NEW YORK POWER AUTHORITY
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
P.O. BOX 41
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DATE: November 5, 1999
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FROM: CATHY IZYK - EMERGENCY PLANNING DEPARTMENT

SUBJECT: EMERGENCY PLAN AND IMPLEMENTING PROCEDURES

Enclosed are revisions to your assigned copy of the JAFNPP Emergency Plan and Implementing Procedures. Please remove and **DISCARD** the old pages. Insert the attached, initial and date this routing sheet and return the completed routing sheet to ***Cathy Izyk in the Emergency Planning Department within 15 days.*** If this transmittal is not returned within 15 days, your name will be removed from the controlled list.

PLEASE INSERT THE DOCUMENTS LISTED BELOW!

VOLUME 1 Update List Dated N/A			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
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VOLUME 2 Update List Dated November 5, 1999			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-8	REPLACE ALL	45	
EAP-17	REPLACE ALL	87	

VOLUME 3 Update List Dated November 5, 1999			
DOCUMENT	PAGES	REV. #	INITIALS/DATE
EAP-43	REPLACE ALL	46	
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EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3
UPDATE LIST

CONTROLLED COPY # 34

Date of Issue: November 5, 1999

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 23	12/98	N/A
EAP-26	PLANT DATA ACQUISITION SYSTEM ACCESS	REV. 11	02/98	Informational
EAP-27	ESTIMATION OF POPULATION DOSE WITHIN 10 MILE EMERGENCY PLANNING ZONE	REV. 9	02/98	Informational
EAP-28	EMERGENCY RESPONSE DATA SYSTEM (ERDS) ACTIVATION	REV. 5	02/98	Reference
EAP-29	EOF VENTILATION ISOLATION DURING AN EMERGENCY	REV. 5	02/98	Informational
EAP-30	EMERGENCY TERMINATION AND TRANSITION TO RECOVERY*	REV. 0	12/98	Informational
EAP-31	RECOVERY MANAGER*	REV. 0	12/98	Informational
EAP-32	RECOVERY SUPPORT GROUP*	REV. 1	04/99	Informational
EAP-33	DEVELOPMENT OF A RECOVERY ACTION PLAN*	REV. 0	12/98	Informational
EAP-34	ACCEPTANCE OF ENVIRONMENTAL SAMPLES AT THE EOF/EL DURING AN EMERGENCY	REV. 3	02/98	Informational
EAP-35	EOF TLD ISSUANCE DURING AN EMERGENCY	REV. 6	02/98	Informational
EAP-36	ENVIRONMENTAL LABORATORY USE DURING AN EMERGENCY	REV. 4	02/98	Informational
EAP-37	SECURITY OF THE EOF AND EL DURING DRILLS, EXERCISES AND ACTUAL EVENTS	REV. 5	02/98	Informational
EAP-39	DELETED (02/95)			
EAP-40	DELETED (02/98)			
EAP-41	DELETED (12/85)			
EAP-42	OBTAINING METEOROLOGICAL DATA	REV. 13	04/99	Informational
EAP-43	EMERGENCY FACILITIES LONG TERM STAFFING	REV. 46	11/99	Informational
EAP-44	CORE DAMAGE ESTIMATION	REV. 4	02/98	Informational
EAP-45	EMERGENCY RESPONSE DATA SYSTEM (ERDS CONFIGURATION CONTROL PROGRAM	REV. 5	02/98	Informational
SAP-1	MAINTAINING EMERGENCY PREPAREDNESS	REV. 14	02/98	Informational
SAP-2	EMERGENCY EQUIPMENT INVENTORY	REV. 28	06/99	Reference
SAP-3	EMERGENCY COMMUNICATIONS TESTING	REV. 65	11/99	Reference

