeper to retain Attachment II
for each individual decontaminated.

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Decontamination Team Leader Date Time