

INSTRUCTIONS FOR INSERTION  
NEW HAMPSHIRE RERP

Revision Number: 2

Date of Revision: August, 1986

To facilitate the incorporation of Revision 2 into the NHRERP, the volumes that pertain to the Seabrook Station (Volumes 1, 2, 4, 4A, 4B, 5, 6, 16, 17, 18, 18A, 19, 20, 21, 21A, 22, 23, 24, 25, 26, 26A, 27, 28, 29, 30, 31, 32, 33, 35, 36 and 38) have been republished in their entirety, and distributed as complete volumes in binders with tabs. The specific paragraphs are denoted by a revision bar annotated with the numeral 2 on the right hand margin. Those volumes that are unique to the Vermont Yankee Station (Volumes 3, 8, 10, 11, 12, 13, 14 and 15) have not yet been republished.

Please note that Volume 7, Seabrook Station Alert and Notification Design Report and Volume 9, Vermont Yankee Alert and Notification Design Report will no longer be controlled as volumes of the NHRERP. Future references to these documents should be by title rather than by a NHRERP volume designation.

In addition, NHRERP Volume 34, Durham Host Plan and Volume 37, Nashua Host Plan have been deleted.

Remove the "Record of Revisions" form from each volume of your copy of the NHRERP, Rev. 1 and place in the front of the Rev. 2 copy. Enter each revision on the Record of Revisions form as they are received.

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# Radiological Emergency Response Plan

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## City of Portsmouth, N.H.



*Prepared In Cooperation With  
New Hampshire Civil Defense Agency  
Technological Hazards Division*



APPENDIX F

FORTSMOUTH'S SPECIAL FACILITIES' EMERGENCY RESPONSE PLAN

(Bound Separately)

PORTSMOUTH'S SPECIAL FACILITIES' EMERGENCY RESPONSE PLANS

This appendix to the Portsmouth Radiological Emergency Response Plan describes the responsibilities and provides procedures for the special facilities in Portsmouth. These responsibilities include the activities that should be carried out on a routine basis prior to any emergency. The procedures describe actions to be taken in the event of an emergency condition at the Seabrook Station Nuclear Power Plant. Procedures for the following special facilities in Portsmouth are contained in this appendix:

Public Schools

1. Portsmouth Senior High School
2. Portsmouth Junior High School
3. Brackett Elementary School
4. Sherburne Elementary School
5. Condero Elementary School
6. Little Harbor Elementary School
7. New Franklin Elementary School
8. Wentworth Elementary School

Private Schools

1. Lady Isle School
2. Bethel Christian Academy
3. Saint Patrick's School

Day Care/Nursery Schools

1. Agape School
2. Alpha Academy
3. Country Nursery School
4. Happy Day Nursery School
5. Community Day Care Center
6. The Children's Garden at the School on the Hill
7. Portsmouth Headstart

Day Care/Nursery Schools (Cont'd)

8. Seacoast Day Care
9. Bright Beginnings
10. C&G Day Care
11. E. Margaret Durgin-Barry
12. Edgewood Manor Child Care Center
13. Debra Holmes
14. Patricia Katkin
15. Kids Zone
16. Sharon Littlefield
17. Lois Ramsay
18. Susan Ronchi
19. Peggy Roy
20. Barbara Shannon
21. Kathleen Tostenson
22. Augusta Trice
23. Penny Turner
24. Woodlawn Day Care

Foster Home

1. Chase Home for Children

Hospital and Nursing Homes

1. Portsmouth Hospital
2. Edgewood Centre
3. Mark H. Wentworth Home for Chronic Invalids
4. Clipper Home
5. Parrott Avenue Home

SPECIAL FACILITIES •  
EMERGENCY RESPONSE PLAN

PORTSMOUTH SENIOR HIGH SCHOOL

(Grades 9-12)

Alumni Drive

Portsmouth, NH 03801

Telephone No:

David Matthews, Principal

2

I. PURPOSE

This plan describes the preparation and protective response required by Portsmouth Senior High School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Superintendent of Schools has the following responsibilities:

1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of Portsmouth Senior High School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of Portsmouth Senior High School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required. \_\_\_\_\_
  2. ALERT - School will be notified. No action required unless directed. Stand By. Superintendent may recommend school cancellation via normal procedures as a precautionary measure. \_\_\_\_\_

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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.

\_\_\_\_\_

b. School Not in Session. The Principal will be notified. The Superintendent of Schools will determine if school should be cancelled as a precautionary measure and notify the Principal.

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D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

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E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

1. Close all windows and doors.

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2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).

\_\_\_\_\_

3. Remain indoors. The sheltering area has been designated in the classrooms. (The gymnasium could be used if the situation warrants.)

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4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.

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- F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.

\_\_\_\_\_

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
2. Instruct students and faculty via the public address system to assemble in the gymnasium.
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.

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4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

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The Faculty shall:

1. Account for all students prior to boarding buses.
2. Accompany students to the buses and ensure that students board them in an orderly fashion.
3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

1. Ensure that the building is secured before leaving.
- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

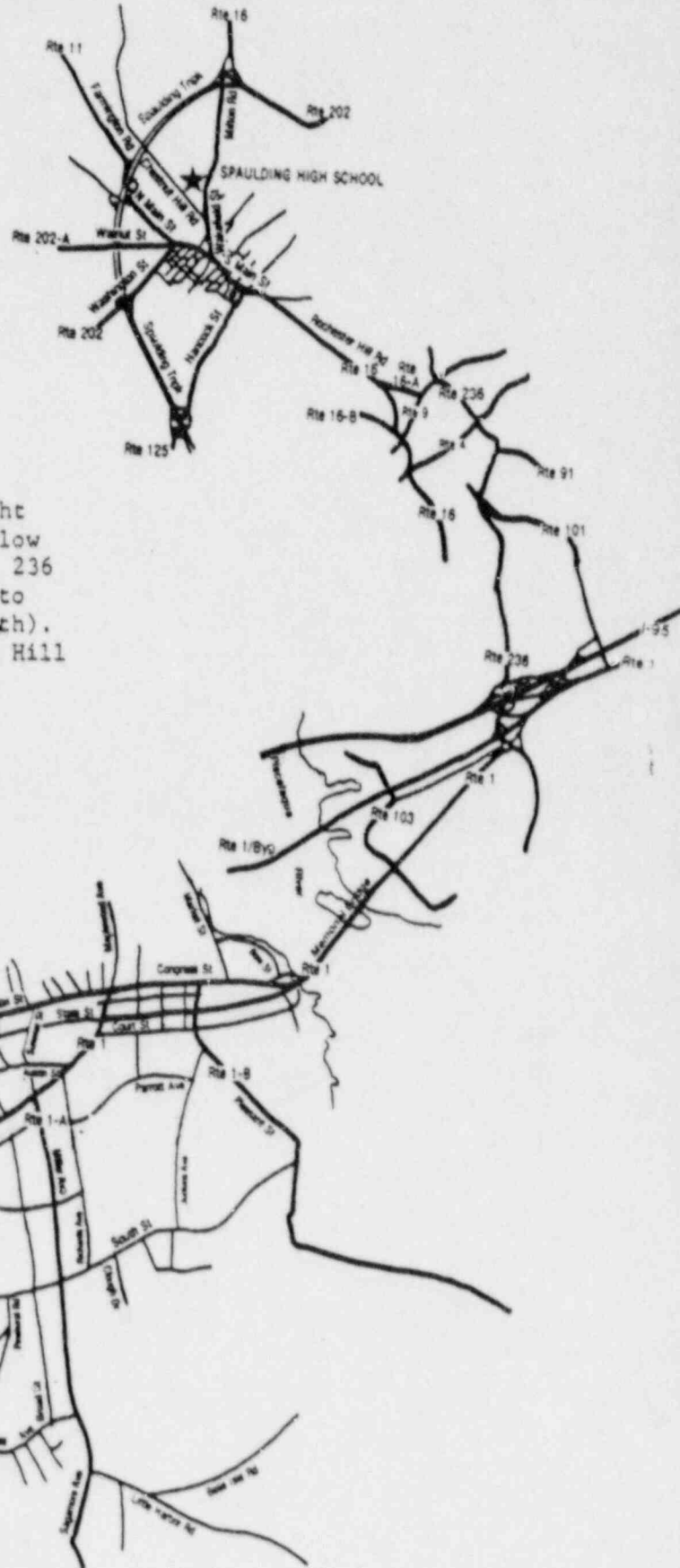
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IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Office</u>	<u>Home</u>
Superintendent of Schools	Timothy Monahan		
Portsmouth Civil Defense Director	Paul Famulari		
Portsmouth Public Works Director	Dan Ayer		
Portsmouth Emergency Operations Center (Central Fire Station)			

Portsmouth Senior High School  
to  
Spaulding High School (Reception Center)



Exit school grounds on Alumni Dr. Right onto Rt. 1 North (Lafayette Rd.). Follow across Memorial Bridge. Exit onto Rt. 236 North. Exit onto Rt. 9 South. Follow to Rt. 16A North (merges with Rt. 16 North). High School is on left after Chestnut Hill Rd split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

PORTSMOUTH JUNIOR HIGH SCHOOL

(Grades 7-8)

Parrott Avenue

Portsmouth, NH 03801

Telephone No:

John Stokel, Principal

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2

I. PURPOSE

This plan describes the preparation and protective response required by Portsmouth Junior High School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Superintendent of Schools has the following responsibilities:

1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of Portsmouth Junior High School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of Portsmouth Junior High School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.
  2. ALERT - School will be notified. No action required unless directed. Stand By. Superintendent may recommend school cancellation via normal procedures as a precautionary measure. \_\_\_\_\_

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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

- a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_
  
- b. School Not in Session. The Principal will be notified. The Superintendent will determine if school should be cancelled as a precautionary measure and notify the Principal. \_\_\_\_\_

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D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_

E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

- 1. Close all windows and doors. \_\_\_\_\_
  
- 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  
- 3. Remain indoors. The sheltering areas have been designated in the cafeteria and gymnasium. \_\_\_\_\_

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4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.

\_\_\_\_\_

- F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.

\_\_\_\_\_

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
2. Instruct students and faculty via the public address system to assemble in the gymnasium.
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.

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4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

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The Faculty shall:

1. Account for all students prior to boarding buses.
2. Accompany students to the buses and ensure that students board them in an orderly fashion.
3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

1. Ensure that the building is secured before leaving.
- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

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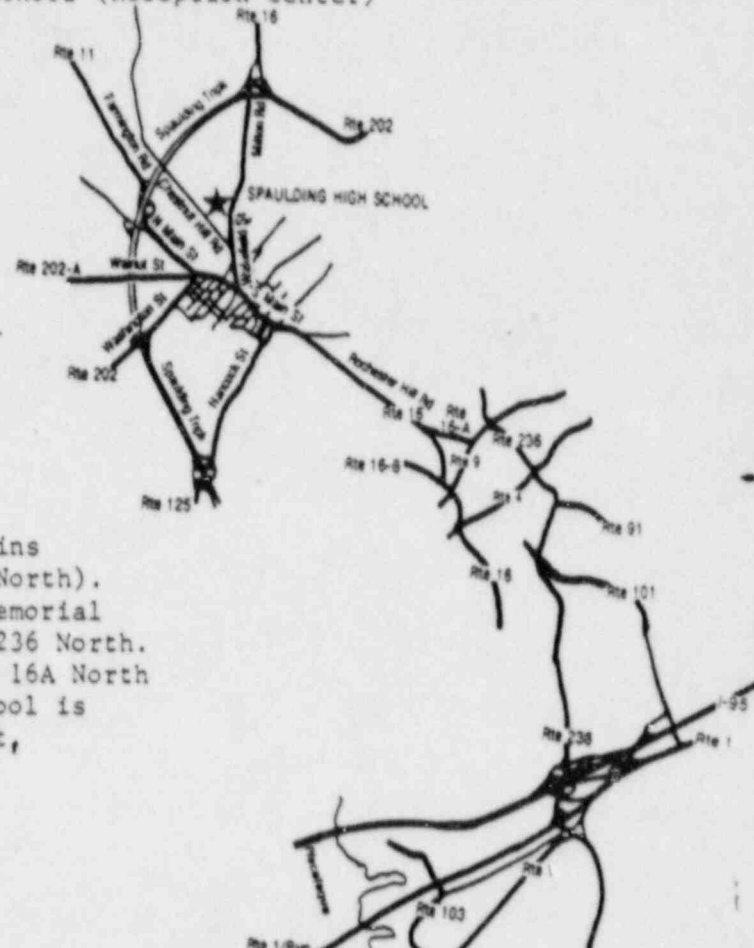
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Office</u>	<u>Home</u>
Superintendent of Schools	Timothy Monahan		
Portsmouth Civil Defense Director	Paul Famulari		
Portsmouth Public Works Director	Dan Ayer		
Portsmouth Emergency Operations Center (Central Fire Station)			

2

2

Portsmouth Junior High School  
 to  
 Spaulding High School (Reception Center)



Left onto Parrot Ave. Left onto Junkins Ave. Left onto Pleasant St. (Rt. 1B-North). Right onto Court St. Follow across Memorial Bridge (Rt. 1 North). Exit onto Rt. 236 North. Exit onto Rt. 9 South. Follow to Rt. 16A North (merges with Rt. 16 North). High School is on left after Chestnut Hill Rd. split,



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

BRACKETT ELEMENTARY SCHOOL

(Grades K-6)

Rye Street, Pease AFB

Portsmouth, NH 03801

Telephone No:

Ernest Guimond, Principal

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2

I. PURPOSE

This plan describes the preparation and protective response required by Brackett Elementary School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Superintendent of Schools has the following responsibilities:

1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of Brackett Elementary School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of Brackett Elementary School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

III. EMERGENCY RESPONSE PROCEDURES

Note Time

A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day.

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B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.

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C. Depending on the Emergency Classification Level, take action as follows:

1. UNUSUAL EVENT - No notification. No action required.

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2. ALERT - School will be notified. No action required unless directed. Stand By. Superintendent may recommend school cancellation via normal procedures as a precautionary measure.

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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

- a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.
- b. School Not in Session. The Principal will be notified. The Superintendent will determine if school should be cancelled as a precautionary measure and notify the Principal.

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D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

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E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

- 1. Close all windows and doors.
- 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).
- 3. Remain indoors. The sheltering area has been designated in the gymnasium for rooms 1-14, and the cafeteria for rooms 20-32.

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4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.

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- F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.

\_\_\_\_\_

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
2. Instruct students and faculty via the public address system to assemble in the gymnasium.
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.

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- . Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

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The Faculty shall:

- 1. Account for all students prior to boarding buses.
- 2. Accompany students to the buses and ensure that students board them in an orderly fashion.
- 3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

- 1. Ensure that the building is secured before leaving.
- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

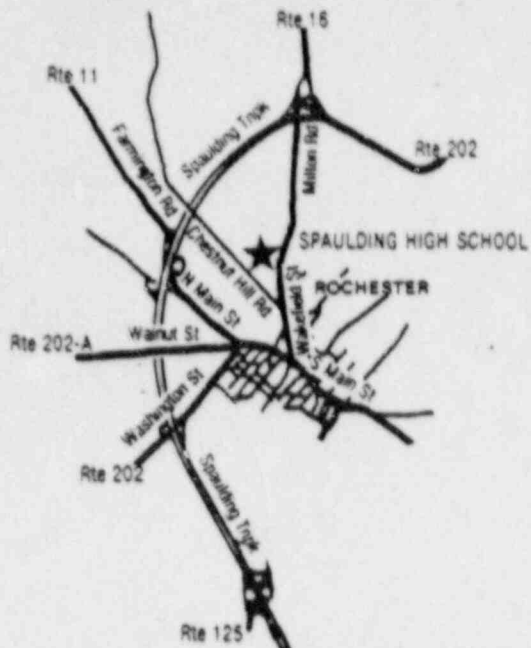
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IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Office</u>	<u>Home</u>
Superintendent of Schools	Timothy Monahan		
Portsmouth Civil Defense Director	Paul Famulari		
Portsmouth Public Works Director	Dan Ayer		
Portsmouth Emergency Operations Center (Central Fire Station)			

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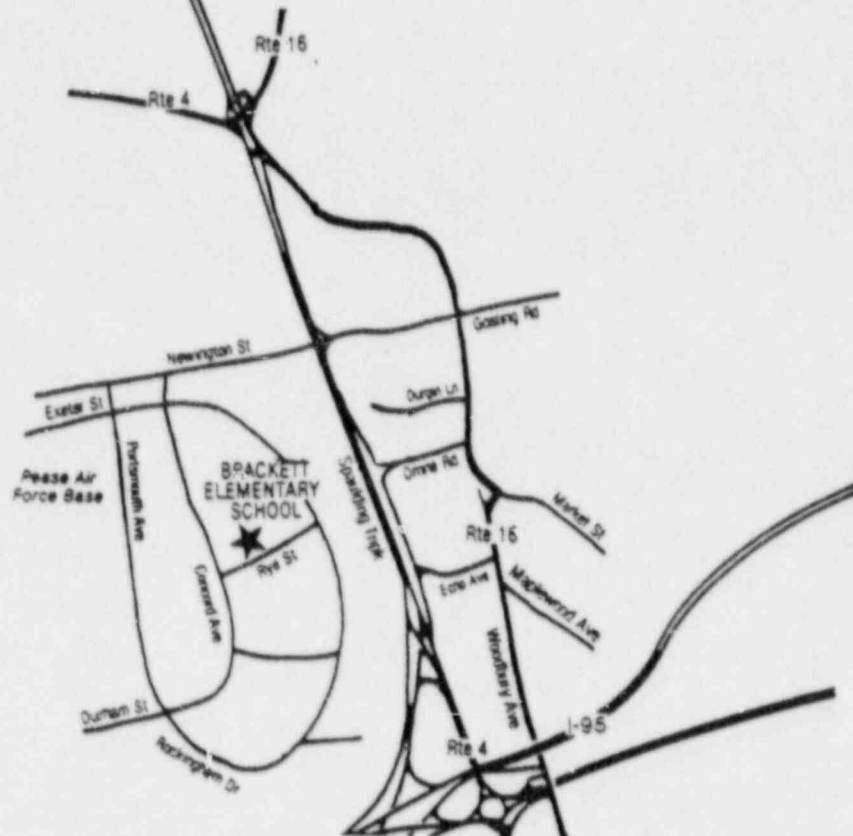


Brackett Elementary School (Portsmouth)

to

Spaulding High School (Reception Center)

Right onto Rye St. Left onto Concord Avenue. Right onto Newington Street. Enter Spaulding Tpk. North. Exit onto Rt. 16 South (Exit 17). High School is on right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

SHERBURNE ELEMENTARY SCHOOL

(Grades K-6)

Sherburne Road

Portsmouth, NH 03801

Telephone No:

Nancy O'Rourke, Principal

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2

I. PURPOSE

This plan describes the preparation and protective response required by Sherburne Elementary School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Superintendent of Schools has the following responsibilities:

1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of Sherburne Elementary School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of Sherburne Elementary School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day.
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- B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- 
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.
  2. ALERT - School will be notified. No action required unless directed. Stand By. Superintendent may recommend school cancellation via normal procedures as a precautionary measure.
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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

- a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.
- b. School Not in Session. The Principal will be notified. The Superintendent will determine if school should be cancelled as a precautionary measure and notify the Principal.

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D. Turn on AM/FM radio to WDXQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

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E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

- 1. Close all windows and doors.
- 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).
- 3. Remain indoors. The sheltering area has been designated in the gymnasium for the Sherburne Elementary School.

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4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.

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- F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.

\_\_\_\_\_

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
2. Instruct students and faculty via the public address system to assemble in the multi-purpose room.
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.

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Note Time

4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

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The Faculty shall:

1. Account for all students prior to boarding buses.
2. Accompany students to the buses and ensure that students board them in an orderly fashion.
3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

1. Ensure that the building is secured before leaving.
- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

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\_\_\_\_\_

IV. CONTACTS

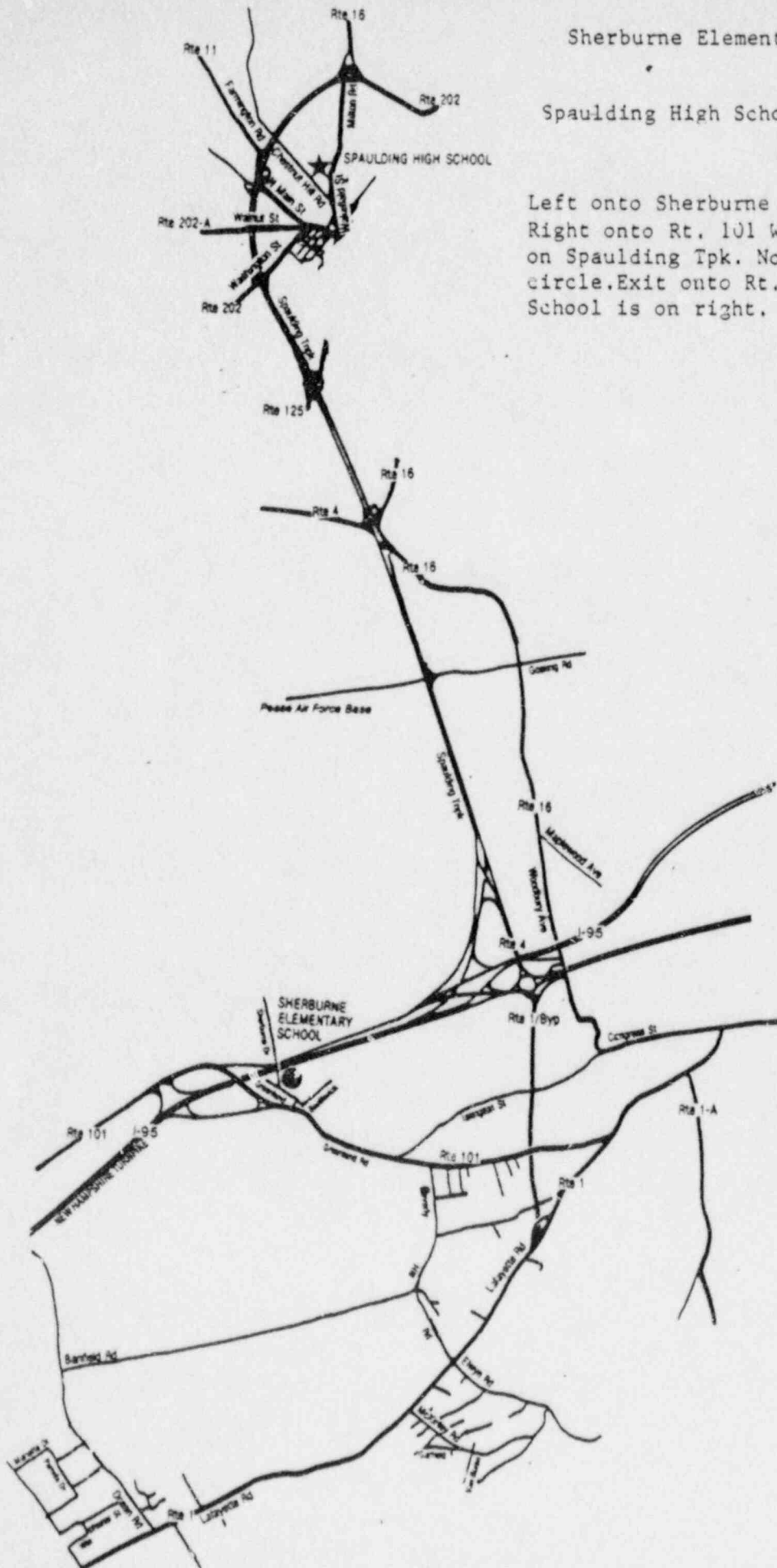
<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Office</u>	<u>Home</u>
Superintendent of Schools	Timothy Monahan		
Portsmouth Civil Defense Director	Paul Famulari		
Portsmouth Public Works Director	Dan Ayer		
Portsmouth Emergency Operations Center (Central Fire Station)			

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2

Sherburne Elementary School (Portsmouth)  
to  
Spaulding High School (Reception Center)

Left onto Sherburne Dr, Left onto Greenland Rd.  
Right onto Rt. 101 West. Enter I-95 North. Get  
on Spaulding Tpk. North at Portsmouth traffic  
circle. Exit onto Rt. 16 South (Exit 17). High  
School is on right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

DONDEFO ELEMENTARY SCHOOL

(Grades K-6)

Van Buren Avenue

Portsmouth, NH 03801

Telephone No:

Fred Apt, Principal

1  
2

I. PURPOSE

This plan describes the preparation and protective response required by Dondefo Elementary School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

- A. The Superintendent of Schools has the following responsibilities:
1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
  2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of Condero Elementary School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of Condero Elementary School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.
  2. ALERT - School will be notified. No action required unless directed. Stand By. Superintendent may recommend school cancellation via normal procedures as a precautionary measure. \_\_\_\_\_

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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

- a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.
- b. School Not in Session. The Principal will be notified. The Superintendent will determine if school should be cancelled as a precautionary measure and notify the the Principal.

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D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

\_\_\_\_\_

E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

- 1. Close all windows and doors.
- 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).
- 3. Remain indoors. The cafeteria has been designated as the sheltering area for the Dondero Elementary School.

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4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.
- 

F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.
- 

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
  2. Instruct students and faculty via the public address system to assemble in the multi-purpose room.
  3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.
-

Note Time

4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

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The Faculty shall:

1. Account for all students prior to boarding buses.
2. Accompany students to the buses and ensure that students board them in an orderly fashion.
3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

1. Ensure that the building is secured before leaving.
- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

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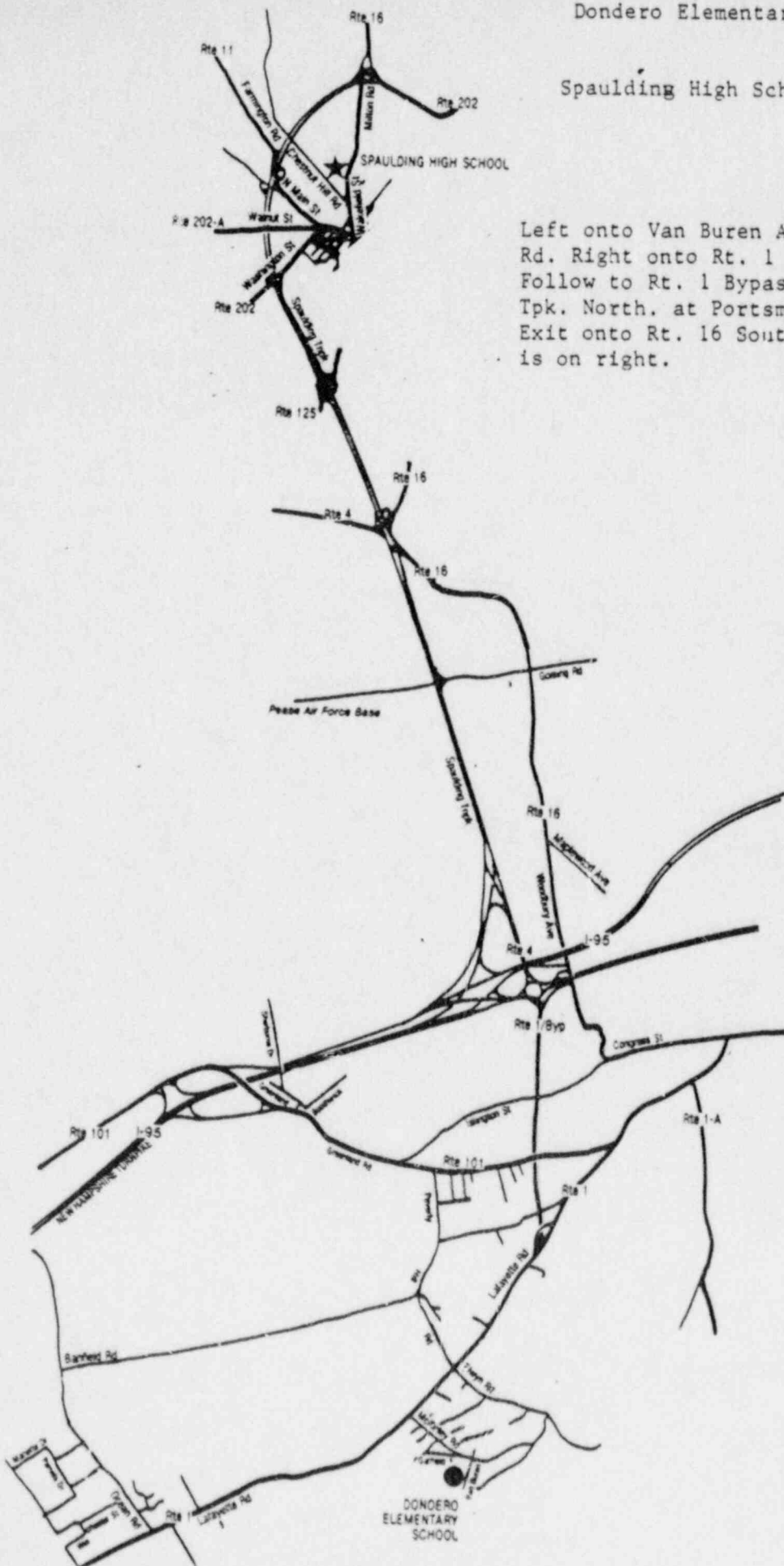
\_\_\_\_\_

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Superintendent of Schools	Timothy Monahan			 2
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				

Dondero Elementary School (Portsmouth)  
to  
Spaulding High School (Reception Center)

Left onto Van Buren Ave. Left onto McKinley Rd. Right onto Rt. 1 North (Lafayette Rd.). Follow to Rt. 1 Bypass North. Get on Spaulding Tpk. North. at Portsmouth traffic circle. Exit onto Rt. 16 South (Exit 17). High School is on right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

LITTLE HARBOR ELEMENTARY SCHOOL

(Grades K-6)

Clough Drive

Portsmouth, NH 03801

Telephone No:

Edmund Heffernan, Principal

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2

I. PURPOSE

This plan describes the preparation and protective response required by Little Harbor Elementary School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Superintendent of Schools has the following responsibilities:

1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of Little Harbor Elementary School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of Little Harbor Elementary School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day.
- 
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- 
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.
  2. ALERT - School will be notified. No action required unless directed. Stand By. Superintendent may recommend school cancellation via normal procedures as a precautionary measure.
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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

- a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.
- b. School Not in Session. The Principal will be notified. The Superintendent will determine if school should be cancelled as a precautionary measure and notify the Principal.

\_\_\_\_\_

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2

D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

\_\_\_\_\_

E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

- 1. Close all windows and doors.
- 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).
- 3. Remain indoors. The amphitheater and cafeteria have been designated as the sheltering areas for the Little Harbor Elementary School.

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4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.

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- F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.

\_\_\_\_\_

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
2. Instruct students and faculty via the public address system to assemble in the multi-purpose room.
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.

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4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

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The Faculty shall:

1. Account for all students prior to boarding buses.
2. Accompany students to the buses and ensure that students board them in an orderly fashion.
3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

1. Ensure that the building is secured before leaving.
- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

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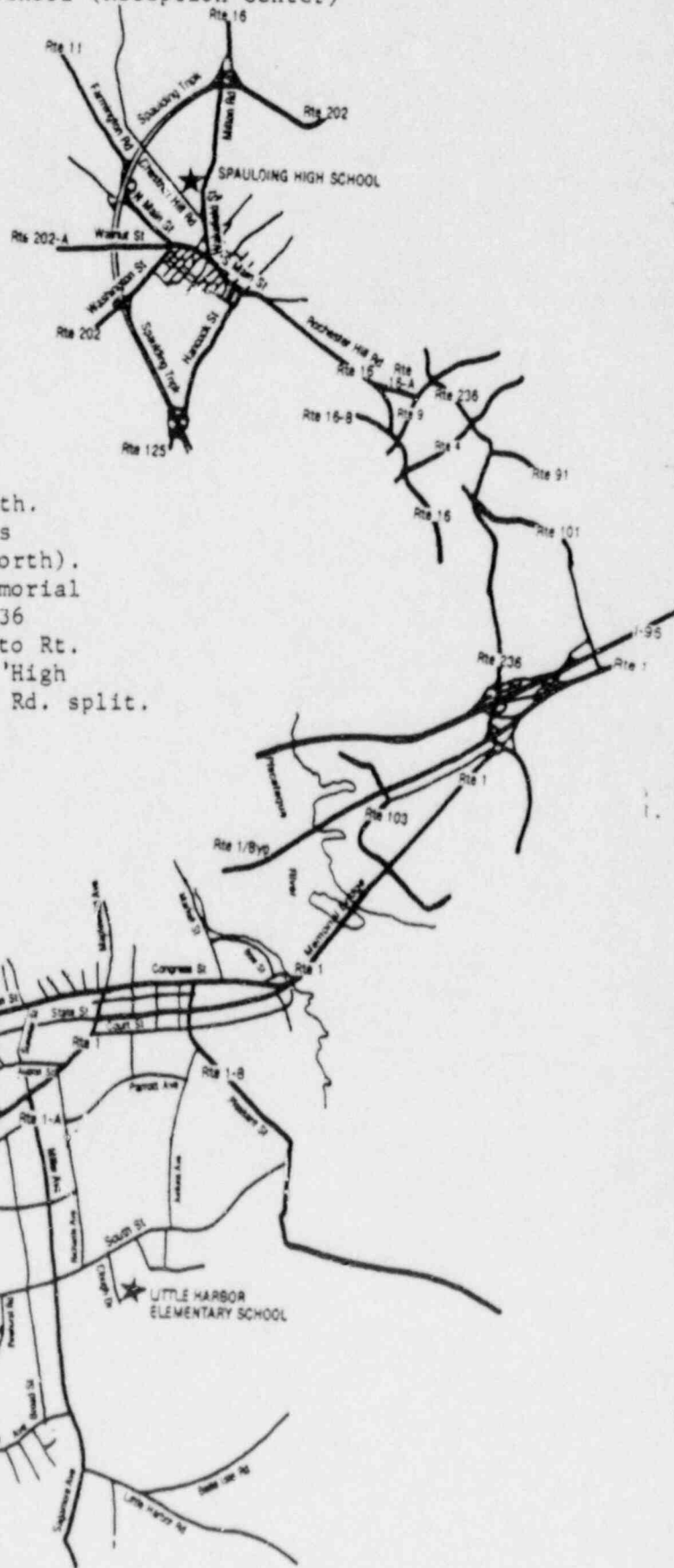
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Office</u>	<u>Home</u>
Superintendent of Schools	Timothy Monahan		2
Portsmouth Civil Defense Director	Paul Famulari		2
Portsmouth Public Works Director	Dan Ayer		
Portsmouth Emergency Operations Center (Central Fire Station)			

Little Harbor Elementary School (Portsmouth)

to

Spaulding High School (Reception Center)



Exit school grounds on Clough Dr. North.  
Right onto South St. Left onto Junkins  
Ave. Left onto Pleasant St. (Rt. 1B-North).  
Right onto Court St. Follow across Memorial  
Bridge (Rt. 1 North). Exit onto Rt. 236  
North. Exit onto Rt. 9 South. Follow to Rt.  
16A North (merges with Rt. 16 North). High  
School is on left after Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

NEW FRANKLIN ELEMENTARY SCHOOL

(Grades K-6)

Dennett Street

Portsmouth, NH 03801

Telephone No.:

Constance Carmody, Principal

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I. PURPOSE

This plan describes the preparation and protective response required by New Franklin Elementary School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Superintendent of Schools has the following responsibilities:

1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of New Franklin Elementary School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of New Franklin Elementary School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day.
- 
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- 
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.
  2. ALERT - School will be notified. No action required unless directed. Stand By.  
Superintendent may recommend school cancellation via normal procedures as a precautionary measure.
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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

- a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.
- b. School Not in Session. The Principal will be notified. The Superintendent will determine if school should be cancelled as a precautionary measure and notify the Principal.

D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

- 1. Close all windows and doors.
- 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).
- 3. Remain indoors. The gymnasium has been designated as the sheltering area for the New Franklin Elementary School.

4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.
- 

F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.
- 

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
  2. Instruct students and faculty via the public address system to assemble in the multi-purpose room.
  3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.
-

4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

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The Faculty shall:

1. Account for all students prior to boarding buses.
2. Accompany students to the buses and ensure that students board them in an orderly fashion.
3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

1. Ensure that the building is secured before leaving.

\_\_\_\_\_

- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

\_\_\_\_\_

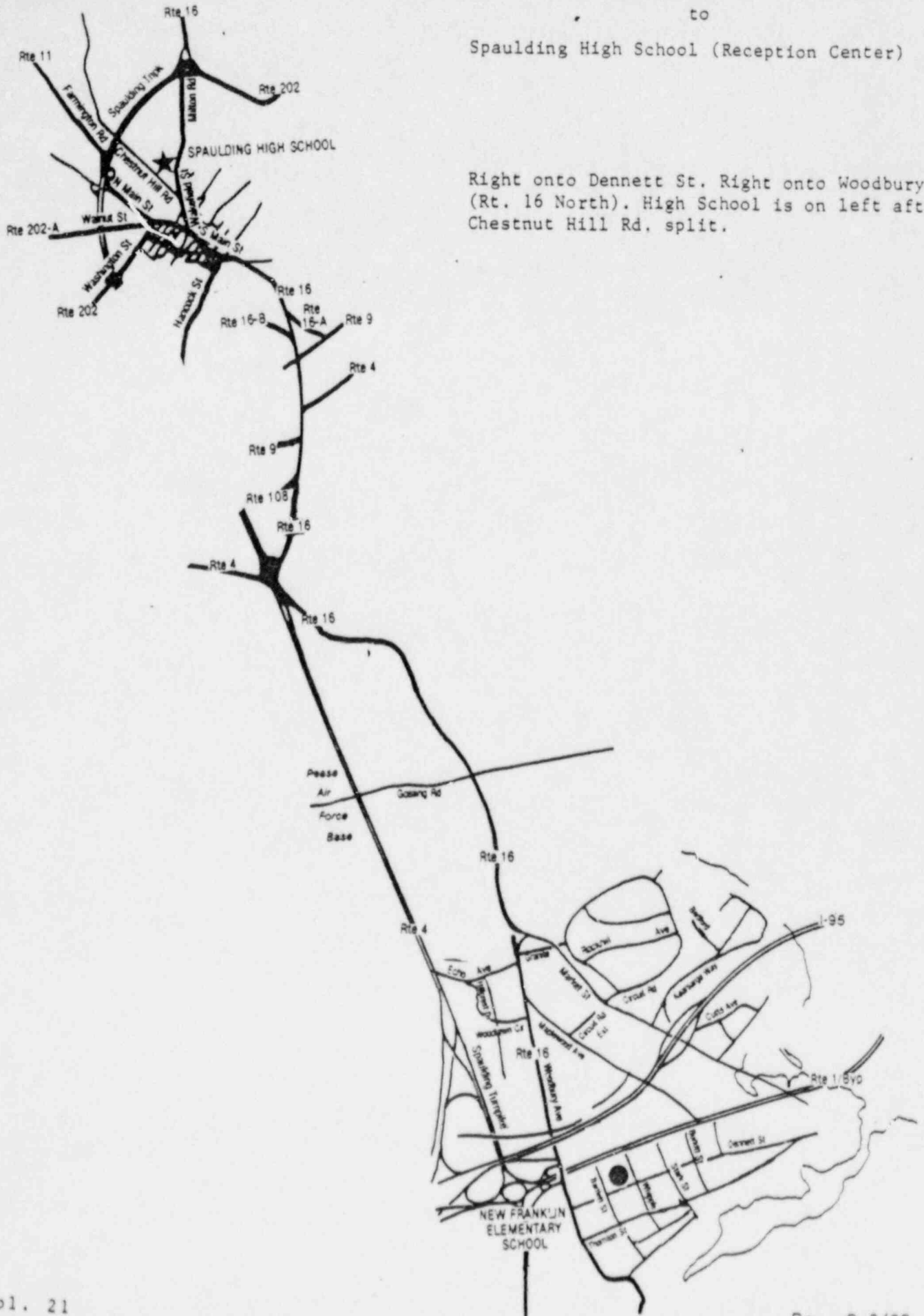
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Superintendent of Schools	Timothy Monahan			 2
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			
Portsmouth Emergency Operations Center (Central Fire Station)				

New Franklin Elementary School (Portsmouth)

to

Spaulding High School (Reception Center)



Right onto Dennett St. Right onto Woodbury Ave. (Rt. 16 North). High School is on left after Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

WENTWORTH ELEMENTARY SCHOOL

(Grades K-6)

Granite Street

Portsmouth, NH 03801

Telephone No.:

Joan Wood, Principal

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2

I. PURPOSE

This plan describes the preparation and protective response required by Wentworth Elementary School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

- A. The Superintendent of Schools has the following responsibilities:
1. The Superintendent is responsible for reviewing the bus needs prior to the start of each school year. The Superintendent will meet with the Principal and Public Works Director to review bus needs.
  2. The Superintendent is responsible for performing an annual review of this plan. Any needed corrections should be given to the Portsmouth Civil Defense Director.

B. The Principal of Wentworth Elementary School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session. A preferred location would be the secretary's office.
2. The Principal is responsible for reviewing the bus needs prior to the start of each school year and reporting the results to the Superintendent. The Principal will attend a meeting with the Superintendent and Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.
4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Superintendent.
5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Superintendent.

C. The Faculty and Support Staff of Wentworth Elementary School have the following responsibility:

1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

III. EMERGENCY RESPONSE PROCEDURES

Note Time

A. Receive notification from the Superintendent of Schools via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day.

\_\_\_\_\_

B. If the tone-activated radio is the first notification of an emergency condition, contact the Superintendent at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.

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C. Depending on the Emergency Classification Level, take action as follows:

1. UNUSUAL EVENT - No notification. No action required.

2. ALERT - School will be notified. No action required unless directed. Stand By.

Superintendent may recommend school cancellation via normal procedures as a precautionary measure.

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3. SITE AREA EMERGENCY or GENERAL EMERGENCY

a. School in Session. School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.

\_\_\_\_\_

b. School Not in Session. The Principal will be notified. The Superintendent will determine if school should be cancelled as a precautionary measure and notify the Principal.

\_\_\_\_\_

2

D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

\_\_\_\_\_

E. Sheltering. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends sheltering, then:

1. Close all windows and doors.

\_\_\_\_\_

2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).

\_\_\_\_\_

3. Remain indoors. The gymnasium has been designated as the sheltering area for the Wentworth Elementary School.

\_\_\_\_\_

2

4. Await further instructions from Portsmouth, the Superintendent or the Emergency Broadcast System.

F. Evacuation. If Portsmouth, the Superintendent or the Emergency Broadcast System recommends evacuation, then:

The Superintendent shall:

1. Ensure transportation services have been obtained by Portsmouth for the school and will be sufficient for school evacuation. Obtain the number and capacity of transportation and expected time of arrival.

The Principal shall:

1. Verify with the School Superintendent that transportation services have been contacted by Portsmouth. Determine the time of arrival and ensure the capacity is adequate.
2. Instruct students and faculty via the public address system to assemble in the multi-purpose room.
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to accompany each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding.

4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel.

\_\_\_\_\_

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2

The Faculty shall:

1. Account for all students prior to boarding buses.
2. Accompany students to the buses and ensure that students board them in an orderly fashion.
3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

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The Support Staff shall:

1. Ensure that the building is secured before leaving.
- G. Prior to sheltering or evacuation the schools may be closed by the Superintendent in anticipation of the escalating emergency condition. In this case students may be transported home via the normal method.

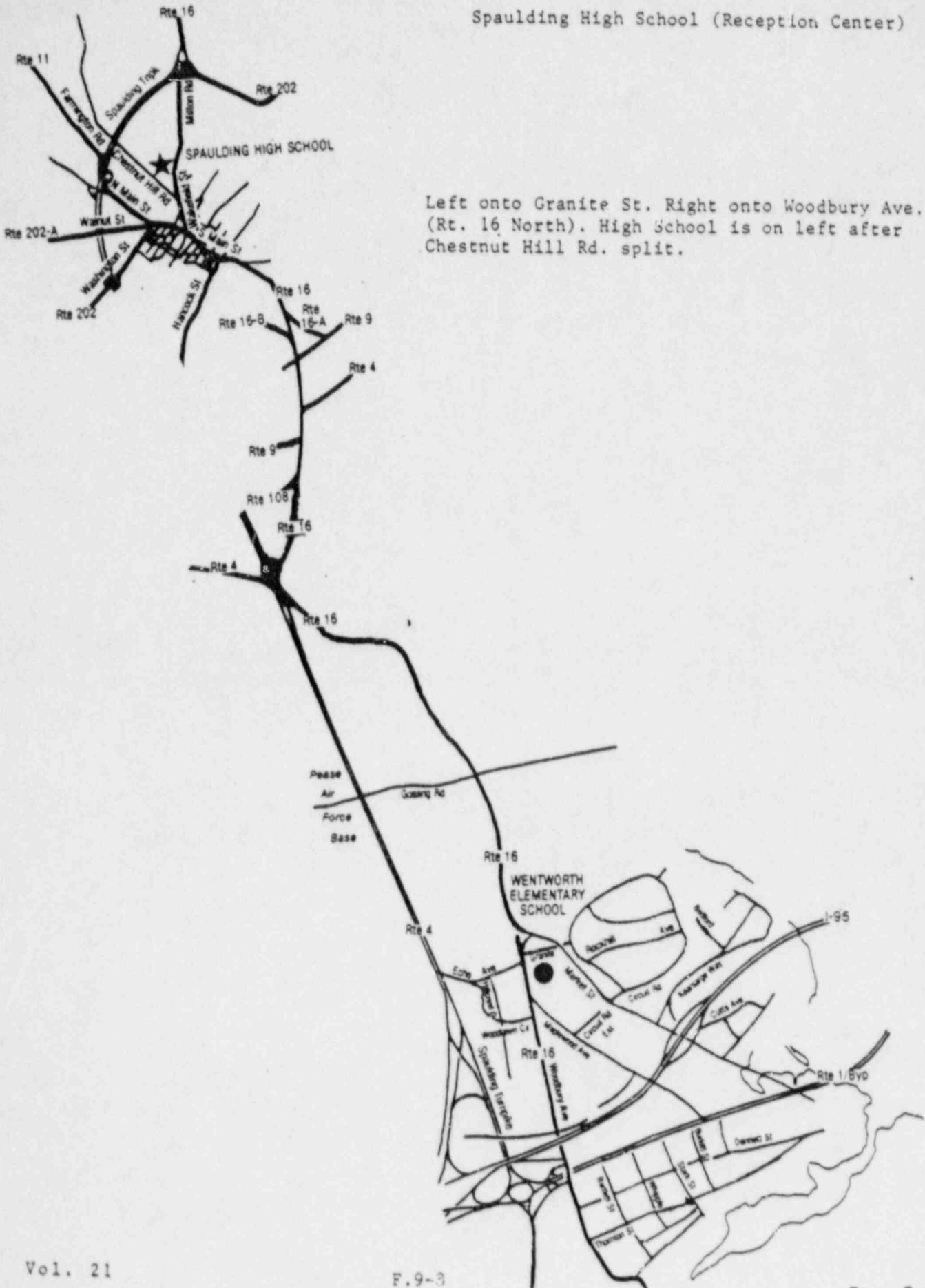
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\_\_\_\_\_

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Superintendent of Schools	Timothy Monahan			 2
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				

Wentworth Elementary School (Portsmouth)  
to  
Spaulding High School (Reception Center)



Left onto Granite St. Right onto Woodbury Ave.  
(Rt. 16 North). High School is on left after  
Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

LADY ISLE SCHOOL

(Grades K-8)

Little Harbor Road

Portsmouth, NH 03801

Sister Mary Josita, Principal

1  
2

I. PURPOSE

This plan describes the preparation and protective response required by Lady Isle School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the Town of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Principal of Lady Isle School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session.
2. The Principal is responsible for reviewing bus needs prior to the start of each school year. The Principal will meet with the Portsmouth Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

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4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Civil Defense Director.
- B. The Faculty and Support Staff of the Lady Isle School have the following responsibility:
1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

### III. EMERGENCY RESPONSE PROCEDURES

- |   |   |
|---|---|
| <p>A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. The Portsmouth Superintendent of Schools will contact the Principal to verify this notification.</p> <p>B. If the tone-activated radio is the first notification of an emergency condition, contact the Portsmouth Public Works Director at _____ for further information. The tone-activated radio normally serves as backup notification and is automatically activated as part of the public alerting system.</p> <p>C. Depending on the Emergency Classification Level, take action as follows:</p> <ol style="list-style-type: none"> <li>1. UNUSUAL EVENT - No notification. No action required.</li> </ol> | <p><u>Note Time</u></p> <p>_____</p> <p>_____</p> |
|---|---|

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2. ALERT - School will be notified. No action required unless directed. Stand by. Superintendent may recommend school cancellation via normal procedures as a precautionary measure.

---

3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. The Superintendent will notify the school if he recommends public school cancellation or early dismissal as a precautionary measure.

---

D. Turn on AM/FM radio to WCKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

---

E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:

1. Close all windows and doors.

---

2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).

---

3. Remain indoors. The basement of the main residence is the designated sheltering area.

---

4. Await further instructions over the Emergency Broadcast System.

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F. Evacuation. If the Emergency Broadcast System recommends evacuation, then:

The Principal shall:

1. Verify that transportation services have been contacted by the Portsmouth Public Works Director. Determine the time of arrival and ensure the capacity is adequate. \_\_\_\_\_
2. Instruct students and faculty via the public address system to assemble in the gymnasium. \_\_\_\_\_
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding. \_\_\_\_\_ 2
4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel. \_\_\_\_\_ 2

The Faculty shall:

1. Account for all students prior to boarding buses. \_\_\_\_\_
2. Accompany students to the buses and ensure that students board them in an orderly fashion. \_\_\_\_\_

Note Time

3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

\_\_\_\_\_

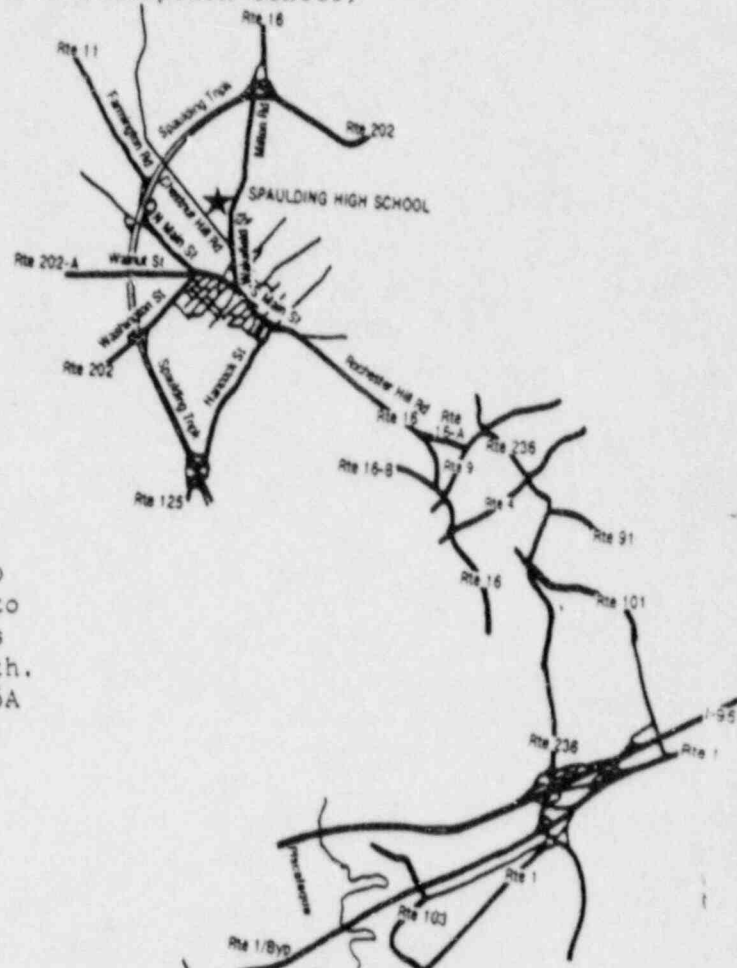
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The Support Staff shall:

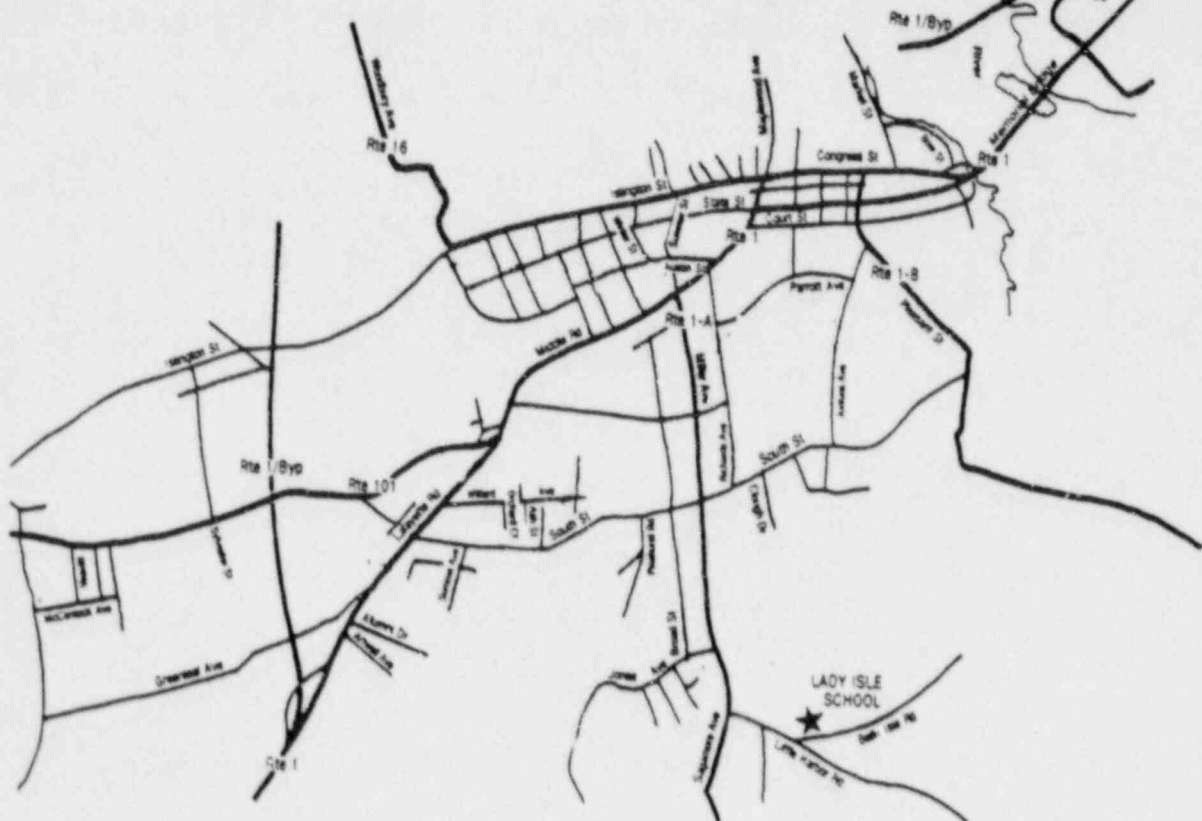
1. Ensure that the building is secured before leaving.

