
Procedure/Work Plan/Form Update Notification

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CHANGE NO: PC-04

SUBJECT: PERMANENT CHANGE (PC)

*Please sign
& Date*

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Jeanette Anhalt
ANO
GSS-3W



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63 of 79

TITLE: EMERGENCY RESPONSE FACILITY
OPERATIONAL SUPPORT CENTER (OSC)

PROC/WORK PLAN NO.
1903.066

REV.
7

EXP. DATE
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SAFETY-RELATED
 YES NO

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POSITION GUIDE B

I&C SUPERVISOR

A. Normal Reporting Location

OSC

B. Reports To

Maintenance Superintendent

C. Supervises/Coordinates

I&C Support Personnel (OSC Assembly Area)

D. Duties

1. Immediate Actions

- a. When notified of Emergency Plan Activation, report to your assigned facility and, if not already performed, notify CNS (858-3683) that you are staffing your ERO position.
- b. If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- c. Find your name on the (white) magnetic placard and place it on the OSC Staffing Board beside your position.
- d. Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- e. Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - Note: Do not call the Control Room**
 - (1) OSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Superintendent
- f. Report current manpower status to the Maintenance Superintendent.
- g. Obtain all necessary forms for your position from the Emergency Kit:
 - (1) Procedure Form 1903.033E.
 - (2) ERO Chronological Logs.
- h. Maintain a chronological log of events pertaining to your position.

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POSITION GUIDE F

TASK F-3

OSC CONTROL POINT H.P.

1. Set up Control Point in accordance with current Health Physics Procedures.

NOTE

Location of Control Point will be at the discretion of the H.P. Supervisor.

2. Retrieve high range dose rate instruments (PIC-6's, RO-2A's and Teletectors) and alarming dosimeters from CA-2.
3. Retrieve dosimeters from the OSC Emergency Kit and begin charging.
4. Expedite getting the Priority 1 Teams through the Control Point efficiently.
5. If a plant evacuation has occurred, post Form 1903.030A, "Onsite Continuous Accountability Log" in a conspicuous place.
6. Maintain "Access and Exposure Control Log" Form number 1905.001B and "Kit TLD Request" Form number 1905.001C.
7. Ensure that all re-entry teams monitor themselves for contamination prior to entering the OSC or OSC Assemble Area.
8. Report problems encountered to the H.P. Supervisor (ext. 6614).

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POSITION GUIDE F

TASK F-4

CONTROL ROOM H.P.

1. Go to the affected units Control Room and report to the Shift Superintendent.

NOTE

During Drills or Exercises, report to the affected units Simulator Control Room, located at the Training Center.

2. Ensure that the Emergency Kit equipment located in the Control Room is available and operable.
3. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the Control Room.
4. Monitor Control Room habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 1, Procedure 1903.043, "Control Room Radiological Monitoring Guidelines".
5. Report survey results to the Shift Superintendent.
8. When possible, notify the OSC Health Physics Supervisor (ext. 6614) of your status.
9. Obtain Area Radiation Monitor readings and either FAX results to the OSC or phone results to the H.P. Supervisor. (Note: FAX numbers and use instructions are listed on the Fax Machine itself).

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POSITION GUIDE F

TASK F-5

TSC MONITORING H.P.

1. Go to the TSC and ensure that the Emergency Kit equipment in the TSC is available and operable.
2. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the TSC. (Survey maps are located in the small black file cabinet located inside of the TSC. The key to the file cabinet is inside of the red lock box on the TSC Emergency Kit.)
3. Monitor the TSC and Administration Building habitability in accordance with Procedure 1905.001, "Emergency Radiological Control", and Attachment 2, 1903.030, "Evacuation Decision Flow Chart for the TSC".
4. Obtain and make operational the RM-14 from the TSC Emergency Kit and place into service inside the TSC. Set RM-14 to alarm at 100 counts above background. This will serve as a continuous radiation monitor.
5. Set up and perform pre-operational checks of the NMC, Model AM-33 BF, Continuous Air Monitor in accordance with procedure 1601.403, "Operation of the AM-33 Continuous Air Monitor".
6. Contact the OSC Health Physics Supervisor and obtain the access route and Rad levels from the Main Guard House to the OSC in the Maintenance Facility. Brief the TSC Director on this information. Retrieve the TSC easel from the Emergency Kit in the TSC. Place this easel on the 1st floor of the Admin. Building, at the end of the hallway from the Main Guard House to the Admin. Building. Post and keep current the access route and Rad levels to the OSC.
7. From the TSC Emergency Kit, obtain the contamination monitoring sign and post it on the door designated by the OSC HP Supervisor as the approved route to the OSC.
8. Report survey results to the Radiation Protection and Radwaste Manager in the TSC (ext. 6603) and to the OSC Health Physics Supervisor.