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 3
UPDATE LIST

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Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
SAP-4	NYS/OSWEGO COUNTY EMERGENCY PREPAREDNESS PHOTO IDENTIFICATION CARDS	REV. 7	09/98	Informational
SAP-5	DELETED (3/98)			
SAP-6	DRILL/EXERCISE CONDUCT	REV. 14	12/98	Informational
SAP-7	MONTHLY SURVEILLANCE PROCEDURE FOR ON-CALL EMPLOYEES	REV. 34	02/98	Informational
SAP-8	PROMPT NOTIFICATION SYSTEM FAILURE/SIREN SYSTEM FALSE ACTIVATION	REV. 10	02/98	Informational
SAP-9	DELETED (02/94)			
SAP-10	METEOROLOGICAL MONITORING SYSTEM SURVEILLANCE	REV. 7	01/98	Informational
SAP-11	EOF DOCUMENT CONTROL	REV. 9	07/99	Informational
SAP-13	EOF SECURITY AND FIRE ALARM SYSTEMS DURING NORMAL OPERATIONS	REV. 3	03/98	Informational
SAP-14	DELETED (02/95)			
SAP-15	DELETED (11/92)			
SAP-16	UTILIZING EPIC IDT TERMINALS FROM DESTINY SYSTEM	REV. 3	02/98	Informational
SAP-17	EMERGENCY RESPONSE DATA SYSTEM (ERDS) QUARTERLY TESTING	REV. 6	02/98	Continuous
SAP-19	SEVERE WEATHER	REV. 3	03/98	Informational
SAP-20	EMERGENCY PLAN ASSIGNMENTS	REV. 17	06/99	Informational
SAP-21	PLACEMENT, TESTING AND OPERATION OF WIRELESS TELEPHONE EQUIPMENT IN PLANT ENVIRONS	REV. 2	10/98	Informational
SAP-22	EMERGENCY PLANNING PROGRAM SELF ASSESSMENT	REV. 1	10/98	Informational

NEW YORK POWER AUTHORITY
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

PERSONNEL ACCOUNTABILITY*
EAP-8
REVISION 45

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE
MEETING NO. N/A DATE: N/A

APPROVED BY: [signature] By Dir DATE: 11-4-99
RESPONSIBLE PROCEDURE OWNER

EFFECTIVE DATE: November 5, 1999

FIRST ISSUE ☐ FULL REVISION ☐ LIMITED REVISION ☒

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PERIODIC REVIEW DUE DATE: JANUARY 2003

REVISION SUMMARY SHEET

REV. NO.		
45	•	Quarterly update of Emergency Response Organization
44	•	Quarterly update of Emergency Response Organization
43	•	Quarterly update of Emergency Response Organization
42	•	Quarterly update of Emergency Response Organization
41	•	Quarterly update of Emergency Response Organization
40	•	Quarterly update of Emergency Response Organization
39	•	Quarterly update of Emergency Response Organization
38	•	Quarterly update of Emergency Response Organization
37	•	Quarterly update of Emergency Response Organization.
	•	Combined Shift Coordinator and Accountability Supervisor positions to reflect plant staffing levels and provided the flexibility to assign accountability to other trained security personnel.
	•	Changed the TSC Security Coordinator designation to Emergency Security Coordinator to eliminate confusion.
36	•	Quarterly update of Emergency Response Organization.
35	•	Quarterly update of Emergency Response Organization.
34	•	Reformat per AP-02.01, Rev. 5.
	•	Quarterly update of Emergency Response Organization.
	•	Revised level of use in accordance with AP-02.04.

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1.0 **PURPOSE**

This procedure provides the instructions necessary to account for plant personnel, visitors, and contractors.

2.0 **REFERENCES**

2.1 **Performance References**

None

2.2 **Developmental References**

2.2.1 EAP-9, SEARCH AND RESCUE OPERATIONS

2.2.2 EAP-10, PROTECTED AREA EVACUATION

2.2.3 EAP-11, SITE EVACUATION

3.0 **INITIATING EVENTS**

3.1.1 Site Area Emergency, **or**

3.1.2 General Emergency, **or**

3.1.3 Emergency Director's request, **or**

3.1.4 Completion of Protected Area Evacuation or Site Evacuation for personnel without emergency assignments.

4.0 **PROCEDURE**

4.1 A list of missing personnel shall be made available within 30 minutes via personnel accountability or other means as determined by the individual assigned to lead accountability. Personnel accountability shall be accomplished in two phases:

Phase 1 -The total number of personnel accounted for in the protected area are compared with the total number of persons indicated as being in the protected area.