\_\_\_\_\_

Lady Isle School (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto Little Harbor Rd. Right onto Sagamore Ave. (Rt. 1A-North). Right onto Middle Rd. (Rt. 1 North). Follow across Memorial Bridge. Exit onto Rt. 236 North. Exit onto Rt. 9 South. Follow to Rt. 16A North (merges with Rt. 16 North), High School is on left after Chestnut Hill Rd. split.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

BETHEL CHRISTIAN ACADEMY

(Grades K-8)

Bedford Way

Portsmouth, NH 03801

Clifford Wing, Principal

I. PURPOSE

This plan describes the preparation and protective response required by Bethel Christian Academy to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Principal of Bethel Christian Academy has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session.
2. The Principal is responsible for reviewing bus needs prior to the start of each school year. The Principal will meet with the Portsmouth Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Civil Defense Director.
- B. The Faculty and Support Staff of the Bethel Christian Academy have the following responsibility:
1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

### III. EMERGENCY RESPONSE PROCEDURES

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. The Portsmouth Superintendent of Schools will contact the Principal to verify this notification.
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Portsmouth Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as backup notification and is automatically activated as part of the public alerting system.
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

Note Time

2

2. ALERT - School will be notified. No action required unless directed. Stand by. Superintendent may recommend school cancellation via normal procedures as a precautionary measure.

\_\_\_\_\_

3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. The Superintendent will notify the school if he recommends public school cancellation or early dismissal as a precautionary measure.

\_\_\_\_\_

D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

\_\_\_\_\_

E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:

1. Close all windows and doors.

\_\_\_\_\_

2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).

\_\_\_\_\_

3. Remain indoors.

\_\_\_\_\_

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then:

The Principal shall:

1. Verify that transportation services have been contacted by the Portsmouth Public Works Director. Determine the time of arrival and ensure the capacity is adequate. \_\_\_\_\_
2. Instruct students and faculty via the public address system to assemble in the gymnasium. \_\_\_\_\_
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding. Note: If sufficient private transportation is available, the school will evacuate students to the Beech Ridge Church, Maine. \_\_\_\_\_ 2
4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel. \_\_\_\_\_ 2

The Faculty shall:

1. Account for all students prior to boarding buses. \_\_\_\_\_
2. Accompany students to the buses and ensure that students board them in an orderly fashion. \_\_\_\_\_

Note Time

3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

\_\_\_\_\_

1  
2

The Support Staff shall:

1. Ensure that the building is secured before leaving.

\_\_\_\_\_



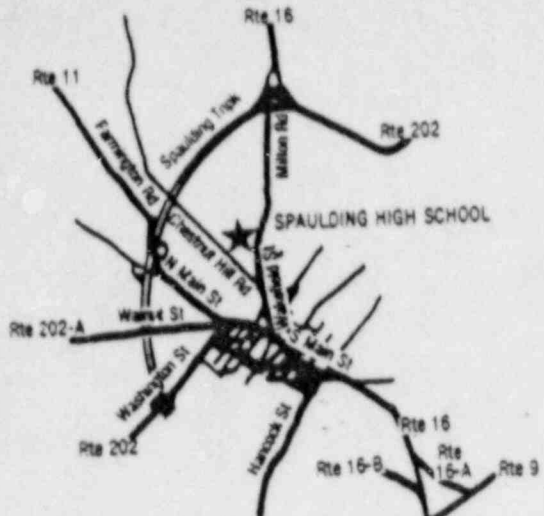
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Office</u>	<u>Home</u>
Superintendent of Schools	Timothy Monahan		
Portsmouth Civil Defense Director	Paul Famulari		
Portsmouth Public Works Director	Dan Ayer		
Portsmouth Emergency Operations Center (Central Fire Station)			

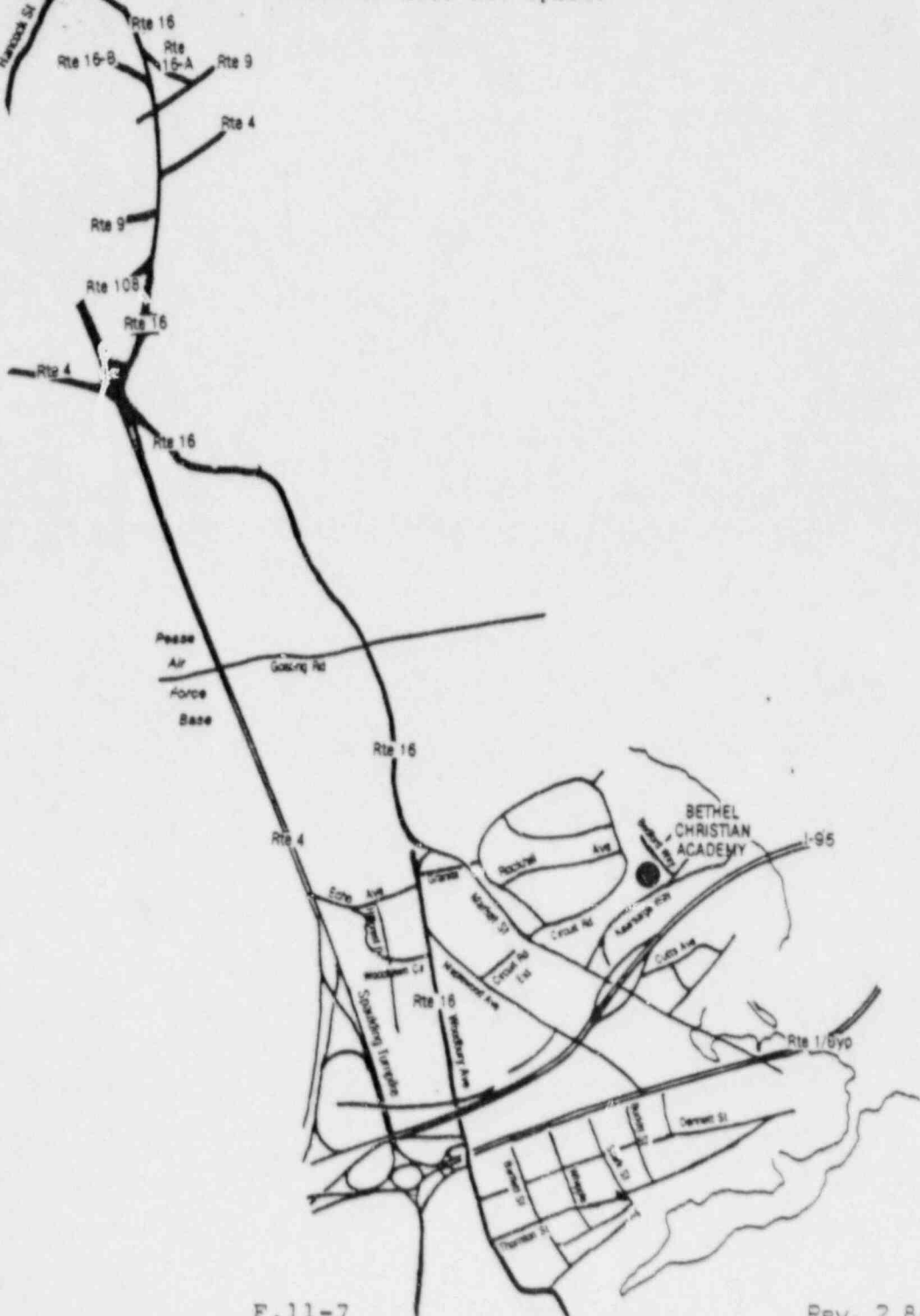
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Bethel Christian Academy (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto Bedford Way. Right onto Kearsarge Way.  
Right onto Market St. Right onto Woodbury Ave.  
(Rt. 16 North). High School is on left after  
Chestnut Hill Rd. split.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

SAINT PATRICK'S SCHOOL

(Grades K, 1-8)

125 Austin Street

Portsmouth, NH 03801

Sister Carol, Principal

I. PURPOSE

This plan describes the preparation and protective response required by St. Patrick's School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Principal of St. Patrick's School has the following responsibilities:

1. The Principal is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while the school is in session.
2. The Principal is responsible for reviewing bus needs prior to the start of each school year. The Principal will meet with the Portsmouth Public Works Director to discuss current needs.
3. The Principal is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Principal is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Principal is responsible for performing an annual review of this Plan. Any corrections should be given to the Civil Defense Director.
8. The Faculty and Support Staff of St. Patrick's School have the following responsibility:
1. The Faculty and Staff are responsible for attending emergency response training classes, drills and exercises as requested by the Principal.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Portsmouth Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as backup notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

2. ALERT - School will be notified. No action required unless directed. Stand by. Superintendent may recommend school cancellation via normal procedures as a precautionary measure.

\_\_\_\_\_

3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. The Superintendent will notify the school if he orders public school cancellation or early dismissal as a precautionary measure.

\_\_\_\_\_

D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated).

\_\_\_\_\_

E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:

1. Close all windows and doors.

\_\_\_\_\_

2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).

\_\_\_\_\_

3. Remain indoors.

\_\_\_\_\_

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then:

The Principal shall:

1. Verify that transportation services have been contacted by the Portsmouth Public Works Director. Determine the time of arrival and ensure the capacity is adequate. \_\_\_\_\_
2. Instruct students and faculty via the public address system to assemble in the gymnasium. \_\_\_\_\_
3. Ensure that all students are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign one faculty member to each bus. Students may be released to parents/legal guardians if they arrive prior to bus boarding. \_\_\_\_\_ 2
4. Assign faculty members to supervise the students until they are picked up at the Reception Center by their parents/legal guardians or until relieved by other personnel. \_\_\_\_\_ 2

The Faculty shall:

1. Account for all students prior to boarding buses. \_\_\_\_\_
2. Accompany students to the buses and ensure that students board them in an orderly fashion. \_\_\_\_\_

Note Time

3. Supervise students in the Reception Center until they are picked up by their parents/legal guardians or until relieved by other personnel.

\_\_\_\_\_

2

The Support Staff shall:

1. Ensure that the building is secured before leaving.

\_\_\_\_\_

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Superintendent of Schools	Timothy Morahan			 2
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				





SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

AGAPE SCHOOL  
(Kindergarten/Nursery)  
397 Lafayette Road  
Portsmouth, NH 03801

Catherine Ireland, Director  
Hours 9-11:30 a.m.; Closed June-September

I. PURPOSE

This plan describes the preparation and protective response required by Agape School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
9. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by the NH Division of Public Health Services. \_\_\_\_\_ 2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

- |   | <u>Note Time</u> |
|---|------------------|
| 2. ALERT - School may be notified. No action required unless directed. Stand by.  | _____ 1<br>2     |
| 3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.   | _____ 1<br>2     |
| D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). | _____            |
| E. <u>Sheltering</u> . If the Emergency Broadcast System recommends sheltering, then:   |                  |
| 1. Close all windows and doors.   | _____            |
| 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).   | _____            |
| 3. Remain indoors.  | _____ 1<br>2     |

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.
2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director ( ). Obtain the expected time of arrival and ensure the capacity is adequate.
3. Assign a staff member to remain with the children until they are picked up at the Reception Center by parents/legal guardians.
4. Ensure that the building is secured before leaving.

\_\_\_\_\_

\_\_\_\_\_

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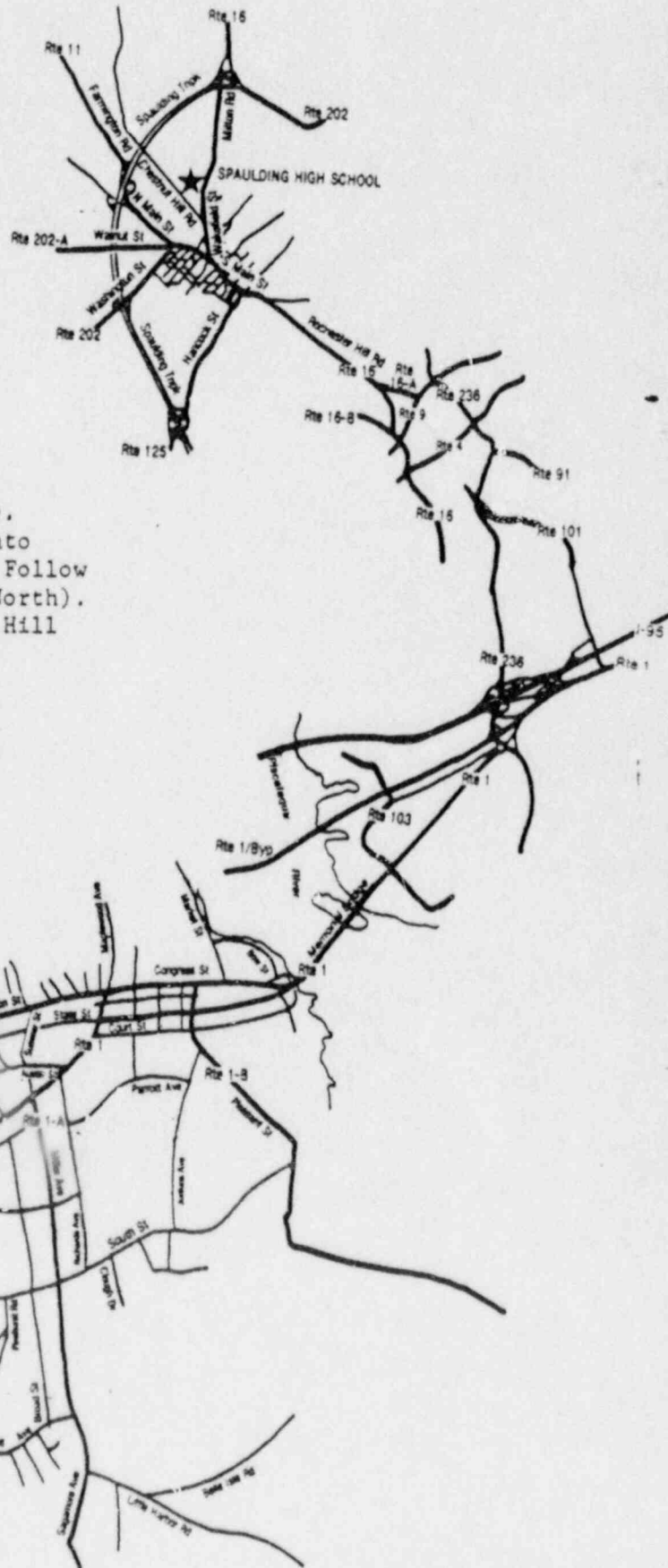
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IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Office</u>	<u>Home</u>
Portsmouth Civil Defense Director	Paul Famulari		
Portsmouth Public Works Director	Dan Ayer		
Portsmouth Emergency Operations Center (Central Fire Station)			

the Agape School (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto Rt. 1 North (Lafayette Rd.).  
Follow across Memorial Bridge. Exit onto  
Rt. 236 North. Exit onto Rt. 9 South. Follow  
to Rt. 16A North (merges with Rt. 16 North).  
High School is on left after Chestnut Hill  
Rd. lit.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

ALPHA ACADEMY  
(Kindergarten/Daycare)  
Cutts Avenue  
Portsmouth, NH 03801

Mrs. Grant, Director  
Hours 6:30 a.m. - 5:30 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Alpha Academy to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.



4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

- |   | <u>Note Time</u> |
|---|------------------|
| <p>A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by the NH Division of Public Health Services.</p>                                  | <p>_____</p>     |
| <p>B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at _____ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.</p> | <p>_____</p>     |
| <p>C. Depending on the Emergency Classification Level, take action as follows:</p> <ol style="list-style-type: none"> <li>1. UNUSUAL EVENT - No notification. No action required.</li> </ol>  |                  |

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
  
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
  
- D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
  
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2

- 4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall: ..

- 1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.
- 2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.
- 3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.
- 4. Ensure that the building is secured before leaving.

\_\_\_\_\_

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\_\_\_\_\_

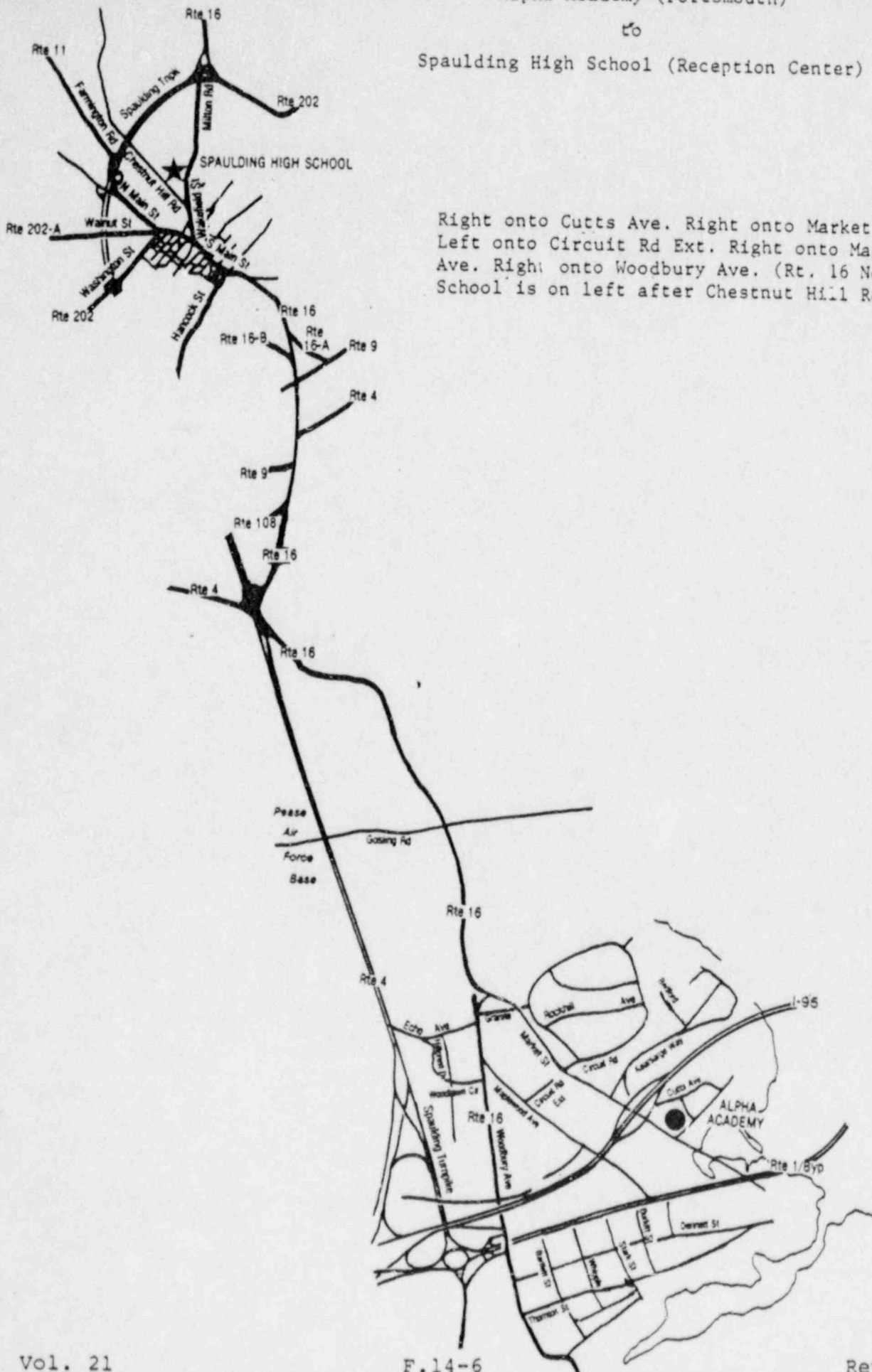
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IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				

Alpha Academy (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto Cutts Ave. Right onto Market St.  
Left onto Circuit Rd Ext. Right onto Maplewood  
Ave. Right onto Woodbury Ave. (Rt. 16 North).  
School is on left after Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

COUNTRY NURSERY SCHOOL

1395 Elwyn Road  
Portsmouth, NH 03801

Agnes Nola, Director  
Hours 9-11:30 a.m., Closed July-August

1  
2

I. PURPOSE

This plan describes the preparation and protective response required by Country Nursery School to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

2

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by the NH Division of Public Health Services.
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WCKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2



Note Time

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

1  
2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

1  
2

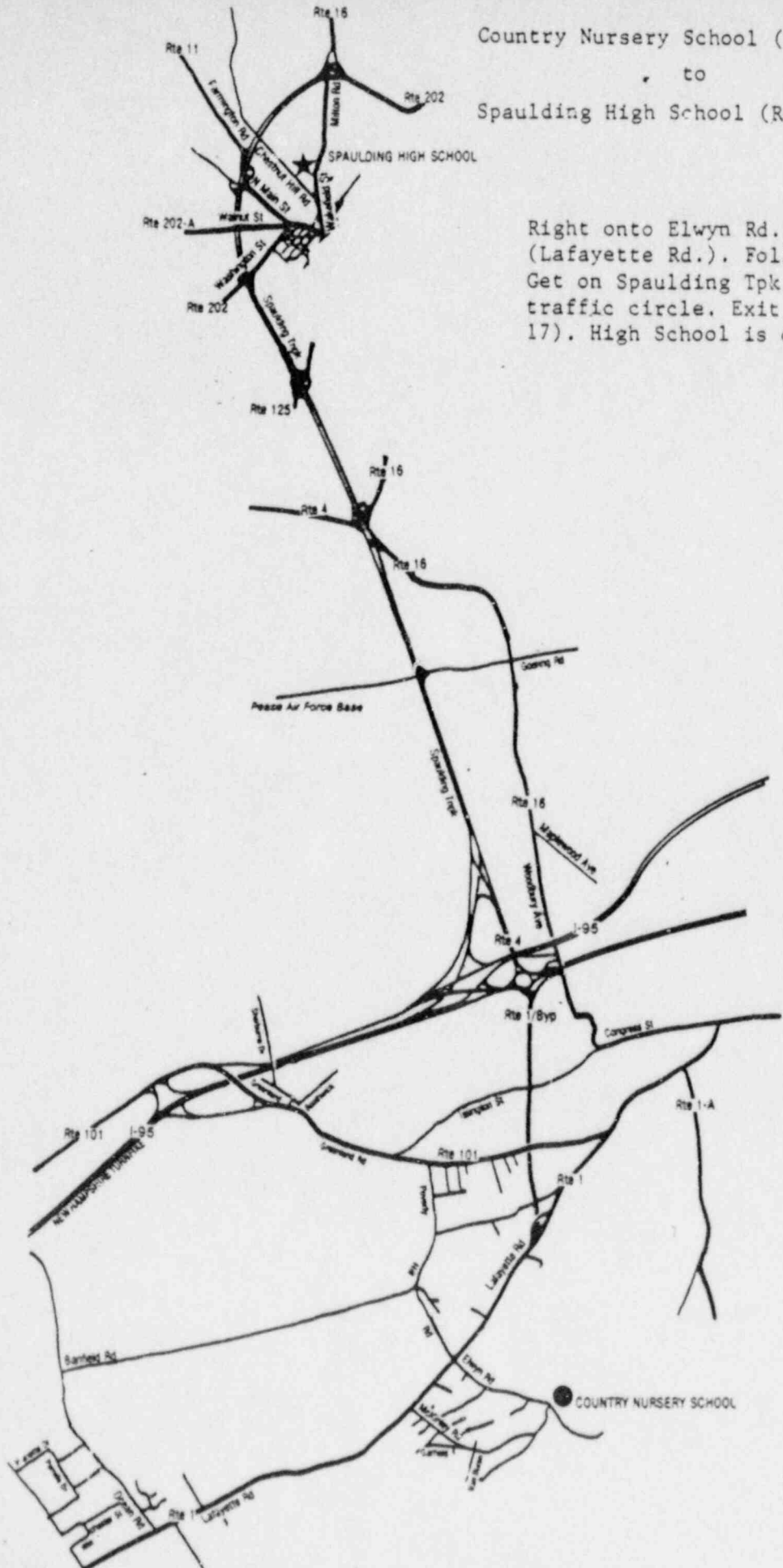
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2

Country Nursery School (Portsmouth)

to

Spaulding High School (Reception Center)



Right onto Elwyn Rd. Right onto Rt. 1 North (Lafayette Rd.). Follow to Rt. 1 Bypass North. Get on Spaulding Tpk, North at Portsmouth traffic circle. Exit onto Rt. 16 South (Exit 17). High School is on right.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

HAPPY DAY NURSERY  
88 Ash Street  
Portsmouth, NH 03801

Bette Hirtle, Director  
Hours 9-11:30 a.m., Closed June-August

I. PURPOSE

This plan describes the preparation and protective response required by Happy Day Nursery to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification—and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

2

- |   | <u>Note Time</u> |       |
|---|------------------|-------|
| 2. ALERT - School may be notified. No action required unless directed. Stand by.  | _____            | <br>2 |
| 3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.   | _____            | <br>2 |
| D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). | _____            |       |
| E. <u>Sheltering</u> . If the Emergency Broadcast System recommends sheltering, then:   |                  |       |
| 1. Close all windows and doors.   | _____            |       |
| 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).   | _____            |       |
| 3. Remain indoors.  | _____            | <br>2 |

Note Time

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			
Portsmouth Emergency Operations Center (Central Fire Station)				 2





SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

COMMUNITY DAY CARE CENTER, INC.

Lafayette Road  
Portsmouth, NH 03801

Angela Prete, Director  
Hours 6:30 a.m. - 5:45 p.m.

1  
2

I. PURPOSE

This plan describes the preparation and protective response required by Community Day Care Center, Inc. to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

2

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by the NH Division of Public Health Services.
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

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Note Time

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|----|--|-------|-------|
| 2. | ALERT - School may be notified. No action required unless directed. Stand by.  | _____ | <br>2 |
| 3. | SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.   | _____ | <br>2 |
| D. | Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). | _____ |       |
| E. | <u>Sheltering</u> . If the Emergency Broadcast System recommends sheltering, then:   |       |       |
| 1. | Close all windows and doors.   | _____ |       |
| 2. | Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).   | _____ |       |
| 3. | Remain indoors.  | _____ | <br>2 |
| 4. | Await further instructions over the Emergency Broadcast System.  | _____ |       |

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

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2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

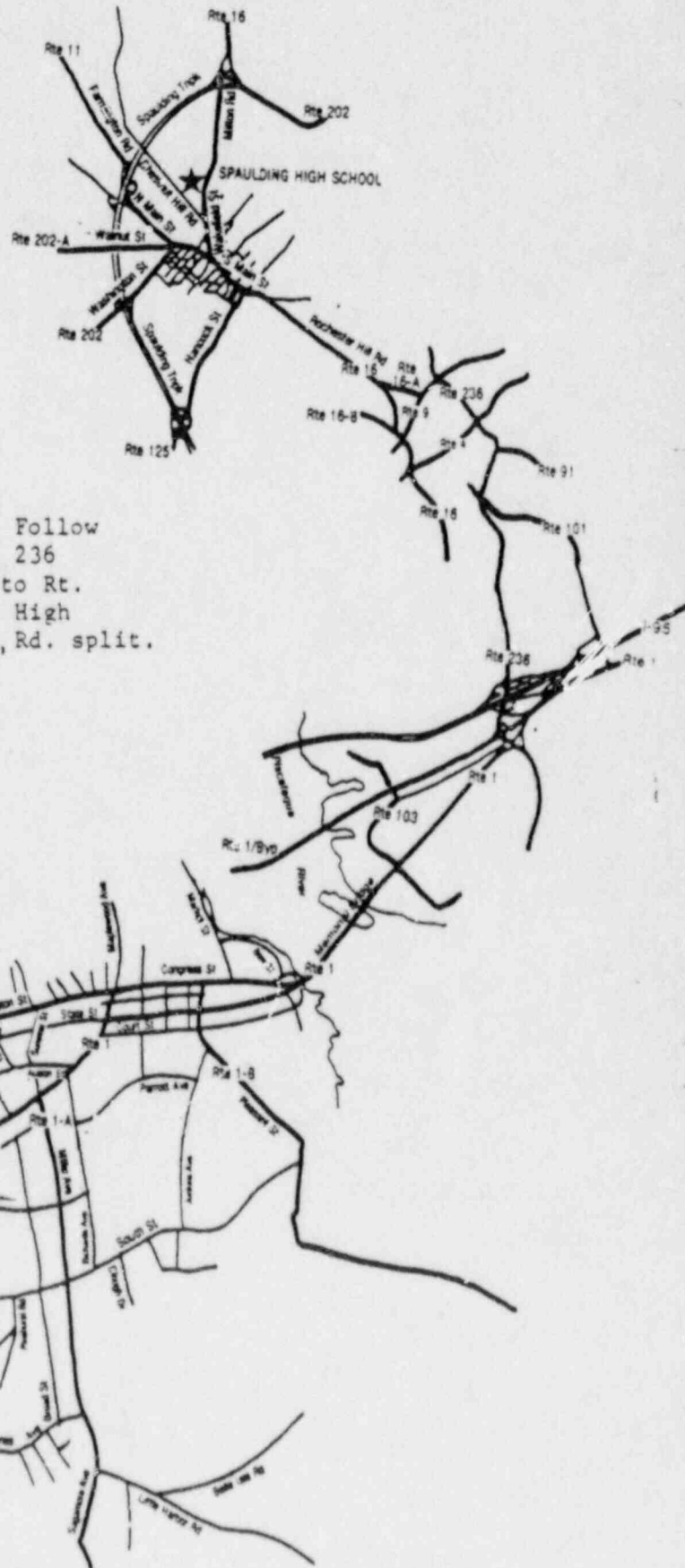
\_\_\_\_\_

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2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				

Community Day Care Center (Portsmouth)  
to  
Spaulding High School (Reception Center)



Left onto Rt. 1 North (Lafayette Rd.) Follow  
across Memorial Bridge. Exit onto Rt. 236  
North. Exit onto Rt. 9 South. Follow to Rt.  
16A North (merges with Rt. 16 North) High  
School is on left after Chestnut Hill, Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

THE CHILDREN'S GARDEN AT THE SCHOOL ON THE HILL

290 Peverly Hill Road

Portsmouth, NH 03801

Nancy Hotchkiss and Connie Parsons, Directors

Hours 8:00 a.m. - 5:00 p.m., July-August 8:30 a.m. - 2:30 p.m.

1/2

I. PURPOSE

This plan describes the preparation and protective response required by The Children's Garden to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

2



4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

2

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WCKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
1. Close all windows and doors. \_\_\_\_\_
2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
3. Remain indoors. \_\_\_\_\_ | 2
4. Await further instructions over the Emergency Broadcast System. \_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_ |  
2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception center by parents/legal guardians.

\_\_\_\_\_

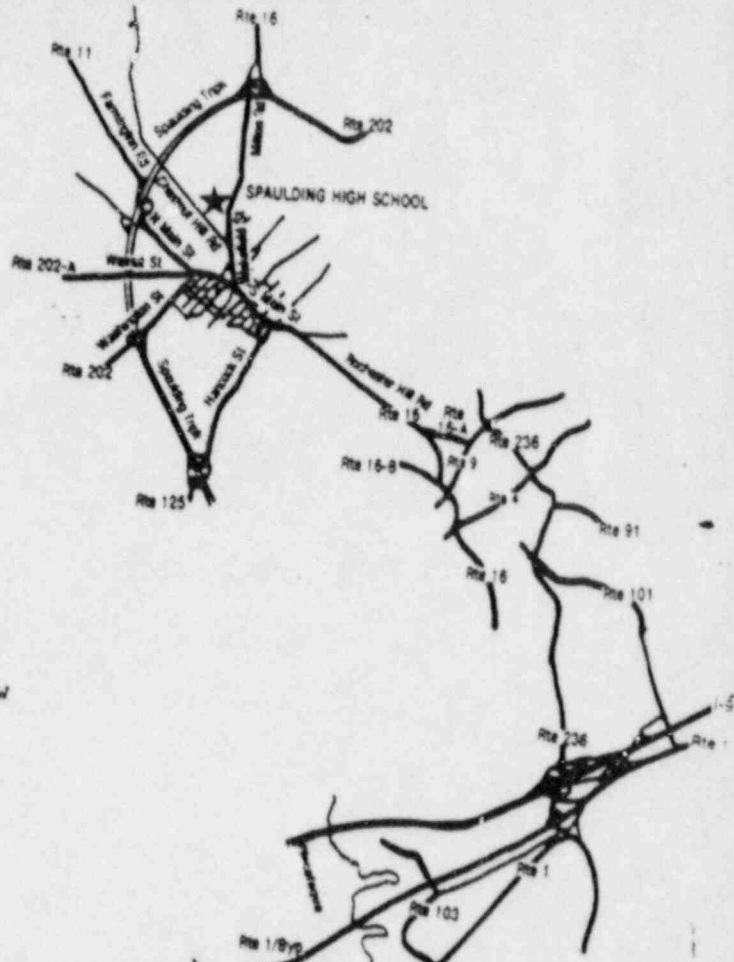
4. Ensure that the building is secured before leaving.

\_\_\_\_\_ |  
2

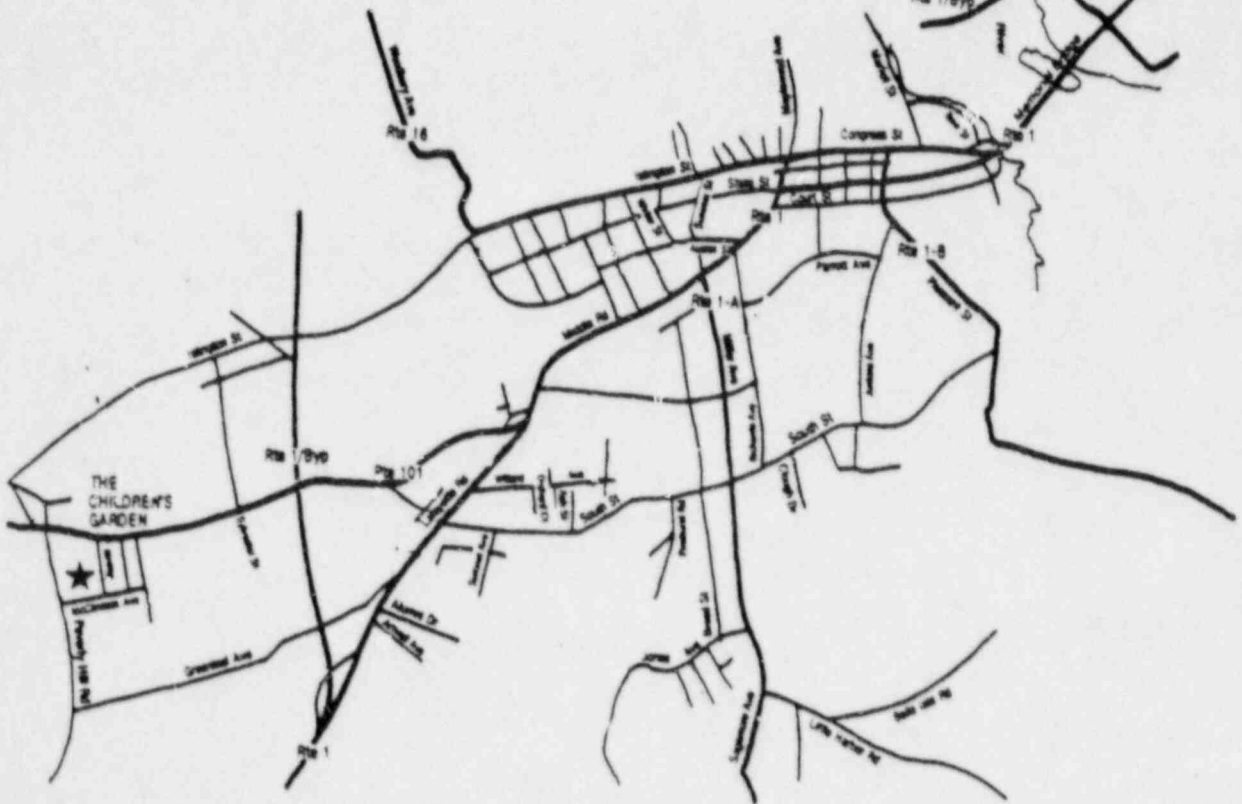
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2

The Children's Garden (Portsmouth)  
 Spaulding High School (Reception Center)



Right onto Peverly Hill Rd. Right onto  
 Rt. 101 East (Middle Rd.). Left onto  
 Rt. 1 North (Lafayette Rd.). Follow  
 across Memorial Bridge. Exit onto Rt.  
 236 North. Exit onto Rt. 9 South. Follow  
 to Rt. 16A North (merges with Rt. 16  
 North). High School is on left after  
 Chestnut Hill Rd. split.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

PORTSMOUTH HEAD START  
(Kindergarten)  
Lafayette Road  
Portsmouth, NH 03801

Karen Burbank, Director  
Hours 8:00 a.m. - 4:00 p.m.

| 2

I. PURPOSE

This plan describes the preparation and protective response required by Portsmouth Head Start to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

| 2

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

1  
2

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
  
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
  
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
  
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2



4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_ | 2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_ |

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_ | 2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

SEACOAST DAY CARE, INC.  
(Kindergarten/Nursery)  
805 Lafayette Road  
Portsmouth, NH 03801

Priscilla Wilson, Director/President  
Hours 6:30 a.m. - 6:00 p.m., Closed July-August

I. PURPOSE

This plan describes the preparation and protective response required by Seacoast Day Care, Inc. to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day.
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

\_\_\_\_\_ 2  
 \_\_\_\_\_

Note Time

- 2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
  
- 3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
  
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
  
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  - 1. Close all windows and doors. \_\_\_\_\_
  
  - 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  
  - 3. Remain indoors. \_\_\_\_\_ | 2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

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2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

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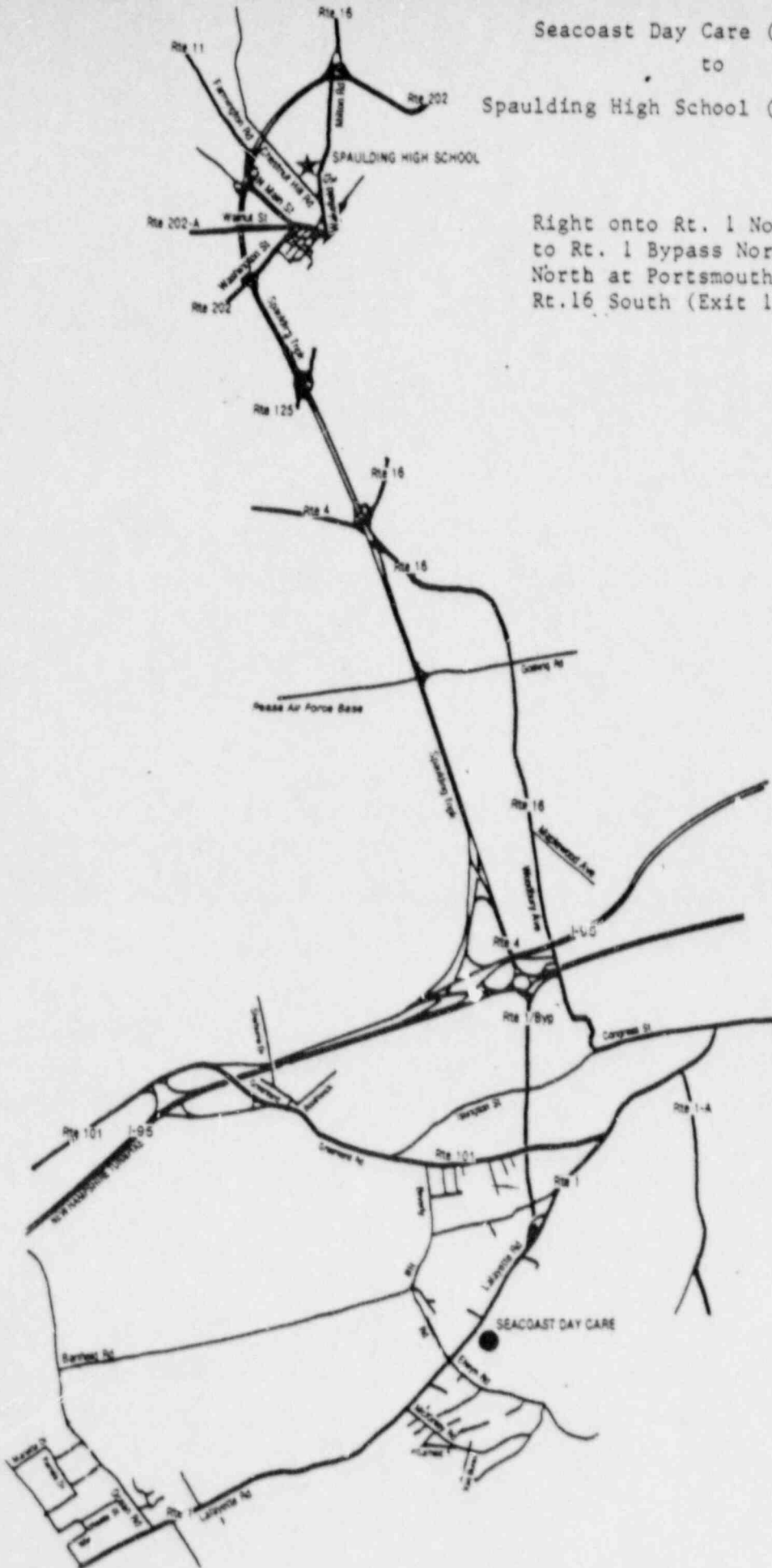
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			1 2
Portsmouth Public Works Director	Dan Ayer			1 2
Portsmouth Emergency Operations Center (Central Fire Station)				



Seacoast Day Care (Portsmouth)  
to  
Spaulding High School (Reception Center)

Right onto Rt. 1 North (Lafayette Rd.). Follow to Rt. 1 Bypass North. Get on Spaulding Tpk. North at Portsmouth traffic circle. Exit onto Rt.16 South (Exit 17). High School is on right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

BRIGHT BEGINNINGS  
678 Middle Street  
Portsmouth, NH 03801

Nur Shoop, Director  
Hours 7:00 a.m. - 5:30 p.m., Closed July-August

I. PURPOSE

This plan describes the preparation and protective response required by Bright Beginnings to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ |  
2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ |  
2
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ |  
2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

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2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

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2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			1 2
Portsmouth Public Works Director	Dan Ayer			1 2
Portsmouth Emergency Operations Center (Central Fire Station)				



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

C & G DAY CARE  
2 Stark Street  
Portsmouth, NH 03801

Carol Lizotte, Director  
Hours 7:00 a.m. - 5:00 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by C & G Day Care to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.



4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
8. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- |   |              |          |
|---|--------------|----------|
| <p>A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day.</p>                                      | <p>_____</p> | <p>2</p> |
| <p>B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at _____ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.</p> | <p>_____</p> |          |
| <p>C. Depending on the Emergency Classification Level, take action as follows:</p> <ol style="list-style-type: none"> <li>1. UNUSUAL EVENT - No notification. No action required.</li> </ol>  |              |          |

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ 1/2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ 1/2
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ 1/2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

1  
2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

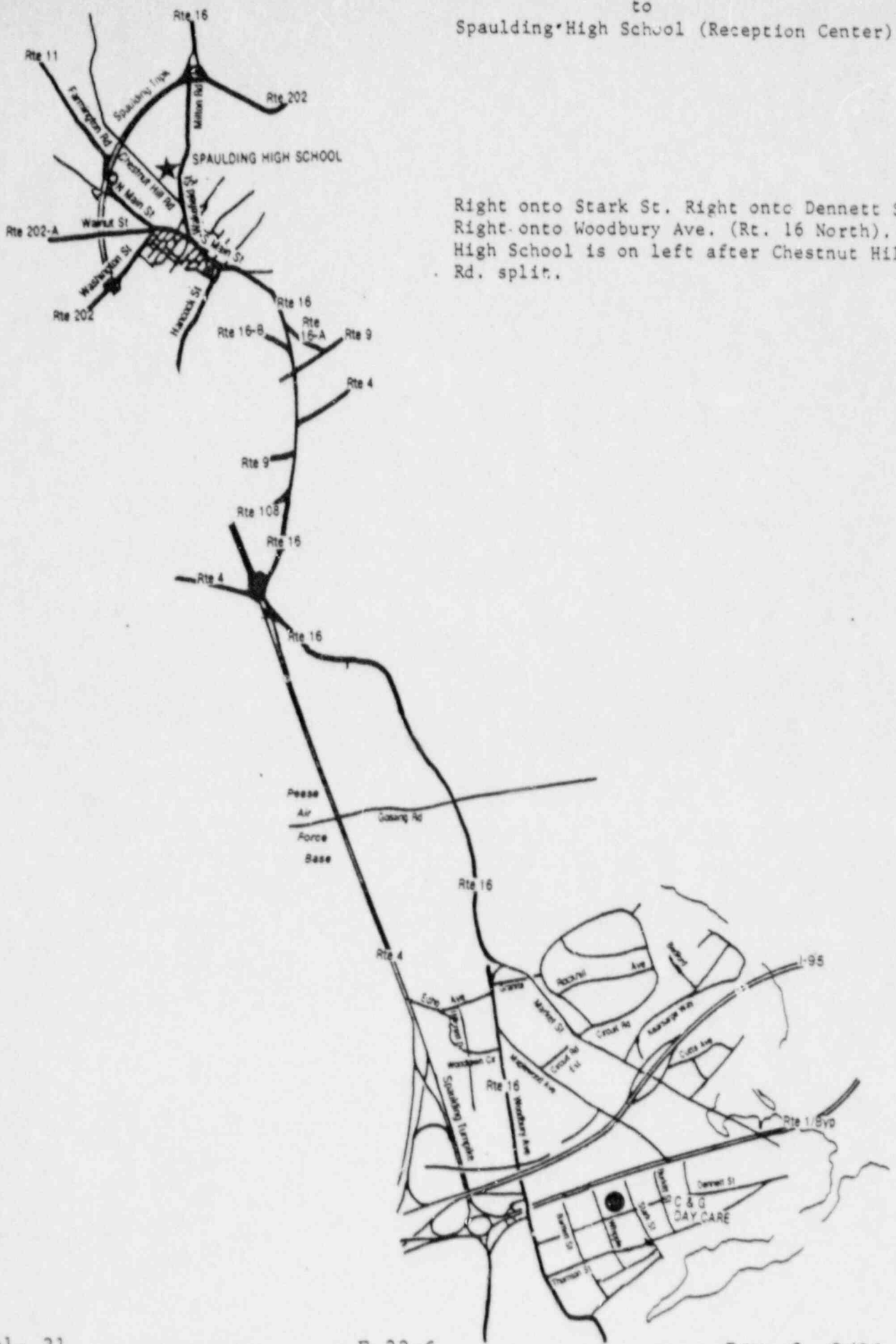
\_\_\_\_\_

1  
2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			2
Portsmouth Public Works Director	Dan Ayer			2
Portsmouth Emergency Operations Center (Central Fire Station)				2

C and G Day Care (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto Stark St. Right onto Dennett St.  
Right onto Woodbury Ave. (Rt. 16 North).  
High School is on left after Chestnut Hill  
Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

E. MARGARET DURGIN-BARRY

22 Rockhill Avenue  
Portsmouth, NH 03801

E. Margaret Durgin-Barry, Director  
Hours 4:30 p.m. - 5:30 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by E. Margaret Durgin-Barry to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

- |    |  |       |       |
|----|--|-------|-------|
| 2. | ALERT - School may be notified. No action required unless directed. Stand by.  | _____ | <br>2 |
| 3. | SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.   | _____ | <br>2 |
| D. | Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). | _____ |       |
| E. | <u>Sheltering.</u> If the Emergency Broadcast System recommends sheltering, then:  |       |       |
| 1. | Close all windows and doors.   | _____ |       |
| 2. | Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).   | _____ |       |
| 3. | Remain indoors.  | _____ | <br>2 |



4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

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2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

1  
2

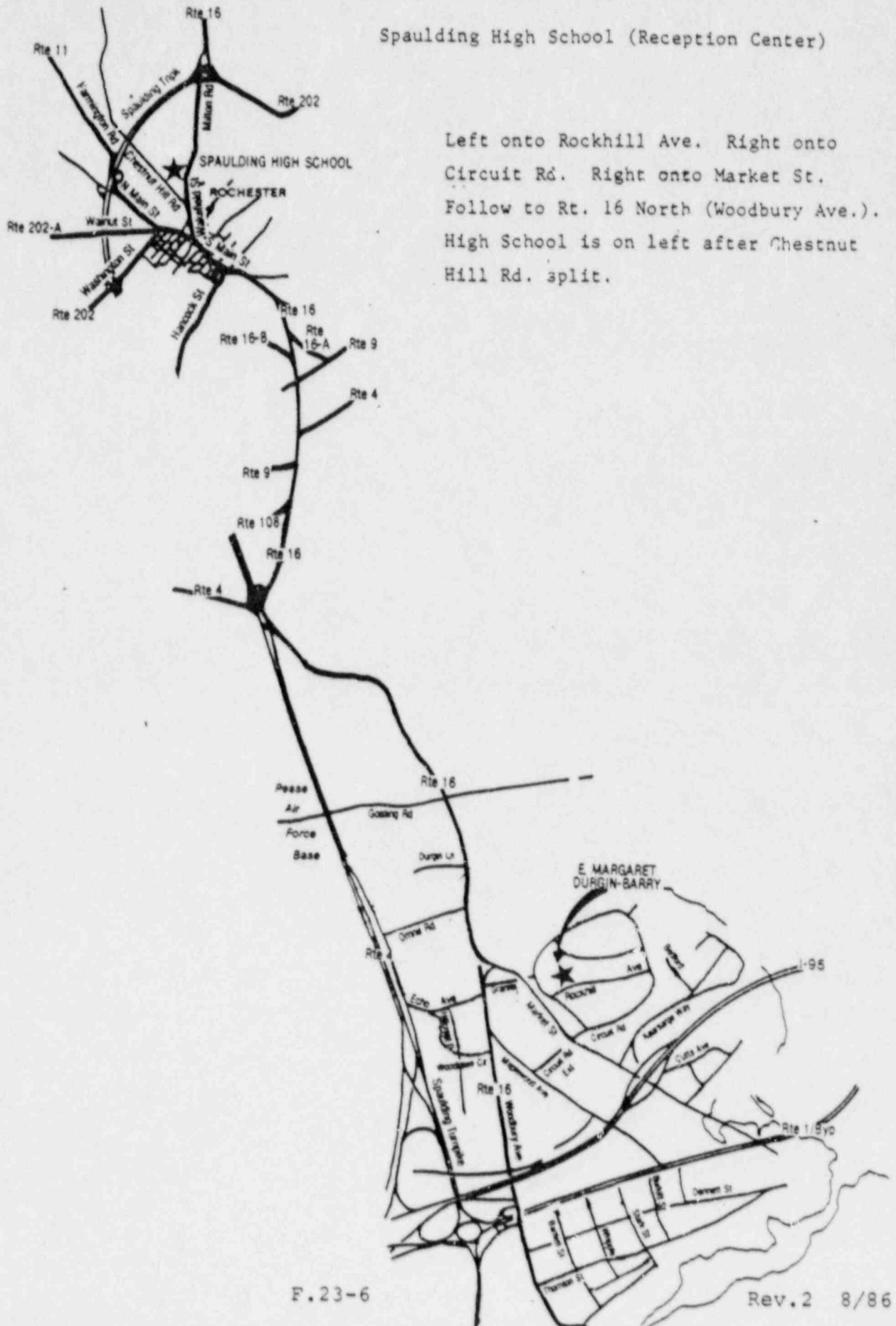
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Femulari			1 2
Portsmouth Public Works Director	Dan Ayer			1 2
Portsmouth Emergency Operations Center (Central Fire Station)				

E. Margaret Durgin-Barry (Portsmouth)

to

Spaulding High School (Reception Center)



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

EDGEWOOD MANOR CHILD CARE CENTER

928 South Street  
Portsmouth, NH 03801

Tarmi Truax, Director

Hours 6:30 a.m. - 7:00 p.m., Mon. - Fri.