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PC-3

PC-3

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POSITION GUIDE F

TASK F-6

OSC MONITORING H.P.

1. Go to the OSC and ensure that the Emergency Kit equipment in the OSC is available and operable.
2. From the OSC Emergency Kit, obtain a frisker and frisking sign. Make frisker operational at the OSC entry/exit point. Post the frisking sign in a conspicuous place. Upon completion, notify the OSC HP Supervisor that the frisking station is operational.
3. Perform an initial habitability survey consisting of an air sample, dose rate survey and a contamination survey. Post all survey data in a conspicuous place in the OSC.
4. Monitor the OSC and Assembly Area habitability in accordance with Procedure 1905.001, "Emergency Radiological Control" and Attachment 2, 1903.030, "Evacuation Decision Flow Chart for the OSC".
5. Report survey results to the OSC H.P. Supervisor (ext. 6614).

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POSITION GUIDE G

OPERATIONAL SUPPORT CENTER DIRECTOR

- A. Normal Reporting Location
OSC
- B. Reports To
TSC Director
- C. Supervises/Coordinates
 - 1. Maintenance Manager
 - 2. Health Physics Supervisor
 - 3. Maintenance Superintendent
 - 4. Nuclear Chemistry Manager
 - 5. Medical Emergency Support
 - 6. Offsite Fire Fighting Support
- D. Duties

IMMEDIATE ACTIONS

- _____ Notify CNS (858-3683) that you are staffing your ERO position.
- _____ If a plant evacuation is occurring, perform Initial Accountability by logging "0000" in the OSC card reader and insert your badge.
- _____ Write your name on an available (white) magnetic placard and place it on the OSC Staffing Board under your position.
- _____ Verify OSC setup in accordance with OSC Activation Checklist (Form 1903.066A) located in the OSC Emergency Kit.
- _____ Obtain available information on emergency classifications and plant conditions. Possible sources include:
 - (1) TSC Director (staff briefing)
 - (2) OSC Plant Status Board
 - (3) Maintenance Superintendent
- _____ Assign someone to complete Procedure Form 1903.066F "OSC Position Staffing Form" using information found on the OSC Staffing Board. After completion, FAX form to the TSC Support Superintendent (FAX number 6622) and then FAX form to the EOF Support Manager (FAX number 6957).
- _____ Ensure Task responsibilities under your position are assigned. Utilize the OSC Assembly Area Roster Board, or request manpower from the TSC Support Superintendent (ext. 6602).

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OPERATIONAL SUPPORT CENTER DIRECTOR

- (1) Task G-1, Medical Support
- (2) Task G-2, Parts Support, minimum staffing, 2 per shift
- (3) Task G-3, Tool Support, minimum staffing, 1 per shift

_____ Maintain a chronological log of events pertaining to your position.

_____ Organize staff and have them report to their assigned location.

_____ Announce to your OSC Staff when an Operator arrives in the OSC to provide Operational support.

_____ Report current manpower status to the TSC Director (ext. 6604).

ON GOING ACTIONS

_____ Refer to this procedure, Steps 6.1, 6.2, 6.3, 6.4, and 6.5, for a description on the OSC facility and information relating to OSC activation criteria, OSC staffing, OSC staff turnover and the Secondary OSC.

_____ Implement rescue/repair and damage control operations as directed by the TSC Director. (Refer to procedure 1903.033, "Protective Action Guidelines for Rescue/Repair and Damage Control Teams").