Phase 2 - The names of missing persons unaccounted for in the protected area are compared to the names of persons indicated as being in the protected area.

4.2 The Emergency Director shall request the Security Shift Coordinator/Sergeant to initiate accountability.

4.3 The Security Shift Coordinator/Sergeant will enable the accountability readers in accordance with Security procedures and request (when those facilities are activated) the Communications and Records Coordinator to dispatch an accountability clerk to the Control Room, TSC and OSC to assist personnel in completing Attachment 3 and badging in the readers.

4.4 The Emergency Director shall request the Control Room to make the following announcement (twice):

ATTENTION. ATTENTION. ALL PERSONNEL IN THE PROTECTED AREA COMMENCE ACCOUNTABILITY USING BADGE READERS AND SIGN-IN SHEETS.

4.5 The Security Shift Coordinator/Sergeant, who may designate security personnel to lead the accountability process if required, shall use Attachment 1 or Attachment 2 to accomplish personnel accountability.

4.6 The individual assigned to lead accountability shall compile a list of persons onsite by name and security badge number using either the security computer or the badge-out rack cards (the card that remains in the badge rack after an active badge has been issued for site access).

NOTE: The security computer shall be the primary means of compiling the onsite personnel list. The badge-out rack cards shall be used as a secondary means in the event of a computer failure to verify personnel on site.

The onsite personnel list shall also include visitors to the site and shall note their escorts' names. Accountability for Security personnel may be accomplished by contacting them individually.

4.7 Phase 1 of accountability shall be accomplished in the following manner:

NOTE: Manual method will be used if a computer failure occurs.

4.7.1 The individual assigned to lead accountability shall activate the "Personnel Onsite Report" which will indicate who is onsite.

As personnel badge in the accountability readers, they will be deleted from the "Unaccounted Personnel Report." This report will reflect continually who has not badged in an accountability reader.

4.7.2 Accountability clerks shall be established in the Control Room, Technical Support Center and Operational Support Center and shall contact the Emergency Security Coordinator in the Technical Support Center at extension 6168.

4.7.3 These clerks shall provide the following information to the Emergency Security Coordinator:

A. Total number of persons assembled in that area obtained from Attachment 3.

B. A copy of Attachment 3. The originals shall continue to be used for continuous accountability.

C. Telefax of Attachment 3 forms to EOF Staffing Coordinator (to assist in long-term staffing assessment).

4.7.4 The individual assigned to lead accountability shall compare the total number of personnel accounted for on the Attachment 3 forms to the total number onsite from the security computer. These numbers and any discrepancies shall be reported to the Emergency Director. In addition, the individual assigned to lead accountability shall request the Security Shift Coordinator/Sergeant or designee prepare an "unaccounted for" log from the accountability system reader output.

4.7.5 Security personnel shall establish continuous accountability logs using Attachment 3 at the following locations:

A. 300 ft. elevation of Old Admin. Building near the Control Room entrance. This position shall record personnel who exit or enter via the Fan Room or Turbine building doors.

B. OSC control point near portal monitors. This position shall record personnel who exit or enter the RCA.

C. Old Admin. Building foyer. This position shall record personnel who exit or enter via the foyer.

NOTES: 1. Personnel traveling between the TSC, OSC and Control Room are NOT required to sign in/out on Continuous Accountability Log Sheet, Attachment 3 after the completion of initial accountability.

2. Entry and exit via doors with operable card readers do NOT require sign in on Attachment 3. In the event of a Security computer failure, entry and exit via carded doors that allow access to areas outside the Emergency Response Facilities (combined TSC, OSC and Control Room areas) shall require sign in on Attachment 3.

4.8 Phase 2 of accountability shall be accomplished in the following manner:

4.8.1 The individual assigned to lead accountability shall compare the security computer list of onsite persons against those in the Control Room, TSC and OSC and compile a list of unaccounted for individuals. (The manual method will utilize Attachment 3.)

4.8.2 The individual assigned to lead accountability shall provide to the Emergency Security Coordinator a list of unaccounted badges and names from the readers which should match the list of unaccounted individuals.

4.9 The individual assigned to lead accountability shall verify that persons on the "Unaccounted Personnel Report" lists have not left the protected area by a check of the security badges. The last known location of these persons shall be obtained from the security computer.