6:30 a.m. - 4:00 p.m., Sat. - Sun.

I. PURPOSE

This plan describes the preparation and protective response required by Edgewood Manor Child Care Center to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

2

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WOKO (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

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2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

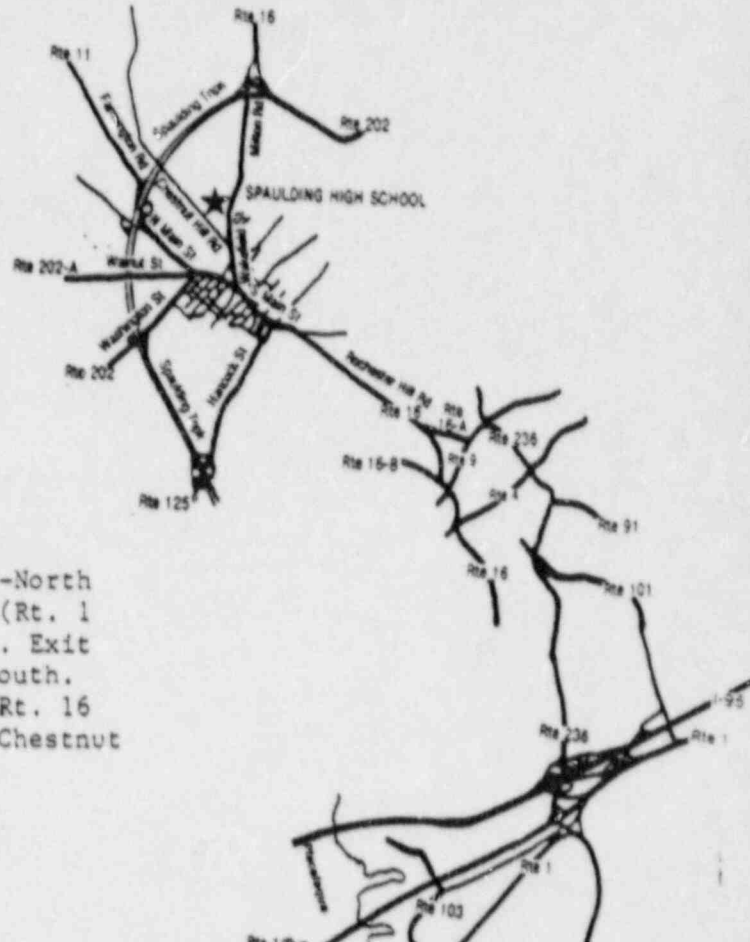
|  
2

IV. CONTACTS

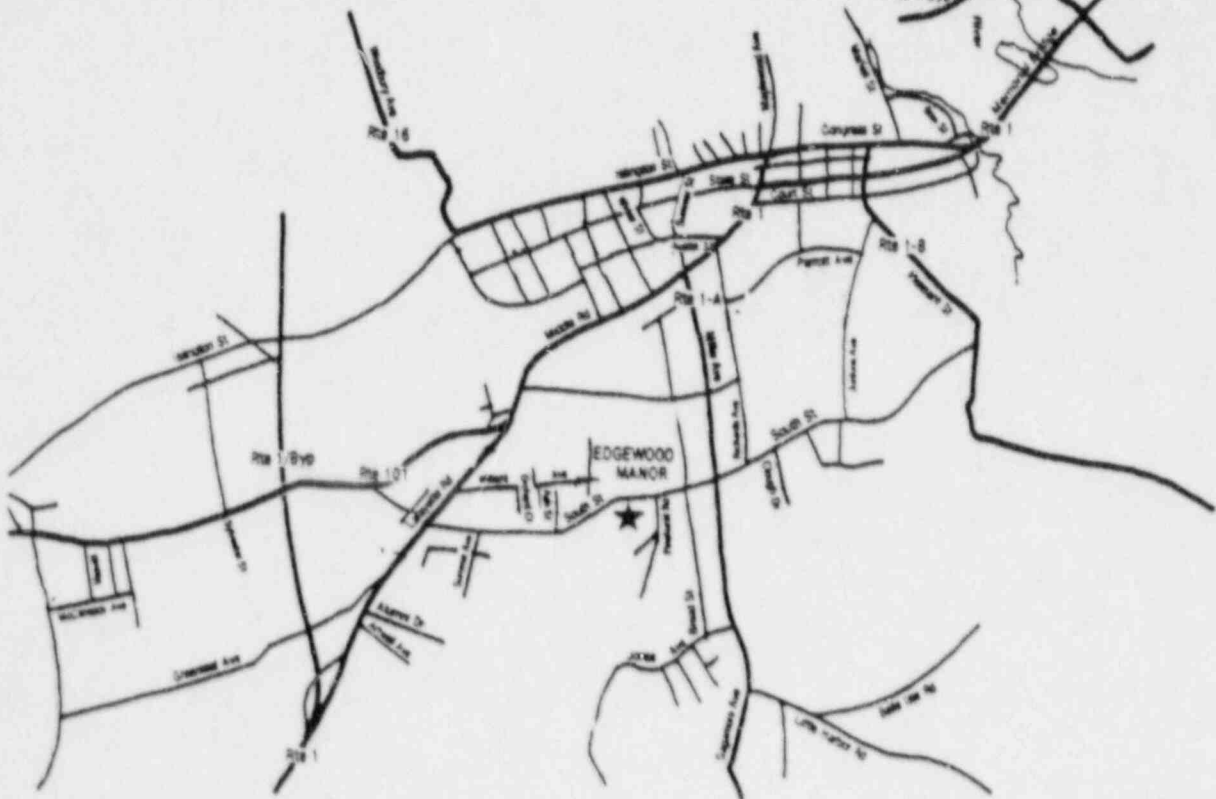
<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Can Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2



Edgewood Manor Child Care Center (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto South St. Left onto Rt. 1A-North  
(Miller Ave.). Right onto Middle Rd. (Rt. 1  
North). Follow across Memorial Bridge. Exit  
onto Rt. 236 North. Exit onto Rt. 9 South.  
Follow to Rt. 16A North (merges with Rt. 16  
North). High School is on left after Chestnut  
Hill Rd. split.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

DEBRA HOLMES

320 McKinley Road

Portsmouth, NH 03801

Telephone No:

Debra Holmes, Director

Hours 8:00 a.m. - 5:00 p.m.

1  
2

I. PURPOSE

This plan describes the preparation and protective response required by Debra Holmes to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information brochures and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services. \_\_\_\_\_ 2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ 1/2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ 1/2
- D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ 1/2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Speulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

1  
2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

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2

IV. CONTACTS

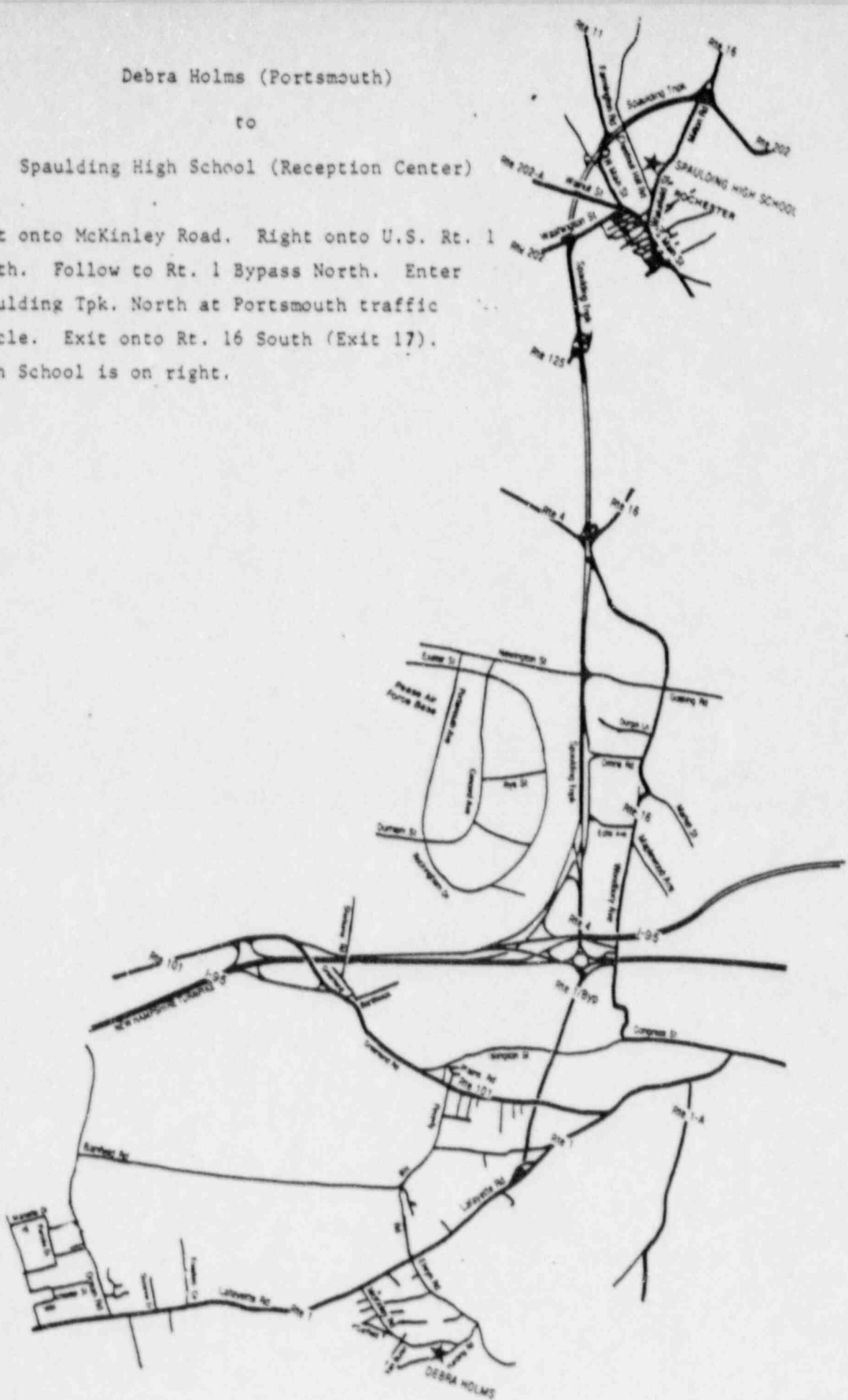
<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2

Debra Holms (Portsmouth)

to

Spaulding High School (Reception Center)

Left onto McKinley Road. Right onto U.S. Rt. 1 North. Follow to Rt. 1 Bypass North. Enter Spaulding Tpk. North at Portsmouth traffic circle. Exit onto Rt. 16 South (Exit 17). High School is on right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

PATRICIA KATKIN  
1400 Woodbury Avenue  
Portsmouth, NH 03801

Patricia Katkin, Director  
Hours 6:30 a.m. - 4:30 p.m.

1/2

I. PURPOSE

This plan describes the preparation and protective response required by Patricia Katkin to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

| 2



4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

- 2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ 1/2
  
- 3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ 1/2
  
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
  
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  - 1. Close all windows and doors. \_\_\_\_\_
  
  - 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  
  - 3. Remain indoors. \_\_\_\_\_ 1/2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_ 1/2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_ 1/2

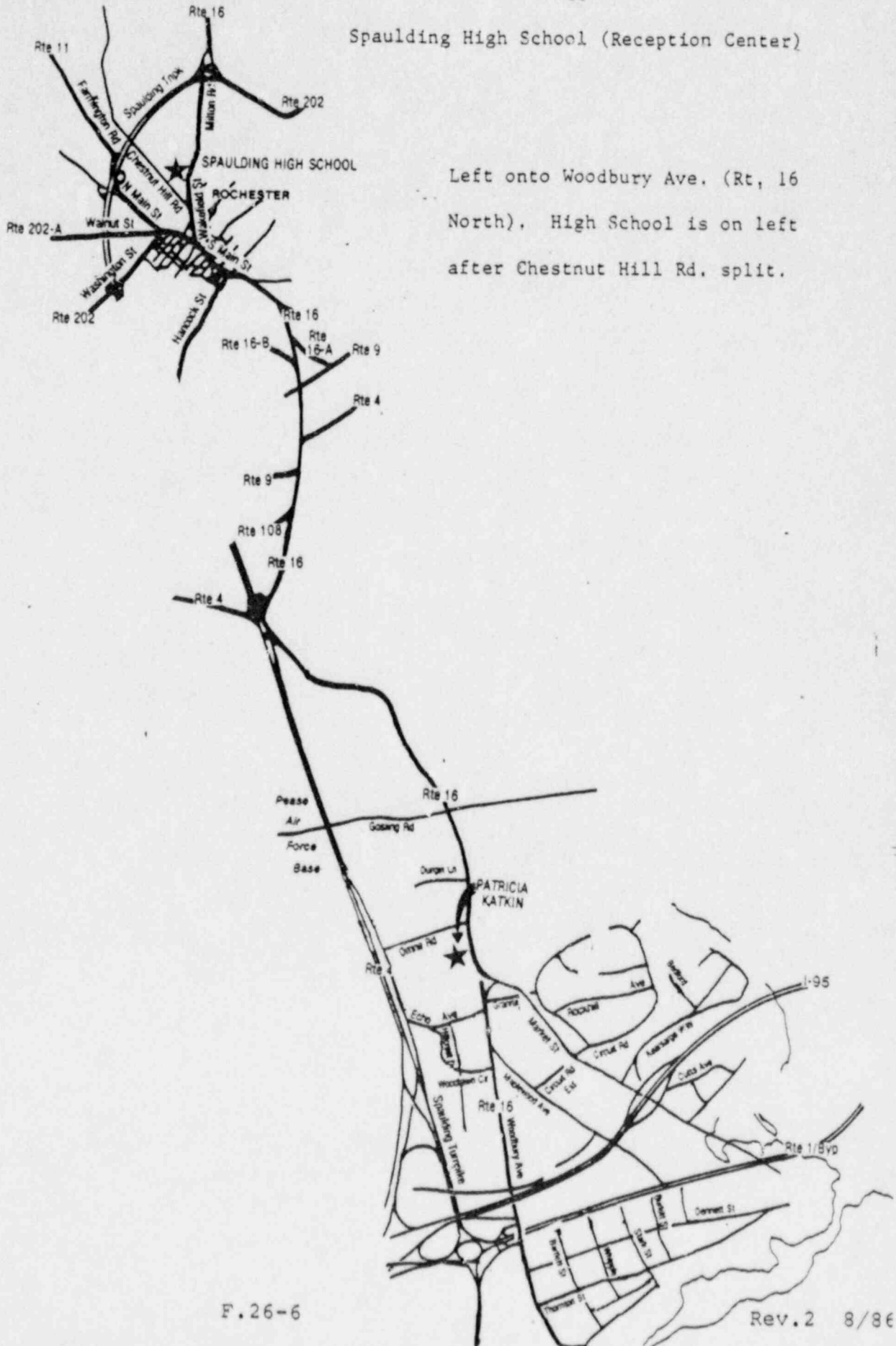
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			1 2
Portsmouth Public Works Director	Dan Ayer			1 2
Portsmouth Emergency Operations Center (Central Fire Station)				

Patricia Katkin (Portsmouth)

to

Spaulding High School (Reception Center)



Left onto Woodbury Ave. (Rt, 16 North), High School is on left after Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

KIDS ZONE

1 Freedom Circle #9  
Portsmouth, NH 03801

Janet Edwards, Director

I. PURPOSE

This plan describes the preparation and protective response required by Kids Zone to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services. \_\_\_\_\_ 2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WCKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2



4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

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2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

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2

IV. CONTACTS

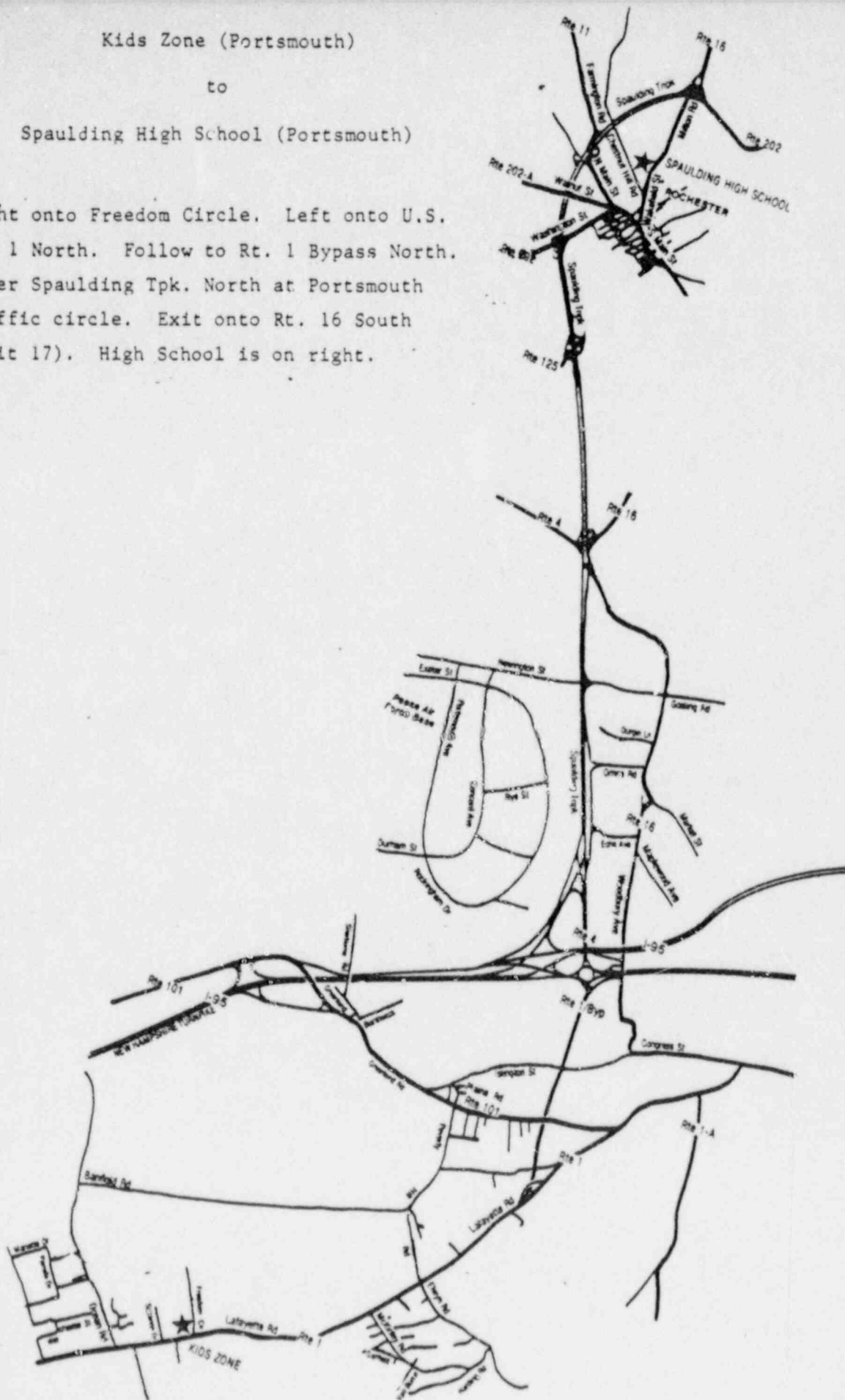
<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2

Kids Zone (Portsmouth)

to

Spaulding High School (Portsmouth)

Right onto Freedom Circle. Left onto U.S.  
Rt. 1 North. Follow to Rt. 1 Bypass North.  
Enter Spaulding Tpk. North at Portsmouth  
traffic circle. Exit onto Rt. 16 South  
(Exit 17). High School is on right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

SHARON LITTLEFIELD

491 Marcy Street  
Portsmouth, NH 03801

Sharon Littlefield, Director  
Hours 6:00 a.m. - 6:00 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Sharon Littlefield to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

2

Note Time

- |    |  |       |       |
|----|--|-------|-------|
| 2. | ALERT - School may be notified. No action required unless directed. Stand by.  | _____ | <br>2 |
| 3. | SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation.   | _____ | <br>2 |
| D. | Turn on AM/FM radio to WCKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). | _____ |       |
| E. | <u>Sheltering</u> . If the Emergency Broadcast System recommends sheltering, then:   |       |       |
| 1. | Close all windows and doors.   | _____ |       |
| 2. | Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.).   | _____ |       |
| 3. | Remain indoors.  | _____ | <br>2 |

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2





SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

LOIS RAMSAY  
48 Columbia Street  
Portsmouth, NH 03801

Lois Ramsay, Director  
Hours 7:00 a.m. - 6:00 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Lois Ramsay to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by the NH Division of Public Health Services. \_\_\_\_\_ 1/2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

- 2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ 1/2
  
- 3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ 1/2
  
- D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
  
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  - 1. Close all windows and doors. \_\_\_\_\_
  
  - 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  
  - 3. Remain indoors. \_\_\_\_\_ 1/2

4. Await further instructions over the Emergency Broadcast System.
- 

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.
- 

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2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.
- 

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.
- 

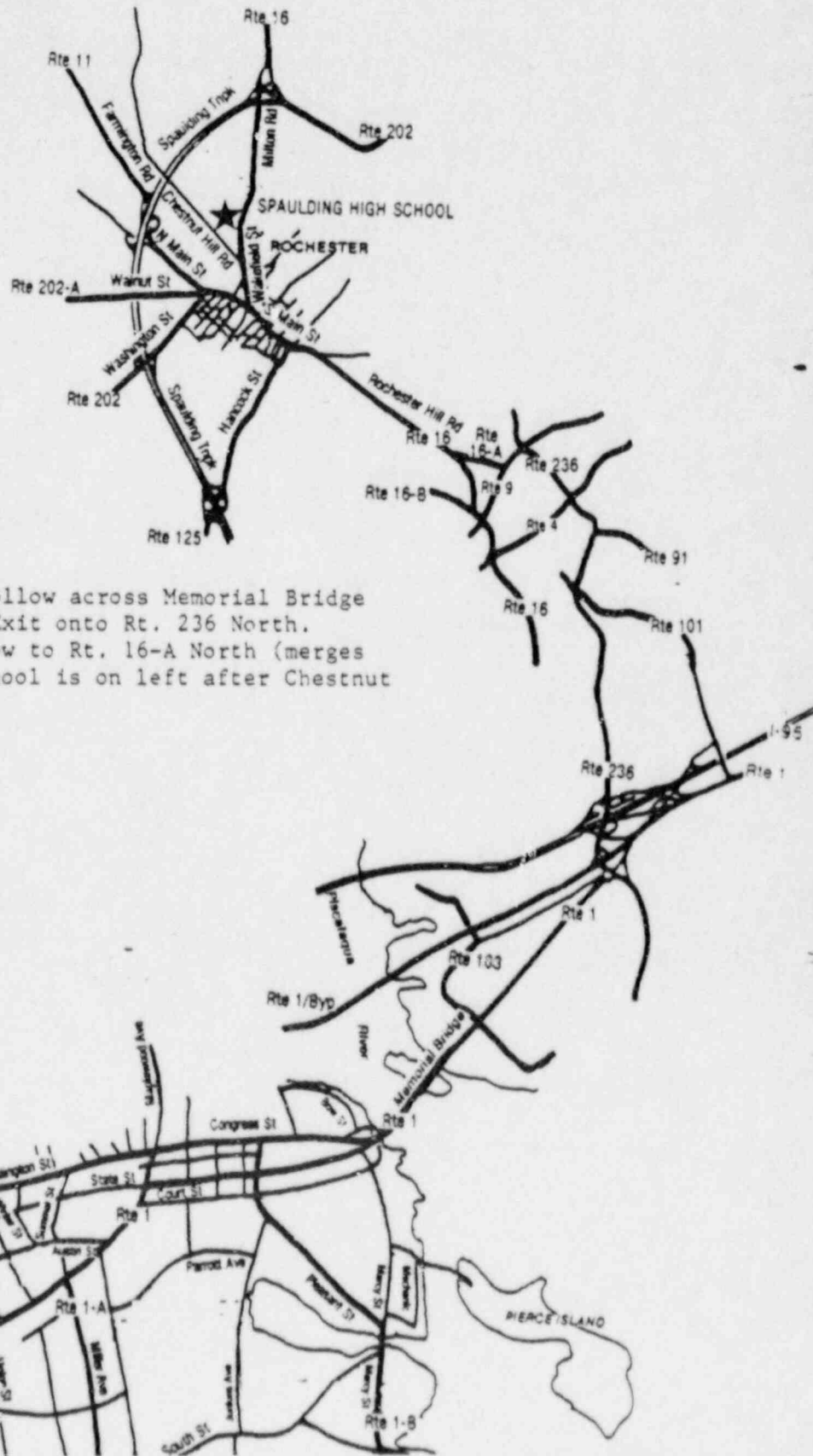
4. Ensure that the building is secured before leaving.
- 

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2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			2
Portsmouth Public Works Director	Dan Ayer			
Portsmouth Emergency Operations Center (Central Fire Station)				2

Lois Ramsay (Portsmouth)  
to  
Spaulding High School (Reception Center)



Left onto State St. east. Follow across Memorial Bridge and onto U.S. Rt. 1 North. Exit onto Rt. 236 North. Exit onto Rt. 9 South. Follow to Rt. 16-A North (merges with Rt. 16 North). High School is on left after Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

SUSAN RONCHI  
307 Ocean Road  
Portsmouth, NH 03801

Susan Ronchi, Director  
Hours 7:30 a.m. - 5:00 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Susan Ronchi to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.



4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. A call will also be made by NH Division of Public Health Services. Provide the student attendance for the day. \_\_\_\_\_
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

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Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
  3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

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2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

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2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				

Susan Ronchi (Portsmouth)  
 to  
 Spaulding High School (Reception Center)

Right onto Ocean Rd. Left onto Rt. 1 North (Lafayette Rd.). Follow to Rt. 1 Bypass North. Get on Spaulding Tpk. North at Portsmouth traffic circle. Exit onto Rt. 16 South (Exit 17). High School is on right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

PEGGY ROY  
440 Lafayette Road  
Portsmouth, NH 03801

Peggy Roy, Director  
Hours 6:30 a.m. - 5:30 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Peggy Roy to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
9. The Staff has the following responsibility:
  1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services. \_\_\_\_\_ | 2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2



4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

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\_\_\_\_\_

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

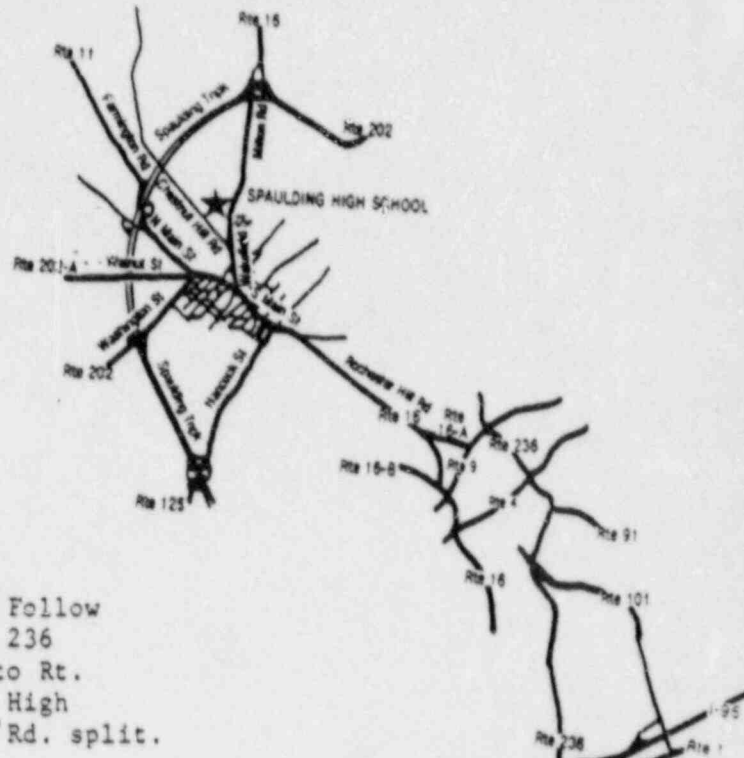
\_\_\_\_\_

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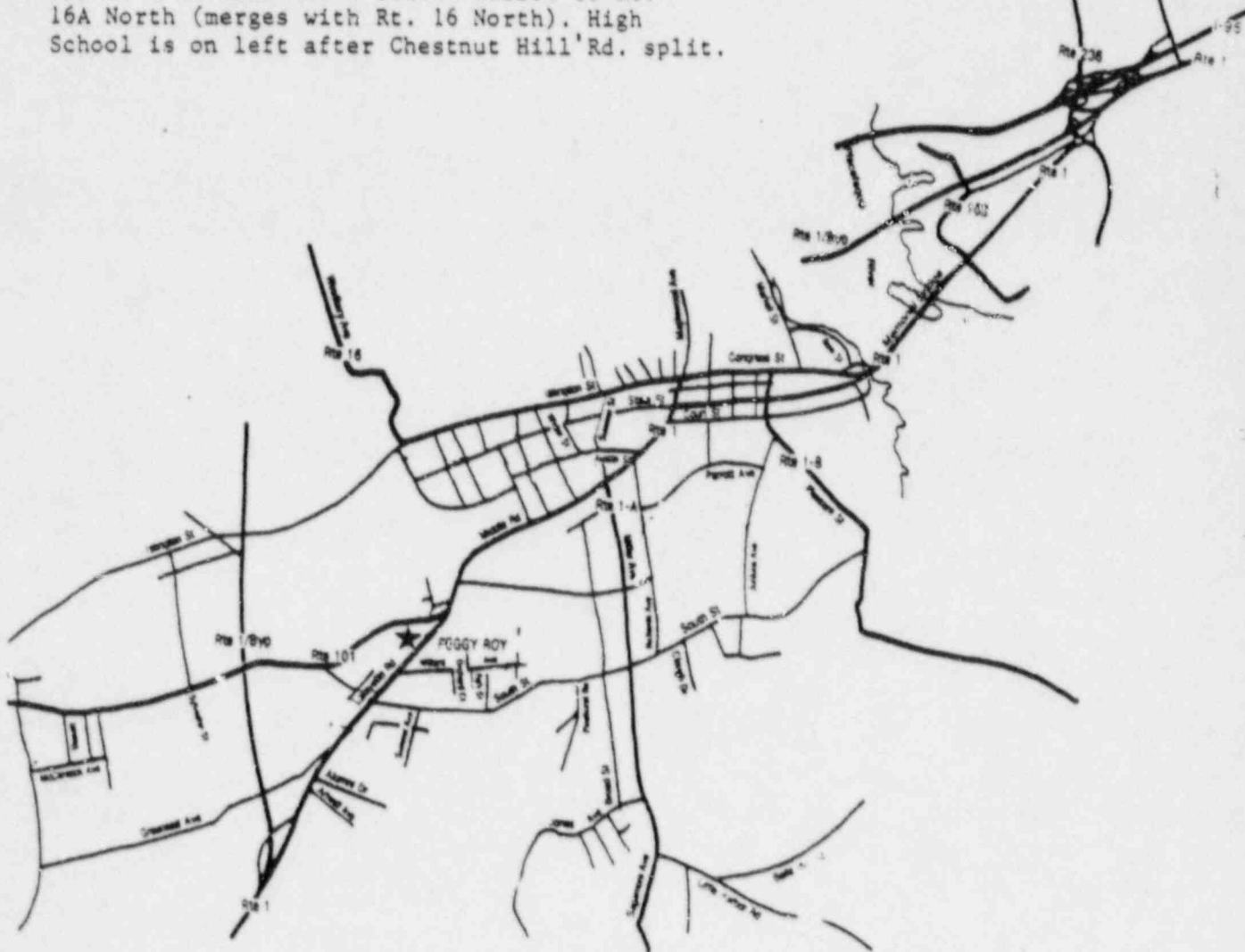
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				

Peggy Roy (Portsmouth)  
to  
Spaulding High School (Reception Center)



Left onto Rt. 1 North (Lafayette Rd.). Follow across Memorial Bridge. Exit onto Rt. 236 North. Exit onto Rt. 9 South. Follow to Rt. 16A North (merges with Rt. 16 North). High School is on left after Chestnut Hill Rd. split.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

BARBARA SHANNON  
1055 Banfield Road  
Portsmouth, NH 03801

Barbara Shannon, Director  
Hours 7:00 a.m. - 4:30 p.m.; Closed July-August

I. PURPOSE

This plan describes the preparation and protective response required by Barbara Shannon to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- |   |                |
|---|----------------|
| <p>A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services.</p>                                      | <p>_____ 2</p> |
| <p>B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at _____ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.</p> | <p>_____</p>   |
| <p>C. Depending on the Emergency Classification Level, take action as follows:</p> <ol style="list-style-type: none"> <li>1. UNUSUAL EVENT - No notification. No action required.</li> </ol>  |                |

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

|  
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\_\_\_\_\_

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

\_\_\_\_\_

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2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				



Barbara Shannon (Portsmouth)  
 to  
 Spaulding High School (Reception Center)

Left onto Banfield Rd. Left onto Ocean Rd.  
 Left onto Rt. 1 North (Lafayette Rd.). Follow  
 to Rt. 1 Bypass North. Get on Spaulding Tpk.  
 North at Portsmouth traffic circle. Exit onto  
 Rt. 16 South (Exit 17). High School is on right



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

KATHLEEN TOSTENSON  
306 Thornton Street  
Portsmouth, NH 03801

Kathleen Tostenson, Director  
Hours 7:00 a.m. - 5:00 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Kathleen Tostenson to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services. \_\_\_\_\_ | 2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ 1/2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ 1/2
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ 1/2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_

|  
2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

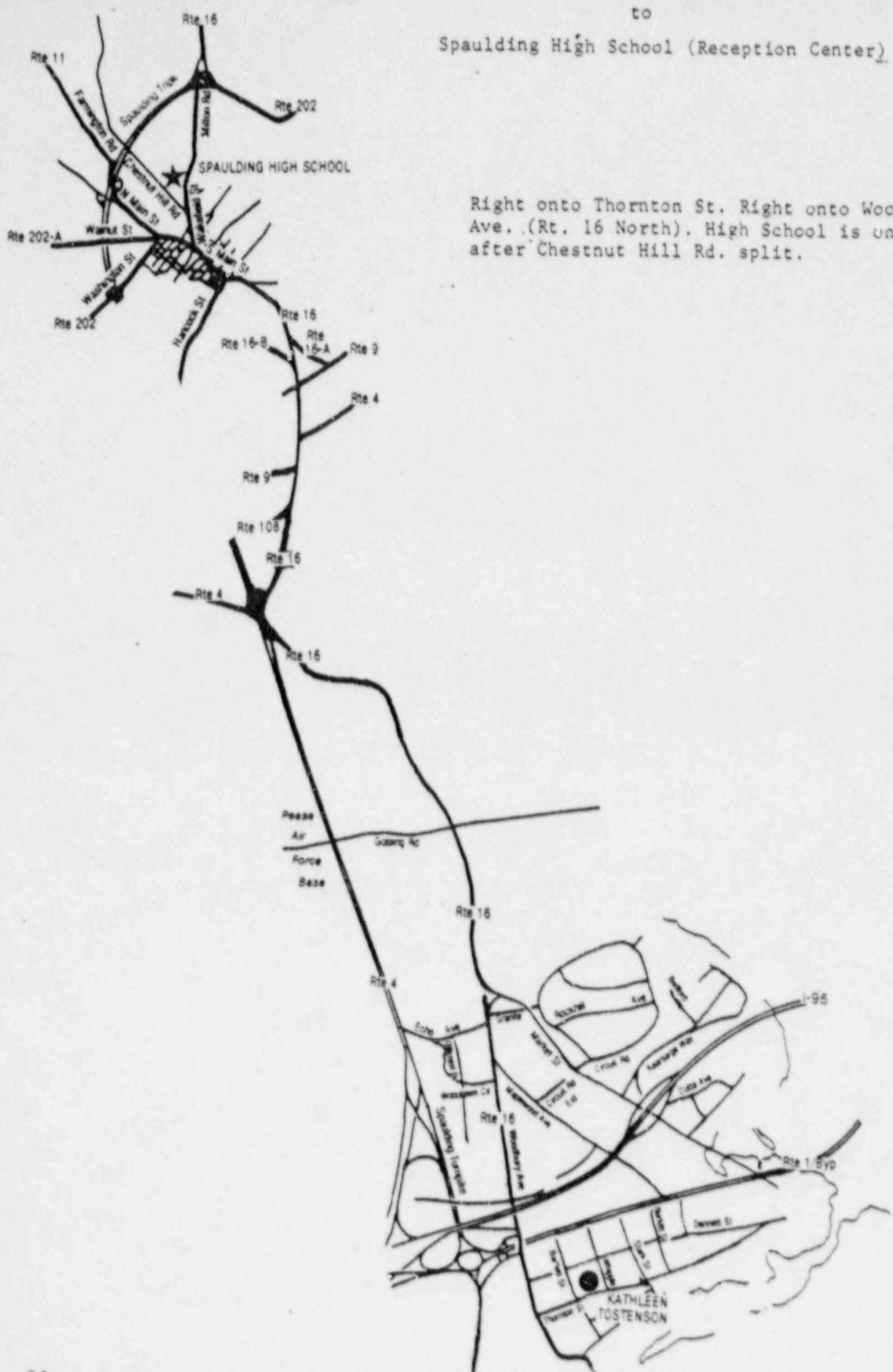
\_\_\_\_\_

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IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			2
Portsmouth Public Works Director	Dan Ayer			2
Portsmouth Emergency Operations Center (Central Fire Station)				

Kathleen Tostenson (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto Thornton St. Right onto Woodbury Ave. (Rt. 16 North). High School is on left after Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

AUGUSTA TRICE  
51 Rockhill Avenue  
Portsmouth, NH 03801

Augusta Trice, Director  
Hours 8:00 a.m. - 6:00 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Augusta Trice to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.



4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services. \_\_\_\_\_ 2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ 1/2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ 1/2
  
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
  
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ 1/2

4. Await further instructions over the Emergency Broadcast System.

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.
2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.
3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.
4. Ensure that the building is secured before leaving.

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Femulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

PENNY TURNER

11 Winchester Street  
Portsmouth, NH 03801

Penny Turner, Director  
Hours 7:00 a.m. - 5:30 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Penny Turner to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services.
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

2

Note Time

- 2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
- 3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WCKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  - 1. Close all windows and doors. \_\_\_\_\_
  - 2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  - 3. Remain indoors. \_\_\_\_\_ | 2



- 4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

- 1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

|  
2

\_\_\_\_\_

- 2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

- 3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

- 4. Ensure that the building is secured before leaving.

\_\_\_\_\_

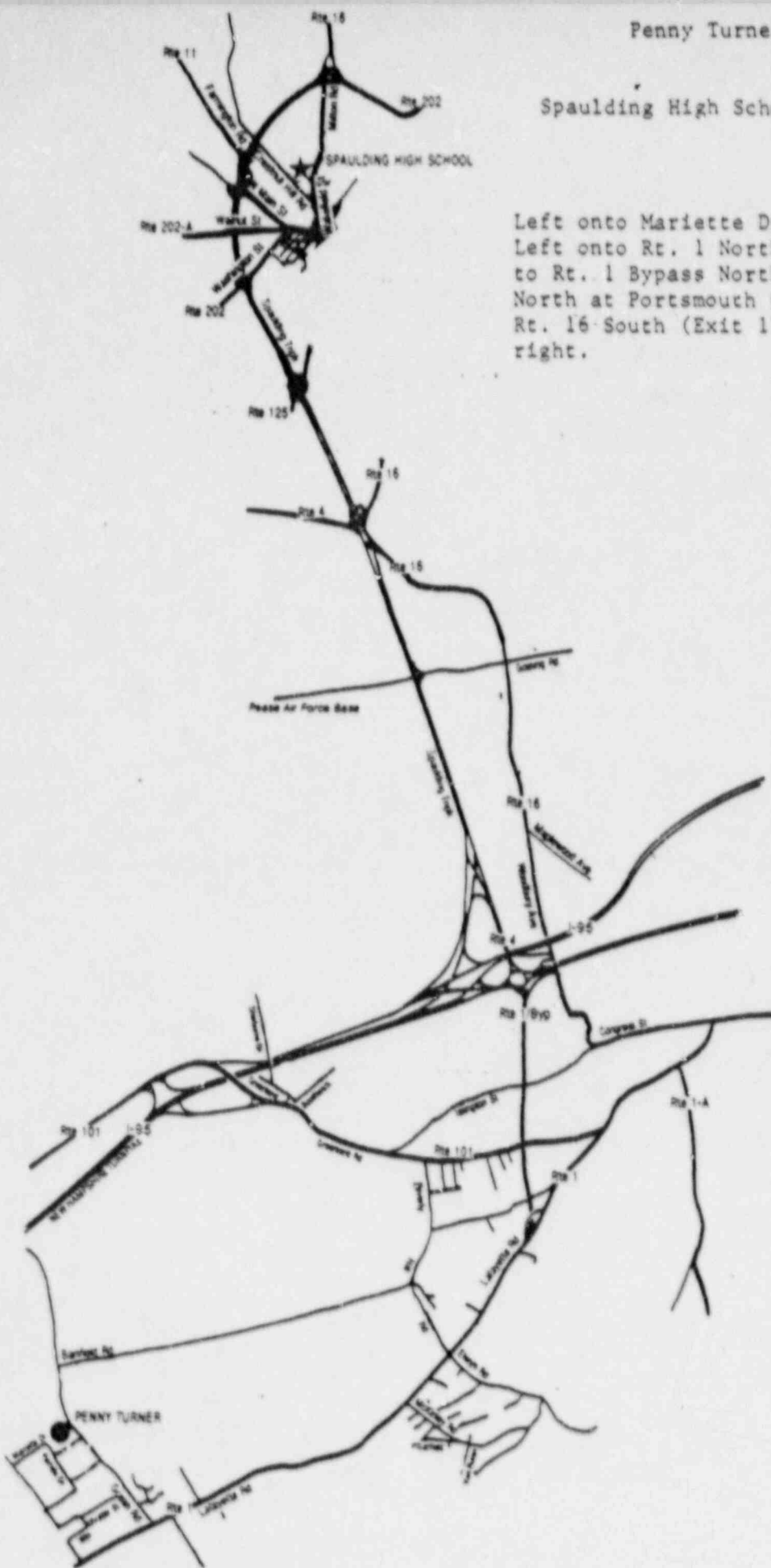
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2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famuleri			 2
Portsmouth Public Works Director	Den Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2

Penny Turner (Portsmouth)  
to  
Spaulding High School (Reception Center)

Left onto Mariette Dr. Right onto Ocean Rd.  
Left onto Rt. 1 North (Lafayette Rd.). Follow  
to Rt. 1 Bypass North. Get on Spaulding Tpk.  
North at Portsmouth traffic circle. Exit onto  
Rt. 16 South (Exit 17). High School is on  
right.



SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

WOODLAWN DAY CARE  
80 Woodlawn Circle  
Portsmouth, NH 03801

Phyllis Dusablon, Director  
Hours 6:00 a.m. - 6:00 p.m.

I. PURPOSE

This plan describes the preparation and protective response required by Woodlawn Day Care to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
  5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.
- B. The Staff has the following responsibility:
1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services.
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system.
- C. Depending on the Emergency Classification Level, take action as follows:
1. UNUSUAL EVENT - No notification. No action required.

2

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ | 2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ | 2
- D. Turn on AM/FM radio to WDKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ | 2

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire, where they may be picked up by their parents/legal guardians. Assign a staff member for each vehicle used. Children may be released to parents/legal guardians if they arrive prior to vehicle boarding.

\_\_\_\_\_ |  
2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director. Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

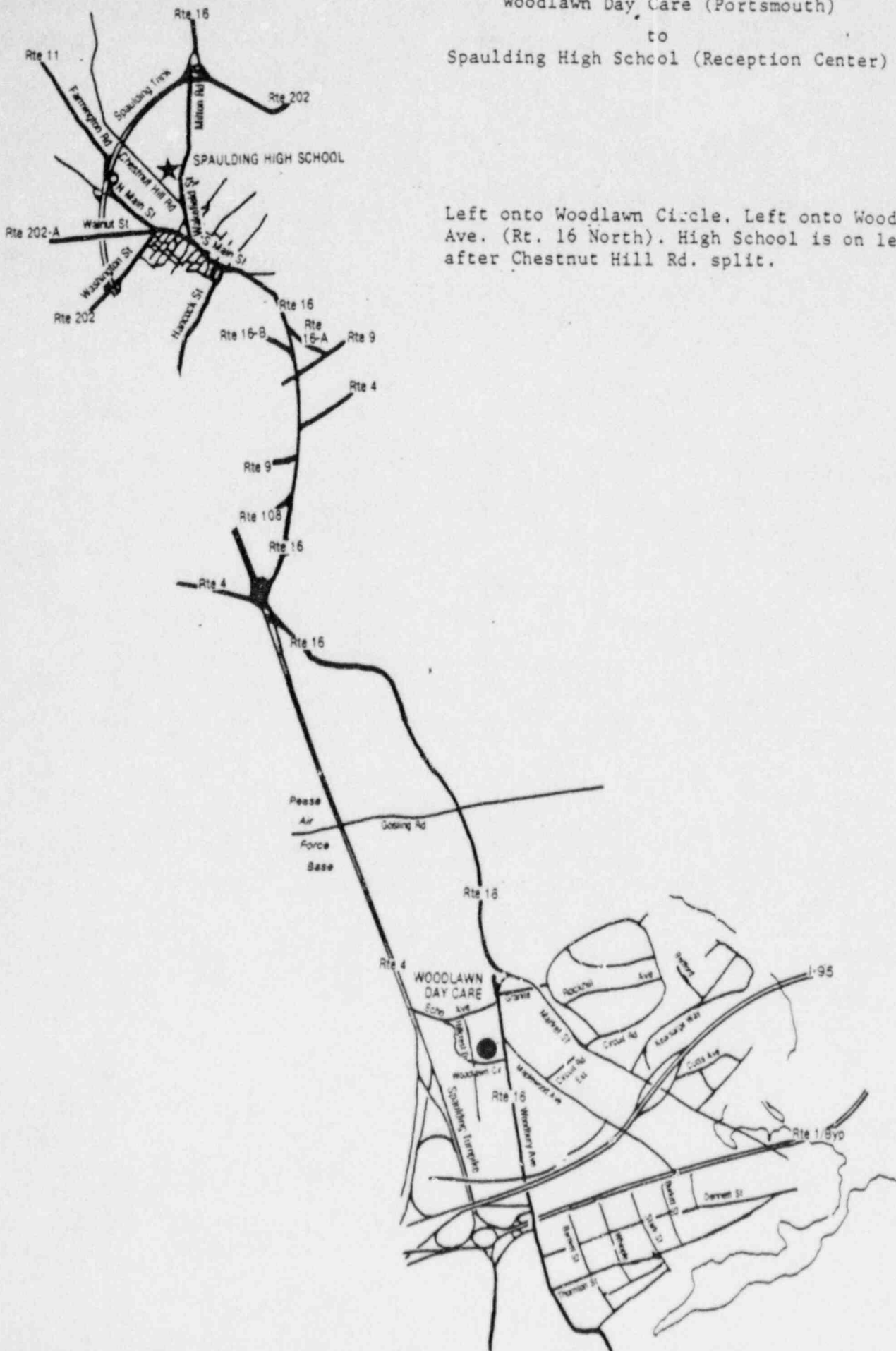
\_\_\_\_\_ |  
2

IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			2
Portsmouth Public Works Director	Dan Ayer			2
Portsmouth Emergency Operations Center (Central Fire Station)				2



Woodlawn Day Care (Portsmouth)  
to  
Spaulding High School (Reception Center)



Left onto Woodlawn Circle. Left onto Woodbury Ave. (Rt. 16 North). High School is on left after Chestnut Hill Rd. split.

SPECIAL FACILITIES  
EMERGENCY RESPONSE PLAN

CHASE HOME FOR CHILDREN

Middle Road  
Portsmouth, NH 03801

James Potter, Director

12

I. PURPOSE

This plan describes the preparation and protective response required by Chase Home For Children to react to an emergency condition at Seabrook Station Nuclear Power Plant. This plan is contained in Appendix F to the City of Portsmouth Radiological Emergency Response Plan, which may be referred to for additional information.

II. EMERGENCY PREPAREDNESS RESPONSIBILITIES

A. The Director has the following responsibilities:

1. The Director is responsible for maintaining a tone-activated radio in a location which will be continuously monitored while school is in session.
2. The Director is responsible for reviewing transportation needs prior to the start of each school year. The Director will meet with the Portsmouth Public Works Director to review transportation needs.
3. The Director is responsible for ensuring staff members have copies of public information materials and are familiar with emergency procedures to be used during sheltering and evacuation.

2

4. The Director is responsible for attending emergency response training classes, drills and exercises as requested by the Portsmouth Civil Defense Director.
5. The Director is responsible for performing an annual review of this plan. Any corrections should be given to the Civil Defense Director.

B. The Staff has the following responsibility:

1. The Staff is responsible for attending emergency response training classes, drills and exercises as requested by the Director.

### III. EMERGENCY RESPONSE PROCEDURES

Note Time

- A. Receive notification from the Portsmouth Public Works Director via telephone of an emergency declaration and any pertinent information. Provide the student attendance for the day. A call will also be made by NH Division of Public Health Services. \_\_\_\_\_ | 2
- B. If the tone-activated radio is the first notification of an emergency condition, contact the Public Works Director at \_\_\_\_\_ for further information. The tone-activated radio normally serves as back-up notification and is automatically activated as part of the public alerting system. \_\_\_\_\_
- C. Depending on the Emergency Classification Level, take action as follows:
  1. UNUSUAL EVENT - No notification. No action required.

Note Time

2. ALERT - School may be notified. No action required unless directed. Stand by. \_\_\_\_\_ 1/2
3. SITE AREA EMERGENCY or GENERAL EMERGENCY - School will be notified and may be directed to undertake a protective response such as early dismissal, sheltering or evacuation. \_\_\_\_\_ 1/2
- D. Turn on AM/FM radio to WOKQ (97.5 FM). (If reception is poor, tune to one of the additional stations listed in Appendix A.) Additional information may then be obtained through messages over the Emergency Broadcast System (if activated). \_\_\_\_\_
- E. Sheltering. If the Emergency Broadcast System recommends sheltering, then:
  1. Close all windows and doors. \_\_\_\_\_
  2. Turn off all ventilation systems using outside air (i.e., fans, air conditioning, etc.). \_\_\_\_\_
  3. Remain indoors. \_\_\_\_\_ 1/2

Note Time

4. Await further instructions over the Emergency Broadcast System.

\_\_\_\_\_

F. Evacuation. If the Emergency Broadcast System recommends evacuation, then the Director shall:

1. Account for all children present and ensure that all are transported to the Reception Center at the Spaulding High School in the host community of Rochester, New Hampshire.

\_\_\_\_\_

1  
2

2. If a transportation service is to be used, verify that it has been contacted by the Portsmouth Public Works Director (431-2000). Obtain the expected time of arrival and ensure the capacity is adequate.

\_\_\_\_\_

3. Assign a staff member to remain with the children until they are picked up at the Reception Center by parents/legal guardians.