- (1) Obtain Form 1903.033B, "OSC Team Briefing".
- (2) Complete the part labeled "OSC Director"
- (3) After you complete the "OSC Director's part, submit form to the Maintenance Superintendent.
- (4) The Maintenance Superintendent will fill out his part and submit the form to the H.P. Supervisor.
- (5) After the form is completed by the H.P. Supervisor he will return the form to you for your approval.
- (6) After approval, 1903.033B should then be copied and a copy given to the Team Leader.

_____ Direct the OSC staff to give periodic briefings using Form 1903.066C, "OSC Director Status Update Guide".

_____ Keep the TSC Director (ext. 6604) appraised of the status of Health Physics, Nuclear Chemistry and Maintenance activities.

- (1) Conduct periodic updates with the TSC Director on:
 - (a) Teams dispatched and mission
 - (b) Mission status and prognosis

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OPERATIONAL SUPPORT CENTER DIRECTOR

- (c) Actual in-plant radiological conditions
- (d) Nuclear Chemistry status as appropriate

NOTE

The OSC Director may, by mutual agreement with the Shift Superintendent, assume responsibility for coordination of medical emergency responses. The Shift Superintendent will continue to receive initial reports of injury, however, the OSC Director will coordinate subsequent response efforts.

- _____ Assist in short term planning and scheduling to expedite the recovery operation. This will require the optimization of all available materials, equipment, manpower and capital resources.
- _____ Inform the Shift Superintendent when ready to assume coordination responsibility for emergency medical response activities. (Refer to Procedure 1903.023, "Personnel Emergency".)
- _____ As requested by the Shift Superintendent, coordinate response by offsite fire fighting support for the Fire Brigade. Utilize the Emergency Phone Book, Section VIII.
- _____ Coordinate with the TSC Support Superintendent to obtain Technical Assistants, as necessary. Utilize the Emergency Phone Book, Section V.
- _____ Coordinate with collocated NRC officials and ensure that an open communications dialogue is maintained throughout the event.

EVACUATION

- _____ In the event of a plant evacuation, ensure that the entire OSC Staff, including the OSC Assembly Area, provides initial accountability by reporting to the nearest security card reader, inserts their security badge and enters "0000" into the card reader.

NOTE

The goal of initial accountability is to ascertain the names of missing individuals no later than 30 minutes after the decision has been made to evacuate non-essential personnel.

- _____ Maintain continuous accountability of those individuals working under your position that are remaining within or returning to the evacuated area.
- _____ Ensure that the OSC tracks any personnel working under your position that are remaining within or returning to the evacuated area.
- _____ If an OSC evacuation is declared by the TSC Director, relocate to the EOF in accordance with Procedure 1903.030, "Evacuation".

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OPERATIONAL SUPPORT CENTER DIRECTOR

SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED

_____ Consider a shift change to relieve your position to an individual from the affected unit, if applicable. Refer to the Emergency Telephone Book, Section I or call the TSC Support Superintendent (ext. 6602) and have him provide you with relief.

_____ If applicable, establish a schedule of working hours to support around-the-clock operations. Notify the TSC Support Superintendent for assistance.

_____ Ensure that the OSC Team Tracker receives periodic Damage and Control Team mission priorities (example: 1, 2, 3, 4, etc.) from the TSC Team Tracking Board Communicator and post results on the OSC Black Board.

SHIFT CHANGE

_____ Upon arrival of your shift replacement, turn over all pertinent documents, forms, and supplies.

_____ Brief your replacement on the current Emergency Classification, status of the plant, information on the Status Boards and ongoing measures to mitigate the damage.

_____ Notify the TSC Support Superintendent (ext. 6602) of the staffing change.

_____ Update your position status on the OSC Staffing Board.

ACTUAL EVENT/DRILL TERMINATION

_____ Notify those individuals working under your position that the event/drill has been terminated.

_____ Collect and organize in chronological order all of your documents, logs, procedures, supplies, etc., and help restore the OSC.

_____ Provide a list of any forms or supplies needing replenishment to Emergency Planning.

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OPERATIONAL SUPPORT CENTER DIRECTOR

- _____ Turn over all documentation generated during the drill/emergency to Emergency Planning.
- _____ Participate in the post drill/emergency critique to identify weaknesses and strengths.

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