4.10 The individual assigned to lead accountability shall attempt to locate any persons unaccounted for by calling them on the plant page system. The page should be repeated every two minutes. If the unaccounted for personnel do not respond within 5 minutes, the following announcement shall be made twice over the P.A. system:

ATTENTION, ATTENTION: IF ANYONE KNOWS THE PRESENT LOCATION OF (name of missing individual), CALL SECURITY AT EXTENSION (specify).

4.11 The individual assigned to lead accountability shall contact the missing individuals' supervisors or co-workers for further information. If these attempts are unsuccessful, the names of the missing persons shall be forwarded to the Emergency Director who shall immediately initiate search and rescue activities in accordance with EAP-9, SEARCH AND RESCUE OPERATIONS.

5.0 **ATTACHMENTS**

1. ACCOUNTABILITY CHECKLIST - MANUAL METHOD
2. ACCOUNTABILITY CHECKLIST - COMPUTER METHOD
3. ACCOUNTABILITY LOG

ACCOUNTABILITY CHECKLIST - MANUAL METHOD

Initials/Time

1. _____/_____ Received notification from the Emergency Director to implement personnel accountability procedure.

2. _____/_____ Compile list of persons onsite using either the badge-out rack cards or the security computer. Total number of persons onsite: _____.

PHASE 1

3. _____/_____ Contact each of the primary assembly areas and obtain a head count:

AREA	EXTENSIONS	PERSON CONTACTED	NUMBER OF PERSONS
Control Room	6665	_____	_____
Technical Support Center	6168	_____	_____
Operational Support Center	6833/6837	_____	_____
Security Bldg	6413/6416	_____	_____

Total number of persons accounted for: _____

4. _____/_____ Difference between total head count and persons onsite as indicated by security (step 3): _____.

5. _____/_____ Report totals from step 2, 3, and 4 to the Emergency Director.

PHASE 2

Initials/Time

6. _____/_____ Contact each assembly area. Using the list of persons onsite, check off each person in the assembly area.

7. _____/_____ List the names and badge numbers of persons unaccounted for:

_____

_____

_____

_____

_____

_____

8. _____/_____ Notify the Emergency Director of the names of persons unaccounted for.

9. _____/_____ Verify that persons unaccounted for have not left the site (check of badges). Determine last known location using the security computer.

10. _____/_____ Call persons unaccounted for on the plant paging system (repeat announcement).

11. _____/_____ Contact supervisors, co-workers. Attempt to determine last known location of persons unaccounted for.

12. _____/_____ Advise Emergency Director of missing persons and information determined in steps 9, 11.

RETAIN THIS FORM. IT SHALL BE TURNED IN TO THE EMERGENCY DIRECTOR.

ACCOUNTABILITY CHECKLIST - COMPUTER

Initials/Time

1. _____/_____ Received notification from the Emergency Director to implement personnel accountability procedure.

2. _____/_____ Security Central Alarm Station (CAS) or Secondary Alarm Station (SAS) operator to activate accountability card readers by activating the (F6) key on the security computer.

PHASE 1/2

3. _____/_____ Individual assigned to lead accountability to activate "Personnel Onsite Report."

4. _____/_____ Individual assigned to lead accountability to activate the "Unaccounted Personnel Report."

5. _____/_____ Advise the Emergency Security Coordinator in the Technical Support Center of missing person(s) unaccounted for.

6. _____/_____ Verify that person(s) unaccounted for have not left the site.

7. _____/_____ Call person(s) unaccounted for on the plant paging system.

8. _____/_____ Contact supervisors and co-workers to attempt to learn last location of the persons unaccounted for.

9. _____/_____ Advise Emergency Director of missing person(s)

ACCOUNTABILITY LOG

DATE _____

FACILITY _____

	NAME	Badge Number	Continuous Accountability Time/DRD Readings					
			IN	OUT	IN	OUT	IN	OUT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
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NEW YORK POWER AUTHORITY
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY ORGANIZATION STAFFING*
EAP-17
REVISION 87

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A DATE: N/A

APPROVED BY: /s/ [illegible] BY Dir DATE: 11-4-99
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FIRST ISSUE ☐ FULL REVISION ☐ LIMITED REVISION ☒

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PERIODIC REVIEW DUE DATE: JANUARY 2003

REVISION SUMMARY SHEET

REV. NO.