\_\_\_\_\_

4. Ensure that the building is secured before leaving.

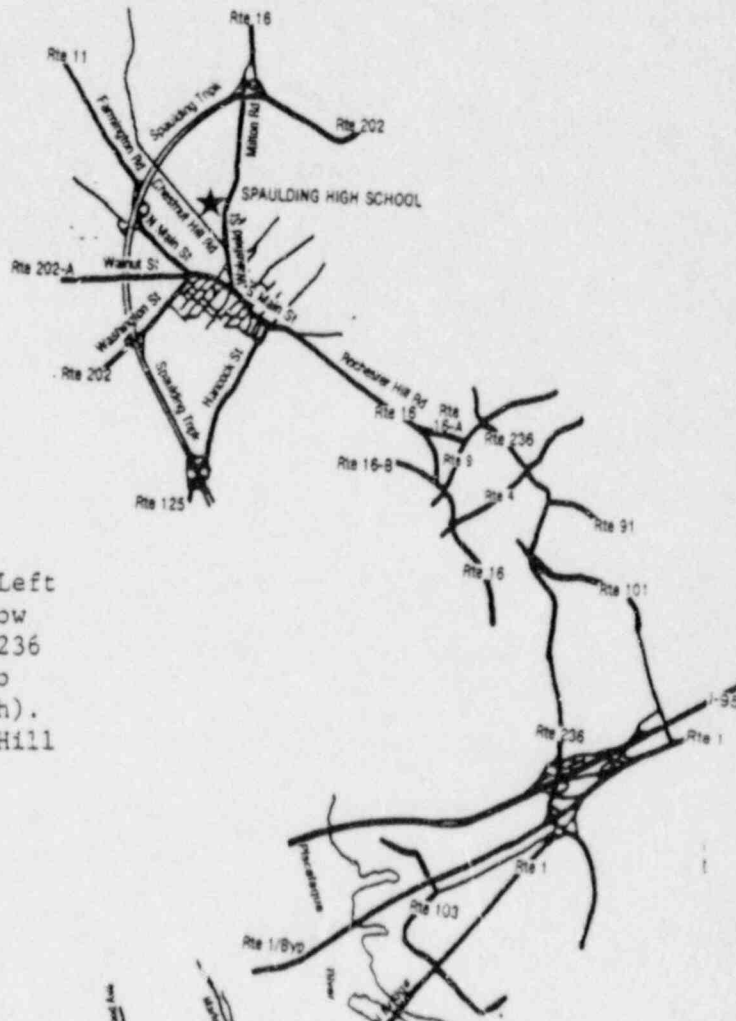
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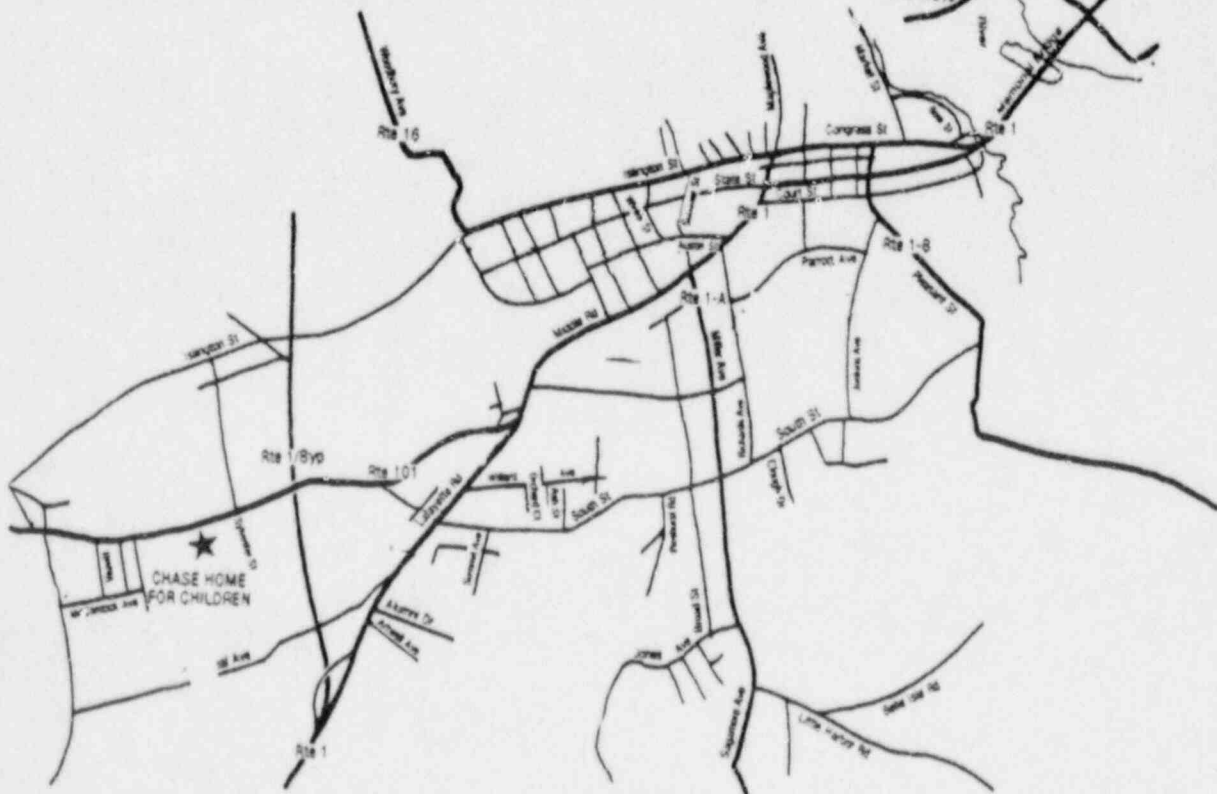
IV. CONTACTS

<u>Title/Agency</u>	<u>Name</u>	<u>Telephone</u>		
		<u>Office</u>	<u>Home</u>	
Portsmouth Civil Defense Director	Paul Famulari			 2
Portsmouth Public Works Director	Dan Ayer			 2
Portsmouth Emergency Operations Center (Central Fire Station)				 2

Chase Home for Children (Portsmouth)  
to  
Spaulding High School (Reception Center)



Right onto Middle Rd. (Rt. 101 East). Left onto Rt. 1 North (Lafayette Rd.). Follow across Memorial Bridge. Exit onto Rt. 236 North. Exit onto Rt. 9 South. Follow to Rt. 16A North (merges with Rt. 16 North). High School is on left after Chestnut Hill Rd. split.



PORTSMOUTH HOSPITAL  
RADIOLOGICAL EMERGENCY RESPONSE PLAN  
FOR INCIDENTS AT  
SEABROOK STATION

August, 1986

Copy Number \_\_\_\_\_

2/HOSP1.1





PORTSMOUTH HOSPITAL  
RADIOLOGICAL EMERGENCY RESPONSE PLAN

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PORTSMOUTH HOSPITAL

RADIOLOGICAL EMERGENCY RESPONSE PLAN

I. INTRODUCTION

A. Purpose

This Radiological Emergency Response Plan (RERP) is designed to prepare Portsmouth Hospital personnel to respond appropriately in the event of an accident at the Seabrook Station.

This is a working document, action-oriented and designed as a guide for the time of stress. It is intended to be flexible and quickly adaptable to maintain a safe environment for both patients and staff.

This document is intended to conform to all appropriate federal and state statutes and accrediting/licensing agency regulations for the safety and care of residents and employees during a radiological incident.

Orientation of new personnel includes issuance of appropriate sections of this plan and instruction in the duties assigned therein.

B. Authority

Town - New Hampshire Revised Statutes, As Amended:

107:5

107:7

107:8 a,c,e

107:10

107:11

107:12

107:14

107:18

107:18:1

107:18:6

### C. References

- City of Portsmouth Emergency Response Plan.
- New Hampshire Revised Statutes Annotated, As Amended:  
Chapter 125, "Radiation Protection and Control Program."  
Chapter 125B, "New England Compact on Radiological Health Protection."
- State of New Hampshire Radiological Emergency Response Plan.
- New Hampshire Emergency Broadcast System Plan, Appendix F, Seacoast Operational Area.
- NUREG 0654/FEMA REP-1, Revision 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants". (Published jointly by the U.S. Nuclear Regulatory Commission and Federal Emergency Management Agency).
- FEMA Manual 8720.1, "Guidance for Emergency Response Team Planning." Federal Emergency Management Agency.
- Joint Commission on Accreditation of Hospitals, "Accreditation Manual for Hospitals", 1986.

### D. Objectives

1. Develop a plan to provide the greatest degree of protection for patients and staff during a radiological emergency at Seabrook Station.
2. Define responsibilities, clarify lines of authority, and establish lines of communication.
3. Ensure that planned actions are current and in consonance with those of surrounding jurisdictions, as well as with the City of Portsmouth.
4. Identify personnel, resource, and facility requirements necessary for the safe and efficient execution of this plan.

### E. Definitions

The following definitions refer to terms mentioned within the text of this plan or commonly used in reference to health care facilities.

1. Access Control - The prevention of unauthorized people from entering a specific area. Road barriers and traffic control will be used to effect access control. The controlled area may include all or part of the 10-mile EPZ or may be adjusted in order to bound an Exclusion Area established by VHCPHs to control and monitor areas which may have become radiologically contaminated.

2. ALERT - An ALERT is the second lowest level of emergency classification. Declaration of an ALERT indicates events in progress which involve an actual or potential, substantial degradation of the level of safety at the nuclear power plant. Any radioactive releases associated with this level are expected to be limited to small fractions of the EPA Protection Action Guideline exposure levels.
3. Dosimeter - An instrument worn by an individual to measure the total dose of radiation received over a specified period of time.
4. Emergency Broadcast System (EBS) - Network of radio stations which provides direct link between responsible public officials and the public. EBS stations broadcast instructions about what steps the public should take.
5. Emergency Classification Level - The level at which an incident at a nuclear power plant has been classified by the plant operator. Each level triggers a set of predetermined actions by the offsite Emergency Response Organization.
6. Emergency Operations Centers (EOC) - Locations designated by the State and local Emergency Response Organizations as assembly areas for their respective Emergency Response Organizations.
7. Emergency Operations Facility (EOF) - A center established to coordinate the flow of technical information from the onsite to the offsite Emergency Response Organization. It is in the EOF that accident assessment activities are coordinated among State, local, Federal and utility personnel.
8. Emergency Planning Zones (EPZ) - The areas covered by Radiological Emergency Response Plans. The boundary for the Ingestion Pathway EPZ is a 50-mile radius from the plant. The boundary of the Plume Exposure EPZ is chosen to accommodate practical planning considerations and to conform as closely as possible to a 10-mile radius. The actual EPZ boundary may be more or less than 10 miles from the plant.
9. Exposure Response Organization - The combination of State, local, Federal, and private agencies designed specifically to provide offsite capability to implement emergency responses.
10. Evacuation - The relocation of persons in response to a potential or actual risk.
11. Evacuation Routes - Those roadways identified in state and local plans as the principal routes leading from the plume exposure pathway EPZ for use by vehicles in the event of an accident requiring evacuation.

12. Exclusion Area - The area established by control access to an evacuated area. An Exclusion Area is established after an area has been evacuated and its purpose is to control the spread of contamination and provide security.
13. GENERAL EMERGENCY - Of the Emergency Classifications, a GENERAL EMERGENCY is most severe. It may involve substantial degradation or melting of the reactor's radioactive core with potential for loss of containment integrity. Releases are expected to exceed the EPA Protective Action Guideline exposure levels beyond the power plant site boundary area.
14. Governor's Authorized Representative - The Governor's Authorized Representative is the person given the authority to act on behalf of the Governor in matters related to the RERP. In New Hampshire the Director of the Civil Defense Agency is given this designation.
15. Host Facility - Any facility outside of the EPZ to which special facility residents or patients are evacuated.
16. Incident Field Office (IFO) - The IFO is the location in close proximity to the Plume Exposure EPZ from which NH Civil Defense Agency will coordinate with the plant, and with Federal, State, and local emergency response organizations. The IFO supplements the emergency response capability of the State EOC in Concord.
17. Initial Notification - The first communication from the Utility Control Room to the Emergency Response Organization that an incident has occurred at the power plant which may involve activation of the RERP.
18. Ingestion Exposure Pathway - The pathway through which persons may take up radioactive material and receive a radiation dose from internally deposited radioactive materials (i.e., from ingestion of contaminated water, food, or milk).
19. Key Officials - Official representatives of State, local and Federal government or private organizations that have a specified role in the emergency response organization and have been authorized or directed by NHCDA to perform specified emergency response functions.
20. Media Center - The location where news media representatives obtain news information concerning an emergency at a nuclear power plant. The Public Information Representatives at the Media Center will gather, coordinate, and release information as it becomes available.
21. Off-site - The area beyond the authority of the Licensee of a Nuclear Facility.
22. On-site - The area including and around the Nuclear Facility under the authority of the Licensee.

23. Plume - An elongated and usually open and mobile mass of material that is dispersing through the atmosphere. In the case of a nuclear power plant, the material consists of radioactive particles and gases.
24. Plume Exposure Pathway - The pathway through which individuals may be exposed to radioactive material due to (a) whole body external exposure due to gamma radiation from the Plume and from deposited material, and (b) inhalation of radioactive particles or gases such as radioactive iodine, xenon, or krypton from the passing radioactive Plume.
25. Protective Action - Emergency measures to be taken by the public to mitigate the consequences of an accident by minimizing the radiological exposures that would likely occur if such actions were not undertaken. Examples are access control, sheltering, and evacuation.
26. Protective Action Guidelines (PAGs) - The numerically projected dose level criteria of radiation which act as trigger points for initiating protective response actions.
27. Shelter - A suitable building equipped, staffed, and organized to provide necessary services to evacuees. For the purpose of this plan, a shelter is a facility which can provide short-term protection in the event of a radiation plume, as well as provide longer term services for evacuees as a result of natural or other technological incidents.
28. Sheltering - Action where the public remains indoors, away from doors and windows, during and following the passage of the radioactive plume.
29. Site - The property owned by the utility in the immediate area of the nuclear power plant site.
30. SITE AREA EMERGENCY - A SITE AREA EMERGENCY indicated an incident which involves actual or likely major failures of plant functions needed for the protection of the public. Radiological releases, if any, are not expected to exceed the EPA Protective Action Guideline exposure levels except near the site boundary.
31. Special Facilities - Public and private schools, day care centers/nurseries, hospitals and nursing homes, or other facilities responsible for, or occupied by, special populations or groups.
32. Standby Status - A term used to describe the level of readiness of emergency personnel. It indicates that personnel have been notified and are available to activate duty stations if called upon.
33. Thyroid Blocking - The use of potassium iodide (KI) or other suitable drug for the purpose of saturating the thyroid gland with stable iodine and thereby preventing thyroid intake of radioiodine.



34. Traffic Control Points (TCP) - Police posts established at critical road junctions for the purpose of controlling or limiting traffic flow. TCPs are used to control evacuation movement when an emergency situation requires it.
35. Transportation resources - Modes of transportation for evacuation of nursing home patients; generally includes ambulances, buses and trucks.
36. Unmet Needs - Capabilities and/or resources required to support emergency operations that are neither available nor provided for at the respective levels of emergency response.
37. UNUSUAL EVENT - an UNUSUAL EVENT is the least severe of the emergency classifications. Declaration at this level indicates that an incident which may lead to a potential degradation of the level of safety at the nuclear power plant has taken place.

## II. BASIC PLAN

### A. Responsibilities

#### 1. Emergency Management Team

Implementation of this radiological emergency response plan is the responsibility of the Emergency Management Team. This team is comprised of the following individuals, with their stated responsibilities:

NOTE: The positions described below are meant to refer to the position or any designated alternate.

- a. Administrator On Duty - The overall authority for the implementation and direction of this Radiological Emergency Response Plan rests with the administrator on call/on duty. Specific responsibilities include:
  - (1) Coordinating the emergency management response to all radiological incidents.
  - (2) Establishing the Disaster Control Center (DCC) in the Administrative area of the Emergency Department.
  - (3) Establishing and maintaining communications with the Portsmouth Civil Defense Agency and providing for internal facility communications via telephone intercom, paging or messenger.
  - (4) Coordinating staff schedules with the Emergency Management Team to ensure adequate 24-hour staffing for emergency conditions.

- (5) Coordinating the facility's emergency management response with the transportation officer of the Portsmouth Civil Defense Agency, designated host facilities and outside agencies.
  - (6) Responding to all internal requests for personnel and equipment support.
  - (7) Receiving and maintaining current patient census, transportation requirements, staffing needs and reporting urgent needs to the Portsmouth Civil Defense Agency.
  - (8) Terminating the emergency and deactivating the emergency response when conditions stabilize, and returning the facility to normal operations.
  - (9) Documenting the emergency management effort when normal operations are restored (it is advisable to maintain a date-time log of events during incidents).
  - (10) Approving all hospital public information releases.
  - (11) Authorizing the procurement of all required supplies.
  - (12) Assuring that a temporary administrative headquarters outside the plume exposure pathway EPZ is established during an evacuation.
- b. Director of Nursing - The Director of Nursing is responsible for the assignment of all nursing service personnel and any volunteers needed to supplement staffing requirements. In the absence of the administrator, or his/her designates, the Director of Nursing shall assume total control of the emergency response. In addition, the Director of Nursing is responsible for overseeing the preparation of patient census reports, the classification of patients for transport, and the coordination of the patient care, clinical care and support departments.
- c. Nursing Supervisor on Duty - The Nursing Supervisor on Duty is responsible for duties assigned by the Director of Nursing. In the absence of the Director of Nursing, the Nursing Supervisor shall be responsible for the assignment of all nursing service personnel. In the absence of the Administrator and the Director of Nursing, the Nursing Supervisor shall assume control of the initial emergency response.

- d. Medical Chief of Staff (or designated alternate) - Is responsible for the assignment of all physicians during the radiological emergency, including the recall of medical staff as needed. The Medical Chief of Staff shall also oversee any patient discharges made in an effort to reduce census.
- e. Safety and Security Director - The Safety and Security Director is responsible for controlling access to the hospital complex and for maintaining security and traffic flow on the premises.
- f. Director of Environmental Services - The Director of Environmental Services is responsible for electrical and mechanical functions necessary to maintain a safe building environment. The Director of Environmental Services assigns appropriate personnel to answer emergency calls for service from all areas of the facility.
- g. Director of Marketing/Public Relations - The Director of Marketing/Public Relations is responsible for dealing with all informational requests from the public and news media.

2. Other Agencies

There are a number of external agencies with specific responsibilities that impact the facility response in the event of an incident at the Seabrook Station. These include:

a. Portsmouth Civil Defense Agency

Responsibilities include:

- (1) Implementation of protective action recommendations.
- (2) Coordination of emergency medical services to maintain routine coverage and, in the event of an evacuation, to provide assistance to homebound invalids, and special facility residents.
- (3) Provision of health protection for emergency workers by implementing plans for protective actions and related training.
- (4) Identification of hospitals, nursing homes, prisons, and other institutions located within the plume exposure pathway EPZ.

b. New Hampshire Division of Public Health Services (DPHS)

Responsibilities include:

- (1) Coordination with Federal health authorities, the New Hampshire Civil Defense Agency, and the New Hampshire Department of Agriculture to assess any radiation

hazard to the public, and develop corresponding health related guidance.

- (2) Provision of state and local support by means of technical advice, identification and coordination of medical resources.
- (3) Maintenance of a current inventory of statewide medical facilities with the capability of treating radiation exposure victims.
- (4) Maintenance of current site-specific lists of local and backup medical facilities having the capability of evaluating, handling and treating contaminated and irradiated individuals.
- (5) Provision of technical advice and assistance to hospitals and nursing homes within the plume exposure pathway EPZ and advising them regarding their respective emergency response plans.
- (6) Development and implementation of a uniform state-wide system for recording the contamination data and treatment of radiologically exposed individuals.

c. New Hampshire Civil Defense Agency (NHCOA)

Responsibilities include:

- (1) Response as the lead State agency for emergency management and coordination of response activities.
- (2) Cooperation with applicable State agencies coordinating the resource management of available State equipment and supplies to satisfy unmet needs of EPZ and host communities.
- (3) Establishment and maintenance of agreements with supporting Federal agencies, adjacent States, volunteer organizations and fixed nuclear facilities to provide for coordination and integration of emergency response planning and operations.
- (4) Coordination of a biennial exercise to evaluate radiological emergency response plans and capabilities.

B. Alert / Notification

1. Initial Notification

Upon receiving information from the Portsmouth Civil Defense

Agency that a radiological incident at the Seabrook Station has been classified as an ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY, the telephone operator immediately notifies the highest ranking staff person available within the facility, who will immediately notify the Administrator on Duty or Administrator on Call.

A telephone call, verifying the initial notification, should be placed to Portsmouth Civil Defense. Backup notification will be provided by a tone-activated radio.

2. Plan Implementation

The individual so notified shall implement this Radiological Emergency Response Plan, as appropriate (reference Section III - Concept of Operations).

3. Emergency Management Team (Department Heads) Notification

Upon implementation of this Radiological Emergency Response Plan, the telephone operator immediately notifies members of the Emergency Management Team (reference Attachment B). The highest ranking staff person on duty assumes the role of directing the response until such time as a higher ranking individual arrives at the facility and assumes responsibility.

4. On-Duty Personnel

On-duty personnel are notified of the situation by telephone or the public address system. Personnel should remain at their assigned stations unless directed elsewhere by a member of the Emergency Management Team. Members of the Emergency Management Team should report to the Disaster Control Center (DCC) in the Emergency Department Administrative Area.

5. Off-Duty Personnel

Off-duty personnel will be contacted, as needed, by the appropriate member of the Emergency Management Team or their department head. Upon notification, off-duty personnel should proceed to the Portsmouth Hospital and report to their appropriate department head or, in the case of those assigned to the Emergency Management Team, to the DCC in the Emergency Department Administrative Area.

6. Media Relations

All members of the press and public information media will be directed to the Information Center, located in the Conference Rooms #2 and #3. Information will be provided to those persons by the Director of Marketing/Public Relations. All press releases must be cleared through the Administrator.

C. Communication

1. Telephone

The primary means of communication within and outside the facility will be the telephone.

2. Radio Communications

The Portsmouth Hospital operates a radio on the Hospital Emergency Action Radio System (HEAR) which allows ambulance to hospital radio communication. Additional radio channels allow for the hospital-to-hospital communications and for communications between the hospital and the Rockingham County Dispatch Center.

Amateur Radio Emergency Services (ARES) operators may be assigned to the hospital as a redundant communications system.

D. Reduction of Census

During incidents of extended duration and based upon the recommendations of the Medical Chief of Staff, families of patients whose medical status permits temporary discharge to family custody will be requested to pick up family members. NOTE: Patients requiring ambulance transportation and/or those patients who, in the home setting, would require bus transportation from the plume exposure pathway EPZ will not be recommended for temporary discharge.

E. Transportation

1. All Portsmouth Hospital transportation resource(s) (vans, convalescent coaches, etc.), will be used in the event an evacuation is recommended.
2. Unmet transportation requirements will be arranged for and coordinated by the Portsmouth Civil Defense Agency.
3. Evacuation vehicle estimates are located in Attachment B. Actual numbers and types of vehicles needed are reviewed and updated at the time of an incident.

F. Principles of Evacuation

1. General

Evacuation is a protective action option which involves movement of the population from the affected area(s). It may be accomplished on a selective or general basis.

NOTE: Sheltering is another protective action option which involves remaining indoors.

a. Evacuation

Evacuation involves the relocation of the entire population from the affected areas of the plume exposure pathway EPZ.

b. Authority

The Governor has the authority and responsibility for recommending an evacuation. The highest ranking elected municipal official in authority may recommend an evacuation for their jurisdiction. An evacuation of Portsmouth Hospital may be implemented by the Administrator based upon the recommendations of appropriate elected officials.

c. Required Coordination

Any evacuation outside the Portsmouth Hospital complex must be coordinated with the Portsmouth Civil Defense Agency.

2. Evacuation Routes

- a. When necessary, Portsmouth Hospital will evacuate via the routes described on attached maps (reference Attachment C) to designated host facilities (reference Section F.3. below).

3. Host Facilities

Evacuated patients will be transported to the following facilities:

- a. York Hospital  
York, ME
- b. Parkland Medical Center  
Derry, NH
- c. Wentworth-Douglass Hospital  
Dover, NH

G. Training, Drills and Exercises

The Portsmouth Hospital will participate in training, exercises and drills as coordinated and made available through the Portsmouth Civil Defense Agency.

III. CONCEPT OF OPERATIONS

Specific emergency management responses are dependent upon the "Emergency Classification Level" declared at the Seabrook Station. Notification of the emergency classification level, and of any subsequent changes in that classification, will be received from the Portsmouth Civil Defense Agency. Census transportation requirements and unmet needs are reported directly to the Portsmouth Civil Defense Agency.

NOTE: PROCEDURES FOR ALL CLASSIFICATIONS ARE CUMULATIVE, THAT IS, PROCEDURES FOR EACH EMERGENCY CLASSIFICATION INCLUDE THOSE PROCEDURES ESTABLISHED FOR ALL LOWER CLASSIFICATIONS.

A. UNUSUAL EVENT

No formal notification will be received at this classification.  
No action is required of the hospital.

B. ALERT

1. Assemble Emergency Management Team.
2. Establish Disaster Control Center (DCC) in the Administrative Area of the Emergency Department.
3. Notify medical staff of the situation.
4. Perform an immediate update of patient census (reference Attachment D), classifying patients according to the following patient groups:
  - a. Maternity\*
  - b. Pediatrics
  - c. Neonates
  - d. Medical/Surgical
  - e. Intensive/Cardiac Care (ICU/CCU)
5. Determine patient transportation requirements (reference Attachment D) according to the following transport classifications:
  - a. Category I - Advanced Life Support (Ambulance or Medevac Helicopter)
  - b. Category II - Litter Dependent (School Bus with Conversion Beds).
  - c. Category III - Non-ambulatory (Reclining Seat Bus)
  - d. Category IV - Ambulatory (School Bus)

\* Mothers with newborn count as one (1) patient.



6. Code patient charts in accordance with transport status, coding as follows:

- A - Ambulance
- C - Conversion Bed School Bus
- R - Reclining Seat Bus
- S - School bus
- H - Helicopter
- T - Truck\*

7. Notify designated host facilities (reference Attachment A) of incident, requesting bed availability (reference Attachment E) and reserve available beds for patient evacuees.

NOTE: Determine which host facility will act as temporary administrative headquarters if an evacuation is required and advise Portsmouth Civil Defense Agency.

8. Determine on-duty staff census.
9. Determine emergency staff needs for (a) sheltering and (b) evacuation.
10. Inventory and replenish housekeeping supplies, medications, IV fluids and oxygen supplies for a minimum five (5) day period.
11. Check hospital-owned vehicles (buses, vans, trucks, etc.) for fuel and operability.
12. Provide an immediate report of the following (reference Attachments D & E) to the Portsmouth Civil Defense Agency:
  - a. Patient census and transportation requirements.
  - b. Host facility bed availability.
  - c. On-duty staff census.
  - d. Operable and inoperable hospital vehicles.
  - e. Any unmet needs.
13. Test emergency generator.
14. Stock dietary with a 5-day supply of canned foods, fruits and juices, disposable plates, cups and utensils.

\* Limited to patients unable to be made litter-ready, and/or requiring bulky support equipment, or used when other forms of transportation are not feasible. Is usually used in combination with other modes of transportation to transport equipment.

15. Identify patients whose medical status would permit discharge to family custody (excluding those who would require ambulance transportation or bus transportation from their homes within the EPZ).

C. SITE AREA EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT.
2. Terminate visiting hours for the duration of the emergency.
3. Recall off-duty personnel, as required.
4. The Medical Chief of Staff will brief medical and dental staff, and discontinue elective surgery and diagnostic admissions.
5. Discharge patients identified as being medically appropriate for discharge by attending physicians or Medical Chief of Staff.
6. Restrict emergency admissions and outpatient studies (treat and releases status) referring stabilized patients to hospitals outside the plume exposure pathway EPZ.
7. Prioritize patients for evacuation, according to the following ranking:
  - a. Maternity
  - b. Pediatrics
  - c. Neonates
  - d. \*Medical/Surgical
  - e. \*Intensive/Cardiac Care (ICU/CCU)
8. Prepare a copy of the patient's chart, attaching a minimum 72-hour requirement of each patient's medication in individual plastic bags.
9. Consolidate nursing units where possible in order to reduce staffing requirements, and dismiss staff as appropriate.
10. Ensure that medication carts contain a minimum (5) five-day requirement of patients' medication.

\* Patients aged 55 years or older or considered too critical for transport should be considered candidates for sheltering rather than evacuation. Coordinate with DPHS.

11. Assemble required special care patient transportation needs (e.g., portable oxygen apparatus, patient restraints, etc.) at the appropriate nursing stations.

NOTE: Any personal patient items to be evacuated should also be assembled at this time.

12. Contact host facilities (reference Attachment A) confirming bed availability (reference Attachment E) and reserve confirmed beds for patient evacuees.

NOTE: Request additional beds through the Portsmouth Civil Defense Agency if required.

13. Confirm transportation resources through the Portsmouth Civil Defense Agency and assure that transportation providers have been readied for dispatch.
14. Ensure that potassium iodide (KI) and dosimetry is distributed to on-duty staff and nursing stations, and that all staff are briefed on procedures for the administration of KI to themselves and patients (reference Attachment F).
15. Time permitting, notify patients' families of the possibility of an evacuation and provide the name and location of the appropriate host facility and/or temporary administrative headquarters.

#### D. GENERAL EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT AND SITE AREA EMERGENCY.
2. Await Protective Action Recommendations from the Portsmouth Civil Defense Agency. Such recommendations should consist of either Sheltering or Evacuation.

NOTE: The New Hampshire Division of Public Health Services (DPHS) has conducted a technical assessment of the sheltering capabilities of each health care facility located within the Seabrook Emergency Planning Zone. Recommendations regarding sheltering or evacuation of the Portsmouth Hospital will be based on the protection provided by the facility's structure and will be made by DPHS. Consequently the staff and patients of Portsmouth Hospital may be advised to shelter in place even if the general population of Portsmouth is evacuated. If projected doses to the staff and patients of Portsmouth Hospital exceed EPA Protective Action Guidelines, an evacuation of Portsmouth Hospital will be recommended.

3. If advised by DPHS, instruct staff to administer KI to themselves and residents (if consistent with physician orders and medication protocols) in accordance with instructions provided (reference Attachment F).
4. If Sheltering is recommended:
  1. Remain indoors with all doors and windows closed.
  2. Environmental Services personnel should adjust the heating, ventilation, and air conditioning system to 100% internal air recirculation. (NOTE: HVAC systems should not be shut down unless specifically directed to do so by the DPHS).
5. If Evacuation is recommended:
  - a. Notify host facilities (reference Attachment A) of the evacuation, commissioning confirmed beds (reference Attachment E) for patient evacuees and determining arrangements to accommodate transfer of staff, reporting any unmet needs to the DPHS.
  - b. Confirm the dispatch of required transport vehicles from the Portsmouth Civil Defense Agency.
  - c. Update each patient's chart.
  - d. Update patient's bagged medications as required.
  - e. Prepare a roster of patients, their destinations and mode of transportation. Prepare copies of the roster for all host facilities, DPHS and the Portsmouth Civil Defense Agency.
  - f. As evacuation vehicles arrive, assemble patients, together with patient charts, medication, personal items and other necessary medical support equipment at departure areas as follows:
    - (1) Ambulance cases will be assembled in the Emergency Department.
    - (2) Bus Conversion Bed cases will be assembled at the loading dock.
    - (3) Bus cases will be assembled at the Center Building Main Entrance.
    - (4) Helicopter cases will be assembled in the Emergency Department.
  - g. Assign Safety and Security staff to provide external traffic direction for departure areas.

- h. Assign nursing staff to multiple-patient transport vehicles, as appropriate and available.
- i. Ensure drivers have been provided evacuation route maps (reference Attachment C).
- j. Assist patients into appropriate transportation vehicles.
- k. Dispatch selected staff to establish a temporary administrative headquarters at one of the host facilities.
- l. Secure the facility via the shutdown of non-essential mechanical, electrical and physical plant systems with the exception of safety systems such as sprinkler and alarm systems, or heat in cold weather.
- m. Secure records by locking all file cabinets and/or fire files, locking important records in fire files.
- n. Secure patients' personal valuables and lock the safe, depositing an inventory list in a separate locked file and take a copy to the temporary administrative headquarters.
- o. Secure drugs/medications not being transported by locking all medication cabinets.
- p. Notify the DPHS and the Portsmouth Civil Defense Agency of the host facility selected as the temporary administrative headquarters, indicating that evacuation is complete.
- q. Depart with the facility locked and secured.

E. DE-ESCALATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident has been de-escalated, the Administrator oversees the orderly return of the facility to the level of preparation indicated by the new emergency classification level. The specific steps to be taken and their sequence is determined by the Administrator, based on the concept of operations included in this plan.

F. REENTRY

After evacuation, a safety inspection of the physical plant and surrounding areas is performed by the Administrator and the Director of Environmental Services. Upon the determination that reoccupation of the Portsmouth Hospital complex is considered safe, the Emergency Management Team ensures that the facility is fully prepared to resume normal operations prior to reoccupation. When the facility is fully prepared, the DCC is re-established in the Administrative area of the Emergency Department and the Administrator coordinates transportation and reoccupation through the Portsmouth Civil Defense Agency.

G. TERMINATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident is terminated, the Administrator oversees the orderly return of the facility to pre-incident operations. The Administrator will monitor the return of those patients from support facilities, notifying the Portsmouth Civil Defense Agency upon completion of transfers.

IV. PLAN MAINTENANCE AND DISTRIBUTION

A. Maintenance

1. The Chairman of the Disaster Committee ensures the currency of the Portsmouth Hospital RERP, including the development and distribution of all changes, and accomplishes an annual review.
2. The current date shall be placed on all change pages.
3. All changes to the Portsmouth Hospital RERP will be coordinated through the Portsmouth Civil Defense Agency.

B. Distribution

1. This plan will be distributed in a controlled manner as an attachment to the City of Portsmouth RERP.
2. In addition, a total of 15 current copies of this plan will be maintained on file at the Portsmouth Hospital for reference purposes.

ATTACHMENT A  
NOTIFICATION ROSTER

I. Emergency Management Team

Administrator: William Schuler  
Assistant Administrator: Agnes Moreau  
Director of Nursing: Stan Plodzik  
Medical Chief of Staff: Dr. Brown  
Environmental Services: Basilio Diaz  
Director of Dietary: Robert Masi  
Chief of Emergency Medicine: Dr. Albertson  
Director of Marketing: Charles Noone

NOTE: Telephone numbers are maintained on file at the Emergency Department.

II. Host Facilities

Facility: Wentworth-Douglass Hospital  
789 Central Avenue  
Dover, NH 03820

Telephone:

Facility: York Hospital  
15 Hospital Drive  
York, ME

Telephone:

Facility: Parkland Medical Center  
One Parkland Drive  
Derry, NH

Telephone:

\* Radio communication available via emergency medical radio system located in the Emergency Department.

HOST FACILITY AGREEMENT

Verbal authorization from the designated host facility(ies)  
has been received. A written confirmation is currently  
under review.



## ATTACHMENT 8

## AVERAGE CENSUS/ESTIMATED RESOURCE REQUIREMENTS

I. Average Census

Staff Census: 200

Patient Census: 100

II. Estimated Resource Requirements

RESOURCE	REQUIRED TO EVACUATE	AVAILABLE AT THE FACILITY	NEEDED
Ambulances <sup>1</sup> (A)	13	-0-	13
School Buses for Conversion Beds <sup>2</sup> (C)	3	-0-	3
Reclining Seat Buses <sup>3</sup> (R)	1	-0-	1
School Buses <sup>3</sup> (S)	*		
Truck (T)			
Helicopter (H)			

1 Assuming 2 persons per ambulance.

2 Bus Conversion Beds to accommodate 10 patients per school bus.

3 Assuming 40 persons per bus. Reclining seat buses (coaches) have individual reclining seat backs. School buses have bench type seats.

\* School bus patients will be transported via remaining seats in conversion bed buses or via remaining seats in coach buses.

ATTACHMENT C  
EVACUATION ROUTE MAPS

The Portsmouth Hospital will utilize the following evacuation routes to relocate to its designated host facilities. Maps depicting these routes are attached:

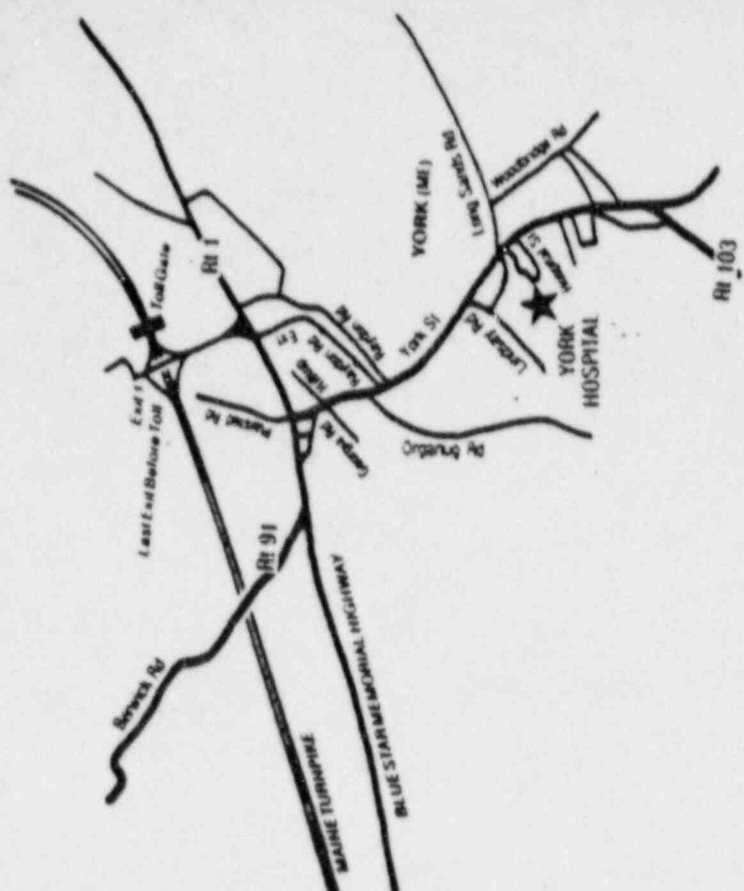
C-1

2/HOSP1.25

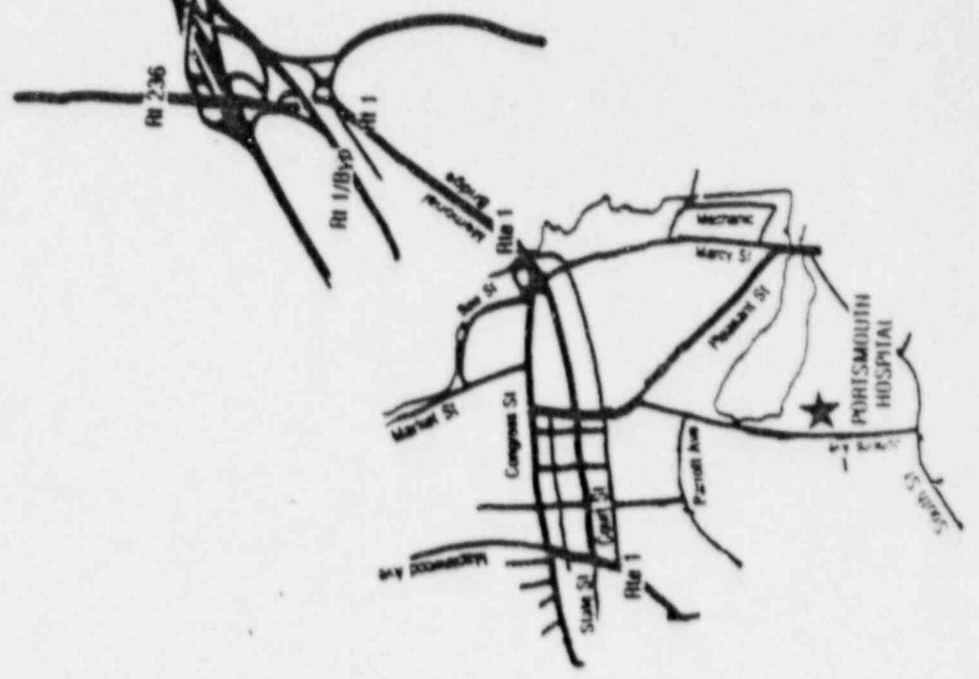
Portsmouth Hospital

to

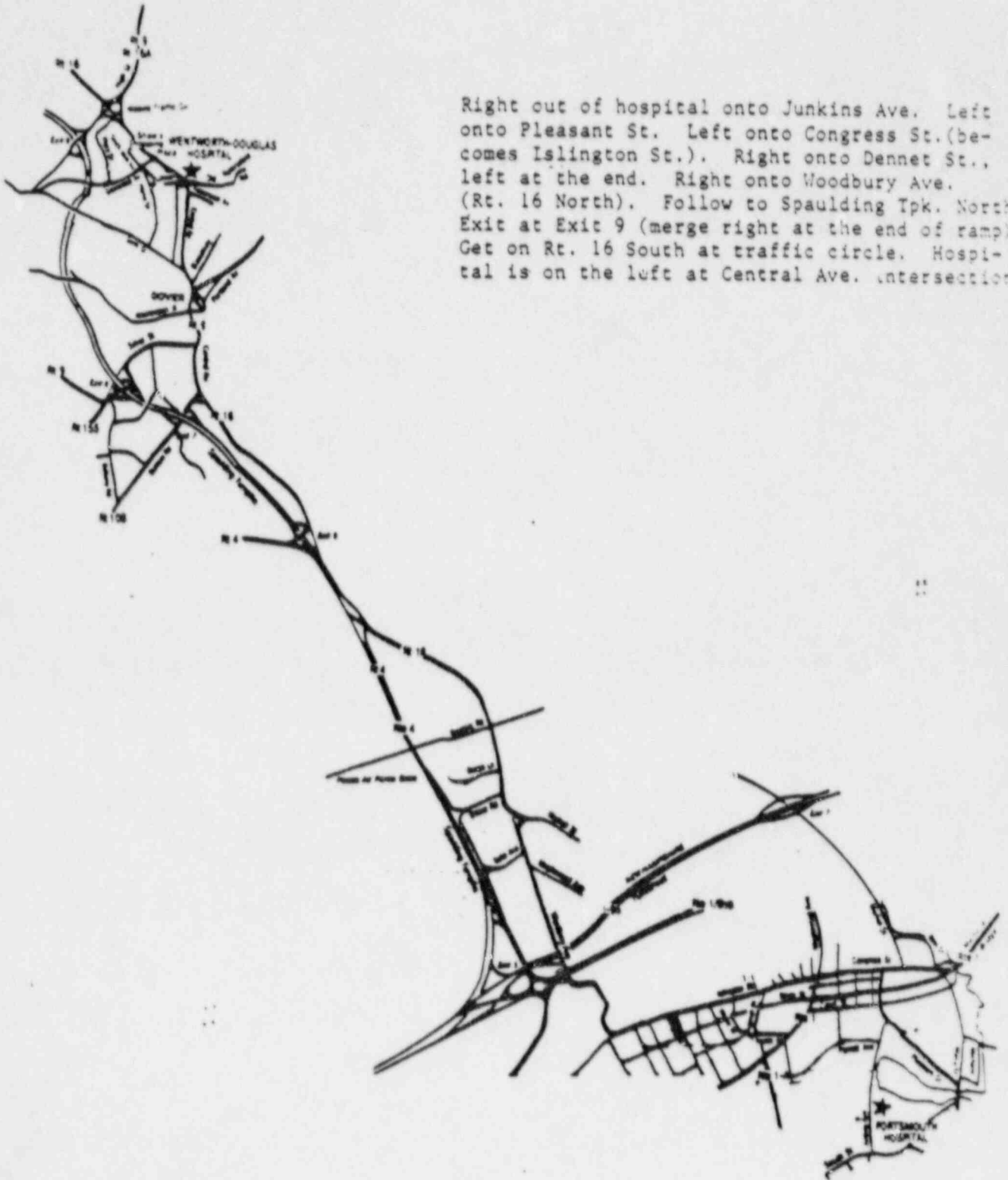
York Hospital



Right out of hospital onto Junkins Ave. North. Left onto Pleasant St. Right onto State St. (U.S. Rt. 1 North). Follow across Memorial Bridge. Follow Rt. 1 North to I-95 North. Exit at Exit 1 (right at end of ramp). Right onto Rt. 1 South. Left onto York St. (Rt. 1-A-at traffic light). Right onto Hospital St.

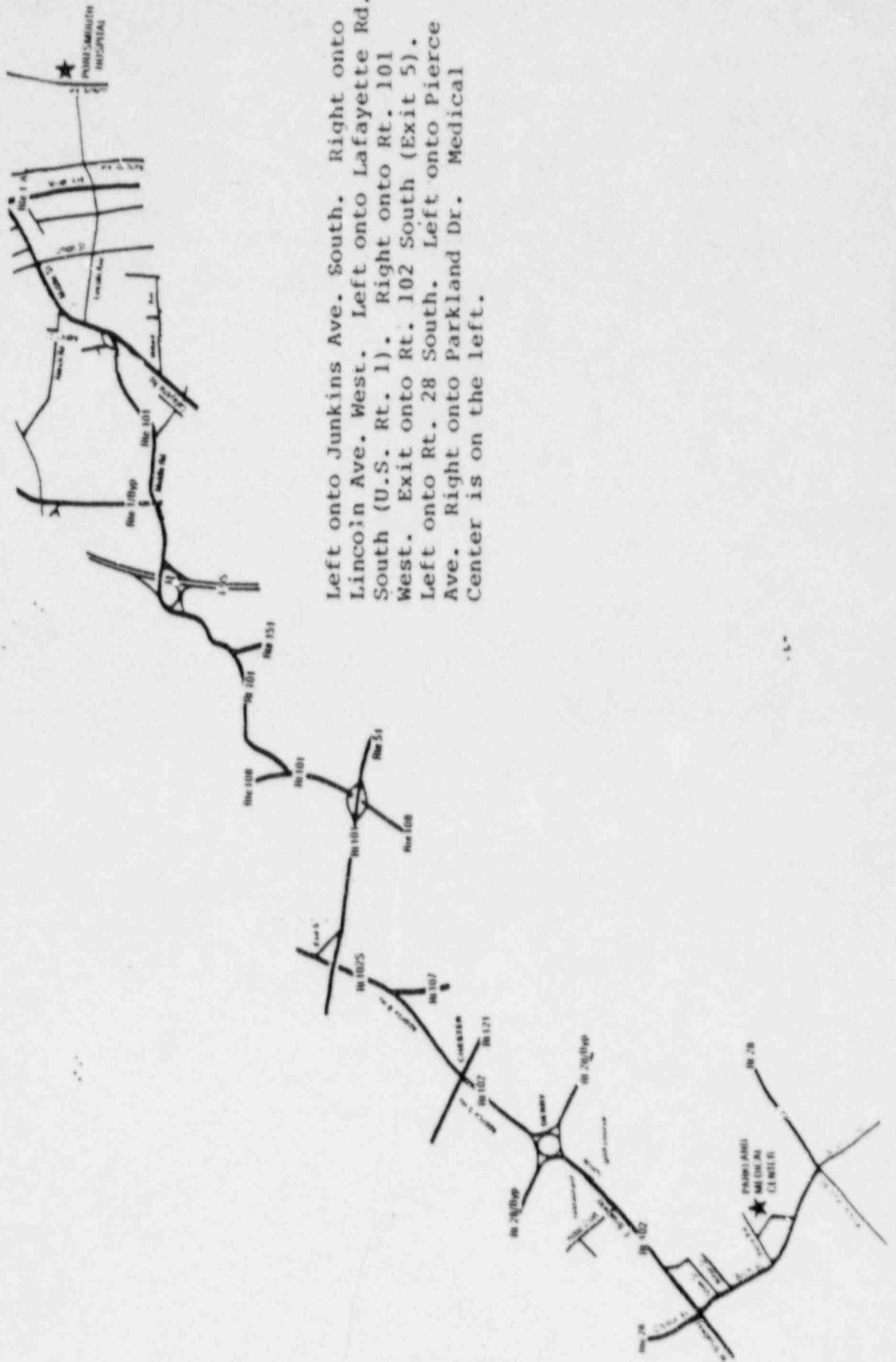


Portsmouth Hospital  
to  
Wentworth-Douglas Hospital (Dover)



Right out of hospital onto Junkins Ave. Left onto Pleasant St. Left onto Congress St. (becomes Islington St.). Right onto Dennet St., left at the end. Right onto Woodbury Ave. (Rt. 16 North). Follow to Spaulding Tpk. North. Exit at Exit 9 (merge right at the end of ramp). Get on Rt. 16 South at traffic circle. Hospital is on the left at Central Ave. intersection.

Portsmouth Hospital  
 TO  
 Parkland Medical Center (Derry)



Left onto Junkins Ave. South. Right onto Lafayette Rd. Lincoln Ave. West. Left onto Lafayette Rd. South (U.S. Rt. 1). Right onto Rt. 101 West. Exit onto Rt. 102 South (Exit 5). Left onto Rt. 28 South. Left onto Pierce Ave. Right onto Parkland Dr. Medical Center is on the left.

DATE/TIME \_\_\_\_\_

PORTSMOUTH HOSPITAL

CENSUS AND TRANSPORTATION REQUIREMENTS

PATIENT CLASS	TRANSPORTATION REQUIREMENTS						TOTAL CENSUS
	AMBULANCE PATIENTS	BUS CONVERSION BED PATIENTS	RECLINING SEAT BUS PATIENTS	SCHOOL BUS PATIENTS	HELI-COPTER PATIENTS	TRUCK PATIENTS	
MATERNITY <sup>1</sup>							
PEDIATRICS							
NEONATES							
MEDICAL/SURGICAL							
INTENSIVE/CARDIAC CARE							
PATIENT TOTALS							

STAFF CENSUS \_\_\_\_\_

NOTE: PROVIDE UPDATED REPORT EVERY 24 HOURS TO THE PORTSMOUTH CIVIL DEFENSE AGENCY.

<sup>1</sup> MOTHERS WITH NEWBORNS COUNT AS ONE.

HUSK FACILITY BED INFORMATION

HOST FACILITY	STATUS <sup>2</sup>	MED/SUR.		MATERN <sup>1</sup>	PED	NEO	STS	RECOVERY	ICU/CCU	TOTAL
		M	F							
CONCORD HOSPITAL	A /									
	R /									
	C /									
OMC MANCHESTER	A /									
	R /									
	C /									
HAMPSHIRE HOSPITAL	A /									
	R /									
	C /									
TOTAL										
	A /									
	R /									
	C /									

<sup>1</sup> Mothers with newborns count as one.

<sup>2</sup> Status: A = Available R = Reserved C = Confirmed

PROCEDURE FOR ISSUING DOSIMETRY AND  
POTASSIUM IODIDE (KI)

1. PURPOSE

This document provides guidance and instruction for the authorization and administration of KI to the staff and patients/residents of hospitals and nursing homes.

2. RESPONSIBILITIES

- A. The Director of the New Hampshire Division of Public Health Services (DPHS) is responsible for authorizing the ingestion of KI. This authorization, if and when made, will be provided to hospitals and nursing homes through civil defense channels.
- B. The senior official in each institution is responsible for overseeing the distribution of KI to the staff and residents/patients.

<u>NOTE</u>
KI IS TO BE DISTRIBUTED ONLY TO THOSE PATIENTS AND RESIDENTS OF HOSPITALS AND NURSING HOMES WHOSE PHYSICIANS HAVE GRANTED PRIOR AUTHORIZATION FOR ITS USE.

- C. The senior official in each institution is responsible for ensuring that a record for each ingestion of KI by residents/patients is maintained.
- D. Each institution staff person is responsible for maintaining a personal dosimetry - KI Report Form (Attachment 1).
- E. Each institution staff person is responsible for reading his/her self-reading dosimeters every 30 minutes, maintaining personal dosimetry/KI record forms and reporting readings as directed by their supervisor.
- F. The senior official in each institution is responsible for collecting dosimetry readings from staff and reporting them to DPHS and the local Radiological Officer.

3. DISTRIBUTION OF DOSIMETRY/KI TO STAFFActions

- 1. Divide dosimetry for staff into units consisting of:
  - a. 1 CDV-730 or DCA-622 (0-20R self-reading dosimeter);
  - b. 1 CDV-138 (0-200mR self-reading dosimeter);
  - c. 1 Thermoluminescent Dosimeter (TLD);
  - d. 1 Bottle of Potassium Iodide (KI);
  - e. 1 Dosimetry-KI Report Form (Figure 1);
  - f. 1 Potassium Iodide Acknowledgement Form (Attachment 1).
  - g. 1 Emergency Worker Information Sheet

Each on duty staff person receives one unit as described above.



2. Have each staff person complete the top section of the Dosimetry/KI Report Form (Figure 1).
3. While staff person is completing top section of the Dosimetry/KI Form, read the self-reading dosimeters. If not done previously, recharge or zero the dosimeter in accordance with Attachment 2.
4. Record the serial number of the self-reading dosimeters and TLD on the Dosimetry Log Sheet (Figure 2).
5. Record the date, time, your name and organization in the TLD issued blocks on the Dosimetry Log Sheet (Figure 2).
6. Have the staff person complete the Potassium Iodide Acknowledgement Form as specified.
7. Have the staff person verify the serial numbers of their self-reading dosimeters and TLD with the numbers recorded on the sheet.
8. The staff person should read both self-reading dosimeters and record the reading in the "before" block for each dosimeter (Figure 2).
9. Record the appropriate information on the Dosimetry Log Form (Figure 2). Have staff person sign the form. ::
10. Provide each staff person with an Emergency Workers Information Sheet (Attachment 4).
11. Individually, or as a group, brief the staff person(s) on the following:
  - a. Dosimetry:
    - (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until the worker is dismissed from duty or until the worker is notified by his supervisor that dosimetry is no longer necessary.
    - (2) In no case should a TLD be used by more than one person.
    - (3) Each worker should read the self-reading dosimeter at least once every 30 minutes.
  - b. Dosimetry-KI Form:
    - (1) Personnel must keep the form in their possession at all times.
    - (2) Make sure that all workers understand how to use the form.

c. Potassium Iodide Acknowledgement Form:

- (1) Make sure that all workers understand the instructions on this form.
- (2) Make sure that these forms are turned in before emergency workers are dispatched.

d. Radiation Exposure Control:

- (1) If notified by their supervisor that a release of radioactive material has occurred at the station, workers should begin reading their dosimeters every 15 minutes.
- (2) If an emergency worker's CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, the worker is to notify his supervisor and begin reading his CDV-730 (0-20R) dosimeter.
- (3) If an emergency worker's CDV-730 (0-20R) dosimeter indicates an exposure of 1R, the worker is to notify his supervisor. The supervisor will instruct the worker to either leave the affected area or assign the worker a new exposure level, at which he will report his dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposures as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons.

Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct the worker to proceed to a location outside of the affected area.

- (5) Supervisory personnel are responsible for maintaining records of exposure readings provided them by staff and for reporting, on an hourly basis, any exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R to the senior official on duty at the institution.
- (6) The senior official on duty within the institution is responsible for reporting to DPHS, on an hourly basis, any staff exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.
- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodine (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form, subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.
- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

4. DISTRIBUTION OF KI TO PATIENTS

Actions

1. Assemble patient KI units consisting of:
  - a. 1 Bottle of Potassium Iodide
  - b. 1 Patient KI Log Form (Attachment 5)
2. Store patient units at appropriate nursing stations.
3. If the Director of the New Hampshire Department of Public Health recommends administration of KI:
  - a. Nursing staff will administer KI ONLY to patients whose attending physician has previously authorized its administration. Standard dose is one tablet per day.
  - b. Nursing staff will complete a Patient KI Log Form (Attachment 5) indicating the date and time of each KI administration.
  - c. Any side effects from KI administration to patients should be immediately reported to the patient's attending physician or the Medical Director/Chief of Staff. Discontinue KI and note all reactions and pertinent information on the patient's chart.
  - d. Administer KI for a 10-day period unless advised to terminate by DPHS or the attending physician. If patient is discharged prior to this time, provide appropriate instructions to patient and/or patient's family in order to maintain administration of KI for full 10-day period.
  - e. Prepare copies of Patient KI Log Form (Attachment 5) for DPHS if so requested.

# DOSIMETRY—KI REPORT FORM

(Please print legibly)

Emergency Worker's Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_

Emergency Worker's Organization \_\_\_\_\_

Town/City \_\_\_\_\_

Emergency Worker's Signature **X**

MISSION NO DESCRIPTION	DATE	CD V-730 or DCA-622 (0-20Rf)		CD V-138 (0-200mR)		MISSION TOTAL	TLD (thermoluminescent dosimeter) Serial No. of TLD
		BEFORE	AFTER	BEFORE	AFTER		
1.		R	R	mR	mR		Issued By _____
2.		R	R	mR	mR		Turned In To _____
3.		R	R	mR	mR		READING OF TLD _____
4.		R	R	mR	mR		mR/cm _____
5.		R	R	mR	mR		Date of Reading _____
		TOTAL	R	TOTAL	mR		RSP # _____

POTASSIUM IODIDE RECORD	
Date	Amount Taken
Day 1	1 tablet/130 mg
Day 2	1 tablet/130 mg
Day 3	1 tablet/130 mg
Day 4	1 tablet/130 mg
Day 5	1 tablet/130 mg
Day 6	1 tablet/130 mg
Day 7	1 tablet/130 mg
Day 8	1 tablet/130 mg
Day 9	1 tablet/130 mg
Day 10	1 tablet/130 mg

**DOSIMETRY INSTRUCTIONS:** Read the CD V-730 (DCA-622) and CD V-138 each half hour. Do not exceed 1 R cumulative total. The TLD gives an accurate reading of the total dose and therefore should be used only by one person. Forward the TLD with this form (see form distribution below.)

### THYROID GLAND SCREENING CHECK

Upon completion of the mission, or as directed, each emergency worker must undergo "decontamination monitoring" at a decontamination monitoring station or a mass care/decontamination center. Monitoring personnel at these stations will complete a "Decontamination Monitoring Report Form" for you. Additionally emergency workers should be screened for radioactive uptake in the thyroid gland and the results recorded here. Medical referral action level for the thyroid check is 100 cpm above background or higher when using the CD V-700 survey meter.

CD V-700 Serial No \_\_\_\_\_ Reading \_\_\_\_\_

Signature of Monitor **X** \_\_\_\_\_

**KI INSTRUCTIONS:** Take KI only on the direction of your supervisor. Take one tablet (130 mg) once a day. If you have any adverse reaction to the drug, discontinue taking KI and report to your supervisor.

**DOSIMETRY—KI REPORT FORM DISTRIBUTION:** Complete this form and forward the original copy with the TLD through emergency management channels to DPHS. If the self reading dosimetry indicates total exposure of 5 R or more, expedite delivery to DPHS. DPHS will forward to the individual and to the Town or City Civil Defense Director the TLD reading as well as an explanation of the reading. Copy 2 is retained by the Town or City Civil Defense Agency. Copy 3 is retained by the individual.



ATTACHMENT 1  
POTASSIUM IODIDE ACKNOWLEDGEMENT FORM

I will not take my first KI tablet until I receive instructions to do so. If instructed to do so, I, \_\_\_\_\_, understand that in order to obtain maximum protection of the thyroid I will receive 130 milligrams per day for the next 10 days of the thyroid blocking agent potassium iodide. I have been informed that this drug will block the absorption of radioiodine by my thyroid and thereby reduce the exposure to radiation of the thyroid, that potassium iodide does not reduce the uptake of other radioactive materials by the body, nor, does it provide protection against exposure from external radiation. I have been told that if I am allergic to iodine that I should not take potassium iodide.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

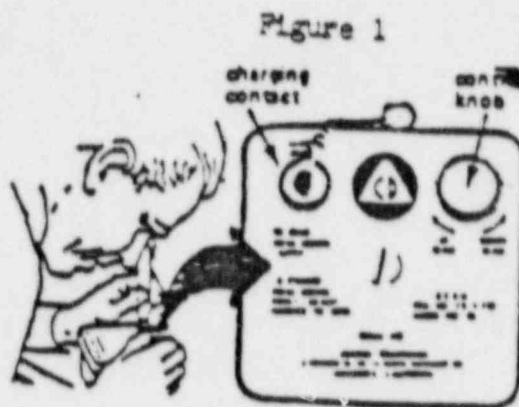
When completed, copies of this form should be forwarded to the IFQ/EDF RHTA.

ATTACHMENT 2

OPERATIONAL CHECK FOR  
THE CDV-750 DOSIMETER CHARGER

ACTIONS

1. To check the Dosimeter Charger, loosen thumbscrew in the top or bottom center of the charger with a coin, such as a dime, and remove bottom case. Install battery (in correct way, + and -) and reassemble.
2. Position the charger on a flat surface, such as a table. Unscrew the cap on the charging contact and place end of the dosimeter opposite pocket clip and eye piece on charging contact of charger. (See Figure 1)



3. Apply downward pressure; you should see a meter scale and a line while looking through the dosimeter. If no one is visible, rotate the control knob, located in the upper right-hand corner (Figure 1), until a line appears.
4. Set line to or near zero (Figure 2) by turning control knob (Figure 1).
5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a self-reading dosimeter to, or close to, zero.
6. If the light source fails to work, replace battery and repeat check sequence. If light still fails to operate, replace the light bulb with the spare provided inside the charger case and repeat check sequence.
7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger by rubbing with a pencil eraser and repeat the check sequence.



ATTACHMENT 3

OPERATIONAL CHECK/ZEROING  
SELF-READING DOSIMETERS

ACTIONS

1. Place the end of the dosimeter, opposite the pocket clip and eye piece, on the charging contact of the CDV-750 dosimeter charger.
2. Apply downward pressure on the dosimeter; you should see a meter scale and a line while looking through the dosimeter (Figure 1). If no line is visible, rotate the control knob of the dosimeter charger until a line appears.

FIGURE 1



NOTE: IF YOU HAVE TROUBLE FINDING THE LINE ON A DOSIMETER

- (a) APPLY MORE PRESSURE ON THE DOSIMETER; OR
  - (b) CLEAN THE CHARGING CONTACTS ON THE DOSIMETER AND THE CDV-750 WITH A PENCIL ERASER; OR
  - (c) REPLACE THE BATTERY IN THE CDV-750 DOSIMETER CHARGER.
3. Set the line on the dosimeter to zero by turning the control knob on the CDV-750.
  4. Remove the dosimeter from the charging contact. Read the dosimeter.

NOTE: WHEN READING THE DOSIMETER, KEEP THE DOSIMETER AS LEVEL AS POSSIBLE AND ENSURE THAT THE SCALE IS PARALLEL WITH THE HORIZON.

5. If the dosimeter reading is zero, continue to Step 8.
6. If the reading is above zero, repeat the procedure, but when charging the dosimeter, set line slightly below zero.
7. If the reading is below zero, repeat the procedure, but when charging the dosimeter, set line slightly above zero.

NOTE: IF TIME IS CRITICAL, A READING OF MID-SCALE OR LESS IS AN ACCEPTABLE CHARGE ON A SELF-READING DOSIMETER.

8. If the dosimeter is not to be issued immediately, allow it to sit for 15 minutes and then read it. If the reading has increased, the dosimeter has excessive drift and should not be used.

## ATTACHMENT 4

## EMERGENCY WORKER INFORMATION

a. Dosimetry:

- (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until you are dismissed from duty or until you are notified by your supervisor that dosimetry is no longer necessary.
- (2) In no case should your TLD be used by another person.
- (3) You should read your self-reading dosimeter at least once every 30 minutes.

b. Dosimetry-KI Report Form:

- (1) Keep the form in your possession at all times.

c. Potassium Iodide Acknowledgement Form:

- (1) Ensure you understand all the instructions on the form.

d. Radiation Exposure Control:

- (1) If notified by your supervisor that a release of radioactive material has occurred at the station, begin reading your dosimeters every 15 minutes.
- (2) If your CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, notify your supervisor and begin reading CDV-730 (0-20R) dosimeter.
- (3) If your CDV-730 (0-20R) dosimeter indicates an exposure of 1R, notify your supervisor. The supervisor will instruct you either to leave the affected area or assign you a new exposure level to report your dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive prior to being removed is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposure as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons. Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct you to proceed to a location outside of the affected area.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.

ATTACHMENT 4  
(Continued)

- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodide (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form. Subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.

NOTE

BASED ON CONDITIONS OF THE PLANT AND PROTECTIVE ACTION RECOMMENDATIONS RECEIVED FROM THE STATE, YOU MAY BE DIRECTED BY YOUR SUPERVISOR TO REPORT TO ANOTHER LOCATION OTHER THAN YOUR DUTY STATION UPON TERMINATION OF ASSIGNMENT. IF THIS OCCURS, REPORT TO THE LOCATION AS INSTRUCTED AND COMPLETE ACTIONS AS STATED ABOVE.

(Continued)

- (2) If workers are being relieved by another individual, they should:
- (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

ATTACHMENT 5

PATIENT KI LOG SHEET

Patient Name \_\_\_\_\_

Patient Address \_\_\_\_\_  
\_\_\_\_\_

Social Security No. \_\_\_\_\_

Attending Physician \_\_\_\_\_

	Date and Time	Administered By:
Dosage #1		
Dosage #2		
Dosage #3		
Dosage #4		
Dosage #5		
Dosage #6		
Dosage #7		
Dosage #8		
Dosage #9		
Dosage #10		

EDGEWOOD CENTRE  
RADIOLOGICAL EMERGENCY RESPONSE PLAN  
FOR INCIDENTS AT  
SEABROOK STATION

August, 1986

Copy Number \_\_\_\_\_

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EDGEWOOD CENTRE  
RADIOLOGICAL EMERGENCY RESPONSE PLAN

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EDGEWOOD CENTRE

RADIOLOGICAL EMERGENCY RESPONSE PLAN

I. INTRODUCTION

A. Purpose

This Radiological Emergency Response Plan (RERP) is designed to prepare Edgewood Centre personnel to respond appropriately in the event of an accident at Seabrook Station. This is a working document, action-oriented and designed as a guide for the time of stress. It is intended to be flexible and quickly adaptable to maintain a safe environment for both patients and staff.

This document is intended to conform to all appropriate federal and state statutes and accrediting/licensing agency regulations for the safety and care of residents and employees during a radiological incident.

Orientation of new personnel includes issuance of appropriate sections of this plan and instruction in the duties assigned therein.

B. Authority

Town - New Hampshire Revised Statutes, As Amended:

107:5

107:7

107:8 a, c, e

107:10

107:11

107:12

107:14

107:18

107:8:1

107:8:6

### C. References

- City of Portsmouth Emergency Response Plan.
- New Hampshire Revised Statutes Annotated, As Amended: Chapter 125, "Radiation Protection and Control Program." Chapter 125B, "New England Compact on Radiological Health Protection."
- State of New Hampshire Radiological Emergency Response Plan.
- New Hampshire Emergency Broadcast System Plan, Appendix F, Seacoast Operational Area.
- NUREG 0654/FEMA REP-1, Revision 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants". (Published jointly by the U.S. Nuclear Regulatory Commission and Federal Emergency Management Agency.
- FEMA Manual 8720.1, "Guidance for Emergency Response Team Planning." Federal Emergency Management Agency.
- Joint Commission on Accreditation of Hospitals, "Accreditation Manual for Long Term Care Facilities", 1986.

### D. Objectives

1. Develop a plan to provide the greatest degree of protection for residents and staff during a radiological emergency at Seabrook Nuclear Station.
2. Define responsibilities, clarify lines of authority, and establish lines of communication.
3. Ensure that planned actions are current and in consonance with those of surrounding jurisdictions, as well as with the City of Portsmouth.
4. Identify personnel, resource, and facility requirements necessary for the safe and efficient execution of this plan.

### E. Definitions

The following definitions refer to terms mentioned within the text of this plan or used in reference to health care facilities.

1. Access Control - The prevention of unauthorized people from entering a specific area. Road barriers and traffic control will be used to effect access control. The controlled area may include all or part of the 10-mile EPZ or may be adjusted in order to bound an Exclusion Area established by NHDPHS to control and monitor areas which may have become radiologically contaminated.

2. ALERT - An ALERT is the second lowest level of emergency classification. Declaration of an ALERT indicates events in progress which involve an actual or potential, substantial degradation of the level of safety at the nuclear power plant. Any radioactive releases associated with this level are expected to be limited to small fractions of the EPA Protection Action Guideline exposure levels.
3. Dosimeter - An instrument worn by an individual to measure the total dose of radiation received over a specified period of time.
4. Emergency Broadcast System (EBS) - Network of radio stations which provides direct link between responsible public officials and the public. EBS stations broadcast instructions about what steps the public should take.
5. Emergency Classification Level - The level at which an incident at a nuclear power plant has been classified by the plant operator. Each level triggers a set of predetermined actions by the offsite Emergency Response Organization.
6. Emergency Operations Centers (EOC) - Locations designated by the State and local Emergency Response Organizations as assembly areas for their respective staffs. These facilities are the central command and control points for their respective Emergency Response Organizations.
7. Emergency Operations Facility (EOF) - A center established to coordinate the flow of technical information from the onsite to the offsite Emergency Response Organization. It is in the EOF that accident assessment activities are coordinated among State, local, Federal and utility personnel.
8. Emergency Planning Zones (EPZ) - The areas covered by Radiological Emergency Response Plans. The boundary for the Ingestion Pathway EPZ is a 50-mile radius from the plant. The boundary of the Plume Exposure EPZ is chosen to accommodate practical planning considerations and to conform as closely as possible to a 10-mile radius. The actual EPZ boundary may be more or less than 10 miles from the plant.
9. Exposure Response Organization - The combination of State, local, Federal, and private agencies designed specifically to provide offsite capability to implement emergency responses.
10. Evacuation - The relocation of persons in response to a potential or actual risk.
11. Evacuation Routes - Those roadways identified in state and local plans as the principal routes leading from the plume exposure pathway EPZ for use by vehicles in the event of an accident requiring evacuation.

12. Exclusion Area - The area established by control access to an evacuated area. An Exclusion Area is established after an area has been evacuated and its purpose is to control the spread of contamination and provide security.
13. GENERAL EMERGENCY - Of the Emergency Classifications, a GENERAL EMERGENCY is most severe. It may involve substantial degradation or melting of the reactor's radioactive core with potential for loss of containment integrity. Releases are expected to exceed the EPA Protective Action Guideline exposure levels beyond the power plant site boundary area.
14. Governor's Authorized Representative - The Governor's Authorized Representative is the person given the authority to act on behalf of the Governor in matters related to the RERP. In New Hampshire the Director of the Civil Defense Agency is given this designation.
15. Host Facility - Any facility outside of the EPZ to which special facility residents or patients are evacuated.
16. Incident Field Office (IFO) - The IFO is the location in close proximity to the Plume Exposure EPZ from which NH Civil Defense Agency will coordinate with the plant, and with Federal, State, and local emergency response organizations. The IFO supplements the emergency response capability of the State EOC in Concord.
17. Initial Notification - The first communication from the Utility Control Room to the Emergency Response Organization that an incident has occurred at the power plant which may involve activation of the RERP.
18. Ingestion Exposure Pathway - The pathway through which persons may take up radioactive material and receive a radiation dose from internally deposited radioactive materials (i.e., from ingestion of contaminated water, food, or milk).
19. Key Officials - Official representatives of State, local and Federal government or private organizations that have a specified role in the emergency response organization and have been authorized or directed by NHCDA to perform specified emergency response functions.
20. Media Center - The location where news media representatives obtain news information concerning an emergency at a nuclear power plant. The Public Information Representatives at the Media Center will gather, coordinate, and release information as it becomes available.
21. Off-site - The area beyond the authority of the Licensee of a Nuclear Facility.

22. On-site - The area including and around the Nuclear Facility under the authority of the Licensee.
23. Plume - An elongated and usually open and mobile mass of material that is dispersing through the atmosphere. In the case of a nuclear power plant, the material consists of radioactive particles and gases.
24. Plume Exposure Pathway - The pathway through which individuals may be exposed to radioactive material due to (a) whole body external exposure due to gamma radiation from the Plume and from deposited material, and (b) inhalation of radioactive particles or gases such as radioactive iodine, xenon, or krypton from the passing radioactive Plume.
25. Protective Action - Emergency measures to be taken by the public to mitigate the consequences of an accident by minimizing the radiological exposures that would likely occur if such actions were not undertaken. Examples are access control, sheltering, and evacuation.
26. Protective Action Guidelines (PAGs) - The numerically projected dose level criteria of radiation which act as trigger points for initiating protective response actions.
27. Shelter - A suitable building equipped, staffed, and organized to provide necessary services to evacuees. For the purpose of this plan, a shelter is a facility which can provide short-term protection in the event of a radiation plume, as well as provide longer term services for evacuees as a result of natural or other technological incidents.
28. Sheltering - Action where the public remains indoors, away from doors and windows, during and following the passage of the radioactive plume.
29. Site - The property owned by the utility in the immediate area of the nuclear power plant site.
30. SITE AREA EMERGENCY - A SITE AREA EMERGENCY indicates an incident which involves actual or likely major failures of plant functions needed for the protection of the public. Radiological releases, if any, are not expected to exceed the EPA Protective Action Guideline exposure levels except near the site boundary.
31. Special Facilities - Public and private schools, day care centers/nurseries, hospitals and nursing homes, or other facilities responsible for, or occupied by, special populations or groups.
32. Standby Status - A term used to describe the level of readiness of emergency personnel. It indicates that personnel have been notified and are available to activate duty stations if called upon.

33. Thyroid Blocking - The use of potassium iodide (KI) or other suitable drug for the purpose of saturating the thyroid gland with stable iodine and thereby preventing thyroid intake of radiiodine.
34. Traffic Control Points (TCP) - Police posts established at critical road junctions for the purpose of controlling or limiting traffic flow. TCPs are used to control evacuation movement when an emergency situation requires it.
35. Transportation resources - Modes of transportation for evacuation of nursing home patients; generally includes ambulances, buses and trucks.
36. Unmet Needs - Capabilities and/or resources required to support emergency operations that are neither available nor provided for at the respective levels of emergency response.
37. UNUSUAL EVENT - an UNUSUAL EVENT is the least severe of the emergency classifications. Declaration at this level indicates that an incident which may lead to a potential degradation of the level of safety at the nuclear power plant has taken place.

## II. BASIC PLAN

### A. Responsibilities

#### 1. Emergency Management Team

Implementation of this radiological emergency response plan is the responsibility of the Emergency Management Team. This team is comprised of the following individuals, with their stated responsibilities:

NOTE: The positions described below are meant to refer to the position or any designated alternate.

- a. Administrator - The overall authority for the implementation and direction of this Radiological Emergency Response Plan rests with the administrator or his/her designated alternate. Specific responsibilities include:
  - (1) Coordinating the emergency management response to all radiological incidents.
  - (2) Establishing the emergency operations center at the West Wing Nurse's desk.
  - (3) Establishing and maintaining communications with the Portsmouth Civil Defense Agency and providing for internal facility communications via telephone intercom, paging or messenger.

- (4) Coordinating staff schedules with the Emergency Management Team to ensure adequate 24-hour staffing for emergency conditions.
  - (5) Coordinating the facility's emergency response with the Portsmouth Civil Defense Agency, designated host facilities and outside agencies.
  - (6) Responding to all internal requests for personnel and equipment support.
  - (7) Receiving and maintaining current patient census, transportation requirements, staffing needs and reporting unmet needs to the Portsmouth Civil Defense Agency.
  - (8) Terminating the emergency and deactivating the emergency response when conditions stabilize, and returning the facility to normal operations.
  - (9) Documenting the emergency management effort when normal operations are restored (it is advisable to maintain a date-time log of events during incidents).
- b. Director of Nursing - The Director of Nursing is responsible for the assignment of all nursing service personnel and any volunteers needed to supplement staffing requirements. In the absence of the administrator, or his/her designate, the Director of Nursing shall assume total control of the emergency response. In addition, the Director of Nursing is responsible for overseeing the preparation of patient census reports, the classification of patients for transport, and the coordination of the patient care, clinical care and support departments.
- c. Supervising Nurse on Duty - The Supervising Nurse on duty is responsible for duties assigned by the Director of Nursing. In the absence of the Director of Nursing, the Supervising Nurse shall be responsible for the assignment of all nursing service personnel. In the absence of the Administrator and the Director of Nursing, the Supervising Nurse shall assume control of the initial emergency response.
- d. Medical Director - The primary responsibility of the Medical Director is to maintain medical care for Edgewood Centre patients. The Medical Director reviews and identifies patients eligible for discharge during census reduction efforts.



- e. Maintenance Supervisor - The Maintenance Supervisor is responsible for electrical and mechanical functions necessary to maintain a safe building environment. The Maintenance Supervisor assigns appropriate personnel to answer emergency calls for service from all areas of the facility.

2. Other Agencies

There are a number of external agencies with specific responsibilities that impact the facility response in the event of an incident at Seabrook Station. These include:

a. Portsmouth Civil Defense Agency

Responsibilities include:

- (1) Implementation of protective action recommendations.
- (2) Coordination of emergency medical services to maintain routine coverage and, in the event of an evacuation, to provide assistance to homebound invalids and special facility residents.
- (3) Provision of health protection for emergency workers by implementing plans for protective actions and related training.
- (4) Identification of hospitals, nursing homes, prisons, and other institutions located within the plume exposure pathway EPZ.

b. New Hampshire Division of Public Health Services (DPHS)

Responsibilities include:

- (1) Coordination with Federal health authorities, the New Hampshire Civil Defense Agency, and the New Hampshire Department of Agriculture to assess any radiation hazard to the public, and develop corresponding health related guidance.
- (2) Provision of state and local support by means of technical advice, identification and coordination of medical resources.
- (3) Maintenance of a current inventory of statewide medical facilities with the capability of treating radiation exposure victims.
- (4) Maintenance of current site-specific lists of local and backup medical facilities having the capability of evaluating, handling and treating contaminated and irradiated individuals.

- (5) Provision of technical advice and assistance to hospitals and nursing homes within the plume exposure pathway EPZ and advising them regarding their respective emergency response plans.
  - (6) Development and implementation of a uniform state-wide system for recording the contamination data and treatment of radiologically exposed individuals.
- c. New Hampshire Civil Defense Agency (NHCOA)

Responsibilities include:

- (1) Response as the lead State agency for emergency management and coordination of response activities.
- (2) Cooperation with applicable State agencies, coordinating the resource management of available State equipment and supplies to satisfy unmet needs of EPZ and host communities.
- (3) Establishment and maintenance of agreements with supporting Federal agencies, adjacent States, volunteer organizations and fixed nuclear facilities to provide for coordination and integration of emergency response planning and operations.
- (4) Coordination of a biennial exercise to evaluate radiological emergency response plans and capabilities.

## 8. Alert / Notification

### 1. Initial Notification

Upon receiving information from the Portsmouth Civil Defense Agency that a radiological incident at Seabrook Station has been classified as an ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY, the telephone operator immediately notifies the highest ranking staff person available within the facility, who will immediately notify the Administrator.

A telephone call, verifying the initial notification, should be placed to the Portsmouth Civil Defense Agency. Backup notification will be provided by a tone-activated radio.

### 2. Implementation

The Administrator, once notified, implements this Radiological Emergency Response Plan, as appropriate (reference Section III - Concept of Operations).

3. Emergency Management Team (Department Heads) Notification

Upon implementation of this Radiological Emergency Response Plan, the telephone operator immediately notifies members of the Emergency Management Team (reference Attachment A). The highest ranking staff person on duty assumes the role of directing the response until such time as a higher ranking individual arrives at the facility and assumes responsibility.

4. On-Duty Personnel

On-duty personnel are notified of the situation by telephone or the public address system. Personnel should remain at their assigned stations unless directed elsewhere by a member of the Emergency Management Team. Members of the Emergency Management Team should report to the Emergency Operations Center (EOC).

5. Off-Duty Personnel

Off-duty personnel will be contacted, as needed, by the appropriate member of the Emergency Management Team or their department head. Upon notification, off-duty personnel should proceed to Edgewood Centre and report to their appropriate department head or, in the case of those assigned to the Emergency Management Team, to the EOC in the West Wing Nurse's desk.

C. Communication

1. Telephone

The primary means of communication within and outside the facility will be the telephone.

2. ARES (Amateur Radio Emergency Services)

The Portsmouth Civil Defense Agency may provide an ARES operator and radio to the Edgewood Centre at an emergency classification of ALERT or higher. ARES provides back-up communications capacity, and may provide the primary means of notification for classification changes and protective actions and information exchange, when established.

D. Transportation

1. Edgewood Centre transportation resource(s) (vans, convalescent coaches, etc.), will be used in the event an evacuation is recommended.
2. Unmet transportation requirements will be arranged for and coordinated by the Portsmouth Civil Defense Agency.
3. Evacuation vehicle estimates are located in Attachment 8. Actual numbers and types of vehicles needed are reviewed and updated at the time of an incident.

## E. Principles of Evacuation

### 1. General

Evacuation is a protective action option which involves movement of the population from the affected area(s). It may be accomplished on a selective or general basis.

#### a. Evacuation

Evacuation involves the relocation of the entire population from the affected areas of the plume exposure pathway EPZ.

#### b. Authority

The Governor has the authority and responsibility for recommending an evacuation. The highest ranking elected municipal official in authority may recommend an evacuation for their jurisdiction. An evacuation of Edgewood Centre may be implemented by the Administrator based upon the recommendations of appropriate elected officials.

#### c. Required Coordination

Any evacuation outside the Edgewood Centre complex must be coordinated with the Portsmouth Civil Defense Agency at the Portsmouth Emergency Operations Center (EOC). ::

### 2. Evacuation Routes

- a. When necessary, Edgewood Centre will evacuate via the routes described on attached maps (reference Attachment C) to designated host facilities (reference Section E.3. below).

### 3. Host Facilities

Evacuated residents will be transported to the following facilities:

- a. Rochester Manor Nursing Home  
Rochester, NH
- b. Strafford County Home (Riverside)  
Dover, NH

::

## F. Reduction of Census

During incidents of extended duration and based upon the recommendations of the Medical Director, families of patients whose medical status permits temporary discharge to family custody will be requested to pick up family members. NOTE: Patients requiring special transportation will not be recommended for temporary discharge.

G. Training, Drills and Exercises

Edgewood Centre will participate in training, exercises and drills as coordinated and made available through the Portsmouth Civil Defense Agency.

III. CONCEPT OF OPERATIONS

Specific emergency management responses are dependent upon the "EMERGENCY Classification" declared at the Seabrook Station. Notification of the EMERGENCY classification, and of any subsequent changes in that classification, will be received from the Portsmouth Civil Defense Agency.

NOTE: PROCEDURES FOR ALL CLASSIFICATIONS ARE CUMULATIVE, THAT IS, PROCEDURES FOR EACH INCIDENT CLASSIFICATION INCLUDE THOSE PROCEDURES ESTABLISHED FOR ALL LOWER CLASSIFICATIONS.

A. UNUSUAL EVENT

No formal notification will be received at this classification. No action is required.

B. ALERT

1. Assemble Emergency Management Team.
2. Establish EOC at the West Wing Nurse's desk.
3. Perform an immediate update of resident census (reference Attachment B), classifying residents according to the following transportation status:
  - a. Bus Conversion Bed (litter patients)
  - b. Reclining seat (coach) bus
  - c. School bus
4. Code resident's charts in accordance with transport status, coding as follows:  
  
C - Conversion beds  
R - Reclining seat bus  
S - School bus
5. Notify designated host facility (reference Attachment A) of incident, requesting bed availability and reserving available beds for resident evacuees.

NOTE: Determine which host facility will act as temporary administrative headquarters if an evacuation is required.

6. Determine on-duty staff census.
7. Determine emergency staff needs for (a) sheltering and (b) evacuation.
8. Inventory and replenish housekeeping supplies, medications, IV fluids and oxygen supplies for a minimum five (5) day period.
9. Check facility vehicles (buses, vans, trucks, etc.) for fuel and operability.
10. Provide an immediate report of the following (reference Attachment D) to the Portsmouth Civil Defense Agency:
  - a. Resident census and transportation requirements.
  - b. Host facility bed availability.
  - c. On-duty staff census.
  - d. All unmet needs.
11. Test emergency generator.
12. Stock kitchen with a 5-day supply of canned foods, fruits and juices, disposable plates, cups and utensils.
13. Identify residents whose medical status would permit temporary discharge to family custody (excluding those who would require special transportation from their homes within the EPZ).

C. SITE AREA EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT.
2. Terminate visiting hours for the duration of the emergency.
3. Recall off-duty personnel, as required.
4. Prepare abbreviated resident transfer forms providing personal data, diagnosis, medications, etc.
5. Place identification bracelets or identification/disaster triage tags on all residents.
6. Time permitting, contact families to pick up residents identified as being appropriate for discharge, and discharge residents to family care wherever possible.
7. Consolidate nursing units as possible in order to reduce staffing requirements, and dismiss staff as appropriate.

8. Ensure that medication carts contain a minimum (5) five-day requirement of residents' medication.
9. Assemble required special care transportation needs (e.g., portable oxygen apparatus, patient restraints, etc.) at the appropriate nursing stations.

NOTE: Any personal items to be evacuated should also be assembled at this time.

10. Contact host facilities (reference Attachment A), confirming bed availability and reserve confirmed beds for resident evacuees. Request additional beds through the Portsmouth Civil Defense Agency, if required.
11. Confirm transportation resources through the Portsmouth Civil Defense Agency and assure that transportation providers have been readied for dispatch.
12. Ensure that potassium iodide (KI) and dosimetry is distributed to on-duty staff and nursing stations, and that all staff are briefed on procedures for the administration of KI to themselves and residents (reference Attachment E).
13. Time permitting, notify residents' families of the possibility of an evacuation and provide the name and location of the appropriate host facility.

D. GENERAL EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT AND SITE AREA EMERGENCY.
2. Await Protective Action Recommendations from the Portsmouth Civil Defense Agency. Such guidelines should consist of either Sheltering or Evacuation.

NOTE: The New Hampshire Division of Public Health Services (DPHS) has conducted a technical assessment of the sheltering capabilities of each health care facility located within the Seabrook Emergency Planning Zone. Recommendations regarding sheltering or evacuation of Edgewood Centre will be based on the protection provided by the facility's structure and will be made by DPHS. Consequently, the staff and residents of Edgewood Centre may be advised to shelter in place even if the general population of Portsmouth is evacuated. If projected radiation doses to the staff and residents of Edgewood Centre exceed EPA Protective Action Guidelines, an evacuation of Edgewood Centre will be recommended.

3. If advised by DPHS, instruct staff to administer KI to themselves and residents (if consistent with physician orders and medication protocols) in accordance with instructions provided (reference Attachment E).

4. If Sheltering is recommended:
  1. Remain indoors with all doors and windows closed.
  2. Maintenance should shut down central ventilation and adjust individual room heating/ventilation/air conditioning systems to recirculate interior air. (NOTE: All HVAC systems should not be shut down unless specifically directed to do so by the DPHS.)
  
5. If Evacuation is recommended:
  - a. Notify host facilities (reference Attachment A) of the evacuation, commissioning confirmed beds for patient evacuees and determining arrangements to accommodate transfer of staff, reporting any unmet needs to DPHS.
  - b. Confirm the dispatch of required transport vehicles from the Portsmouth Civil Defense Agency.
  - c. Prepare a roster of residents, their destinations and mode of transportation. Prepare copies of the roster for all host facilities, the Portsmouth Civil Defense Agency and DPHS.
  - d. As evacuation vehicles arrive, assemble residents, together with resident charts, medication carts, transfer forms and other necessary medical support equipment at departure areas as follows:
    - (1) Bus Conversion Bed cases will be assembled at the West Wing front door.
    - (2) Reclining Seat (Coach) Bus cases will be assembled at the East Wing front door.
    - (3) School Bus cases will be assembled at the Main Entrance.
  - e. Assign staff to provide external traffic direction for departure areas. Request assistance from Portsmouth as needed.
  - f. Assign nursing staff to conversion bed buses and other transportation vehicles, as appropriate and available.
  - g. Ensure drivers have been provided evacuation route maps (reference Attachment C).
  - h. Assist residents into appropriate transportation vehicles.



- i. Dispatch selected staff to establish a temporary administrative headquarters at the designated host facility.
- j. Secure the facility via the shutdown of non-essential mechanical, electrical and physical plant systems with the exception of safety systems such as sprinkler and alarm systems, or heat in cold weather.
- k. Secure records by locking all file cabinets and/or fire files, locking important records in fire files.
- l. Secure residents' personal valuables and lock the safe, depositing an inventory list in a separate locked file and take a copy to the temporary administrative headquarters.
- m. Secure drugs/medications not being transported by locking all medication cabinets.
- n. Notify the Portsmouth Civil Defense Agency of the host facility selected as the temporary administrative headquarters, indicating that evacuation is complete.
- o. Depart with the facility locked and secured.

#### E. DE-ESCALATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident has been de-escalated, the Administrator oversees the orderly return of the facility to the level of preparation indicated by the new Emergency Classification. The specific steps to be taken and their sequences are determined by the Administrator, based on the concept of operations included in this plan.

#### F. REENTRY

After evacuation, a safety inspection of the physical plant and surrounding areas is performed by the Administrator and the Maintenance Supervisor. Upon the determination that reoccupation of the Edgewood Centre complex is considered safe, the Emergency Management Team ensures that the facility is fully prepared to resume normal operations prior to reoccupation. When the facility is fully prepared, the EOC is re-established at the West Wing Nurse's desk and the Administrator coordinates transportation and reoccupation through the Portsmouth Civil Defense Agency.

#### G. TERMINATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident is terminated, the Administrator oversees the orderly return of the facility to pre-incident operations. If reduction of census was accomplished, the Administrator will monitor the return of those residents temporarily discharged, notifying the Portsmouth Civil Defense Agency when census has returned to pre-incident levels.

IV. PLAN MAINTENANCE AND DISTRIBUTION

A. Maintenance

1. The Administrator ensures the currency of the Edgewood Centre RERP including the development and distribution of all changes, and accomplishes an annual review.
2. The date shall be placed on any page that is changed.
3. All changes to the Edgewood Centre RERP will be coordinated with the Portsmouth Civil Defense Agency.

B. Distribution

1. This plan will be distributed in a controlled manner as an Attachment to the City of Portsmouth RERP.
2. In addition, a total of 6 current copies of this plan will be maintained on file at Edgewood Centre for reference purposes.

ATTACHMENT A  
NOTIFICATION ROSTER

I. Emergency Management Team

President: David M. Ramsey  
Administrator: Patricia Ramsey  
Director Nursing Services: Sharon Plante, R.N.  
Medical Director: Dr. Richard Attenborough  
Maintenance Supervisor: Ken Berge  
Food Services Supervisor: Charles Pearson  
Directory of Housekeeping: Rita Pouliot  
Laundry Service Supervisor: Eva Austin

NOTE: Telephone numbers are maintained on file at  
the West Wing Nurses Station

II. Host Facility

Facility: Rochester Manor Nursing Home  
White Hall Road  
Rochester, NH

Telephone:

Facility: Strafford County Nursing Home (Riverside)  
County Farm Crossroads  
Dover, NH

Telephone:

A-1

1/NURSE1.22

Rochester Manor  
Whitehall Road  
Rochester, N.H. 03867 (603) 332-7711

July 29, 1986

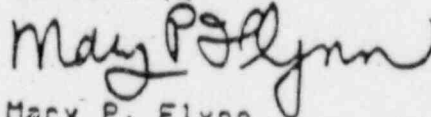
Edgewood Manor  
928 South Street  
Portsmouth, NH 03801

Dear Pat Ramsey:

This letter will confirm the willingness of Rochester Manor to accept evacuees from Edgewood Manor on a temporary basis in the event of an evacuation due to an accident at Seabrook Station. We can accommodate, on average, 66 additional patients on a short-term basis.

It is understood that we will be contacted directly by Edgewood Manor in the event of an emergency and that your response will be coordinated with the New Hampshire Civil Defense Agency.

Sincerely,



Mary P. Flynn  
Administrator

A-2



Commissioners  
PAUL J. DUMONT, Chairman  
Rochester, NH  
DANIEL P. HERLIMY, Vice-Chairman  
Dover, NH  
ROLAND R. ROBERGE, Clerk  
Rochester, NH  
CHARLES A. CROCCO, Treasurer  
Dover, NH

## County Commissioners

STRAFFORD COUNTY  
Justice & Administration Building  
DOVER, NEW HAMPSHIRE 03820  
Telephone 742-1458



August 15, 1986

Richard Strome, Director  
New Hampshire Civil Defense Agency  
107 Pleasant Street  
Concord, New Hampshire 03301

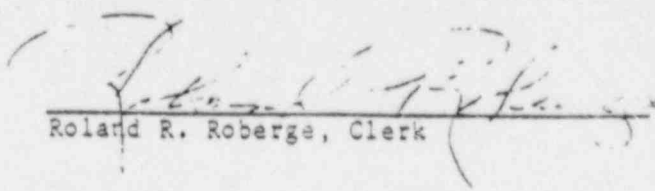
Dear Mr. Strome:

Per long-standing policy, the Strafford County Commissioners are willing to assist any public entity in times of emergency. Mutual aid in regard to evacuees from County nursing homes or corrections facilities is a concept we fully support.

At this time, it is difficult to determine the exact number of nursing home residents our facilities can accommodate in a time of emergency. However, Riverside Rest Home has a census of two-hundred and five (205) beds and could accommodate a good number of temporary evacuees.

It is understood that Riverside Rest Home Administrator David Cundiff or Corrections Captain Nelson Goodfield will be contacted directly in the event of an emergency and that the response will be coordinated by the New Hampshire Civil Defense Agency.

Very truly yours,

  
Roland R. Roberge, Clerk

jma

cc: ✓ Helen Wilson, Commissioner Rockingham County  
Captain Nelson Goodfield  
Administrator David Cundiff

ATTACHMENT B

AVERAGE CENSUS/ESTIMATED RESOURCE REQUIREMENTS

I. Average Census

Staff Census: 160

Resident Census: 156

II. Estimated Resource Requirements

RESOURCE	REQUIRED TO EVACUATE	AVAILABLE AT THE FACILITY	NEEDED
School Buses for Conversion Beds <sup>1</sup> (C)	2	0	2
Reclining Seat Buses <sup>2</sup> (R)	2	0	2
School Buses <sup>2</sup> (S)	2	1	1
Other			

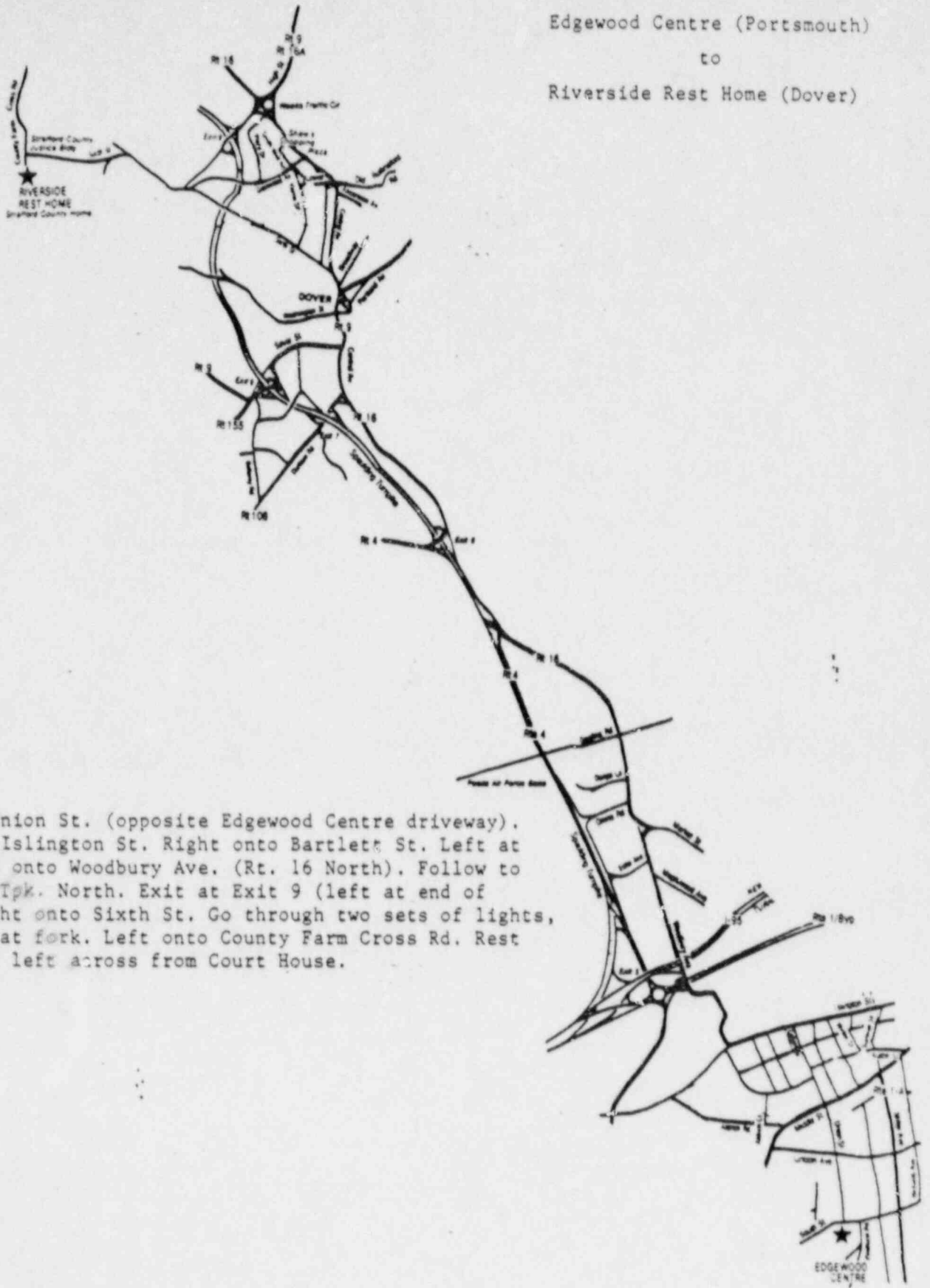
1 Bus conversion beds will accommodate 10 patients per bus.

2 Assuming 40 persons per bus. Reclining seat buses (coaches) have individual reclining seat backs. School buses have bench type seats.

ATTACHMENT C  
EVACUATION ROUTE MAPS

The Edgewood Centre will utilize the following evacuation routes to relocate to its designated host facilities. Maps depicting these routes are attached:

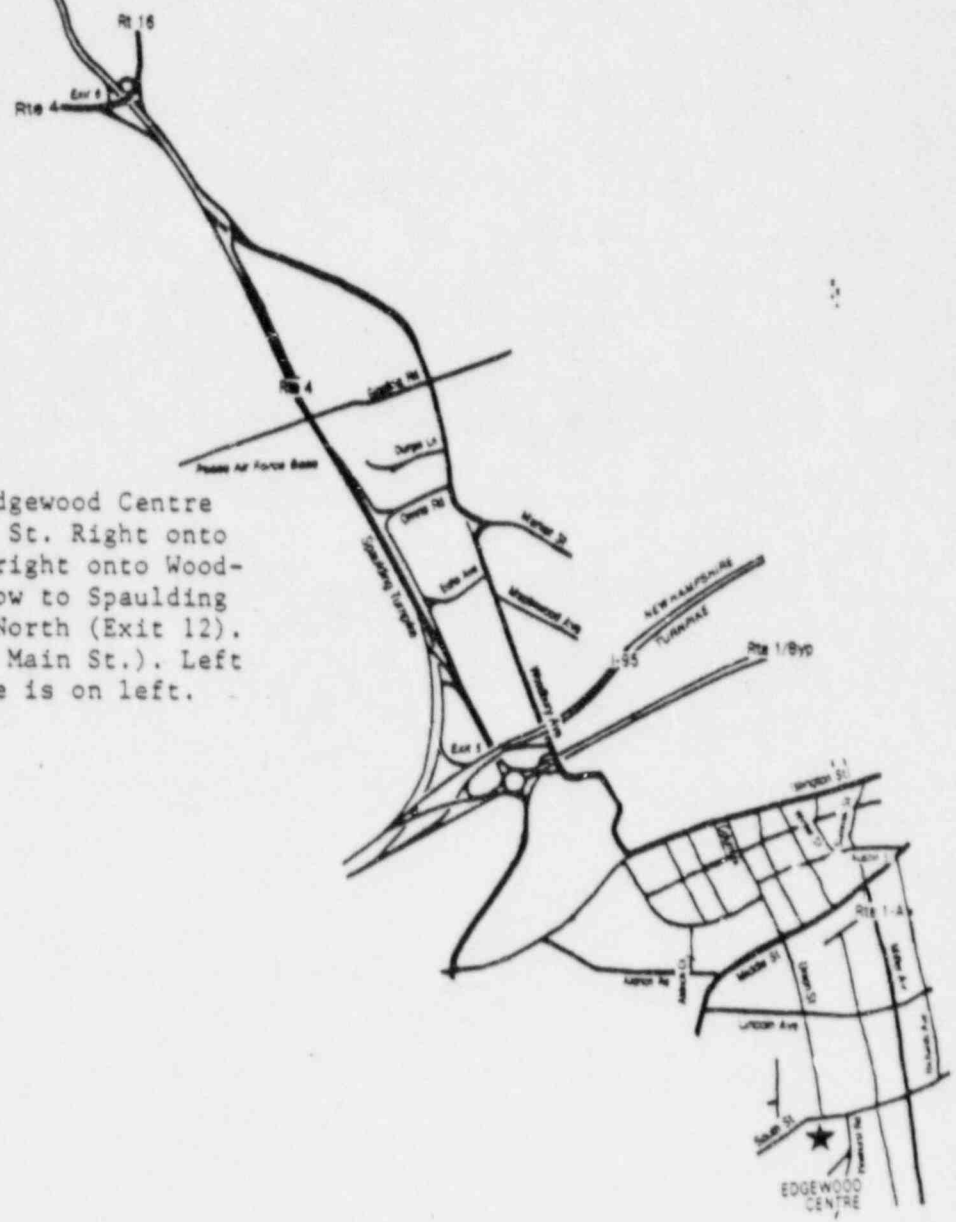
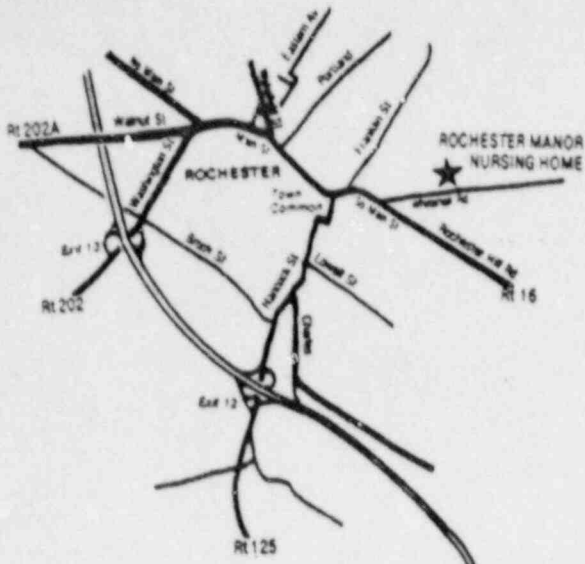
Edgewood Centre (Portsmouth)  
to  
Riverside Rest Home (Dover)



North on Union St. (opposite Edgewood Centre driveway).  
Left onto Islington St. Right onto Bartlett St. Left at  
end, right onto Woodbury Ave. (Rt. 16 North). Follow to  
Spaulding Tpk. North. Exit at Exit 9 (left at end of  
ramp). Right onto Sixth St. Go through two sets of lights,  
make left at fork. Left onto County Farm Cross Rd. Rest  
Home is on left across from Court House.



Edgewood Centre (Portsmouth)  
to  
Rochester Manor Nursing Home



North on Union St. (opposite Edgewood Centre driveway). Left onto Islington St. Right onto Bartlett St. Left at the end, right onto Woodbury Ave. (Rt. 16 North). Follow to Spaulding Tpk. North. Exit onto Rt. 125 North (Exit 12). Right onto Rt. 16 South (South Main St.). Left onto Whitehall Rd. Nursing Home is on left.

TOWN REPORTING INFORMATION<sup>1</sup>
 Report #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_
Part I: Census and Transportation Requirements

Current Census	Resident Transportation Classifications For Evacuation		
	Buses		
	School Buses for Conversion Beds (C)	Reclining (R) Seat	School (S)
Resident Total			

On-Duty Staff Census \_\_\_\_\_

Part II: Host Arrangements

Host Facility	<u>Available Beds</u>
Rochester Manor Nursing Home	
Strafford County Nursing Home	
Total:	

Part III: Unmet Needs

To be completed at the time of an incident or exercise and reflect actual census for date indicated. Prepare a separate form for each report made and provide updated transportation and census data to the Portsmouth Civil Defense Agency every 12 hours.

Part III: Urmat Needs

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ATTACHMENT A  
NOTIFICATION ROSTER

I. Emergency Management Team

Administrator:  
Assistant Administrator:  
Director of Nursing:  
Medical Director  
Security Director:  
Director of Maintenance:  
Director of Dietary:  
Director of Housekeeping:

II. Host Facility

Facility:

Telephone:  
Contact Person:

ATTACHMENT 1  
PROCEDURE FOR ISSUING DOSIMETRY AND  
POTASSIUM IODIDE (KI)

1. PURPOSE

This document provides guidance and instruction for the authorization and administration of KI to the staff and patients/residents of hospitals and nursing homes.

2. RESPONSIBILITIES

- A. The Director of the New Hampshire Division of Public Health Services (DPHS) is responsible for authorizing the ingestion of KI. This authorization, if and when made, will be provided to hospitals and nursing homes through civil defense channels.
- B. The senior official in each institution is responsible for overseeing the distribution of KI to the staff and residents/patients.

NOTE

KI IS TO BE DISTRIBUTED ONLY TO THOSE PATIENTS AND RESIDENTS OF HOSPITALS AND NURSING HOMES WHOSE PHYSICIANS HAVE GRANTED PRIOR AUTHORIZATION FOR ITS USE.

- C. The senior official in each institution is responsible for ensuring that a record for each ingestion of KI by residents/patients is maintained.
- D. Each institution staff person is responsible for maintaining a personal dosimetry - KI Report Form (Attachment 1).
- E. Each institution staff person is responsible for reading his/her self-reading dosimeters every 30 minutes, maintaining personal dosimetry/KI record forms and reporting readings as directed by their supervisor.
- F. The senior official in each institution is responsible for collecting dosimetry readings from staff and reporting them to DPHS and the local Radiological Officer.

3. DISTRIBUTION OF DOSIMETRY/KI TO STAFF

Actions

- 1. Divide dosimetry for staff into units consisting of:
  - a. 1 CDV-730 or DCA-622 (0-20R self-reading dosimeter);
  - b. 1 CDV-138 (0-200mR self-reading dosimeter);
  - c. 1 Thermoluminescent Dosimeter (TLD);
  - d. 1 Bottle of Potassium Iodide (KI);
  - e. 1 Dosimetry-KI Report Form (Figure 1);
  - f. 1 Potassium Iodide Acknowledgement Form (Attachment 1).
  - g. 1 Emergency Worker Information Sheet

Each on duty staff person receives one unit as described above.

2. Have each staff person complete the top section of the Dosimetry/KI Report Form (Figure 1).
3. While staff person is completing top section of the Dosimetry/KI Form, read the self-reading dosimeters. If not done previously, recharge or zero the dosimeter in accordance with Attachment 2.
4. Record the serial number of the self-reading dosimeters and TLD on the Dosimetry Log Sheet (Figure 2).
5. Record the date, time, your name and organization in the TLD issued blocks on the Dosimetry Log Sheet (Figure 2).
6. Have the staff person complete the Potassium Iodide Acknowledgement Form as specified.
7. Have the staff person verify the serial numbers of their self-reading dosimeters and TLD with the numbers recorded on the sheet.
8. The staff person should read both self-reading dosimeters and record the reading in the "before" block for each dosimeter (Figure 2).
9. Record the appropriate information on the Dosimetry Log Form (Figure 2). Have staff person sign the form.
10. Provide each staff person with an Emergency Workers Information Sheet (Attachment 4).
11. Individually, or as a group, brief the staff person(s) on the following:
  - a. Dosimetry:
    - (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until the worker is dismissed from duty or until the worker is notified by his supervisor that dosimetry is no longer necessary.
    - (2) In no case should a TLD be used by more than one person.
    - (3) Each worker should read the self-reading dosimeter at least once every 30 minutes.
  - b. Dosimetry-KI Form:
    - (1) Personnel must keep the form in their possession at all times.
    - (2) Make sure that all workers understand how to use the form.

c. Potassium Iodide Acknowledgement Form:

- (1) Make sure that all workers understand the instructions on this form.
- (2) Make sure that these forms are turned in before emergency workers are dispatched.

d. Radiation Exposure Control:

- (1) If notified by their supervisor that a release of radioactive material has occurred at the station, workers should begin reading their dosimeters every 15 minutes.
- (2) If an emergency worker's CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, the worker is to notify his supervisor and begin reading his CDV-730 (0-20R) dosimeter.
- (3) If an emergency worker's CDV-730 (0-20R) dosimeter indicates an exposure of 1R, the worker is to notify his supervisor. The supervisor will instruct the worker to either leave the affected area or assign the worker a new exposure level, at which he will report his dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposures as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons.

Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct the worker to proceed to a location outside of the affected area.

- (5) Supervisory personnel are responsible for maintaining records of exposure readings provided them by staff and for reporting, on an hourly basis, any exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R to the senior official on duty at the institution.
- (6) The senior official on duty within the institution is responsible for reporting to DPHS, on an hourly basis, any staff exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.
- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodine (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.



f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form, subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.
- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

4. DISTRIBUTION OF KI TO PATIENTS

Actions

1. Assemble patient KI units consisting of:
  - a. 1 Bottle of Potassium Iodide
  - b. 1 Patient KI Log Form (Attachment 5)
2. Store patient units at appropriate nursing stations.
3. If the Director of the New Hampshire Department of Public Health recommends administration of KI:
  - a. Nursing staff will administer KI ONLY to patients whose attending physician has previously authorized its administration. Standard dose is one tablet per day.
  - b. Nursing staff will complete a Patient KI Log Form (Attachment 5) indicating the date and time of each KI administration.
  - c. Any side effects from KI administration to patients should be immediately reported to the patient's attending physician or the Medical Director/Chief of Staff. Discontinue KI and note all reactions and pertinent information on the patient's chart.
  - d. Administer KI for a 10-day period unless advised to terminate by DPHS or the attending physician. If patient is discharged prior to this time, provide appropriate instructions to patient and/or patient's family in order to maintain administration of KI for full 10-day period.
  - e. Prepare copies of Patient KI Log Form (Attachment 5) for DPHS if so requested.

# DOSIMETRY—KI REPORT FORM

(Please print legibly)

Emergency Worker's Name \_\_\_\_\_

Home Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Emergency Worker's Organization: \_\_\_\_\_

Town/City: \_\_\_\_\_

Emergency Worker's Signature: **X**

MISSION NO DESCRIPTION	DATE	CD V-730 or DCA-622 (0-20R)		MISSION TOTAL	CD V-138 (0-200mR)		MISSION TOTAL
		SERIAL NO.	BEFORE AFTER		SERIAL NO.	BEFORE AFTER	
1.			R	R		mR	mR
2.			R	R		mR	mR
3.			R	R		mR	mR
4.			R	R		mR	mR
5.			R	R		mR	mR
			TOTAL	R		TOTAL	mR

**THYROID GLAND SCREENING CHECK**

Upon completion of the mission, or as directed, each emergency worker must undergo "decontamination monitoring" at a decontamination monitoring station or a mass care/decontamination center. Monitoring personnel at these stations will complete a "Decontamination Monitoring Report Form" for you. Additionally emergency workers should be screened for radioiodine uptake in the thyroid gland and the results recorded here. Medical referral action level for the thyroid check is 100 cpm above background or higher when using the CD V-700 survey meter.

CD V-700 Serial No. \_\_\_\_\_ Reading: \_\_\_\_\_

Signature of Monitor: **X**

TLD (thermoluminescent dosimeter)		PERSON/ ORGANIZATION	
Serial No. of TLD	DATE/TIME	By:	
Issued			
Turned In		To	

READING OF TLD	
m/rem	Date of Reading

POTASSIUM IODIDE RECORD		
Date	Time	Amount Taken
Day 1		1 tablet/130 mg
Day 2		1 tablet/130 mg
Day 3		1 tablet/130 mg
Day 4		1 tablet/130 mg
Day 5		1 tablet/130 mg
Day 6		1 tablet/130 mg
Day 7		1 tablet/130 mg
Day 8		1 tablet/130 mg
Day 9		1 tablet/130 mg
Day 10		1 tablet/130 mg

**KI INSTRUCTIONS:** Take KI only on the direction of your supervisor. Take one tablet (130 mg) once a day. If you have any adverse reaction to the drug, discontinue taking KI and report to your supervisor.

**DOSIMETRY—KI REPORT FORM DISTRIBUTION:** Complete this form and forward the original copy with the TLD through emergency management channels to DPHS. If the self-reading dosimetry indicates total exposure of 5 R or more, expedite delivery to DPHS. DPHS will forward to the individual and to the Town or City Civil Defense Director the TLD reading, as well as an explanation of the reading. Copy 2 is retained by the Town or City Civil Defense Agency. Copy 3 is retained by the individual.



ATTACHMENT 1

POTASSIUM IODIDE ACKNOWLEDGEMENT FORM

I will not take my first KI tablet until I receive instructions to do so. If instructed to do so, I, \_\_\_\_\_, understand that in order to obtain maximum protection of the thyroid I will receive 130 milligrams per day for the next 10 days of the thyroid blocking agent potassium iodide. I have been informed that this drug will block the absorption of radioiodine by my thyroid and thereby reduce the exposure to radiation of the thyroid, that potassium iodide does not reduce the uptake of other radioactive materials by the body, nor, does it provide protection against exposure from external radiation. I have been told that if I am allergic to iodine that I should not take potassium iodide.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

When completed, copies of this form should be forwarded to the IFO/EOF RHTA.

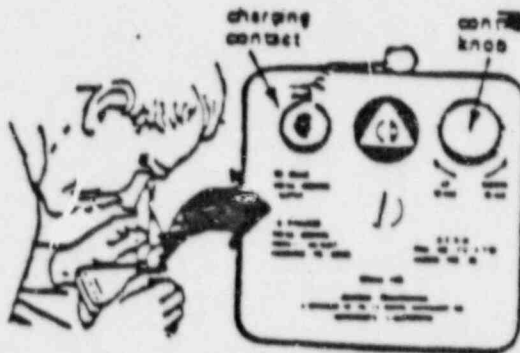
ATTACHMENT 2 .

OPERATIONAL CHECK FOR  
THE CDV-730 DOSIMETER CHARGER

ACTIONS

1. To check the Dosimeter Charger, loosen thumbscrew in the top or bottom center of the charger with a coin, such as a dime, and remove bottom case. Install battery (in correct way, + and -) and reassemble.
2. Position the charger on a flat surface, such as a table. Unscrew the cap on the charging contact and place end of the dosimeter opposite pocket clip and eye piece on charging contact of charger. (See Figure 1)

Figure 1



3. Apply downward pressure; you should see a meter scale and a line while looking through the dosimeter. If no one is visible, rotate the control knob, located in the upper right-hand corner (Figure 1), until a line appears.
4. Set line to or near zero (Figure 2) by turning control knob (Figure 1).
5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a self-reading dosimeter to, or close to, zero.
6. If the light source fails to work, replace battery and repeat check sequence. If light still fails to operate, replace the light bulb with the spare provided inside the charger case and repeat check sequence.
7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger by rubbing with a pencil eraser and repeat the check sequence.

OPERATIONAL CHECK/ZEROING  
SELF-READING DOSIMETERS

ACTIONS

1. Place the end of the dosimeter, opposite the pocket clip and eye piece, on the charging contact of the CDV-750 dosimeter charger.
2. Apply downward pressure on the dosimeter; you should see a meter scale and a line while looking through the dosimeter (Figure 1). If no line is visible, rotate the control knob of the dosimeter charger until a line appears.

FIGURE 1



NOTE: IF YOU HAVE TROUBLE FINDING THE LINE ON A DOSIMETER

- (a) APPLY MORE PRESSURE ON THE DOSIMETER; OR
  - (b) CLEAN THE CHARGING CONTACTS ON THE DOSIMETER AND THE CDV-750 WITH A PENCIL ERASER; OR
  - (c) REPLACE THE BATTERY IN THE CDV-750 DOSIMETER CHARGER.
3. Set the line on the dosimeter to zero by turning the control knob on the CDV-750.
  4. Remove the dosimeter from the charging contact. Read the dosimeter.

NOTE: WHEN READING THE DOSIMETER, KEEP THE DOSIMETER AS LEVEL AS POSSIBLE AND ENSURE THAT THE SCALE IS PARALLEL WITH THE HORIZON.

5. If the dosimeter reading is zero, continue to Step 8.
6. If the reading is above zero, repeat the procedure, but when charging the dosimeter, set line slightly below zero.
7. If the reading is below zero, repeat the procedure, but when charging the dosimeter, set line slightly above zero.

NOTE: IF TIME IS CRITICAL, A READING OF MID-SCALE OR LESS IS AN ACCEPTABLE CHARGE ON A SELF-READING DOSIMETER.

8. If the dosimeter is not to be issued immediately, allow it to sit for 15 minutes and then read it. If the reading has increased, the dosimeter has excessive drift and should not be used.

## ATTACHMENT 4

## EMERGENCY WORKER INFORMATION

- a. Dosimetry:
- (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until you are dismissed from duty or until you are notified by your supervisor that dosimetry is no longer necessary.
  - (2) In no case should your TLD be used by another person.
  - (3) You should read your self-reading dosimeter at least once every 30 minutes.
- b. Dosimetry-KI Report Form:
- (1) Keep the form in your possession at all times.
- c. Potassium Iodide Acknowledgement Form:
- (1) Ensure you understand all the instructions on the form.
- d. Radiation Exposure Control:
- (1) If notified by your supervisor that a release of radioactive material has occurred at the station, begin reading your dosimeters every 15 minutes.
  - (2) If your CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, notify your supervisor and begin reading CDV-730 (0-20R) dosimeter.
  - (3) If your CDV-730 (0-20R) dosimeter indicates an exposure of 1R, notify your supervisor. The supervisor will instruct you either to leave the affected area or assign you a new exposure level to report your dosimeter reading.
  - (4) The maximum amount of whole body exposure a worker is allowed to receive prior to being removed is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposure as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons. Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct you to proceed to a location outside of the affected area.
- e. Potassium Iodide (KI):
- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.

- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodide (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form. Subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.

NOTE

BASED ON CONDITIONS OF THE PLANT AND PROTECTIVE ACTION RECOMMENDATIONS RECEIVED FROM THE STATE, YOU MAY BE DIRECTED BY YOUR SUPERVISOR TO REPORT TO ANOTHER LOCATION OTHER THAN YOUR DUTY STATION UPON TERMINATION OF ASSIGNMENT. IF THIS OCCURS, REPORT TO THE LOCATION AS INSTRUCTED AND COMPLETE ACTIONS AS STATED ABOVE.



(Continued)

- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

PATIENT KI LOG SHEET

Patient Name \_\_\_\_\_

Patient Address \_\_\_\_\_  
\_\_\_\_\_

Social Security No. \_\_\_\_\_

Attending Physician \_\_\_\_\_

	Date and Time	Administered By:
Dosage #1		
Dosage #2		
Dosage #3		
Dosage #4		
Dosage #5		
Dosage #6		
Dosage #7		
Dosage #8		
Dosage #9		
Dosage #10		

MARK H. WENTWORTH HOME

RADIOLOGICAL EMERGENCY RESPONSE PLAN

FOR INCIDENTS AT

SEABROOK STATION

August, 1986

Copy Number \_\_\_\_\_



RADIOLOGICAL EMERGENCY RESPONSE PLAN

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MARK H. WENTWORTH HOME  
RADIOLOGICAL EMERGENCY RESPONSE PLAN

I. INTRODUCTION

A. Purpose

This Radiological Emergency Response Plan (RERP) is designed to prepare Mark H. Wentworth Home personnel to respond appropriately in the event of an accident at Seabrook Station. This is a working document, action-oriented and designed as a guide for the time of stress. It is intended to be flexible and quickly adaptable to maintain a safe environment for both patients and staff.

This document is intended to conform to all appropriate federal and state statutes and accrediting/licensing agency regulations for the safety and care of residents and employees during a radiological incident.

Orientation of new personnel includes issuance of appropriate sections of this plan and instruction in the duties assigned therein.

B. Authority

Town - New Hampshire Revised Statutes, As Amended:

107:5

107:7

107:8 a, c, e

107:10

107:11

107:12

107:14

107:18

107:8:1

107:8:6

### C. References

- City of Portsmouth Emergency Response Plan.
- New Hampshire Revised Statutes Annotated, As Amended: Chapter 125, "Radiation Protection and Control Program." Chapter 125B, "New England Compact on Radiological Health Protection."
- State of New Hampshire Radiological Emergency Response Plan.
- New Hampshire Emergency Broadcast System Plan, Appendix F, Seacoast Operational Area.
- NUREG 0654/FEMA REP-1, Revision 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants". (Published jointly by the U.S. Nuclear Regulatory Commission and Federal Emergency Management Agency.
- FEMA Manual 8720.1, "Guidance for Emergency Response Team Planning." Federal Emergency Management Agency.
- Joint Commission on Accreditation of Hospitals, "Accreditation Manual for Long Term Care Facilities", 1986.

### D. Objectives

1. Develop a plan to provide the greatest degree of protection for residents and staff during a radiological emergency at Seabrook Nuclear Station.
2. Define responsibilities, clarify lines of authority, and establish lines of communication.
3. Ensure that planned actions are current and in consonance with those of surrounding jurisdictions, as well as with the City of Portsmouth.
4. Identify personnel, resource, and facility requirements necessary for the safe and efficient execution of this plan.

### E. Definitions

The following definitions refer to terms mentioned within the text of this plan or used in reference to health care facilities.



1. Access Control - The prevention of unauthorized people from entering a specific area. Road barriers and traffic control will be used to effect access control. The controlled area may include all or part of the 10-mile EPZ or may be adjusted in order to bound an Exclusion Area established by NHDPHS to control and monitor areas which may have become radiologically contaminated.
2. ALERT - An ALERT is the second lowest level of emergency classification. Declaration of an ALERT indicates events in progress which involve an actual or potential, substantial degradation of the level of safety at the nuclear power plant. Any radioactive releases associated with this level are expected to be limited to small fractions of the EPA Protection Action Guideline exposure levels.
3. Dosimeter - An instrument worn by an individual to measure the total dose of radiation received over a specified period of time.
4. Emergency Broadcast System (EBS) - Network of radio stations which provides direct link between responsible public officials and the public. EBS stations broadcast instructions about what steps the public should take.
5. Emergency Classification Level - The level at which an incident at a nuclear power plant has been classified by the plant operator. Each level triggers a set of predetermined actions by the offsite : Emergency Response Organization.
6. Emergency Operations Centers (EOC) - Locations designated by the State and local Emergency Response Organizations as assembly areas for their respective staffs. These facilities are the central command and control points for their respective Emergency Response Organizations.
7. Emergency Operations Facility (EOF) - A center established to coordinate the flow of technical information from the onsite to the offsite Emergency Response Organization. It is in the EOF that accident assessment activities are coordinated among State, local, Federal and utility personnel.
8. Emergency Planning Zones (EPZ) - The areas covered by Radiological Emergency Response Plans. The boundary for the Ingestion Pathway EPZ is a 50-mile radius from the plant. The boundary of the Plume Exposure EPZ is chosen to accommodate practical planning considerations and to conform as closely as possible to a 10-mile radius. The actual EPZ boundary may be more or less than 10 miles from the plant.
9. Exposure Response Organization - The combination of State, local, Federal, and private agencies designed specifically to provide offsite capability to implement emergency responses.
10. Evacuation - The relocation of persons in response to a potential or actual risk.

11. Evacuation Routes - Those roadways identified in state and local plans as the principal routes leading from the plume exposure pathway EPZ for use by vehicles in the event of an accident requiring evacuation.
12. Exclusion Area - The area established by control access to an evacuated area. An Exclusion Area is established after an area has been evacuated and its purpose is to control the spread of contamination and provide security.
13. GENERAL EMERGENCY - Of the Emergency Classifications, a GENERAL EMERGENCY is most severe. It may involve substantial degradation or melting of the reactor's radioactive core with potential for loss of containment integrity. Releases are expected to exceed the EPA Protective Action Guideline exposure levels beyond the power plant site boundary area.
14. Governor's Authorized Representative - The Governor's Authorized Representative is the person given the authority to act on behalf of the Governor in matters related to the RERP. In New Hampshire the Director of the Civil Defense Agency is given this designation.
15. Host Facility - Any facility outside of the EPZ to which special facility residents or patients are evacuated.
16. Incident Field Office (IFO) - The IFO is the location in close proximity to the Plume Exposure EPZ from which NH Civil Defense Agency will coordinate with the plant, and with Federal, State, and local emergency response organizations. The IFO supplements the emergency response capability of the State EOC in Concord.
17. Initial Notification - The first communication from the Utility Control Room to the Emergency Response Organization that an incident has occurred at the power plant which may involve activation of the RERP.
18. Ingestion Exposure Pathway - The pathway through which persons may take up radioactive material and receive a radiation dose from internally deposited radioactive materials (i.e., from ingestion of contaminated water, food, or milk).
19. Key Officials - Official representatives of State, local and Federal government or private organizations that have a specified role in the emergency response organization and have been authorized or directed by NHCDA to perform specified emergency response functions.
20. Media Center - The location where news media representatives obtain news information concerning an emergency at a nuclear power plant. The Public Information Representatives at the Media Center will gather, coordinate, and release information as it becomes available.

21. Off-site - The area beyond the authority of the Licenses of a Nuclear Facility.
22. On-site - The area including and around the Nuclear Facility under the authority of the Licensee.
23. Plume - An elongated and usually open and mobile mass of material that is dispersing through the atmosphere. In the case of a nuclear power plant, the material consists of radioactive particles and gases.
24. Plume Exposure Pathway - The pathway through which individuals may be exposed to radioactive material due to (a) whole body external exposure due to gamma radiation from the Plume and from deposited material, and (b) inhalation of radioactive particles or gases such as radioactive iodine, xenon, or krypton from the passing radioactive Plume.
25. Protective Action - Emergency measures to be taken by the public to mitigate the consequences of an accident by minimizing the radiological exposures that would likely occur if such actions were not undertaken. Examples are access control, sheltering, and evacuation.
26. Protective Action Guidelines (PAGs) - The numerically projected dose level criteria of radiation which act as trigger points for initiating protective response actions.
27. Shelter - A suitable building equipped, staffed, and organized to provide necessary services to evacuees. For the purpose of this plan, a shelter is a facility which can provide short-term protection in the event of a radiation plume, as well as provide longer term services for evacuees as a result of natural or other technological incidents.
28. Sheltering - Action where the public remains indoors, away from doors and windows, during and following the passage of the radioactive plume.
29. Site - The property owned by the utility in the immediate area of the nuclear power plant site.
30. SITE AREA EMERGENCY - A SITE AREA EMERGENCY indicates an incident which involves actual or likely major failures of plant functions needed for the protection of the public. Radiological releases, if any, are not expected to exceed the EPA Protective Action Guideline exposure levels except near the site boundary.
31. Special Facilities - Public and private schools, day care centers/nurseries, hospitals and nursing homes, or other facilities responsible for, or occupied by, special populations or groups.

32. Standby Status - A term used to describe the level of readiness of emergency personnel. It indicates that personnel have been notified and are available to activate duty stations if called upon.
33. Thyroid Blocking - The use of potassium iodide (KI) or other suitable drug for the purpose of saturating the thyroid gland with stable iodine and thereby preventing thyroid intake of radioiodine.
34. Traffic Control Points (TCP) - Police posts established at critical road junctions for the purpose of controlling or limiting traffic flow. TCPs are used to control evacuation movement when an emergency situation requires it.
35. Transportation resources - Modes of transportation for evacuation of nursing home patients; generally includes ambulances, buses and trucks.
36. Unmet Needs - Capabilities and/or resources required to support emergency operations that are neither available nor provided for at the respective levels of emergency response.
37. UNUSUAL EVENT - an UNUSUAL EVENT is the least severe of the emergency classifications. Declaration at this level indicates that an incident which may lead to a potential degradation of the level of safety at the nuclear power plant has taken place. :

## II. BASIC PLAN

### A. Responsibilities

#### 1. Emergency Management Team

Implementation of this radiological emergency response plan is the responsibility of the Emergency Management Team. This team is comprised of the following individuals, with their stated responsibilities:

NOTE: The positions described below are meant to refer to the position or any designated alternate.

- a. Administrator - The overall authority for the implementation and direction of this Radiological Emergency Response Plan rests with the administrator or his/her designated alternate. Specific responsibilities include:
  - (1) Coordinating the emergency management response to all radiological incidents.
  - (2) Establishing the Emergency Operations Center (EOC) in the Nurses' Station.

- (3) Establishing and maintaining communications with the Portsmouth Civil Defense Agency and providing for internal facility communications via telephone intercom, paging or messenger.
  - (4) Coordinating staff schedules with the Emergency Management Team to ensure adequate 24-hour staffing for emergency conditions.
  - (5) Coordinating the facility's emergency response with the Portsmouth Civil Defense Agency, designated host facilities and outside agencies.
  - (6) Responding to all internal requests for personnel and equipment support.
  - (7) Receiving and maintaining current patient census, transportation requirements, staffing needs and reporting unmet needs to the Portsmouth Civil Defense Agency.
  - (8) Terminating the emergency and deactivating the emergency response when conditions stabilize, and returning the facility to normal operations.
  - (9) Documenting the emergency management effort when normal operations are restored (it is advisable to maintain a date-time log of events during incidents).
- b. Director of Nursing - The Director of Nursing is responsible for the assignment of all nursing service personnel and any volunteers needed to supplement staffing requirements. In the absence of the administrator, or his/her designate, the Director of Nursing shall assume total control of the emergency response. In addition, the Director of Nursing is responsible for overseeing the preparation of patient census reports, the classification of patients for transport, and the coordination of the patient care, clinical care and support departments.
- c. Supervising Nurse on Duty - The Supervising Nurse on duty is responsible for duties assigned by the Director of Nursing. In the absence of the Director of Nursing, the Supervising Nurse shall be responsible for the assignment of all nursing service personnel. In the absence of the Administrator and the Director of Nursing, the Supervising Nurse shall assume control of the initial emergency response.

- d. Medical Director - The primary responsibility of the Medical Director is to maintain medical care for Mark H. Wentworth Home patients. The Medical Director reviews and identifies patients eligible for discharge during census reduction efforts.
- e. Director of Maintenance - The Director of Maintenance is responsible for electrical and mechanical functions necessary to maintain a safe building environment. The Director of Maintenance assigns appropriate personnel to answer emergency calls for service from all areas of the facility.

2. Other Agencies

There are a number of external agencies with specific responsibilities that impact the facility response in the event of an incident at Seabrook Station. These include:

a. Portsmouth Civil Defense Agency

Responsibilities include:

- (1) Implementation of protective action recommendations.
- (2) Coordination of emergency medical services to maintain routine coverage and, in the event of an evacuation, to provide assistance to homebound invalids and special facility residents.
- (3) Provision of health protection for emergency workers by implementing plans for protective actions and related training.
- (4) Identification of hospitals, nursing homes, prisons, and other institutions located within the plume exposure pathway EPZ.

b. New Hampshire Division of Public Health Services (DPHS)

Responsibilities include:

- (1) Coordination with Federal health authorities, the New Hampshire Civil Defense Agency, and the New Hampshire Department of Agriculture to assess any radiation hazard to the public, and develop corresponding health related guidance.
- (2) Provision of state and local support by means of technical advice, identification and coordination of medical resources.
- (3) Maintenance of a current inventory of statewide medical facilities with the capability of treating radiation exposure victims.

- (4) Maintenance of current site-specific lists of local and backup medical facilities having the capability of evaluating, handling and treating contaminated and irradiated individuals.
- (5) Provision of technical advice and assistance to hospitals and nursing homes within the plume exposure pathway EPZ and advising them regarding their respective emergency response plans.
- (6) Development and implementation of a uniform state-wide system for recording the contamination data and treatment of radiologically exposed individuals.

c. New Hampshire Civil Defense Agency (NH-CDA)

Responsibilities include:

- (1) Response as the lead State agency for emergency management and coordination of response activities.
- (2) Cooperation with applicable State agencies, coordinating the resource management of available State equipment and supplies to satisfy unmet needs of EPZ and host communities.
- (3) Establishment and maintenance of agreements with supporting Federal agencies, adjacent States, volunteer organizations and fixed nuclear facilities to provide for coordination and integration of emergency response planning and operations.
- (4) Coordination of a biennial exercise to evaluate radiological emergency response plans and capabilities.

B. Alert / Notification

1. Initial Notification

Upon receiving information from the Portsmouth Civil Defense Agency that a radiological incident at Seabrook Station has been classified as an ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY, the telephone operator immediately notifies the highest ranking staff person available within the facility, who will immediately notify the Administrator.

A telephone call, verifying the initial notification, should be placed to the Portsmouth Civil Defense Agency. Backup notification will be provided by a tone-activated radio.

2. Implementation

The Administrator, once notified, implements this Radiological Emergency Response Plan, as appropriate (reference Section III - Concept of Operations).

3. Emergency Management Team (Department Heads) Notification

Upon implementation of this Radiological Emergency Response Plan, the telephone operator immediately notifies members of the Emergency Management Team (reference Attachment A). The highest ranking staff person on duty assumes the role of directing the response until such time as a higher ranking individual arrives at the facility and assumes responsibility.

4. On-Duty Personnel

On-duty personnel are notified of the situation by telephone or the public address system. Personnel should remain at their assigned stations unless directed elsewhere by a member of the Emergency Management Team. Members of the Emergency Management Team should report to the Emergency Operations Center (EOC).

5. Off-Duty Personnel

Off-duty personnel will be contacted, as needed, by the appropriate member of the Emergency Management Team or their department head. Upon notification, off-duty personnel should proceed to the Mark H. Wentworth Home and report to their appropriate department head or, in the case of those assigned to the Emergency Management Team, to the EOC in the Nurses' Station.

C. Communication

1. Telephone

The primary means of communication within and outside the facility will be the telephone.

2. ARES (Amateur Radio Emergency Services)

The Portsmouth Civil Defense Agency may provide an ARES operator and radio to Mark H. Wentworth Home at an emergency classification of ALERT or higher. ARES provides back-up communications capacity, and may provide the primary means of notification for classification changes and protective actions and information exchange, when established.

D. Transportation

1. Unmet transportation requirements will be arranged for and coordinated by the Portsmouth Civil Defense Agency.



2. Evacuation vehicle estimates are located in Attachment B. Actual numbers and types of vehicles needed are reviewed and updated at the time of an incident.

## E. Principles of Evacuation

### 1. General

Evacuation is a protective action option which involves movement of the population from the affected area(s). It may be accomplished on a selective or general basis.

#### a. Evacuation

Evacuation involves the relocation of the entire population from the affected areas of the plume exposure pathway EPZ.

#### b. Authority

The Governor has the authority and responsibility for recommending an evacuation. The highest ranking elected municipal official in authority may recommend an evacuation for their jurisdiction. An evacuation of the Mark H. Wentworth Home may be implemented by the Administrator based upon the recommendations of appropriate elected officials.

#### c. Required Coordination

Any evacuation outside the Mark H. Wentworth Home complex must be coordinated with the Portsmouth Civil Defense Agency at the Portsmouth Emergency Operations Center (EOC).

### 2. Evacuation Routes

- a. When necessary, the Mark H. Wentworth Home will evacuate via the routes described on attached maps (reference Attachment C) to a designated host facility (reference Section E.3. below).

### 3. Host Facility

Evacuated residents will be transported to the following facility:

Epsom Manor, Inc.  
Epsom, NH

F. Reduction of Census

During incidents of extended duration and based upon the recommendations of the Medical Director, families of patients whose medical status permits temporary discharge to family custody will be requested to pick up family members. NOTE: Patients requiring special transportation will not be recommended for temporary discharge.

G. Training, Drills and Exercises

The Mark H. Wentworth Home will participate in training, exercises and drills as coordinated and made available through the Portsmouth Civil Defense Agency.

III. CONCEPT OF OPERATIONS

Specific emergency management responses are dependent upon the "Emergency Classification Level" declared at the Seabrook Station. Notification of the emergency classification level, and of any subsequent changes in that classification, will be received from the Portsmouth Civil Defense Agency.

NOTE: PROCEDURES FOR ALL CLASSIFICATIONS ARE CUMULATIVE, THAT IS, PROCEDURES FOR EACH EMERGENCY CLASSIFICATION INCLUDE THOSE PROCEDURES ESTABLISHED FOR ALL LOWER CLASSIFICATIONS.

A. UNUSUAL EVENT

No formal notification will be received at this classification. No action is required.

B. ALERT

1. Assemble Emergency Management Team.
2. Establish Emergency Operations Center (EOC) in the Nurses' Station.
3. Perform an immediate update of resident census (reference Attachment B), classifying residents according to the following transportation status:
  - a. Bus Conversion Bed (litter patients)
  - b. Reclining seat (coach) bus
  - c. School bus
4. Code resident's charts in accordance with transport status, coding as follows:  
  - C - Conversion beds
  - R - Reclining seat bus
  - S - School bus

5. Notify the designated host facility (reference Attachment A) of the incident, requesting bed availability and reserving available beds for nursing home evacuees.
6. Determine on-duty staff census.
7. Determine emergency staff needs for (a) sheltering and (b) evacuation.
8. Inventory and replenish housekeeping supplies, medications, IV fluids and oxygen supplies for a minimum five (5) day period.
9. Check facility vehicles (buses, vans, trucks, etc.) for fuel and operability.
10. Provide an immediate report of the following (reference Attachment D) to the Portsmouth Civil Defense Agency:
  - a. Resident census and transportation requirements.
  - b. Host facility bed availability.
  - c. On-duty staff census.
  - d. All unmet needs.
11. Test emergency generator.
12. Stock kitchen with a 5-day supply of canned foods, fruits and juices, disposable plates, cups and utensils.
13. Identify residents whose medical status would permit temporary discharge to family custody (excluding those who would require special transportation from their homes within the EPZ).

C. SITE AREA EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT.
2. Terminate visiting hours for the duration of the emergency.
3. Recall off-duty personnel, as required.
4. Prepare abbreviated resident transfer forms providing personal data, diagnosis, medications, etc.
5. Place identification bracelets or identification/disaster triage tags on all residents.
6. Time permitting, contact families to pick up residents identified as being appropriate for discharge, and discharge residents to family care wherever possible.

7. Consolidate nursing units as possible in order to reduce staffing requirements, and dismiss staff as appropriate.
8. Ensure that medication carts contain a minimum (5) five-day requirement of residents' medication.
9. Assemble required special care transportation needs (e.g., portable oxygen apparatus, patient restraints, etc.) at the appropriate nursing stations.

NOTE: Any personal items to be evacuated should also be assembled at this time.

10. Contact host facility (reference Attachment A), confirming bed availability and reserve confirmed beds for resident evacuees. Request additional beds through the Portsmouth Civil Defense Agency, if required.
11. Confirm transportation resources through the Portsmouth Civil Defense Agency and assure that transportation providers have been readied for dispatch.
12. Ensure that potassium iodide (KI) and dosimetry is distributed to on-duty staff and nursing stations, and that all staff are briefed on procedures and medical protocols for the administration of KI to themselves and residents (reference Attachment E).
13. Time permitting, notify residents' families of the possibility of an evacuation and provide the name and location of the host facility.

D. GENERAL EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT AND SITE AREA EMERGENCY.
2. Await Protective Action Recommendations from the Portsmouth Civil Defense Agency. Such guidelines should consist of either Sheltering or Evacuation.

NOTE: The New Hampshire Department of Public Health Services (DPHS) has conducted a technical assessment of the sheltering capabilities of each health care facility located within the Seabrook Emergency Planning Zone. Recommendations regarding sheltering or evacuation of the Mark H. Wentworth Home will be based on the protection provided by the facility's structure and will be made by DPHS. Consequently, the staff and residents of the Mark H. Wentworth Home may be advised to shelter in place even if the general population of Portsmouth is evacuated. If projected radiation doses to the staff and residents of the Mark H. Wentworth Home exceed EPA Protective Action Guidelines, an evacuation of the Mark H. Wentworth Home will be recommended.

3. If advised by DPHS, instruct staff to administer KI to themselves and residents (if consistent with physician orders and medication protocols) in accordance with instructions provided (reference Attachment E).
4. If Sheltering is recommended:
  1. Remain indoors with all doors and windows closed.
  2. Maintenance should adjust heating, ventilation, or air conditioning systems, where possible, to minimize the intake of outside air. (NOTE: HVAC systems should not be shut down unless specifically directed to do so by the DPHS.)
5. If Evacuation is recommended:
  - a. Notify host facilities (reference Attachment A) of the evacuation, commissioning confirmed beds for patient evacuees and determining arrangements to accommodate transfer of staff, reporting any unmet needs to the DPHS.
  - b. Confirm the dispatch of required transport vehicles from the Portsmouth Civil Defense Agency.
  - c. Prepare a roster of residents, their destinations and mode of transportation. Prepare copies of the roster for all host facilities and the Portsmouth Civil Defense Agency and DPHS.
  - d. As evacuation vehicles arrive, assemble residents, together with residents' charts, medication carts, transfer forms and other necessary medical support equipment at departure areas as follows:
    - (1) Bus Conversion bed cases will be assembled at the side entrance of the new wing.
    - (2) Reclining Seat Bus cases will be assembled at the rear entrance.
    - (3) School Bus cases will be assembled at the rear entrance.
  - e. Assign staff to provide external traffic direction for departure areas. Request assistance from Portsmouth as needed.
  - f. Assign nursing staff to conversion bed buses and other transportation vehicles, as appropriate and available.
  - g. Ensure drivers have been provided evacuation route maps (reference Attachment C).

- h. Assist residents into appropriate transportation vehicles.
- i. Dispatch selected staff to establish a temporary administrative headquarters at the designated host facility.
- j. Secure the facility via the shutdown of non-essential mechanical, electrical and physical plant systems with the exception of safety systems such as sprinkler and alarm systems, or heat in cold weather.
- k. Secure records by locking all file cabinets and/or fire files, locking important records in fire files.
- l. Secure residents' personal valuables and lock the safe, depositing an inventory list in a separate locked file and take a copy to the temporary administrative headquarters.
- m. Secure drugs/medications not being transported by locking all medication cabinets.
- n. Notify the Portsmouth Civil Defense Agency of the host facility selected as the temporary administrative headquarters, indicating that evacuation is complete.
- o. Depart with the facility locked and secured.

#### E. DE-ESCALATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident has been de-escalated, the Administrator oversees the orderly return of the facility to the level of preparation indicated by the new emergency classification level. The specific steps to be taken and their sequences are determined by the Administrator, based on the concept of operations included in this plan.

#### F. REENTRY

After evacuation, a safety inspection of the physical plant and surrounding areas is performed by the Administrator and the Director of Maintenance. Upon the determination that reoccupation of the Mark H. Wentworth Home complex is considered safe, the Emergency Management Team ensures that the facility is fully prepared to resume normal operations prior to reoccupation. When the facility is fully prepared the EOC is re-established in the Nurses' Station and the Administrator coordinates transportation and reoccupation through the Portsmouth Civil Defense Agency.

G. TERMINATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident is terminated, the Administrator oversees the orderly return of the facility to pre-incident operations. If reduction of census was accomplished, the Administrator will monitor the return of those residents temporarily discharged, notifying the Portsmouth Civil Defense Agency when census has returned to pre-incident levels.

IV. PLAN MAINTENANCE AND DISTRIBUTION

A. Maintenance

1. The Administrator ensures the currency of the Mark H. Wentworth Home RERP, including the development and distribution of all changes, and accomplishes an annual review.
2. The date shall be placed on any page that is changed.
3. All changes to the Mark H. Wentworth Home RERP will be coordinated with the Portsmouth Civil Defense Agency.

B. Distribution

1. This plan will be distributed in a controlled manner as an attachment to the municipal RERP.
2. In addition, a total of five current copies of this plan will be maintained on file at the Mark H. Wentworth Home for reference purposes.

ATTACHMENT A  
NOTIFICATION ROSTER

I. Emergency Management Team

Administrator: Donald Reeves  
Director of Nursing: Nora Attenborough  
Medical Director: Dr. Richard Attenborough  
Director of Maintenance: Luis Flores  
Director of Dietary: Midge Boardman  
Business Manager: Joan Parsons

II. Host Facility

Facility: Epson Manor, Inc.  
Epson Traffic Circle  
Epson, NH

Telephone: ?



HOST FACILITY AGREEMENT

Verbal authorization from the designated host facility(ies)  
has been received. A written confirmation is currently  
under review.

## AVERAGE CENSUS/ESTIMATED RESOURCE REQUIREMENTS

I. Average Census

Staff Census: 55

Resident Census: 52

II. Estimated Resource Requirements

RESOURCE	REQUIRED TO EVACUATE	AVAILABLE AT THE FACILITY	NEEDED
School Buses for Conversion Beds <sup>1</sup> (C)	2	0	2
Reclining Seat Buses <sup>2</sup> (R)	0		
School Buses <sup>2</sup> (S)	1	0	1
Other			

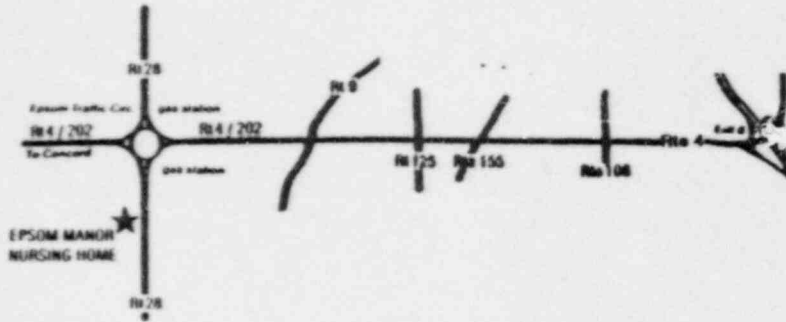
1 Bus conversion beds will accommodate 10 patients per bus.

2 Assuming 40 persons per bus. Reclining seat buses (coaches) have individual reclining seat backs. School buses have bench type seats.

ATTACHMENT C  
EVACUATION ROUTE MAPS

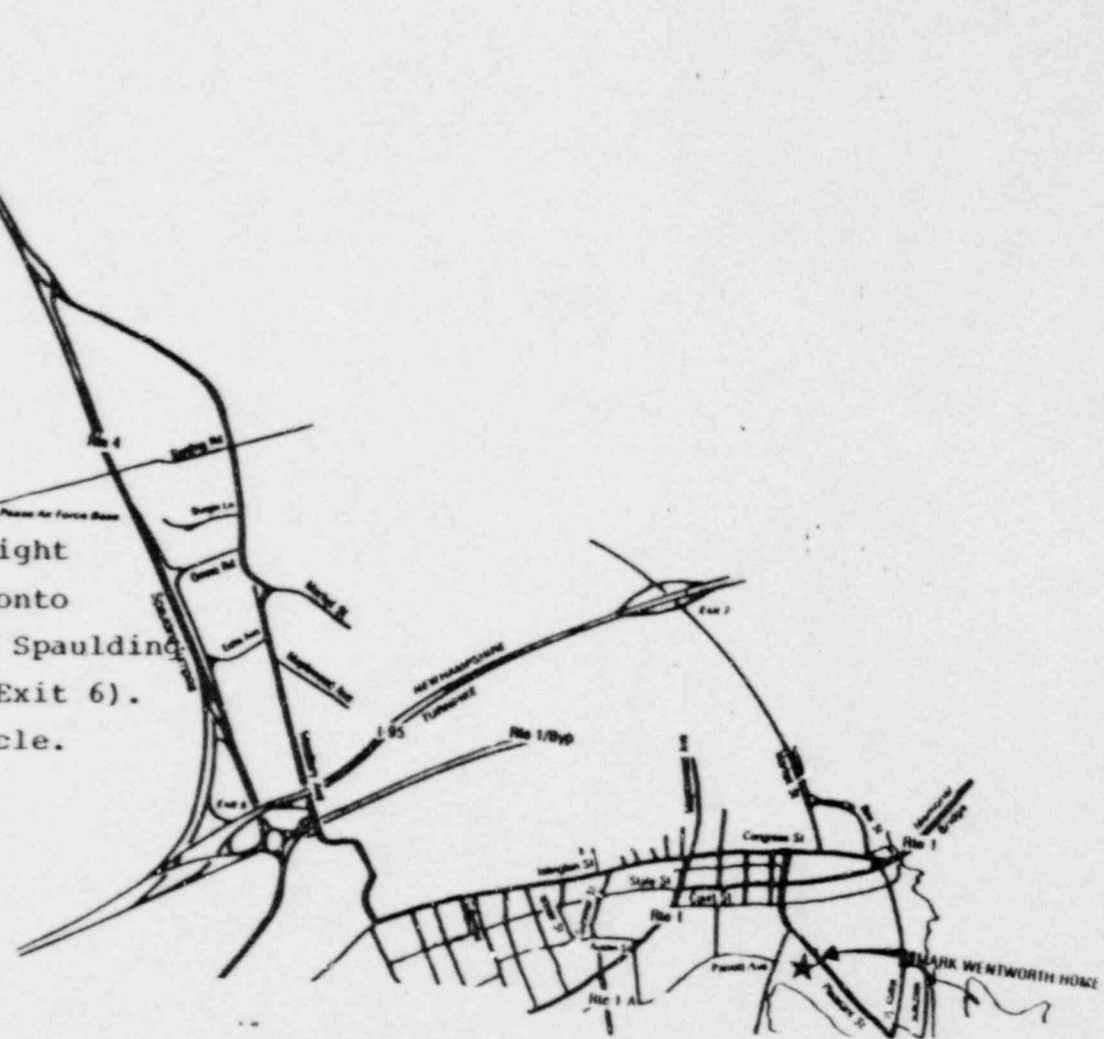
The Mark H. Wentworth Home will utilize the following evacuation routes to relocate to its designated host facility. Maps depicting these routes are attached:

Mark Wentworth Home (Portsmouth)  
to  
Epsom Manor Nursing Home (Epsom)



C-2

Left onto Pleasant St. North. Left onto Congress St. (becomes Islington St.). Right onto Dennet St. Left at the end, right onto Woodbury Ave. (Rt. 16 North). Follow to Spaulding Tpk. North. Exit onto U.S. Rt. 4 West (Exit 6). Get on Rt. 28 South At Epsom traffic circle. Nursing Home is on the right.



TOWN REPORTING INFORMATION<sup>1</sup>
 Report #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_
Part I: Census and Transportation Requirements<sup>2</sup>

Current Census	Resident Transportation Classifications For Evacuation		
	Buses		
	School Buses for Conversion Beds (C)	Reclining (R)	School (S)
Resident Total			

On Duty Staff Census \_\_\_\_\_

Part II: Host Arrangements

Host Facility	<u>Available Beds</u>
Epsom Manor, Inc.	
Total:	

Part III: Unmet Needs

To be completed at the time of an incident or exercise and reflect actual census for date indicated. Prepare a separate form for each report made and provide updated transportation and census data to the Portsmouth Civil Defense Agency every 12 hours.

Part III: Unmet Needs

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ATTACHMENT E

PROCEDURE FOR ISSUING DOSIMETRY AND  
POTASSIUM IODIDE (KI)

1. PURPOSE

This document provides guidance and instruction for the authorization and administration of KI to the staff and patients/residents of hospitals and nursing homes.

2. RESPONSIBILITIES

- A. The Director of the New Hampshire Division of Public Health Services (DPHS) is responsible for authorizing the ingestion of KI. This authorization, if and when made, will be provided to hospitals and nursing homes through civil defense channels.
- B. The senior official in each institution is responsible for overseeing the distribution of KI to the staff and residents/patients.

NOTE

KI IS TO BE DISTRIBUTED ONLY TO THOSE PATIENTS AND RESIDENTS OF HOSPITALS AND NURSING HOMES WHOSE PHYSICIANS HAVE GRANTED PRIOR AUTHORIZATION FOR ITS USE.

- C. The senior official in each institution is responsible for ensuring that a record for each ingestion of KI by residents/patients is maintained.
- D. Each institution staff person is responsible for maintaining a personal dosimetry - KI Report Form (Attachment 1).
- E. Each institution staff person is responsible for reading his/her self-reading dosimeters every 30 minutes, maintaining personal dosimetry/KI record forms and reporting readings as directed by their supervisor.
- F. The senior official in each institution is responsible for collecting dosimetry readings from staff and reporting them to DPHS and the local Radiological Officer.

3. DISTRIBUTION OF DOSIMETRY/KI TO STAFF

Actions

- 1. Divide dosimetry for staff into units consisting of:
  - a. 1 CDV-730 or DCA-622 (0-20R self-reading dosimeter);
  - b. 1 CDV-138 (0-200mR self-reading dosimeter);
  - c. 1 Thermoluminescent Dosimeter (TLD);
  - d. 1 Bottle of Potassium Iodide (KI);
  - e. 1 Dosimetry-KI Report Form (Figure 1);
  - f. 1 Potassium Iodide Acknowledgement Form (Attachment 1).
  - g. 1 Emergency Worker Information Sheet

Each on duty staff person receives one unit as described above.

2. Have each staff person complete the top section of the Dosimetry/KI Report Form (Figure 1).
3. While staff person is completing top section of the Dosimetry/KI Form, read the self-reading dosimeters. If not done previously, recharge or zero the dosimeter in accordance with Attachment 2.
4. Record the serial number of the self-reading dosimeters and TLD on the Dosimetry Log Sheet (Figure 2).
5. Record the date, time, your name and organization in the TLD issued blocks on the Dosimetry Log Sheet (Figure 2).
6. Have the staff person complete the Potassium Iodide Acknowledgement Form as specified.
7. Have the staff person verify the serial numbers of their self-reading dosimeters and TLD with the numbers recorded on the sheet.
8. The staff person should read both self-reading dosimeters and record the reading in the "before" block for each dosimeter (Figure 2).
9. Record the appropriate information on the Dosimetry Log Form (Figure 2). Have staff person sign the form.
10. Provide each staff person with an Emergency Workers Information Sheet (Attachment 4).
11. Individually, or as a group, brief the staff person(s) on the following:
  - a. Dosimetry:
    - (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until the worker is dismissed from duty or until the worker is notified by his supervisor that dosimetry is no longer necessary.
    - (2) In no case should a TLD be used by more than one person.
    - (3) Each worker should read the self-reading dosimeter at least once every 30 minutes.
  - b. Dosimetry-KI Form:
    - (1) Personnel must keep the form in their possession at all times.
    - (2) Make sure that all workers understand how to use the form.



c. Potassium Iodide Acknowledgement Form:

- (1) Make sure that all workers understand the instructions on this form.
- (2) Make sure that these forms are turned in before emergency workers are dispatched.

d. Radiation Exposure Control:

- (1) If notified by their supervisor that a release of radioactive material has occurred at the station, workers should begin reading their dosimeters every 15 minutes.
- (2) If an emergency worker's CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, the worker is to notify his supervisor and begin reading his CDV-730 (0-20R) dosimeter.
- (3) If an emergency worker's CDV-730 (0-20R) dosimeter indicates an exposure of 1R, the worker is to notify his supervisor. The supervisor will instruct the worker to either leave the affected area or assign the worker a new exposure level, at which he will report his dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposures as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons.

Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct the worker to proceed to a location outside of the affected area.

- (5) Supervisory personnel are responsible for maintaining records of exposure readings provided them by staff and for reporting, on an hourly basis, any exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R to the senior official on duty at the institution.
- (6) The senior official on duty within the institution is responsible for reporting to DPHS, on an hourly basis, any staff exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.
- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodine (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form, subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.
- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

4. DISTRIBUTION OF KI TO PATIENTS

Actions

1. Assemble patient KI units consisting of:
  - a. 1 Bottle of Potassium Iodide
  - b. 1 Patient KI Log Form (Attachment 5)
2. Store patient units at appropriate nursing stations.
3. If the Director of the New Hampshire Department of Public Health recommends administration of KI:
  - a. Nursing staff will administer KI ONLY to patients whose attending physician has previously authorized its administration. Standard dose is one tablet per day.
  - b. Nursing staff will complete a Patient KI Log Form (Attachment 5) indicating the date and time of each KI administration.
  - c. Any side effects from KI administration to patients should be immediately reported to the patient's attending physician or the Medical Director/Chief of Staff. Discontinue KI and note all reactions and pertinent information on the patient's chart.
  - d. Administer KI for a 10-day period unless advised to terminate by DPHS or the attending physician. If patient is discharged prior to this time, provide appropriate instructions to patient and/or patient's family in order to maintain administration of KI for full 10-day period.
  - e. Prepare copies of Patient KI Log Form (Attachment 5) for DPHS if so requested.

# DOSIMETRY—KI REPORT FORM

(Please print legibly)

Emergency Worker's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Emergency Worker's Organization: \_\_\_\_\_

Town/City: \_\_\_\_\_

Emergency Worker's Signature: X

MISSION NO. DESCRIPTION	DATE	CD V-730 or DCA-622 (0-20R)		CD V-138 (0-200mR)		MISSION TOTAL	PERSON/ ORGANIZATION
		SERIAL NO.	BEFORE AFTER	SERIAL NO.	BEFORE AFTER		
1.			R			mR	By:
2.			R			mR	
3.			R			mR	Tc
4.			R			mR	
5.			R			mR	
			TOTAL			mR	
						mR	

TLD (thermoluminescent dosimeter)		PERSON/ ORGANIZATION
Serial No. of TLD	DATE/TIME	
Issued		By:
Turned In		Tc
m/rem		
Date of Reading		
RSP #		

POTASSIUM IODIDE RECORD	
Date	Time
Day 1	Amount Taken
Day 2	1 tablet/130 mg
Day 3	1 tablet/130 mg
Day 4	1 tablet/130 mg
Day 5	1 tablet/130 mg
Day 6	1 tablet/130 mg
Day 7	1 tablet/130 mg
Day 8	1 tablet/130 mg
Day 9	1 tablet/130 mg
Day 10	1 tablet/130 mg

**DOSIMETRY INSTRUCTIONS:** Read the CD V-730 (DCA-622) and CD V-138 each half hour. Do not exceed 1 R cumulative total. The TLD gives an accurate reading of the total dose and therefore should be used only by one person. Forward the TLD with this form (see form distribution below)

### THYROID GLAND SCREENING CHECK

Upon completion of the mission, or as directed, each emergency worker must undergo "decontamination monitoring" at a decontamination monitoring station or a mass civil decontamination center. Monitoring personnel at these stations will complete a "Decontamination Monitoring Report Form" for you. Additionally, emergency workers should be screened for radioiodine uptake in the thyroid gland and the results recorded here. Medical referral action level for the thyroid check is 100 cpm above background or higher when using the CD V-700 survey meter.

CD V-700 Serial No. \_\_\_\_\_ Reading: \_\_\_\_\_

Signature of Monitor: X

**DOSIMETRY—KI REPORT FORM DISTRIBUTION:** Complete this form and forward the original copy with the TLD through emergency management channels to DPHS. If the self-reading dosimetry indicates total exposure of 5 R or more, expedite delivery to DPHS. DPHS will forward to the individual and to the Town or City Civil Defense Director the TLD reading as well as an explanation of the reading. Copy 2 is retained by the Town or City Civil Defense Agency. Copy 3 is retained by the individual.

**KI INSTRUCTIONS:** Take KI only on the direction of your supervisor. Take one tablet (130 mg) once a day if you have any adverse reaction to the drug, discontinue taking KI and report to your supervisor.



ATTACHMENT 1

POTASSIUM IODIDE ACKNOWLEDGEMENT FORM

I will not take my first KI tablet until I receive instructions to do so. If instructed to do so, I, \_\_\_\_\_, understand that in order to obtain maximum protection of the thyroid I will receive 130 milligrams per day for the next 10 days of the thyroid blocking agent potassium iodide. I have been informed that this drug will block the absorption of radioiodine by my thyroid and thereby reduce the exposure to radiation of the thyroid, that potassium iodide does not reduce the uptake of other radioactive materials by the body, nor, does it provide protection against exposure from external radiation. I have been told that if I am allergic to iodine that I should not take potassium iodide.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

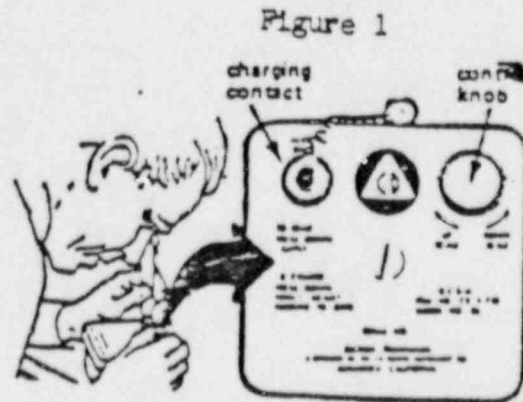
When completed, copies of this form should be forwarded to the IFO/EOF RHTA.

ATTACHMENT 2

OPERATIONAL CHECK FOR  
THE CDV-750 DOSIMETER CHARGER

ACTIONS

1. To check the Dosimeter Charger, loosen thumbscrew in the top or bottom center of the charger with a coin, such as a dime, and remove bottom case. Install battery (in correct way, + and -) and reassemble.
2. Position the charger on a flat surface, such as a table. Unscrew the cap on the charging contact and place end of the dosimeter opposite pocket clip and eye piece on charging contact of charger. (See Figure 1)



3. Apply downward pressure; you should see a meter scale and a line while looking through the dosimeter. If no one is visible, rotate the control knob, located in the upper right-hand corner (Figure 1), until a line appears.
4. Set line to or near zero (Figure 2) by turning control knob (Figure 1).
5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a self-reading dosimeter to, or close to, zero.
6. If the light source fails to work, replace battery and repeat check sequence. If light still fails to operate, replace the light bulb with the spare provided inside the charger case and repeat check sequence.
7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger by rubbing with a pencil eraser and repeat the check sequence.

ATTACHMENT 3

OPERATIONAL CHECK/ZEROING  
SELF-READING DOSIMETERS

ACTIONS

1. Place the end of the dosimeter, opposite the pocket clip and eye piece, on the charging contact of the CDV-750 dosimeter charger.
2. Apply downward pressure on the dosimeter; you should see a meter scale and a line while looking through the dosimeter (Figure 1). If no line is visible, rotate the control knob of the dosimeter charger until a line appears.

FIGURE 1



NOTE: IF YOU HAVE TROUBLE FINDING THE LINE ON A DOSIMETER

- (a) APPLY MORE PRESSURE ON THE DOSIMETER; OR
  - (b) CLEAN THE CHARGING CONTACTS ON THE DOSIMETER AND THE CDV-750 WITH A PENCIL ERASER; OR
  - (c) REPLACE THE BATTERY IN THE CDV-750 DOSIMETER CHARGER.
3. Set the line on the dosimeter to zero by turning the control knob on the CDV-750.

4. Remove the dosimeter from the charging contact. Read the dosimeter.

NOTE: WHEN READING THE DOSIMETER, KEEP THE DOSIMETER AS LEVEL AS POSSIBLE AND ENSURE THAT THE SCALE IS PARALLEL WITH THE HORIZON.

5. If the dosimeter reading is zero, continue to Step 8.
6. If the reading is above zero, repeat the procedure, but when charging the dosimeter, set line slightly below zero.
7. If the reading is below zero, repeat the procedure, but when charging the dosimeter, set line slightly above zero.

NOTE: IF TIME IS CRITICAL, A READING OF MID-SCALE OR LESS IS AN ACCEPTABLE CHARGE ON A SELF-READING DOSIMETER.

8. If the dosimeter is not to be issued immediately, allow it to sit for 15 minutes and then read it. If the reading has increased, the dosimeter has excessive drift and should not be used.



## ATTACHMENT 4

## EMERGENCY WORKER INFORMATION

a. Dosimetry:

- (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until you are dismissed from duty or until you are notified by your supervisor that dosimetry is no longer necessary.
- (2) In no case should your TLD be used by another person.
- (3) You should read your self-reading dosimeter at least once every 30 minutes.

b. Dosimetry-KI Report Form:

- (1) Keep the form in your possession at all times.

c. Potassium Iodide Acknowledgement Form:

- (1) Ensure you understand all the instructions on the form.

d. Radiation Exposure Control:

- (1) If notified by your supervisor that a release of radioactive material has occurred at the station, begin reading your dosimeters every 15 minutes.
- (2) If your CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, notify your supervisor and begin reading CDV-730 (0-20R) dosimeter.
- (3) If your CDV-730 (0-20R) dosimeter indicates an exposure of 1R, notify your supervisor. The supervisor will instruct you either to leave the affected area or assign you a new exposure level to report your dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive prior to being removed is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposure as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons. Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct you to proceed to a location outside of the affected area.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.

ATTACHMENT 4  
(Continued)

- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodide (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form. Subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.

NOTE

BASED ON CONDITIONS OF THE PLANT AND PROTECTIVE ACTION RECOMMENDATIONS RECEIVED FROM THE STATE, YOU MAY BE DIRECTED BY YOUR SUPERVISOR TO REPORT TO ANOTHER LOCATION OTHER THAN YOUR DUTY STATION UPON TERMINATION OF ASSIGNMENT. IF THIS OCCURS, REPORT TO THE LOCATION AS INSTRUCTED AND COMPLETE ACTIONS AS STATED ABOVE.

## ATTACHMENT 4

(Continued)

- (2) If workers are being relieved by another individual, they should:
- (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

ATTACHMENT 5

PATIENT KI LOG SHEET

Patient Name \_\_\_\_\_

Patient Address \_\_\_\_\_  
\_\_\_\_\_

Social Security No. \_\_\_\_\_

Attending Physician \_\_\_\_\_

	Date and Time	Administered By:
Dosage #1		
Dosage #2		
Dosage #3		
Dosage #4		
Dosage #5		
Dosage #6		
Dosage #7		
Dosage #8		
Dosage #9		
Dosage #10		

CLIPPER HOME  
RADIOLOGICAL EMERGENCY RESPONSE PLAN

FOR INCIDENTS AT

SEABROOK STATION

July, 1986

Copy Number \_\_\_\_\_

3/NURSEB.1



## RADIOLOGICAL EMERGENCY RESPONSE PLAN

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CLIPPER HOME

RADIOLOGICAL EMERGENCY RESPONSE PLAN

I. INTRODUCTION

A. Purpose

This Radiological Emergency Response Plan (RERP) is designed to prepare Clipper Home personnel to respond appropriately in the event of an accident at Seabrook Station. This is a working document, action-oriented and designed as a guide for the time of stress. It is intended to be flexible and quickly adaptable to maintain a safe environment for both patients and staff.

This document is intended to conform to all appropriate federal and state statutes and accrediting/licensing agency regulations for the safety and care of residents and employees during a radiological incident.

Orientation of new personnel includes issuance of appropriate sections of this plan and instruction in the duties assigned therein.

B. Authority

Town - New Hampshire Revised Statutes, As Amended:

107:5

107:7

107:8 a, c, e

107:10

107:11

107:12

107:14

107:18

107:B:1

107:B:6

### C. References

- City of Portsmouth Emergency Response Plan.
- New Hampshire Revised Statutes Annotated, As Amended: Chapter 125, "Radiation Protection and Control Program." Chapter 125B, "New England Compact on Radiological Health Protection."
- State of New Hampshire Radiological Emergency Response Plan.
- New Hampshire Emergency Broadcast System Plan, Appendix F, Seacoast Operational Area.
- NUREG 0654/FEMA REP-1, Revision 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants". (Published jointly by the U.S. Nuclear Regulatory Commission and Federal Emergency Management Agency.
- FEMA Manual 8720.1, "Guidance for Emergency Response Team Planning." Federal Emergency Management Agency.
- Joint Commission on Accreditation of Hospitals, "Accreditation Manual for Long Term Care Facilities", 1986.

### D. Objectives

1. Develop a plan to provide the greatest degree of protection for residents and staff during a radiological emergency at Seabrook Nuclear Station.
2. Define responsibilities, clarify lines of authority, and establish lines of communication.
3. Ensure that planned actions are current and in consonance with those of surrounding jurisdictions, as well as with the City of Portsmouth.
4. Identify personnel, resource, and facility requirements necessary for the safe and efficient execution of this plan.

### E. Definitions

The following definitions refer to terms mentioned within the text of this plan or used in reference to health care facilities.

1. Access Control - The prevention of unauthorized people from entering a specific area. Road barriers and traffic control will be used to effect access control. The controlled area may include all or part of the 10-mile EPZ or may be adjusted in order to bound an Exclusion Area established by NHDPHS to control and monitor areas which may have become radiologically contaminated.
2. ALERT - An ALERT is the second lowest level of emergency classification. Declaration of an ALERT indicates events in progress which involve an actual or potential, substantial degradation of the level of safety at the nuclear-power plant. Any radioactive releases associated with this level are expected to be limited to small fractions of the EPA Protection Action Guideline exposure levels.
3. Dosimeter - An instrument worn by an individual to measure the total dose of radiation received over a specified period of time.
4. Emergency Broadcast System (EBS) - Network of radio stations which provides direct link between responsible public officials and the public. EBS stations broadcast instructions about what steps the public should take.
5. Emergency Classification Level - The level at which an incident at a nuclear power plant has been classified by the plant operator. Each level triggers a set of predetermined actions by the offsite Emergency Response Organization.
6. Emergency Operations Centers (EOC) - Locations designated by the State and local Emergency Response Organizations as assembly areas for their respective staffs. These facilities are the central command and control points for their respective Emergency Response Organizations.
7. Emergency Operations Facility (EOF) - A center established to coordinate the flow of technical information from the onsite to the offsite Emergency Response Organization. It is in the EOF that accident assessment activities are coordinated among State, local, Federal and utility personnel.
8. Emergency Planning Zones (EPZ) - The areas covered by Radiological Emergency Response Plans. The boundary for the Ingestion Pathway EPZ is a 50-mile radius from the plant. The boundary of the Plume Exposure EPZ is chosen to accommodate practical planning considerations and to conform as closely as possible to a 10-mile radius. The actual EPZ boundary may be more or less than 10 miles from the plant.
9. Exposure Response Organization - The combination of State, local, Federal, and private agencies designed specifically to provide offsite capability to implement emergency responses.
10. Evacuation - The relocation of persons in response to a potential or actual risk.

11. Evacuation Routes - Those roadways identified in state and local plans as the principal routes leading from the plume exposure pathway EPZ for use by vehicles in the event of an accident requiring evacuation.
12. Exclusion Area - The area established by control access to an evacuated area. An Exclusion Area is established after an area has been evacuated and its purpose is to control the spread of contamination and provide security.
13. GENERAL EMERGENCY - Of the Emergency Classifications, a GENERAL EMERGENCY is most severe. It may involve substantial degradation or melting of the reactor's radioactive core with potential for loss of containment integrity. Releases are expected to exceed the EPA Protective Action Guideline exposure levels beyond the power plant site boundary area.
14. Governor's Authorized Representative - The Governor's Authorized Representative is the person given the authority to act on behalf of the Governor in matters related to the RERP. In New Hampshire the Director of the Civil Defense Agency is given this designation.
15. Host Facility - Any facility outside of the EPZ to which special facility residents or patients are evacuated.
16. Incident Field Office (IFO) - The IFO is the location in close proximity to the Plume Exposure EPZ from which NH Civil Defense Agency will coordinate with the plant, and with Federal, State, and local emergency response organizations. The IFO supplements the emergency response capability of the State EOC in Concord.
17. Initial Notification - The first communication from the Utility Control Room to the Emergency Response Organization that an incident has occurred at the power plant which may involve activation of the RERP.
18. Ingestion Exposure Pathway - The pathway through which persons may take up radioactive material and receive a radiation dose from internally deposited radioactive materials (i.e., from ingestion of contaminated water, food, or milk).
19. Key Officials - Official representatives of State, local and Federal government or private organizations that have a specified role in the emergency response organization and have been authorized or directed by NHCOA to perform specified emergency response functions.
20. Media Center - The location where news media representatives obtain news information concerning an emergency at a nuclear power plant. The Public Information Representatives at the Media Center will gather, coordinate, and release information as it becomes available.

21. Off-site - The area beyond the authority of the Licensee of a Nuclear Facility.
22. On-site - The area including and around the Nuclear Facility under the authority of the Licensee.
23. Plume - An elongated and usually open and mobile mass of material that is dispersing through the atmosphere. In the case of a nuclear power plant, the material consists of radioactive particles and gases.
24. Plume Exposure Pathway - The pathway through which individuals may be exposed to radioactive material due to (a) whole body external exposure due to gamma radiation from the Plume and from deposited material, and (b) inhalation of radioactive particles or gases such as radioactive iodine, xenon, or krypton from the passing radioactive Plume.
25. Protective Action - Emergency measures to be taken by the public to mitigate the consequences of an accident by minimizing the radiological exposures that would likely occur if such actions were not undertaken. Examples are access control, sheltering, and evacuation.
26. Protective Action Guidelines (PAGs) - The numerically projected dose level criteria of radiation which act as trigger points for initiating protective response actions.
27. Shelter - A suitable building equipped, staffed, and organized to provide necessary services to evacuees. For the purpose of this plan, a shelter is a facility which can provide short-term protection in the event of a radiation plume, as well as provide longer term services for evacuees as a result of natural or other technological incidents.
28. Sheltering - Action where the public remains indoors, away from doors and windows, during and following the passage of the radioactive plume.
29. Site - The property owned by the utility in the immediate area of the nuclear power plant site.
30. SITE AREA EMERGENCY - A SITE AREA EMERGENCY indicates an incident which involves actual or likely major failures of plant functions needed for the protection of the public. Radiological releases, if any, are not expected to exceed the EPA Protective Action Guideline exposure levels except near the site boundary.
31. Special Facilities - Public and private schools, day care centers/nurseries, hospitals and nursing homes, or other facilities responsible for, or occupied by, special populations or groups.

32. Standby Status - A term used to describe the level of readiness of emergency personnel. It indicates that personnel have been notified and are available to activate duty stations if called upon.
33. Thyroid Blocking - The use of potassium iodide (KI) or other suitable drug for the purpose of saturating the thyroid gland with stable iodine and thereby preventing thyroid intake of radiiodine.
34. Traffic Control Points (TCP) - Police posts established at critical road junctions for the purpose of controlling or limiting traffic flow. TCPs are used to control evacuation movement when an emergency situation requires it.
35. Transportation resources - Modes of transportation for evacuation of nursing home patients; generally includes ambulances, buses and trucks.
36. Unmet Needs - Capabilities and/or resources required to support emergency operations that are neither available nor provided for at the respective levels of emergency response.
37. UNUSUAL EVENT - an UNUSUAL EVENT is the least severe of the emergency classifications. Declaration at this level indicates that an incident which may lead to a potential degradation of the level of safety at the nuclear power plant has taken place.

## II. BASIC PLAN

### A. Responsibilities

#### 1. Emergency Management Team

Implementation of this radiological emergency response plan is the responsibility of the Emergency Management Team. This team is comprised of the following individuals, with their stated responsibilities:

NOTE: The positions described below are meant to refer to the position or any designated alternate.

- a. Administrator or Resident Services Director - The overall authority for the implementation and direction of this Radiological Emergency Response Plan rests with the administrator or the Resident Services Director in the Administrator's absence. Specific responsibilities include:
  - (1) Coordinating the emergency management response to all radiological incidents.
  - (2) Establishing the Emergency Operations Center (EOC) in "A" side nurses' station.

- (3) Establishing and maintaining communications with the Portsmouth Civil Defense Agency and providing for internal facility communications via telephone intercom, paging or messenger.
  - (4) Coordinating staff schedules with the Emergency Management Team to ensure adequate 24-hour staffing for emergency conditions.
  - (5) Coordinating the facility's emergency response with the Portsmouth Civil Defense Agency, designated host facilities and outside agencies.
  - (6) Responding to all internal requests for personnel and equipment support.
  - (7) Receiving and maintaining current patient census, transportation requirements, staffing needs and reporting unmet needs to the Portsmouth Civil Defense Agency.
  - (8) Terminating the emergency and deactivating the emergency response when conditions stabilize, and returning the facility to normal operations.
  - (9) Documenting the emergency management effort when normal operations are restored (it is advisable to maintain a date-time log of events during incidents).
- b. Director of Nursing - The Director of Nursing is responsible for the assignment of all nursing service personnel and any volunteers needed to supplement staffing requirements. In the absence of the administrator, or his/her designate, the Director of Nursing shall assume total control of the emergency response. In addition, the Director of Nursing is responsible for overseeing the preparation of patient census reports, the classification of patients for transport, and the coordination of the patient care, clinical care and support departments.
- c. Supervising Nurse on Duty - The Supervising Nurse on duty is responsible for duties assigned by the Director of Nursing. In the absence of the Director of Nursing, the Supervising Nurse shall be responsible for the assignment of all nursing service personnel. In the absence of the Administrator and the Director of Nursing, the Supervising Nurse shall assume control of the initial emergency response.

- d. Medical Director - The primary responsibility of the Medical Director is to maintain medical care for Clipper Home patients. The Medical Director reviews and identifies patients eligible for discharge during census reduction efforts.
- e. Director of Maintenance - The Director of Maintenance is responsible for electrical and mechanical functions necessary to maintain a safe building environment. The Director of Maintenance assigns appropriate personnel to answer emergency calls for service from all areas of the facility.

2. Other Agencies

There are a number of external agencies with specific responsibilities that impact the facility response in the event of an incident at Seabrook Station. These include:

a. Portsmouth Civil Defense Agency

Responsibilities include:

- (1) Implementation of protective action recommendations.
- (2) Coordination of emergency medical services to maintain routine coverage and, in the event of an evacuation, to provide assistance to homebound invalids and special facility residents.
- (3) Provision of health protection for emergency workers by implementing plans for protective actions and related training.
- (4) Identification of hospitals, nursing homes, prisons, and other institutions located within the plume exposure pathway EPZ.

b. New Hampshire Division of Public Health Services (DPHS)

Responsibilities include:

- (1) Coordination with Federal health authorities, the New Hampshire Civil Defense Agency, and the New Hampshire Department of Agriculture to assess any radiation hazard to the public, and develop corresponding health related guidance.
- (2) Provision of state and local support by means of technical advice, identification and coordination of medical resources.
- (3) Maintenance of a current inventory of statewide medical facilities with the capability of treating radiation exposure victims.



- (4) Maintenance of current site-specific lists of local and backup medical facilities having the capability of evaluating, handling and treating contaminated and irradiated individuals.
- (5) Provision of technical advice and assistance to hospitals and nursing homes within the plume exposure pathway EPZ and advising them regarding their respective emergency response plans.
- (6) Development and implementation of a uniform state-wide system for recording the contamination data and treatment of radiologically exposed individuals.

c. New Hampshire Civil Defense Agency (NHCOA)

Responsibilities include:

- (1) Response as the lead State agency for emergency management and coordination of response activities.
- (2) Cooperation with applicable State agencies, coordinating the resource management of available State equipment and supplies to satisfy unmet needs of EPZ and host communities.
- (3) Establishment and maintenance of agreements with supporting Federal agencies, adjacent States, volunteer organizations and fixed nuclear facilities to provide for coordination and integration of emergency response planning and operations.
- (4) Coordination of a biennial exercise to evaluate radiological emergency response plans and capabilities.

B. Alert / Notification

1. Initial Notification

Upon receiving information from the Portsmouth Civil Defense Agency that a radiological incident at Seabrook Station has been classified as an ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY, the telephone operator immediately notifies the highest ranking staff person available within the facility, who will immediately notify the Administrator.

A telephone call, verifying the initial notification, should be placed to the Portsmouth Civil Defense Agency. Backup notification will be provided by a tone-activated radio.

2. Implementation

The Administrator, once notified, implements this Radiological Emergency Response Plan, as appropriate (reference Section III - Concept of Operations).

3. Emergency Management Team (Department Heads) Notification

Upon implementation of this Radiological Emergency Response Plan, the telephone operator immediately notifies members of the Emergency Management Team (reference Attachment A). The highest ranking staff person on duty assumes the role of directing the response until such time as a higher ranking individual arrives at the facility and assumes responsibility.

4. On-Duty Personnel

On-duty personnel are notified of the situation by telephone or the public address system. Personnel should remain at their assigned stations unless directed elsewhere by a member of the Emergency Management Team. Members of the Emergency Management Team should report to the Emergency Operations Center (EOC).

5. Off-Duty Personnel

Off-duty personnel will be contacted, as needed, by the appropriate member of the Emergency Management Team or their department head. Upon notification, off-duty personnel should proceed to the Clipper Home and report to their appropriate department head or, in the case of those assigned to the Emergency Management Team, to the EOC in the "A" side nurses' station.

C. Communication

1. Telephone

The primary means of communication within and outside the facility will be the telephone.

2. ARES (Amateur Radio Emergency Services)

The Portsmouth Civil Defense Agency may provide an ARES operator and radio to the Clipper Home at an emergency classification of ALERT or higher. ARES provides back-up communications capacity, and may provide the primary means of notification for classification changes and protective actions and information exchange, when established.

D. Transportation

1. Clipper Home transportation resource(s) (vans, convalescent coaches, etc.), will be used in the event an evacuation is recommended.

2. Unmet transportation requirements will be arranged for and coordinated by the Portsmouth Civil Defense Agency.
3. Evacuation vehicle estimates are located in Attachment B. Actual numbers and types of vehicles needed are reviewed and updated at the time of an incident.

#### E. Principles of Evacuation

##### 1. General

Evacuation is a protective action option which involves movement of the population from the affected area(s). It may be accomplished on a selective or general basis.

##### a. Evacuation

Evacuation involves the relocation of the entire population from the affected areas of the plume exposure pathway EPZ.

##### b. Authority

The Governor has the authority and responsibility for recommending an evacuation. The highest ranking elected municipal official in authority may recommend an evacuation for their jurisdiction. An evacuation of the Clipper Home may be implemented by the Administrator based upon the recommendations of appropriate elected officials.

##### c. Required Coordination

Any evacuation outside the Clipper Home complex must be coordinated with the Portsmouth Civil Defense Agency at the Portsmouth Emergency Operations Center (EOC).

##### 2. Evacuation Routes

- a. When necessary, the Clipper Home will evacuate via the route described on the attached map (reference Attachment C) to the designated host facility (reference Section E.3. below).

##### 3. Host Facilities

Evacuated residents will be transported to the following facility:

Clipper Home of Rochester  
Route 18  
Rochester, NH

F. Reduction of Census

During incidents of extended duration and based upon the recommendations of the Medical Director, families of patients whose medical status permits temporary discharge to family custody will be requested to pick up family members. NOTE: Patients requiring special transportation will not be recommended for temporary discharge.

G. Training, Drills and Exercises

The Clipper Home will participate in training, exercises and drills as coordinated and made available through the Portsmouth Civil Defense Agency.

III. CONCEPT OF OPERATIONS

Specific emergency management responses are dependent upon the "Emergency Classification Level" declared at the Seabrook Station. Notification of the emergency classification level, and of any subsequent changes in that classification, will be received from the Portsmouth Civil Defense Agency.

NOTE: PROCEDURES FOR ALL CLASSIFICATIONS ARE CUMULATIVE, THAT IS, PROCEDURES FOR EACH EMERGENCY CLASSIFICATION INCLUDE THOSE PROCEDURES ESTABLISHED FOR ALL LOWER CLASSIFICATIONS.

A. UNUSUAL EVENT

No formal notification will be received at this classification. No action is required.

B. ALERT

1. Assemble Emergency Management Team.
2. Establish Emergency Operations Center (EOC) "A" side nurses' station.
3. Perform an immediate update of resident census (reference Attachment B), classifying residents according to the following transportation status:
  - a. Bus Conversion Bed (litter patients)
  - b. Reclining seat (coach) bus
  - c. School bus
4. Code resident's charts in accordance with transport status, coding as follows:  
  - C - Conversion beds
  - R - Reclining seat bus
  - S - School bus

5. Notify the designated host facility (reference Attachment A) of the incident, requesting bed availability and reserving available beds for Clipper Home evacuees.
6. Determine on-duty staff census.
7. Determine emergency staff needs for (a) sheltering and (b) evacuation.
8. Inventory and replenish housekeeping supplies, medications, IV fluids and oxygen supplies for a minimum five (5) day period.
9. Check facility vehicles (buses, vans, trucks, etc.) for fuel and operability.
10. Provide an immediate report of the following (reference Attachment D) to the Portsmouth Civil Defense Agency:
  - a. Resident census and transportation requirements.
  - b. Host facility bed availability.
  - c. On-duty staff census.
  - d. All unmet needs.
11. Test emergency generator.
12. Stock kitchen with a 5-day supply of canned foods, fruits and juices, disposable plates, cups and utensils.
13. Identify residents whose medical status would permit temporary discharge to family custody (excluding those who would require special transportation from their homes within the EPZ).

C. SITE AREA EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT.
2. Terminate visiting hours for the duration of the emergency.
3. Recall off-duty personnel, as required.
4. Prepare abbreviated resident transfer forms providing personal data, diagnosis, medications, etc.

5. Place identification bracelets or identification/disaster triage tags on all residents.
6. Time permitting, contact families to pick up residents identified as being appropriate for discharge, and discharge residents to family care wherever possible.
7. Consolidate nursing units as possible in order to reduce staffing requirements, and dismiss staff as appropriate.
8. Ensure that medication carts contain a minimum (5) five-day requirement of residents' medication.
9. Assemble required special care transportation needs (e.g., portable oxygen apparatus, patient restraints, etc.) at the appropriate nursing stations.

NOTE: Any personal items to be evacuated should also be assembled at this time.

10. Contact host facility (reference Attachment B), confirming bed availability and reserve confirmed beds for resident evacuees. Request additional beds through the Portsmouth Civil Defense Agency, if required.
11. Confirm transportation resources through the Portsmouth Civil Defense Agency and assure that transportation providers have been readied for dispatch.
12. Ensure that potassium iodide (KI) and dosimetry is distributed to on-duty staff and nursing stations, and that all staff are briefed on procedures and medical protocols for the administration of KI to themselves and residents (reference Attachment E).
13. Time permitting, notify residents' families of the possibility of an evacuation and provide the name and location of the appropriate host facility.

D. GENERAL EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER AUFRPT AND SITE AREA EMERGENCY.
2. Await Protective Action Recommendations from the Portsmouth Civil Defense Agency. Such guidelines should consist of either Sheltering or Evacuation.

NOTE: The New Hampshire Department of Public Health Services (DPHS) has conducted a technical assessment of the sheltering capabilities of each health care facility located within the Seabrook Emergency Planning Zone. Recommendations regarding sheltering or evacuation of the Clipper Home will be based on the protection provided by the facility's structure and will be made by DPHS. Consequently, the staff and residents of the Clipper Home may be advised to shelter in place even if the general population of Portsmouth is evacuated. If projected radiation doses to the staff and residents of the Clipper Home exceed EPA Protective Action Guidelines, an evacuation of the Clipper Home will be recommended.

3. If advised by DPHS, instruct staff to administer KI to themselves and residents (if consistent with physician orders and medication protocols) in accordance with instructions provided (reference Attachment E).
4. If Sheltering is recommended:
  1. Remain indoors with all doors and windows closed.
  2. Maintenance should adjust heating, ventilation, or air conditioning systems, where possible, to minimize the intake of outside air. (NOTE: HVAC systems should not be shut down unless specifically directed to do so by the DPHS.)
5. If Evacuation is recommended:
  - a. Notify host facilities (reference Attachment A) of the evacuation, commissioning confirmed beds for patient evacuees and determining arrangements to accommodate transfer of staff, reporting any unmet needs to the DPHS.
  - b. Confirm the dispatch of required transport vehicles from the Portsmouth Civil Defense Agency.
  - c. Prepare a roster of residents, their destinations and mode of transportation. Prepare copies of the roster for all host facilities, the Portsmouth Civil Defense Agency and DPHS.
  - d. As evacuation vehicles arrive, assemble residents, together with residents' charts, medication carts, transfer forms and other necessary medical support equipment at departure areas as follows:
    - (1) Bus Conversion bed cases will be assembled at the main entrance.

- (3) School Bus cases will be assembled at the main entrance.
  - (2) Reclining Seat Bus cases will be assembled at the "B" Wing Exit.
- e. Assign staff to provide external traffic direction for departure areas. Request assistance from the Portsmouth Police Department as needed.
  - f. Assign nursing staff to conversion bed buses and other transportation vehicles, as appropriate and available.
  - g. Ensure drivers have been provided evacuation route maps (reference Attachment C).
  - h. Assist residents into appropriate transportation vehicles.
  - i. Dispatch selected staff to establish a temporary administrative headquarters at the designated host facility.
  - j. Secure the facility via the shutdown of non-essential mechanical, electrical and physical plant systems with the exception of safety systems such as sprinkler and alarm systems, or heat in cold weather.
  - k. Secure records by locking all file cabinets and/or fire files, locking important records in fire files.
  - l. Secure residents' personal valuables and lock the safes, depositing an inventory list in a separate locked file and take a copy to the temporary administrative headquarters.
  - m. Secure drugs/medications not being transported by locking all medication cabinets.
  - n. Notify the Portsmouth Civil Defense Agency of the host facility selected as the temporary administrative headquarters, indicating that evacuation is complete.
  - o. Depart with the facility locked and secured.

#### E. DE-ESCALATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident has been de-escalated, the Administrator oversees the orderly return of the facility to the level of preparation indicated by the new emergency classification level. The specific steps to be taken and their sequences are determined by the Administrator, based on the concept of operations included in this plan.



F. REENTRY

After evacuation, a safety inspection of the physical plant and surrounding areas is performed by the Administrator and the Director of Maintenance. Upon the determination that reoccupation of the Clipper Home complex is considered safe, the Emergency Management Team ensures that the facility is fully prepared to resume normal operations prior to reoccupation. When the facility is fully prepared, the EOC is re-established in the "A" side nurses' station and the Administrator coordinates transportation and reoccupation through the Portsmouth Civil Defense Agency.

G. TERMINATION OF INCIDENT

Upon notification from the Portsmouth Civil Defense Agency that the incident is terminated, the Administrator oversees the orderly return of the facility to pre-incident operations. If reduction of census was accomplished, the Administrator will monitor the return of those residents temporarily discharged, notifying the Portsmouth Civil Defense Agency when census has returned to pre-incident levels.

IV. PLAN MAINTENANCE AND DISTRIBUTION

A. Maintenance

1. The Administrator ensures the currency of the Clipper Home RERP including the development and distribution of all changes, and accomplishes an annual review.
2. The date shall be placed on any page that is changed.
3. All changes to the Clipper Home RERP will be coordinated with the Portsmouth Civil Defense Agency.

B. Distribution

1. This plan will be distributed in a controlled manner as an attachment to the municipal RERP.
2. In addition, a total of 6 current copies of this plan will be maintained on file at the Clipper Home for reference purposes.

ATTACHMENT A  
NOTIFICATION ROSTER

I. Emergency Management Team

Administrator:	Theresa McKenna
Director of Resident Services:	Frances Copp
Director of Nursing:	Carrolle Jones
Medical Director:	Dr. Clairmont
Director of Maintenance:	Donald Edwards
Director of Dietary:	Judy Burmaster
Director of Housekeeping:	Betty Coffey
Social Services Director:	Paula Manser

II. Host Facility

Facility:	Clipper Home of Rochester Route 16 Rochester, NH
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NOTE: Telephone numbers are maintained on file at the switchboard and nursing station.

HOST FACILITY AGREEMENT

Verbal authorization from the designated host facility(ies) has been received. A written confirmation is currently under review.

## AVERAGE CENSUS/ESTIMATED RESOURCE REQUIREMENTS

I. Average Census

Staff Census: 110

Resident Census: 127

II. Estimated Resource Requirements

RESOURCE	REQUIRED TO EVACUATE	AVAILABLE AT THE FACILITY	NEEDED
School Buses for Conversion Beds <sup>1</sup> (C)	1	0	1
Reclining Seat Buses <sup>2</sup> (R)	1	0	1
School Buses <sup>2</sup> (S)	2	0	2
Other			

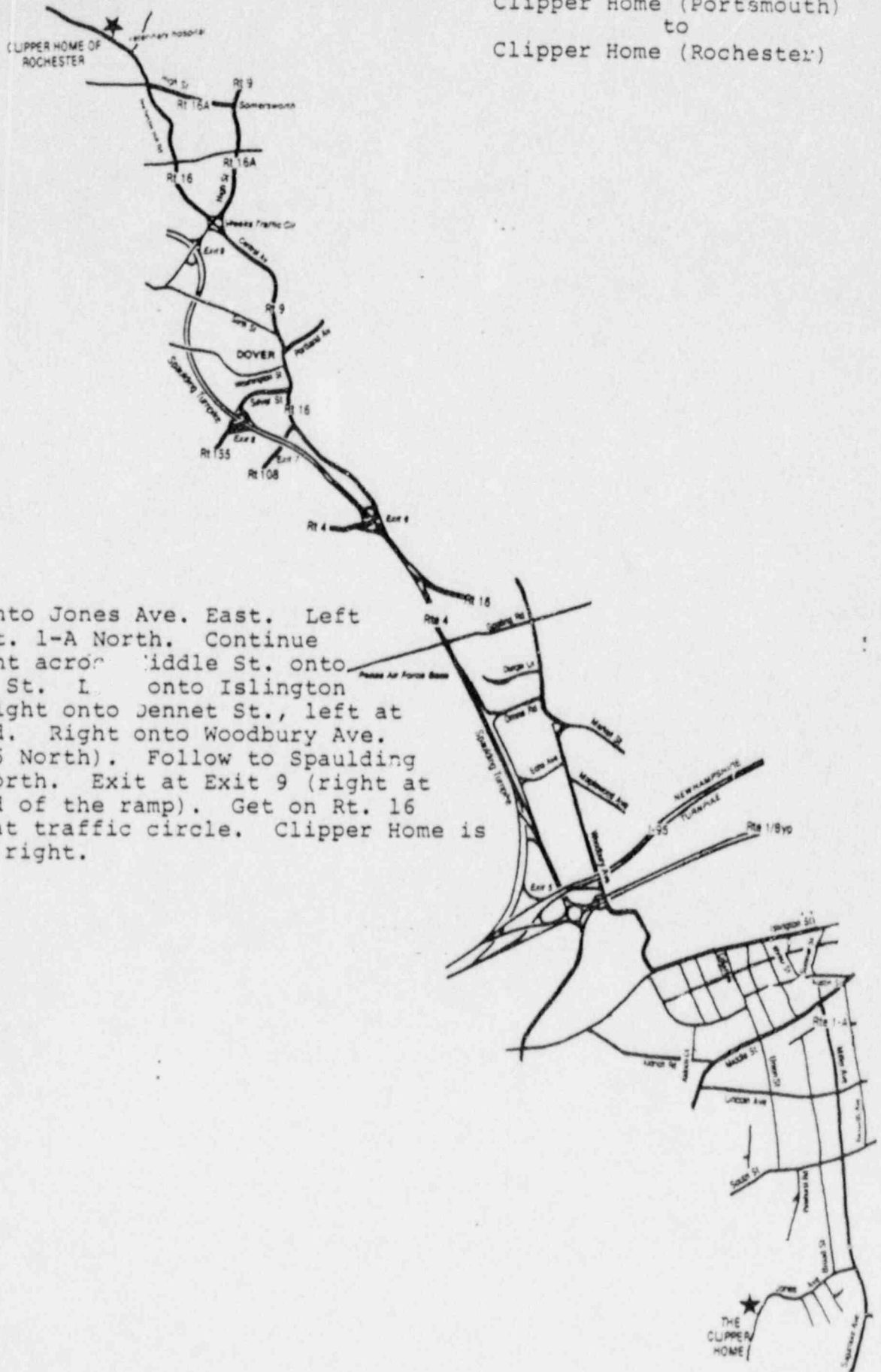
1 Bus conversion beds will accommodate 10 patients per bus.

2 Assuming 40 persons per bus. Reclining seat buses (coaches) have individual reclining seat backs. School buses have bench type seats.

ATTACHMENT C  
EVACUATION ROUTE MAPS

The Clipper Home will utilize the following evacuation route to relocate to its designated host facility. A map depicting this route is attached:

Clipper Home (Portsmouth)  
to  
Clipper Home (Rochester)



Left onto Jones Ave. East. Left onto Rt. 1-A North. Continue straight across Middle St. onto Summer St. Left onto Islington St. Right onto Bennet St., left at the end. Right onto Woodbury Ave. (Rt. 16 North). Follow to Spaulding Tpk. North. Exit at Exit 9 (right at the end of the ramp). Get on Rt. 16 North at traffic circle. Clipper Home is on the right.

ATTACHMENT D  
TOWN REPORTING INFORMATION

Report#: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Part I: Census and Transportation Requirements

Current Census	Resident Transportation Classifications For Evacuation		
	Buses		
	School Buses for Conversion Beds (C)	Reclining (R) Seat	School (S)
Residents Total			

On Duty Staff Census \_\_\_\_\_

Part II: Host Arrangements

Host Facility	<u>Available Beds</u>
Clipper Home of Rochester	
Total:	

Part III: Unmet Needs

To be completed at the time of an incident or exercise and reflect actual census for date indicated. Prepare a separate form for each report made and provide updated transportation and census data to the Portsmouth Civil Defense Agency every 12 hours.

Part III: Unmet Needs

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ATTACHMENT E

PROCEDURE FOR ISSUING DOSIMETRY AND  
POTASSIUM IODIDE (KI)

1. PURPOSE

This document provides guidance and instruction for the authorization and administration of KI to the staff and patients/residents of hospitals and nursing homes.

2. RESPONSIBILITIES

- A. The Director of the New Hampshire Division of Public Health Services (DPHS) is responsible for authorizing the ingestion of KI. This authorization, if and when made, will be provided to hospitals and nursing homes through civil defense channels.
- B. The senior official in each institution is responsible for overseeing the distribution of KI to the staff and residents/patients.

NOTE

KI IS TO BE DISTRIBUTED ONLY TO THOSE PATIENTS AND RESIDENTS OF HOSPITALS AND NURSING HOMES WHOSE PHYSICIANS HAVE GRANTED PRIOR AUTHORIZATION FOR ITS USE.

- C. The senior official in each institution is responsible for ensuring that a record for each ingestion of KI by residents/patients is maintained.
- D. Each institution staff person is responsible for maintaining a personal dosimetry - KI Report Form (Attachment 1).
- E. Each institution staff person is responsible for reading his/her self-reading dosimeters every 30 minutes, maintaining personal dosimetry/KI record forms and reporting readings as directed by their supervisor.
- F. The senior official in each institution is responsible for collecting dosimetry readings from staff and reporting them to DPHS and the local Radiological Officer.

3. DISTRIBUTION OF DOSIMETRY/KI TO STAFF

Actions

- 1. Divide dosimetry for staff into units consisting of:
  - a. 1 CDV-730 or DCA-622 (0-20R self-reading dosimeter);
  - b. 1 CDV-138 (0-200mR self-reading dosimeter);
  - c. 1 Thermoluminescent Dosimeter (TLD);
  - d. 1 Bottle of Potassium Iodide (KI);
  - e. 1 Dosimetry-KI Report Form (Figure 1);
  - f. 1 Potassium Iodide Acknowledgement Form (Attachment 1).
  - g. 1 Emergency Worker Information Sheet

Each on duty staff person receives one unit as described above.

2. Have each staff person complete the top section of the Dosimetry/KI Report Form (Figure 1).
3. While staff person is completing top section of the Dosimetry/KI Form, read the self-reading dosimeters. If not done previously, recharge or zero the dosimeter in accordance with Attachment 2.
4. Record the serial number of the self-reading dosimeters and TLD on the Dosimetry Log Sheet (Figure 2).
5. Record the date, time, your name and organization in the TLD issued blocks on the Dosimetry Log Sheet (Figure 2).
6. Have the staff person complete the Potassium Iodide Acknowledgement Form as specified.
7. Have the staff person verify the serial numbers of their self-reading dosimeters and TLD with the numbers recorded on the sheet.
8. The staff person should read both self-reading dosimeters and record the reading in the "before" block for each dosimeter (Figure 2).
9. Record the appropriate information on the Dosimetry Log Form (Figure 2). Have staff person sign the form.
10. Provide each staff person with an Emergency Workers Information Sheet (Attachment 4).
11. Individually, or as a group, brief the staff person(s) on the following:
  - a. Dosimetry:
    - (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until the worker is dismissed from duty or until the worker is notified by his supervisor that dosimetry is no longer necessary.
    - (2) In no case should a TLD be used by more than one person.
    - (3) Each worker should read the self-reading dosimeter at least once every 30 minutes.
  - b. Dosimetry-KI Form:
    - (1) Personnel must keep the form in their possession at all times.
    - (2) Make sure that all workers understand how to use the form.

c. Potassium Iodide Acknowledgement Form:

- (1) Make sure that all workers understand the instructions on this form.
- (2) Make sure that these forms are turned in before emergency workers are dispatched.

d. Radiation Exposure Control:

- (1) If notified by their supervisor that a release of radioactive material has occurred at the station, workers should begin reading their dosimeters every 15 minutes.
- (2) If an emergency worker's CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, the worker is to notify his supervisor and begin reading his CDV-730 (0-20R) dosimeter.
- (3) If an emergency worker's CDV-730 (0-20R) dosimeter indicates an exposure of 1R, the worker is to notify his supervisor. The supervisor will instruct the worker to either leave the affected area or assign the worker a new exposure level, at which he will report his dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposures as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons.

Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct the worker to proceed to a location outside of the affected area.

- (5) Supervisory personnel are responsible for maintaining records of exposure readings provided them by staff and for reporting, on an hourly basis, any exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R to the senior official on duty at the institution.
- (6) The senior official on duty within the institution is responsible for reporting to DPHS, on an hourly basis, any staff exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.
- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodine (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form, subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.
- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

4. DISTRIBUTION OF KI TO PATIENTS

Actions

1. Assemble patient KI units consisting of:
  - a. 1 Bottle of Potassium Iodide
  - b. 1 Patient KI Log Form (Attachment 5)
2. Store patient units at appropriate nursing stations.
3. If the Director of the New Hampshire Department of Public Health recommends administration of KI:
  - a. Nursing staff will administer KI ONLY to patients whose attending physician has previously authorized its administration. Standard dose is one tablet per day.
  - b. Nursing staff will complete a Patient KI Log Form (Attachment 5) indicating the date and time of each KI administration.
  - c. Any side effects from KI administration to patients should be immediately reported to the patient's attending physician or the Medical Director/Chief of Staff. Discontinue KI and note all reactions and pertinent information on the patient's chart.
  - d. Administer KI for a 10-day period unless advised to terminate by DPHS or the attending physician. If patient is discharged prior to this time, provide appropriate instructions to patient and/or patient's family in order to maintain administration of KI for full 10-day period.
  - e. Prepare copies of Patient KI Log Form (Attachment 5) for DPHS if so requested.

# DOSIMETRY—KI REPORT FORM

(Please print legibly)

Emergency Worker's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Emergency Worker's Organization: \_\_\_\_\_

Town/City: \_\_\_\_\_

Emergency Worker's Signature: X

MISSION NO. DESCRIPTION	DATE	CD V-730 or DCA-622 (0-20R)			CD V-138 (0-200mR)		
		SERIAL NO.	BEFORE AFTER	MISSION TOTAL	SERIAL NO.	BEFORE AFTER	MISSION TOTAL
1.			R	R		mR	mR
			R			mR	
2.			R	R		mR	mR
			R			mR	
3.			R	R		mR	mR
			R			mR	
4.			R	R		mR	mR
			R			mR	
5.			R	R		mR	mR
			R			mR	
			TOTAL	R		TOTAL	mR

DOSIMETRY INSTRUCTIONS: Read the CD V-730 (DCA-622) and CD V-138 each half hour. Do not exceed 1 R cumulative total. The TLD gives an accurate reading of the total dose and therefore should be used only by one person. Forward the TLD with this form (See form distribution below.)

### THYROID GLAND SCREENING CHECK

Upon completion of the mission, or as directed, each emergency worker must undergo "decontamination monitoring" at a decontamination monitoring station or a mass care/decontamination center. Monitoring personnel at these stations will complete a "Decontamination Monitoring Report Form" for you. Additionally emergency workers should be screened for radioiodine uptake in the thyroid gland and the results recorded here. Medical referral action level for the thyroid check is 100 cpm above background or higher when using the CD V-700 survey meter.

CD V-700 Serial No. \_\_\_\_\_ Reading: \_\_\_\_\_

Signature of Monitor: X

DOSIMETRY—KI REPORT FORM DISTRIBUTION: Complete this form and forward the original copy with the TLD through emergency management channels to DPHS. If the self-reading dosimetry indicates total exposure of 5 R or more, expedite delivery to DPHS. DPHS will forward to the individual and to the Town or City Civil Defense Director the TLD reading as well as an explanation of the reading. Copy 2 is retained by the Town or City Civil Defense Agency. Copy 3 is retained by the individual.

TLD (thermoluminescent dosimeter)

Serial No. of TLD: \_\_\_\_\_

	DATE/TIME	PERSON/ ORGANIZATION
Issued		By: _____
Turned In		To: _____

READING OF TLD

m/rem \_\_\_\_\_

Date of Reading \_\_\_\_\_

RSP # \_\_\_\_\_

POTASSIUM IODIDE		RECORD
Date	Time	Amount Taken
Day 1		1 tablet/130 mg
Day 2		1 tablet/130 mg
Day 3		1 tablet/130 mg
Day 4		1 tablet/130 mg
Day 5		1 tablet/130 mg
Day 6		1 tablet/130 mg
Day 7		1 tablet/130 mg
Day 8		1 tablet/130 mg
Day 9		1 tablet/130 mg
Day 10		1 tablet/130 mg

KI INSTRUCTIONS: Take KI only on the direction of your supervisor. Take one tablet (130 mg) once a day. If you have any adverse reaction to the drug, discontinue taking KI and report to your supervisor.

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FIGURE 1



ATTACHMENT 1

POTASSIUM IODIDE ACKNOWLEDGEMENT FORM

I will not take my first KI tablet until I receive instructions to do so. If instructed to do so, I, \_\_\_\_\_, understand that in order to obtain maximum protection of the thyroid I will receive 130 milligrams per day for the next 10 days of the thyroid blocking agent potassium iodide. I have been informed that this drug will block the absorption of radioiodine by my thyroid and thereby reduce the exposure to radiation of the thyroid, that potassium iodide does not reduce the uptake of other radioactive materials by the body, nor, does it provide protection against exposure from external radiation. I have been told that if I am allergic to iodine that I should not take potassium iodide.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

When completed, copies of this form should be forwarded to the IFC/ECF RHTA.

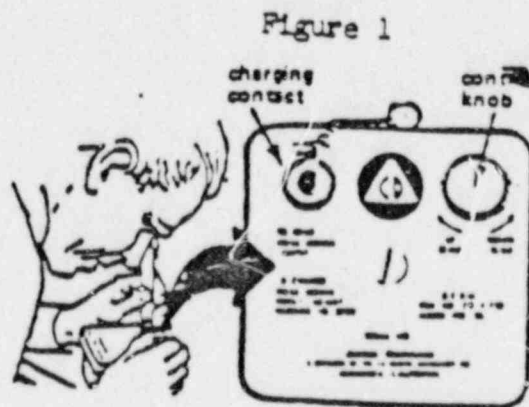


## ATTACHMENT 2

### OPERATIONAL CHECK FOR THE CDV-750 DOSIMETER CHARGER

#### ACTIONS

1. To check the Dosimeter Charger, loosen thumbscrew in the top or bottom center of the charger with a coin, such as a dime, and remove bottom case. Install battery (in correct way, + and -) and reassemble.
2. Position the charger on a flat surface, such as a table. Unscrew the cap on the charging contact and place end of the dosimeter opposite pocket clip and eye piece on charging contact of charger. (See Figure 1)



3. Apply downward pressure; you should see a meter scale and a line while looking through the dosimeter. If no one is visible, rotate the control knob, located in the upper right-hand corner (Figure 1), until a line appears.
4. Set line to or near zero (Figure 2) by turning control knob (Figure 1).
5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a self-reading dosimeter to, or close to, zero.
6. If the light source fails to work, replace battery and repeat check sequence. If light still fails to operate, replace the light bulb with the spare provided inside the charger case and repeat check sequence.
7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger by rubbing with a pencil eraser and repeat the check sequence.

ATTACHMENT 3

OPERATIONAL CHECK/ZEROING  
SELF-READING DOSIMETERS

ACTIONS

1. Place the end of the dosimeter, opposite the pocket clip and eye piece, on the charging contact of the CDV-750 dosimeter charger.
2. Apply downward pressure on the dosimeter; you should see a meter scale and a line while looking through the dosimeter (Figure 1). If no line is visible, rotate the control knob of the dosimeter charger until a line appears.

FIGURE 1



NOTE: IF YOU HAVE TROUBLE FINDING THE LINE ON A DOSIMETER

- (a) APPLY MORE PRESSURE ON THE DOSIMETER; OR
- (b) CLEAN THE CHARGING CONTACTS ON THE DOSIMETER AND THE CDV-750 WITH A PENCIL ERASER; OR
- (c) REPLACE THE BATTERY IN THE CDV-750 DOSIMETER CHARGER.

3. Set the line on the dosimeter to zero by turning the control knob on the CDV-750.
4. Remove the dosimeter from the charging contact. Read the dosimeter.

NOTE: WHEN READING THE DOSIMETER, KEEP THE DOSIMETER AS LEVEL AS POSSIBLE AND ENSURE THAT THE SCALE IS PARALLEL WITH THE HORIZON.

5. If the dosimeter reading is zero, continue to Step 8.
6. If the reading is above zero, repeat the procedure, but when charging the dosimeter, set line slightly below zero.
7. If the reading is below zero, repeat the procedure, but when charging the dosimeter, set line slightly above zero.

NOTE: IF TIME IS CRITICAL, A READING OF MID-SCALE OR LESS IS AN ACCEPTABLE CHARGE ON A SELF-READING DOSIMETER.

8. If the dosimeter is not to be issued immediately, allow it to sit for 15 minutes and then read it. If the reading has increased, the dosimeter has excessive drift and should not be used.

## ATTACHMENT 4

## EMERGENCY WORKER INFORMATION

a. Dosimetry:

- (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until you are dismissed from duty or until you are notified by your supervisor that dosimetry is no longer necessary.
- (2) In no case should your TLD be used by another person.
- (3) You should read your self-reading dosimeter at least once every 30 minutes.

b. Dosimetry-KI Report Form:

- (1) Keep the form in your possession at all times.

c. Potassium Iodide Acknowledgement Form:

- (1) Ensure you understand all the instructions on the form.

d. Radiation Exposure Control:

- (1) If notified by your supervisor that a release of radioactive material has occurred at the station, begin reading your dosimeters every 15 minutes.
- (2) If your CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, notify your supervisor and begin reading CDV-730 (0-20R) dosimeter.
- (3) If your CDV-730 (0-20R) dosimeter indicates an exposure of 1R, notify your supervisor. The supervisor will instruct you either to leave the affected area or assign you a new exposure level to report your dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive prior to being removed is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposure as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons. Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct you to proceed to a location outside of the affected area.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.

ATTACHMENT 4  
(Continued)

- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodide (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form. Subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.

NOTE

BASED ON CONDITIONS OF THE PLANT AND PROTECTIVE ACTION RECOMMENDATIONS RECEIVED FROM THE STATE, YOU MAY BE DIRECTED BY YOUR SUPERVISOR TO REPORT TO ANOTHER LOCATION OTHER THAN YOUR DUTY STATION UPON TERMINATION OF ASSIGNMENT. IF THIS OCCURS, REPORT TO THE LOCATION AS INSTRUCTED AND COMPLETE ACTIONS AS STATED ABOVE.

## ATTACHMENT 4

(Continued)

- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

ATTACHMENT 5

PATIENT KI LOG SHEET

Patient Name \_\_\_\_\_

Patient Address \_\_\_\_\_  
\_\_\_\_\_

Social Security No. \_\_\_\_\_

Attending Physician \_\_\_\_\_

	Date and Time	Administered By:
Dosage #1		
Dosage #2		
Dosage #3		
Dosage #4		
Dosage #5		
Dosage #6		
Dosage #7		
Dosage #8		
Dosage #9		
Dosage #10		

PARROTT AVENUE HOME

RADIOLOGICAL EMERGENCY RESPONSE PLAN

FOR INCIDENTS AT

SEABROOK STATION

August, 1986

Copy Number \_\_\_\_\_

4/NH10.1





RADIOLOGICAL EMERGENCY RESPONSE PLAN

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PARROTT AVENUE HOME

RADIOLOGICAL EMERGENCY RESPONSE PLAN

I. INTRODUCTION

A. Purpose

This Radiological Emergency Response Plan (RERP) is designed to prepare Parrott Avenue Home personnel to respond appropriately in the event of an accident at Seabrook Station. This is a working document, action-oriented and designed as a guide for the time of stress. It is intended to be flexible and quickly adaptable to maintain a safe environment for both patients and staff.

This document is intended to conform to all appropriate federal and state statutes and accrediting/licensing agency regulations for the safety and care of residents and employees during a radiological incident.

Orientation of new personnel includes issuance of appropriate sections of this plan and instruction in the duties assigned therein.

B. Authority

Town - New Hampshire Revised Statutes, As Amended:

107:5

107:7

107:8 a, c, e

107:10

107:11

107:12

107:14

107:18

107:8:1

107:8:6

### C. References

- City of Portsmouth Emergency Response Plan.
- New Hampshire Revised Statutes Annotated, As Amended:  
Chapter 125, "Radiation Protection and Control Program."  
Chapter 125B, "New England Compact on Radiological Health Protection."
- State of New Hampshire Radiological Emergency Response Plan.
- New Hampshire Emergency Broadcast System Plan, Appendix F, Seacoast Operational Area.
- NUREG 0654/FEMA REP-1, Revision 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants". (Published jointly by the U.S. Nuclear Regulatory Commission and Federal Emergency Management Agency).
- FEMA Manual 8720.1, "Guidance for Emergency Response Team Planning." Federal Emergency Management Agency.
- Joint Commission on Accreditation of Hospitals, "Accreditation Manual for Long Term Care Facilities", 1986.

### D. Objectives

1. Develop a plan to provide the greatest degree of protection for residents and staff during a radiological emergency at Seabrook Nuclear Station.
2. Define responsibilities, clarify lines of authority, and establish lines of communication.
3. Ensure that planned actions are current and in consonance with those of surrounding jurisdictions, as well as with the City of Portsmouth.
4. Identify personnel, resource, and facility requirements necessary for the safe and efficient execution of this plan.

### E. Definitions

The following definitions refer to terms mentioned within the text of this plan or used in reference to health care facilities.

1. Access Control - The prevention of unauthorized people from entering a specific area. Road barriers and traffic control will be used to effect access control. The controlled area may include all or part of the 10-mile EPZ or may be adjusted in order to bound an Exclusion Area established by NHDPHS to control and monitor areas which may have become radiologically contaminated.
2. ALERT - An ALERT is the second lowest level of emergency classification. Declaration of an ALERT indicates events in progress which involve an actual or potential, substantial degradation of the level of safety at the nuclear power plant. Any radioactive releases associated with this level are expected to be limited to small fractions of the EPA Protection Action Guideline exposure levels.
3. Dosimeter - An instrument worn by an individual to measure the total dose of radiation received over a specified period of time.
4. Emergency Broadcast System (EBS) - Network of radio stations which provides direct link between responsible public officials and the public. EBS stations broadcast instructions about what steps the public should take.
5. Emergency Classification Level - The level at which an incident at a nuclear power plant has been classified by the plant operator. Each level triggers a set of predetermined actions by the offsite Emergency Response Organization.
6. Emergency Operations Centers (EOC) - Locations designated by the State and local Emergency Response Organizations as assembly areas for their respective staffs. These facilities are the central command and control points for their respective Emergency Response Organizations.
7. Emergency Operations Facility (EOF) - A center established to coordinate the flow of technical information from the onsite to the offsite Emergency Response Organization. It is in the EOF that accident assessment activities are coordinated among State, local, Federal and utility personnel.
8. Emergency Planning Zones (EPZ) - The areas covered by Radiological Emergency Response Plans. The boundary for the Ingestion Pathway EPZ is a 50-mile radius from the plant. The boundary of the Plume Exposure EPZ is chosen to accommodate practical planning considerations and to conform as closely as possible to a 10-mile radius. The actual EPZ boundary may be more or less than 10 miles from the plant.
9. Exposure Response Organization - The combination of State, local, Federal, and private agencies designed specifically to provide offsite capability to implement emergency responses.
10. Evacuation - The relocation of persons in response to a potential or actual risk.

11. Evacuation Routes - Those roadways identified in state and local plans as the principal routes leading from the plume exposure pathway EPZ for use by vehicles in the event of an accident requiring evacuation.
12. Exclusion Area - The area established by control access to an evacuated area. An Exclusion Area is established after an area has been evacuated and its purpose is to control the spread of contamination and provide security.
13. GENERAL EMERGENCY - Of the Emergency Classifications, a GENERAL EMERGENCY is most severe. It may involve substantial degradation or melting of the reactor's radioactive core with potential for loss of containment integrity. Releases are expected to exceed the EPA Protective Action Guideline exposure levels beyond the power plant site boundary area.
14. Governor's Authorized Representative - The Governor's Authorized Representative is the person given the authority to act on behalf of the Governor in matters related to the RERP. In New Hampshire the Director of the Civil Defense Agency is given this designation.
15. Host Facility - Any facility outside of the EPZ to which special facility residents or patients are evacuated.
16. Incident Field Office (IFO) - The IFO is the location in close proximity to the Plume Exposure EPZ from which NH Civil Defense Agency will coordinate with the plant, and with Federal, State, and local emergency response organizations. The IFO supplements the emergency response capability of the State EOC in Concord.
17. Initial Notification - The first communication from the Utility Control Room to the Emergency Response Organization that an incident has occurred at the power plant which may involve activation of the RERP.
18. Ingestion Exposure Pathway - The pathway through which persons may take up radioactive material and receive a radiation dose from internally deposited radioactive materials (i.e., from ingestion of contaminated water, food, or milk).
19. Key Officials - Official representatives of State, local and Federal government or private organizations that have a specified role in the emergency response organization and have been authorized or directed by NHCDA to perform specified emergency response functions.
20. Media Center - The location where news media representatives obtain news information concerning an emergency at a nuclear power plant. The Public Information Representatives at the Media Center will gather, coordinate, and release information as it becomes available.

21. Off-site - The area beyond the authority of the Licensee of a Nuclear Facility.
22. On-site - The area including and around the Nuclear Facility under the authority of the Licensee.
23. Plume - An elongated and usually open and mobile mass of material that is dispersing through the atmosphere. In the case of a nuclear power plant, the material consists of radioactive particles and gases.
24. Plume Exposure Pathway - The pathway through which individuals may be exposed to radioactive material due to (a) whole body external exposure due to gamma radiation from the Plume and from deposited material, and (b) inhalation of radioactive particles or gases such as radioactive iodine, xenon, or krypton from the passing radioactive Plume.
25. Protective Action - Emergency measures to be taken by the public to mitigate the consequences of an accident by minimizing the radiological exposures that would likely occur if such actions were not undertaken. Examples are access control, sheltering, and evacuation.
26. Protective Action Guidelines (PAGs) - The numerically projected dose level criteria of radiation which act as trigger points for initiating protective response actions.
27. Shelter - A suitable building equipped, staffed, and organized to provide necessary services to evacuees. For the purpose of this plan, a shelter is a facility which can provide short-term protection in the event of a radiating plume, as well as provide longer term services for evacuees as a result of natural or other technological incidents.
28. Sheltering - Action where the public remains indoors, away from doors and windows, during and following the passage of the radioactive plume.
29. Site - The property owned by the utility in the immediate area of the nuclear power plant site.
30. SITE AREA EMERGENCY - A SITE AREA EMERGENCY indicates an incident which involves actual or likely major failures of plant functions needed for the protection of the public. Radiological releases, if any, are not expected to exceed the EPA Protective Action Guideline exposure levels except near the site boundary.
31. Special Facilities - Public and private schools, day care centers/nurseries, hospitals and nursing homes, or other facilities responsible for, or occupied by, special populations or groups.

32. Standby Status - A term used to describe the level of readiness of emergency personnel. It indicates that personnel have been notified and are available to activate duty stations if called upon.
33. Thyroid Blocking - The use of potassium iodide (KI) or other suitable drug for the purpose of saturating the thyroid gland with stable iodine and thereby preventing thyroid intake of radioiodine.
34. Traffic Control Points (TCP) - Police posts established at critical road junctions for the purpose of controlling or limiting traffic flow. TCPs are used to control evacuation movement when an emergency situation requires it.
35. Transportation resources - Modes of transportation for evacuation of nursing home patients; generally includes ambulances, buses and trucks.
36. Unmet Needs - Capabilities and/or resources required to support emergency operations that are neither available nor provided for at the respective levels of emergency response.
37. UNUSUAL EVENT - an UNUSUAL EVENT is the least severe of the emergency classifications. Declaration at this level indicates that an incident which may lead to a potential degradation of the level of safety at the nuclear power plant has taken place.

## II. BASIC PLAN

### A. Responsibilities

#### 1. Emergency Management Team

Implementation of this radiological emergency response plan is the responsibility of the Emergency Management Team. This team is comprised of the following individuals, with their stated responsibilities:

NOTE: The positions described below are meant to refer to the position or any designated alternate.

- a. Administrator - The overall authority for the implementation and direction of this Radiological Emergency Response Plan rests with the administrator or his/her designated alternate. Specific responsibilities include:
  - (1) Coordinating the emergency management response to all radiological incidents.
  - (2) Establishing the Emergency Operations Center (EOC) in the Nursing Office.



- (3) Establishing and maintaining communications with the Portsmouth Civil Defense Agency and providing for internal facility communications via telephone intercom, paging or messenger.
  - (4) Coordinating staff schedules with the Emergency Management Team to ensure adequate 24-hour staffing for emergency conditions.
  - (5) Coordinating the facility's emergency response with the Portsmouth Civil Defense Agency, designated host facilities and outside agencies.
  - (6) Responding to all internal requests for personnel and equipment support.
  - (7) Receiving and maintaining current patient census, transportation requirements, staffing needs and reporting unmet needs to the Portsmouth Civil Defense Agency.
  - (8) Terminating the emergency and deactivating the emergency response when conditions stabilize, and returning the facility to normal operations.
  - (9) Documenting the emergency management effort when normal operations are restored (it is advisable to maintain a date-time log of events during incidents).
- b. Director of Nursing - The Director of Nursing is responsible for the assignment of all nursing service personnel and any volunteers needed to supplement staffing requirements. In the absence of the administrator, or his/her designate, the Director of Nursing shall assume total control of the emergency response. In addition, the Director of Nursing is responsible for overseeing the preparation of patient census reports, the classification of patients for transport, and the coordination of the patient care, clinical care and support departments.
- c. Charge Nurse on duty - The Charge Nurse on duty is responsible for duties assigned by the Director of Nursing. In the absence of the Director of Nursing, the Charge Nurse shall be responsible for the assignment of all nursing service personnel. In the absence of the Administrator and the Director of Nursing, the Charge Nurse shall assume control of the initial emergency response.

- d. House Physician - The primary responsibility of the House Physician is to maintain medical care for Parrott Avenue Home patients. The House Physician reviews and identifies patients eligible for discharge during census reduction efforts.
- e. Director of Maintenance - The Director of Maintenance is responsible for electrical and mechanical functions necessary to maintain a safe building environment. The Director of Maintenance assigns appropriate personnel to answer emergency calls for service from all areas of the facility.

2. Other Agencies

There are a number of external agencies with specific responsibilities that impact the facility response in the event of an incident at Seabrook Station. These include:

a. Portsmouth Civil Defense Agency

Responsibilities include:

- (1) Implementation of protective action recommendations.
- (2) Coordination of emergency medical services to maintain routine coverage and, in the event of an evacuation, to provide assistance to homebound invalids and special facility residents.
- (3) Provision of health protection for emergency workers by implementing plans for protective actions and related training.
- (4) Identification of hospitals, nursing homes, prisons, and other institutions located within the plume exposure pathway EPZ.

b. New Hampshire Division of Public Health Services (DPHS)

Responsibilities include:

- (1) Coordination with Federal health authorities, the New Hampshire Civil Defense Agency, and the New Hampshire Department of Agriculture to assess any radiation hazard to the public, and develop corresponding health related guidance.
- (2) Provision of state and local support by means of technical advice, identification and coordination of medical resources.
- (3) Maintenance of a current inventory of statewide medical facilities with the capability of treating radiation exposure victims.

- (4) Maintenance of current site-specific lists of local and backup medical facilities having the capability of evaluating, handling and treating contaminated and irradiated individuals.
- (5) Provision of technical advice and assistance to hospitals and nursing homes within the plume exposure pathway EPZ and advising them regarding their respective emergency response plans.
- (6) Development and implementation of a uniform state-wide system for recording the contamination data and treatment of radiologically exposed individuals.

c. New Hampshire Civil Defense Agency (NHCOA)

Responsibilities include:

- (1) Response as the lead State agency for emergency management and coordination of response activities.
- (2) Cooperation with applicable State agencies, coordinating the resource management of available State equipment and supplies to satisfy unmet needs of EPZ and host communities.
- (3) Establishment and maintenance of agreements with supporting Federal agencies, adjacent States, volunteer organizations and fixed nuclear facilities to provide for coordination and integration of emergency response planning and operations.
- (4) Coordination of a biennial exercise to evaluate radiological emergency response plans and capabilities.

B. Alert / Notification

1. Initial Notification

Upon receiving information from the Portsmouth Civil Defense Agency that a radiological incident at Seabrook Station has been classified as an ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY, the telephone operator immediately notifies the highest ranking staff person available within the facility, who will immediately notify the Administrator.

A telephone call, verifying the initial notification, should be placed to the Portsmouth Civil Defense Agency. Backup notification will be provided by a tone-activated radio.

2. Implementation

The Administrator, once notified, implements this Radiological Emergency Response Plan, as appropriate (reference Section III - Concept of Operations).

3. Emergency Management Team (Department Heads) Notification

Upon implementation of this Radiological Emergency Response Plan, the telephone operator immediately notifies members of the Emergency Management Team (reference Attachment A). The highest ranking staff person on duty assumes the role of directing the response until such time as a higher ranking individual arrives at the facility and assumes responsibility.

4. On-Duty Personnel

On-duty personnel are notified of the situation by telephone or the public address system. Personnel should remain at their assigned stations unless directed elsewhere by a member of the Emergency Management Team. Members of the Emergency Management Team should report to the Emergency Operations Center (EOC).

5. Off-Duty Personnel

Off-duty personnel will be contacted, as needed, by the appropriate member of the Emergency Management Team or their department head. Upon notification, off-duty personnel should proceed to the Parrott Avenue Home and report to their appropriate department head or, in the case of those assigned to the Emergency Management Team, to the EOC in the Nursing Office.

C. Communication

1. Telephone

The primary means of communication within and outside the facility will be the telephone.

2. ARES (Amateur Radio Emergency Services)

The Portsmouth Civil Defense Agency may provide an ARES operator and radio to the Parrott Avenue Home at an emergency classification of ALERT or higher. ARES provides back-up communications capacity, and may provide the primary means of notification for classification changes and protective actions and information exchange, when established.

D. Transportation

1. Parrott Avenue Home transportation resource(s) (vans, convalescent coaches, etc.), will be used in the event an evacuation is recommended.

2. Unmet transportation requirements will be arranged for and coordinated by the Portsmouth Civil Defense Agency.
3. Evacuation vehicle estimates are located in Attachment B. Actual numbers and types of vehicles needed are reviewed and updated at the time of an incident.

#### E. Principles of Evacuation

##### 1. General

Evacuation is a protective action option which involves movement of the population from the affected area(s). It may be accomplished on a selective or general basis.

##### a. Evacuation

Evacuation involves the relocation of the entire population from the affected areas of the plume exposure pathway EPZ.

##### b. Authority

The Governor has the authority and responsibility for recommending an evacuation. The highest ranking elected municipal official in authority may recommend an evacuation for their jurisdiction. An evacuation of the Parrott Avenue Home may be implemented by the Administrator based upon the recommendations of appropriate elected officials.

##### c. Required Coordination

Any evacuation outside the Parrott Avenue Home complex must be coordinated with the Portsmouth Civil Defense Agency at the Portsmouth Emergency Operations Center (EOC).

##### 2. Evacuation Routes

- a. When necessary, the Parrott Avenue Home will evacuate via the routes described on attached maps (reference Attachment C) to a designated host facility (reference Section E.3. below).

##### 3. Host Facilities

Evacuated residents will be transported to the following facility:

Strafford County Nursing Home (Riverside Home)  
Dover, NH

F. Reduction of Census

During incidents of extended duration and based upon the recommendations of the Medical Director, families of patients whose medical status permits temporary discharge to family custody will be requested to pick up family members. NOTE: Patients requiring special transportation will not be recommended for temporary discharge.

G. Training, Drills and Exercises

The Parrott Avenue Home will participate in training, exercises and drills as coordinated and made available through the Portsmouth Civil Defense Agency.

III. CONCEPT OF OPERATIONS

Specific emergency management responses are dependent upon the "Emergency Classification Level" declared at the Seabrook Station. Notification of the emergency classification level, and of any subsequent changes in that classification, will be received from the Portsmouth Civil Defense Agency.

NOTE: PROCEDURES FOR ALL CLASSIFICATIONS ARE CUMULATIVE, THAT IS, PROCEDURES FOR EACH EMERGENCY CLASSIFICATION INCLUDE THOSE PROCEDURES ESTABLISHED FOR ALL LOWER CLASSIFICATIONS.

A. UNUSUAL EVENT

No formal notification will be received at this classification. No action is required.

B. ALERT

1. Assemble Emergency Management Team.
2. Establish Emergency Operations Center (EOC) in the Nursing Office.
3. Perform an immediate update of resident census (reference Attachment B), classifying residents according to the following transportation status:
  - a. Bus Conversion Bed (litter patients)
  - b. Reclining seat (coach) bus
  - c. School bus
4. Code resident's charts in accordance with transport status, coding as follows:  
C - Conversion beds  
R - Reclining seat bus  
S - School bus

5. Notify designated host facilities (reference Attachment A) of incident, requesting bed availability and reserving available beds for nursing home evacuees.

NOTE: Determine which host facility will act as temporary administrative headquarters if an evacuation is required.

6. Determine on-duty staff census.
7. Determine emergency staff needs for (a) sheltering and (b) evacuation.
8. Inventory and replenish housekeeping supplies, medications, IV fluids and oxygen supplies for a minimum five (5) day period.
9. Provide an immediate report of the following (reference Attachment D) to the Portsmouth Civil Defense Agency:
  - a. Resident census and transportation requirements.
  - b. Host facility bed availability.
  - c. On-duty staff census.
  - d. All unmet needs.
10. Test emergency generator.
11. Stock kitchen with a 5-day supply of canned foods, fruits and juices, disposable plates, cups and utensils.
12. Identify residents whose medical status would permit temporary discharge to family custody (excluding those who would require special transportation from their homes within the EPZ).

C. SITE AREA EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT.
2. Terminate visiting hours for the duration of the emergency.
3. Recall off-duty personnel, as required.
4. Prepare abbreviated resident transfer forms providing personal data, diagnosis, medications, etc.

5. Place identification bracelets or identification/disaster triage tags on all residents.
6. Time permitting, contact families to pick up residents identified as being appropriate for discharge, and discharge residents to family care wherever possible.
7. Ensure that medication carts contain a minimum (5) five-day requirement of residents' medication.
8. Assemble any required special care transportation needs (e.g., portable oxygen apparatus, patient restraints, etc.) at the nursing station.

NOTE: Any personal items to be evacuated should also be assembled at this time.

9. Contact the host facility (reference Attachment A), confirming bed availability and reserve confirmed beds for resident evacuees. Request additional beds through the Portsmouth Civil Defense Agency, if required.
10. Confirm transportation resources through the Portsmouth Civil Defense Agency and assure that transportation providers have been readied for dispatch.
11. Ensure that potassium iodide (KI) and dosimetry is distributed to on-duty staff, and that all staff are briefed on procedures and medical protocols for the administration of KI to themselves and residents (reference Attachment E).
12. Time permitting, notify residents' families of the possibility of an evacuation and provide the name and location of the host facility.

D. GENERAL EMERGENCY

1. Prerequisite - PERFORM ALL APPROPRIATE ACTIONS OUTLINED UNDER ALERT AND SITE AREA EMERGENCY.
2. Await Protective Action Recommendations from the Portsmouth Civil Defense Agency. Such guidelines should consist of either Sheltering or Evacuation.



NOTE: The New Hampshire Department of Public Health Services has conducted a technical assessment of the sheltering capabilities of each health care facility located within the Seabrook Emergency Planning Zone. Recommendations regarding sheltering or evacuation of the Parrott Avenue Home will be based on the protection provided by the facility's structure and will be made by DPHS. Consequently, the staff and residents of the Parrott Avenue Home may be advised to shelter in place even if the general population of Portsmouth is evacuated. If projected radiation doses to the staff and residents of the Parrott Avenue Home exceed EPA Protective Action Guidelines, an evacuation of the Parrott Avenue Home will be recommended.

3. If advised by DPHS, instruct staff to administer KI to themselves and residents (if consistent with physician orders and medication protocols) in accordance with instructions provided. (Reference Attachment E)
4. If Sheltering is recommended:
  1. Remain indoors with all doors and windows closed.
  2. Adjust ventilation or air conditioning systems, where possible, to minimize the intake of outside air. (NOTE: HVAC systems should not be shut down unless specifically directed to do so by the DPHS.)
5. If Evacuation is recommended:
  - a. Notify the host facility (reference Attachment A) of the evacuation, commissioning confirmed beds for patient evacuees and determining arrangements to accommodate transfer of staff, reporting any unmet needs to the DPHS.
  - b. Confirm the dispatch of required transport vehicles from the Portsmouth Civil Defense Agency.
  - c. Prepare a roster of residents, their destination and mode of transportation. Prepare copies of the roster for the host facility, the Portsmouth Civil Defense Agency and DPHS.
  - d. As evacuation vehicles arrive, assemble residents, together with residents' charts, medication carts, transfer forms and other necessary medical support equipment at departure areas as follows:
    - (1) Bus Conversion bed cases will be assembled at the front exit.
    - (2) School Bus cases will be assembled at the front exit.

- e. Assign nursing staff to conversion bed buses and other transportation vehicles, as appropriate and available.
- f. Ensure drivers have been provided evacuation route maps (reference Attachment C).
- g. Assist residents into appropriate transportation vehicles.
- h. Dispatch selected staff to establish a temporary administrative headquarters at the host facility.
- i. Secure the facility via the shutdown of non-essential mechanical, electrical and physical plant systems with the exception of safety systems such as sprinkler and alarm systems, or heat in cold weather.
- j. Secure records by locking all file cabinets and/or fire files, locking important records in fire files.
- k. Secure residents' personal valuables, depositing an inventory list in a separate locked file and take a copy to the temporary administrative headquarters.
- l. Secure drugs/medications not being transported by locking all medication cabinets.
- m. Notify the Portsmouth Civil Defense Agency of the facility selected as the temporary administrative headquarters, indicating that evacuation is complete.
- n. Depart with the facility locked and secured.

#### E. De-Escalation of Incident

Upon notification from the Portsmouth Civil Defense Agency that the incident has been de-escalated, the Administrator oversees the orderly return of the facility to the level of preparation indicated by the new emergency classification level. The specific steps to be taken and their consequences are determined by the Administrator, based on the concept of operations included in this plan.

#### F. Re-Entry

After evacuation, a safety inspection of the physical plant and surrounding areas is performed by the Administrator and the Director of Maintenance. Upon the determination that reoccupation of the Parrott Avenue Home complex is considered safe, the Emergency Management Team ensures that the facility is fully prepared to resume normal operations prior to reoccupation.

When the facility is fully prepared, the EOC is re-established in the Nursing Office and the Administrator coordinates transportation and reoccupation through the Portsmouth Civil Defense Agency.

G. Termination of Incident

Upon notification from the Portsmouth Civil Defense Agency that the incident is terminated, the Administrator oversees the orderly return of the facility to pre-incident operations. If reduction of census was accomplished, the Administrator will monitor the return of those residents temporarily discharged, notifying the Portsmouth Civil Defense Agency when census has returned to pre-incident levels.

IV. PLAN MAINTENANCE AND DISTRIBUTION

A. Maintenance

1. The Administrator ensures the currency of the Parrott Avenue Home RERP including the development and distribution of all changes, and accomplishes an annual review.
2. The date shall be placed on any page that is changed.
3. All changes to the Parrott Avenue Home RERP will be coordinated with the Portsmouth Civil Defense Agency.

B. Distribution

1. This plan will be distributed in a controlled manner as an Attachment to the City of Portsmouth RERP.
2. In addition, a total of 5 current copies of this plan will be maintained on file at the Parrott Avenue Home for reference purposes.

ATTACHMENT A  
NOTIFICATION ROSTER

I. Emergency Management Team

Administrator: Sharon Christiansen  
Director of Nursing: Fern Jones  
House Physician: Dr. Attenborough  
Charge Nurses: Catherine O'Leary  
Joann Ireland  
Doris Bilger  
Helen Begala  
Kim Gouin  
Dot Aldrich  
Phyliss Frisella

II. Host Facility

Facility: Strafford County Home (Riverside)  
County Farm Crossroads  
Dover, NH

Telephone:

Commissioners  
PAUL J. DUMONT, Chairman  
Rochester, NH  
DANIEL P. HERLIHY, Vice-Chairman  
Dover, NH  
ROLAND R. ROBERGE, Clerk  
Rochester, NH  
CHARLES A. CROCCO, Treasurer  
Dover, NH

## County Commissioners

STRAFFORD COUNTY  
Justice & Administration Building  
DOVER, NEW HAMPSHIRE 03820  
Telephone 742-1458



August 15, 1986

Richard Strome, Director  
New Hampshire Civil Defense Agency  
107 Pleasant Street  
Concord, New Hampshire 03301

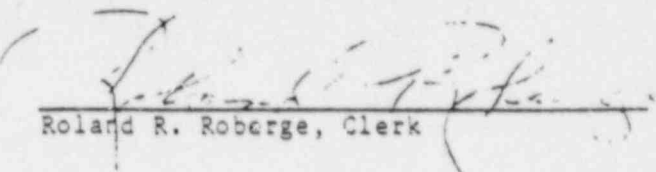
Dear Mr. Strome:

Per long-standing policy, the Strafford County Commissioners are willing to assist any public entity in times of emergency. Mutual aid in regard to evacuees from County nursing homes or corrections facilities is a concept we fully support.

At this time, it is difficult to determine the exact number of nursing home residents our facilities can accommodate in a time of emergency. However, Riverside Rest Home has a census of two-hundred and five (205) beds and could accommodate a good number of temporary evacuees.

It is understood that Riverside Rest Home Administrator David Cundiff or Corrections Captain Nelson Goodfield will be contacted directly in the event of an emergency and that the response will be coordinated by the New Hampshire Civil Defense Agency.

Very truly yours,

  
Roland R. Roberge, Clerk

jma

cc: Helen Wilson, Commissioner Rockingham County  
Captain Nelson Goodfield  
Administrator David Cundiff

ATTACHMENT B

AVERAGE CENSUS/ESTIMATED RESOURCE REQUIREMENTS

I. Average Census

Staff Census: 24  
 Resident Census: 8 Nursing  
 14 Residential

II. Estimated Resource Requirements

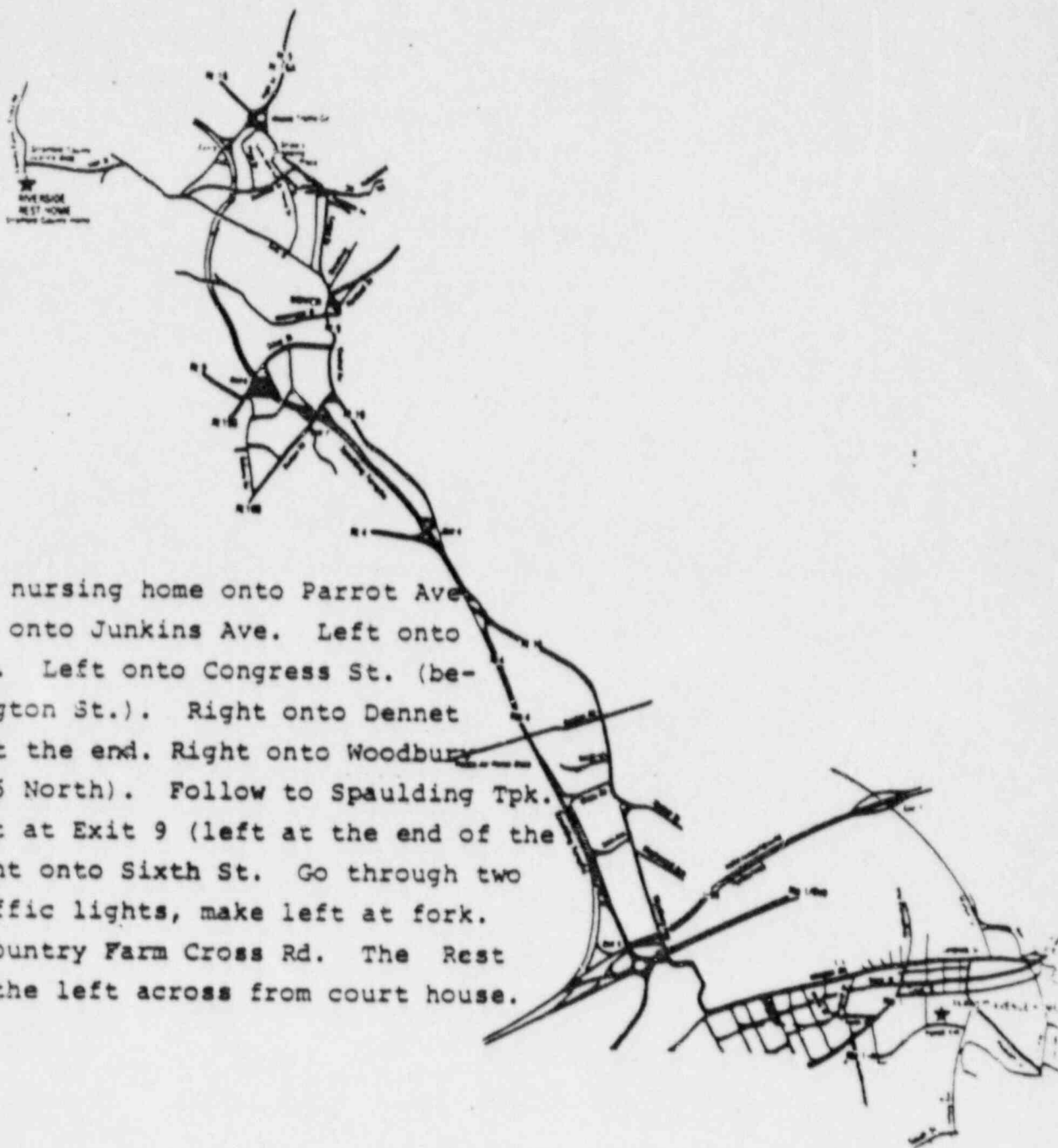
RESOURCE	REQUIRED TO EVACUATE	AVAILABLE AT THE FACILITY	NEEDED
School Buses for Conversion Beds <sup>1</sup> (C)	1	0	1
Reclining Seat Buses (R)	0	0	0
School Buses (S)	0	0	0
Other			

1. One resident will be transported via bus conversion bed. Remaining residents will be transported via remaining seats on conversion bed bus.

ATTACHMENT C  
EVACUATION ROUTE MAPS

The Parrott Avenue Home will utilize the following evacuation routes to relocate to its designated host facility. Maps depicting these routes are attached:

Parrot Avenue Home (Portsmouth)  
to  
Riverside Rest Home (Dover)



Left out of nursing home onto Parrot Ave East. Left onto Junkins Ave. Left onto Pleasant St. Left onto Congress St. (becomes Islington St.). Right onto Dennet St., left at the end. Right onto Woodbury Ave. (Rt. 16 North). Follow to Spaulding Tpk. North. Exit at Exit 9 (left at the end of the ramp). Right onto Sixth St. Go through two sets of traffic lights, make left at fork. Left onto Country Farm Cross Rd. The Rest Home is on the left across from court house.



ATTACHMENT D  
REPORTING INFORMATION<sup>1</sup>

Report #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Part I: Census and Transportation Requirements<sup>2</sup>

Current Census	Resident Transportation Classifications For Evacuation		
	Buses		
	School Buses for Conversion Beds (C)	Reclining (R) Seat	School (S)
Resident Total			

On Duty Staff Census \_\_\_\_\_

Part II: Host Arrangements

Host Facility	<u>Available Beds</u>
Strafford County Nursing Home	
Total:	

Part III: Unmet Needs

To be completed at the time of an incident or exercise and reflect actual census for date indicated. Prepare a separate form for each report made and provide updated transportation and census data to the Portsmouth Civil Defense Agency every 12 hours.

Part III: Unmet Needs

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ATTACHMENT E

PROCEDURE FOR ISSUING DOSIMETRY AND  
POTASSIUM IODIDE (KI)

1. PURPOSE

This document provides guidance and instruction for the authorization and administration of KI to the staff and patients/residents of hospitals and nursing homes.

2. RESPONSIBILITIES

- A. The Director of the New Hampshire Division of Public Health Services (DPHS) is responsible for authorizing the ingestion of KI. This authorization, if and when made, will be provided to hospitals and nursing homes through civil defense channels.
- B. The senior official in each institution is responsible for overseeing the distribution of KI to the staff and residents/patients.

NOTE

KI IS TO BE DISTRIBUTED ONLY TO THOSE PATIENTS AND RESIDENTS OF HOSPITALS AND NURSING HOMES WHOSE PHYSICIANS HAVE GRANTED PRIOR AUTHORIZATION FOR ITS USE.

- C. The senior official in each institution is responsible for ensuring that a record for each ingestion of KI by residents/patients is maintained.
- D. Each institution staff person is responsible for maintaining a personal dosimetry - KI Report Form (Attachment 1).
- E. Each institution staff person is responsible for reading his/her self-reading dosimeters every 30 minutes, maintaining personal dosimetry/KI record forms and reporting readings as directed by their supervisor.
- F. The senior official in each institution is responsible for collecting dosimetry readings from staff and reporting them to DPHS and the local Radiological Officer.

3. DISTRIBUTION OF DOSIMETRY/KI TO STAFF

Actions

- 1. Divide dosimetry for staff into units consisting of:
  - a. 1 CDV-730 or DCA-622 (0-20R self-reading dosimeter);
  - b. 1 CDV-138 (0-200mR self-reading dosimeter);
  - c. 1 Thermoluminescent Dosimeter (TLD);
  - d. 1 Bottle of Potassium Iodide (KI);
  - e. 1 Dosimetry-KI Report Form (Figure 1);
  - f. 1 Potassium Iodide Acknowledgement Form (Attachment 1).
  - g. 1 Emergency Worker Information Sheet

Each on duty staff person receives one unit as described above.

2. Have each staff person complete the top section of the Dosimetry/KI Report Form (Figure 1).
3. While staff person is completing top section of the Dosimetry/KI Form, read the self-reading dosimeters. If not done previously, recharge or zero the dosimeter in accordance with Attachment 2.
4. Record the serial number of the self-reading dosimeters and TLD on the Dosimetry Log Sheet (Figure 2).
5. Record the date, time, your name and organization in the TLD issued blocks on the Dosimetry Log Sheet (Figure 2).
6. Have the staff person complete the Potassium Iodide Acknowledgement Form as specified.
7. Have the staff person verify the serial numbers of their self-reading dosimeters and TLD with the numbers recorded on the sheet.
8. The staff person should read both self-reading dosimeters and record the reading in the "before" block for each dosimeter (Figure 2).
9. Record the appropriate information on the Dosimetry Log Form (Figure 2). Have staff person sign the form.
10. Provide each staff person with an Emergency Workers Information Sheet (Attachment 4).
11. Individually, or as a group, brief the staff person(s) on the following:
  - a. Dosimetry:
    - (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until the worker is dismissed from duty or until the worker is notified by his supervisor that dosimetry is no longer necessary.
    - (2) In no case should a TLD be used by more than one person.
    - (3) Each worker should read the self-reading dosimeter at least once every 30 minutes.
  - b. Dosimetry-KI Form:
    - (1) Personnel must keep the form in their possession at all times.
    - (2) Make sure that all workers understand how to use the form.

c. Potassium Iodide Acknowledgement Form:

- (1) Make sure that all workers understand the instructions on this form.
- (2) Make sure that these forms are turned in before emergency workers are dispatched.

d. Radiation Exposure Control:

- (1) If notified by their supervisor that a release of radioactive material has occurred at the station, workers should begin reading their dosimeters every 15 minutes.
- (2) If an emergency worker's CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, the worker is to notify his supervisor and begin reading his CDV-730 (0-20R) dosimeter.
- (3) If an emergency worker's CDV-730 (0-20R) dosimeter indicates an exposure of 1R, the worker is to notify his supervisor. The supervisor will instruct the worker to either leave the affected area or assign the worker a new exposure level, at which he will report his dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposures as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons.

Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct the worker to proceed to a location outside of the affected area.

- (5) Supervisory personnel are responsible for maintaining records of exposure readings provided them by staff and for reporting, on an hourly basis, any exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R to the senior official on duty at the institution.
- (6) The senior official on duty within the institution is responsible for reporting to DPES, on an hourly basis, any staff exposure readings in excess of 175 mR, 1R, 2R, 3R, 4R and 5R.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.
- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodine (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form, subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.
- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

4. DISTRIBUTION OF KI TO PATIENTS

Actions

1. Assemble patient KI units consisting of:
  - a. 1 Bottle of Potassium Iodide
  - b. 1 Patient KI Log Form (Attachment 5)
2. Store patient units at appropriate nursing stations.
3. If the Director of the New Hampshire Department of Public Health recommends administration of KI:
  - a. Nursing staff will administer KI ONLY to patients whose attending physician has previously authorized its administration. Standard dose is one tablet per day.
  - b. Nursing staff will complete a Patient KI Log Form (Attachment 5) indicating the date and time of each KI administration.
  - c. Any side effects from KI administration to patients should be immediately reported to the patient's attending physician or the Medical Director/Chief of Staff. Discontinue KI and note all reactions and pertinent information on the patient's chart.
  - d. Administer KI for a 10-day period unless advised to terminate by DPHS or the attending physician. If patient is discharged prior to this time, provide appropriate instructions to patient and/or patient's family in order to maintain administration of KI for full 10-day period.
  - e. Prepare copies of Patient KI Log Form (Attachment 5) for DPHS if so requested.

# DOSIMETRY—KI REPORT FORM

(Please print legibly)  
 Emergency Worker's Name \_\_\_\_\_  
 Home Address \_\_\_\_\_

Social Security Number \_\_\_\_\_  
 Emergency Worker's Organization \_\_\_\_\_

Town/City \_\_\_\_\_  
 Emergency Worker's Signature: **X**

MISSION NO. DESCRIPTION	DATE	CD V-730 or DCA-622 (0-20R)		CD V-138 (0-200mR)		MISSION TOTAL	TLD (thermoluminescent dosimeter) Serial No. of TLD
		BEFORE	AFTER	BEFORE	AFTER		
1		R	R	mR	mR	mR	Issued By _____
2		R	R	mR	mR	mR	Turned In To _____
3		R	R	mR	mR	mR	
4		R	R	mR	mR	mR	
5		R	R	mR	mR	mR	
		TOTAL	R	TOTAL	mR	mR	READING OF TLD _____
							Date of Reading _____
							RSP # _____

POTASSIUM IODIDE RECORD	
Date	Amount Taken
Day 1	1 tablet/130 mg
Day 2	1 tablet/130 mg
Day 3	1 tablet/130 mg
Day 4	1 tablet/130 mg
Day 5	1 tablet/130 mg
Day 6	1 tablet/130 mg
Day 7	1 tablet/130 mg
Day 8	1 tablet/130 mg
Day 9	1 tablet/130 mg
Day 10	1 tablet/130 mg

DOSIMETRY INSTRUCTIONS: Read the CD V-730 (DCA-622) and CD V-138 each half hour. Do not exceed 1 R cumulative total. The TLD gives an accurate reading of the total dose and therefore should be used only by one person. Forward the TLD with this form (see form distribution below)

### THYROID GLAND SCREENING CHECK

Upon completion of the mission, or as directed, each emergency worker must undergo "decontamination monitoring" at a decontamination monitoring station or a mass care/decontamination center. Monitoring personnel at these stations will complete a "Decontamination Monitoring Report Form" for you. Additionally emergency workers should be screened for radioactive uptake in the thyroid gland and the results recorded here. Medical referral action level for the thyroid check is 100 cpm above background or higher when using the CD V-700 survey meter.

CD V-700 Serial No. \_\_\_\_\_ Reading \_\_\_\_\_  
 Signature of Monitor: **X**

DOSIMETRY—KI REPORT FORM DISTRIBUTION: Complete this form and forward the original copy with the TLD through emergency management channels to DPHS. If the self reading dosimetry indicates total exposure of 5 R or more, expedite delivery to DPHS. DPHS will forward to the individual and to the Town or City Civil Defense Director the TLD reading as well as an explanation of the reading. Copy 2 is retained by the Town or City Civil Defense Agency. Copy 3 is retained by the individual.

KI INSTRUCTIONS: Take KI only on the direction of your supervisor. Take one tablet (130 mg) once a day. If you have any adverse reaction to the drug, discontinue taking KI and report to your supervisor.





ATTACHMENT 1

POTASSIUM IODIDE ACKNOWLEDGEMENT FORM

I will not take my first KI tablet until I receive instructions to do so. If instructed to do so, I, \_\_\_\_\_, understand that in order to obtain maximum protection of the thyroid I will receive 130 milligrams per day for the next 10 days of the thyroid blocking agent potassium iodide. I have been informed that this drug will block the absorption of radioactive iodine by my thyroid and thereby reduce the exposure to radiation of the thyroid, that potassium iodide does not reduce the uptake of other radioactive materials by the body, nor, does it provide protection against exposure from external radiation. I have been told that if I am allergic to iodine that I should not take potassium iodide.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

When completed, copies of this form should be forwarded to the IFO/EOE RHTA.

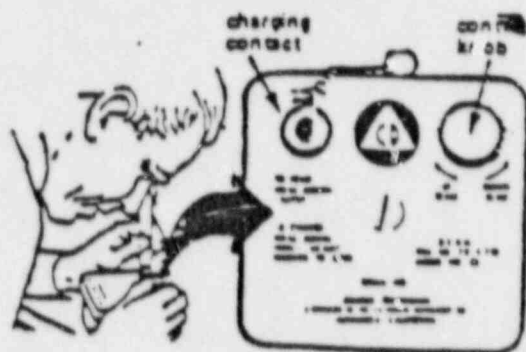
## ATTACHMENT 2

### OPERATIONAL CHECK FOR THE CDV-750 DOSIMETER CHARGER

#### ACTIONS

1. To check the Dosimeter Charger, loosen thumbscrew in the top or bottom center of the charger with a coin, such as a dime, and remove bottom case. Install battery (in correct way, + and -) and reassemble.
2. Position the charger on a flat surface, such as a table. Unscrew the cap on the charging contact and place end of the dosimeter opposite pocket clip and eye piece on charging contact of charger. (See Figure 1)

Figure 1



3. Apply downward pressure; you should see a meter scale and a line while looking through the dosimeter. If no one is visible, rotate the control knob, located in the upper right-hand corner (Figure 1), until a line appears.
4. Set line to or near zero (Figure 2) by turning control knob (Figure 1).
5. The charger is considered operational if the light source for reading dosimeters is working and the charger can move the hairline on a self-reading dosimeter to, or close to, zero.
6. If the light source fails to work, replace battery and repeat check sequence. If light still fails to operate, replace the light bulb with the spare provided inside the charger case and repeat check sequence.
7. If the light source works but you are unable to move the line on the dosimeter, clean the charging contact on the charger by rubbing with a pencil eraser and repeat the check sequence.

ATTACHMENT 3

OPERATIONAL CHECK/ZEROING  
SELF-READING DOSIMETERS

ACTIONS

1. Place the end of the dosimeter, opposite the pocket clip and eye piece, on the charging contact of the CDV-750 dosimeter charger.
2. Apply downward pressure on the dosimeter; you should see a meter scale and a line while looking through the dosimeter (Figure 1). If no line is visible, rotate the control knob of the dosimeter charger until a line appears.

FIGURE 1



NOTE: IF YOU HAVE TROUBLE FINDING THE LINE ON A DOSIMETER

- (a) APPLY MORE PRESSURE ON THE DOSIMETER; OR
  - (b) CLEAN THE CHARGING CONTACTS ON THE DOSIMETER AND THE CDV-750 WITH A PENCIL ERASER; OR
  - (c) REPLACE THE BATTERY IN THE CDV-750 DOSIMETER CHARGER.
3. Set the line on the dosimeter to zero by turning the control knob on the CDV-750.

4. Remove the dosimeter from the charging contact. Read the dosimeter.

NOTE: WHEN READING THE DOSIMETER, KEEP THE DOSIMETER AS LEVEL AS POSSIBLE AND ENSURE THAT THE SCALE IS PARALLEL WITH THE HORIZON.

5. If the dosimeter reading is zero, continue to Step 8.
6. If the reading is above zero, repeat the procedure, but when charging the dosimeter, set line slightly below zero.
7. If the reading is below zero, repeat the procedure, but when charging the dosimeter, set line slightly above zero.

NOTE: IF TIME IS CRITICAL, A READING OF MID-SCALE OR LESS IS AN ACCEPTABLE CHARACTER ON A SELF-READING DOSIMETER.

8. If the dosimeter is not to be issued immediately, allow it to sit for 15 minutes and then read it. If the reading has increased, the dosimeter has excessive drift and should not be used.

## ATTACHMENT 4

## EMERGENCY WORKER INFORMATION

a. Dosimetry:

- (1) Dosimetry should be worn in the pocket of an outer garment from the time of issue until you are dismissed from duty or until you are notified by your supervisor that dosimetry is no longer necessary.
- (2) In no case should your TLD be used by another person.
- (3) You should read your self-reading dosimeter at least once every 30 minutes.

b. Dosimetry-KI Report Form:

- (1) Keep the form in your possession at all times.

c. Potassium Iodide Acknowledgement Form:

- (1) Ensure you understand all the instructions on the form.

d. Radiation Exposure Control:

- (1) If notified by your supervisor that a release of radioactive material has occurred at the station, begin reading your dosimeters every 15 minutes.
- (2) If your CDV-138 (0-200mR) dosimeter indicates an exposure of 175mR, notify your supervisor and begin reading CDV-730 (0-20R) dosimeter.
- (3) If your CDV-730 (0-20R) dosimeter indicates an exposure of 1R, notify your supervisor. The supervisor will instruct you either to leave the affected area or assign you a new exposure level to report your dosimeter reading.
- (4) The maximum amount of whole body exposure a worker is allowed to receive prior to being removed is 5 Roentgen; however, emergency workers and supervisors are cautioned that the 5 Roentgen figure is a guide and should attempt to keep exposure as low as reasonably achievable. The exposure to radiation should be kept to a minimum for all persons. Any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of assignment or other protective action. If your dosimeter indicates an exposure of 5R or greater, notify your supervisor. The supervisor will instruct you to proceed to a location outside of the affected area.

e. Potassium Iodide (KI):

- (1) Potassium Iodide (KI) is an over-the-counter drug that will block the absorption of Radio Iodine in the thyroid and thereby reduce the exposure to radiation of the thyroid.

ATTACHMENT 4  
(Continued)

- (2) KI DOES NOT reduce the uptake of other radioactive materials by the body, nor does it provide protection against exposure from external radioactive contamination.
- (3) If you are allergic to Iodide (i.e., allergic to shellfish, iodized salt, etc.) DO NOT take KI. Inform your supervisor and, when instructed to take a KI tablet, make arrangements with your supervisor to leave the affected area.
- (4) Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.
- (5) Possible side effects include skin rashes, swelling of the salivary glands and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold and sometimes stomach upset and diarrhea).
- (6) A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.
- (7) Keep the bottle of KI with you at all times. Do not lose it or discard it.
- (8) When instructed to do so, take one KI tablet and record the time and date on your Dosimetry-KI Report Form.
- (9) If you experience any side effects, report them immediately.
- (10) Unless instructed otherwise, continue to take ONE tablet each day for the next nine (9) days, recording each on the Dosimetry-KI Report Form.

f. Termination of Assignment:

- (1) Unless otherwise directed by their supervisor, workers should report back to their duty station at the end of their assignment. Workers should record the final reading of their dosimeter in the after block on the Dosimetry-KI Report Form. Subtract the before reading from the after reading and record results in the mission total block, and report mission completion and the total mission exposure to their supervisor.

NOTE

BASED ON CONDITIONS OF THE PLANT AND PROTECTIVE ACTION RECOMMENDATIONS RECEIVED FROM THE STATE, YOU MAY BE DIRECTED BY YOUR SUPERVISOR TO REPORT TO ANOTHER LOCATION OTHER THAN YOUR DUTY STATION UPON TERMINATION OF ASSIGNMENT. IF THIS OCCURS, REPORT TO THE LOCATION AS INSTRUCTED AND COMPLETE ACTIONS AS STATED ABOVE.

(Continued)

- (2) If workers are being relieved by another individual, they should:
  - (a) Turn over all logs, procedures and equipment except dosimetry/KI to their relief.
  - (b) Notify their supervisor of the turnover.
  - (c) Report to the area where they were issued dosimetry to turn in their dosimetry, unless otherwise directed by their supervisor.

ATTACHMENT 5

PATIENT KI LOG SHEET

Patient Name \_\_\_\_\_

Patient Address \_\_\_\_\_  
\_\_\_\_\_

Social Security No. \_\_\_\_\_

Attending Physician \_\_\_\_\_

	Date and Time	Administered By:
Dosage #1		
Dosage #2		
Dosage #3		
Dosage #4		
Dosage #5		
Dosage #6		
Dosage #7		
Dosage #8		
Dosage #9		
Dosage #10		







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