87
- Quarterly update of Emergency Response Organization

86
- Quarterly update of Emergency Response Organization

85
- Quarterly update of Emergency Response Organization
- On the On-Call Schedule - changed System Assessment Advisor to read "As assigned per Work Week Manager Schedule". This change was noted in memo JEP-99-018.

84
- Deleted steps 4.2.1 and 6.1.1.A, reference to Plant Standard notifications per STD-3.120 no longer required. Reference was previously included to ensure Corporate Office notification occurred. The NGDO is notified by Security per EAP-17, Attachment 3, Step 9, or per EAP-1.1, Step 7, for times when pager and CAN activation do not occur.
- Added "and EAP-1.1, section 4.2.1" to identify the section of EAP-1.1 used by the Shift Manager to provide direction to Security for pager and CAN activation. (Step 4.2.1 and 6.1.1.A)
- Deleted Section 4.2.3, facility activation matrix has been incorporated into EAP-1.1. This provides a single point of reference in EAP-1.1 for SM/ED.
- Deleted step 2.2.4, STD-3.120, MANAGEMENT NOTIFICATION
- Deleted step 6.1.1.C, the step is redundant, the SM/ED provides direction for CAN activation through the use of EAP-1.1.
- Editorial correction on page 10, 6.1.2.B.5, changed Attachment 7 to Attachment 6.
- On Page 14, changed "Code Event" to "Pager Code".
- Corrected references to attachments where there have been changes to them. (Editorial Changes)

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1.0 **PURPOSE**

The purpose of this procedure is to designate the emergency organization for specific emergency classification and to describe the activation of the designated principal emergency response personnel.

NOTE: THIS PROCEDURE IS INTENDED ONLY FOR EMERGENCY PLAN ACTIVATION AND MAY BE ALTERED BY THE EMERGENCY PLANNING COORDINATOR FOR PURPOSES OF EMERGENCY PLAN DRILLS OR EXERCISES.

2.0 **REFERENCES**

2.1 **Performance References**

2.1.1 EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING

2.1.2 SAP-20, EMERGENCY PLAN ASSIGNMENTS

2.2 **Developmental References**

2.2.1 James A. FitzPatrick Nuclear Power Plant Emergency Plan, SECTION 5, ORGANIZATION.

2.2.2 IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS.

2.2.3 EAP-22, OPERATION AND USE OF RADIO PAGING DEVICE.

2.2.4 SAP-20, EMERGENCY PLAN ASSIGNMENTS.

3.0 **INITIATING EVENTS**

3.1 An emergency has been declared in accordance with IAP-2, CLASSIFICATION OF EMERGENCY CONDITIONS.

4.0 **RESPONSIBILITIES**

4.1 **Site Executive Officer/General Manager - Operations (GMO), General Manager - Support Services (GMSS)/General Manager - Maintenance (GMM)**

4.1.1 Either the Site Executive Officer, the GMO, the GMM, or the GMSS will be in the general area (within approximately 60 minutes travel time to the plant) unless, and as approved by the Site Executive Officer, special circumstances dictate that they will be absent. Their location is known via the weekly staff schedule, or other means.

4.1.2 The Site Executive Officer, the GMO, the GMM and the GMSS shall make their schedules available to the Operations Manager via the weekly staff schedule, or other means as appropriate.

4.2 **Shift Manager**

4.2.1 During an emergency, the Emergency Director is responsible for the direction of all emergency actions at the James A. FitzPatrick Nuclear Power Plant. During normal hours, sufficient supervisory and support personnel are available to respond to an emergency condition; during off-hours, this support is diminished as shown in Attachment 1. When the Shift Manager/Emergency Director determines that additional personnel are necessary to respond to an onsite emergency, he will direct Security to initiate a recall of personnel in accordance with this procedure and EAP-1.1, section 4.2.1. Pagers should be activated for both normal working hours and off hour emergencies. It will be the responsibility of the Security Force to make the necessary telephone calls to initiate this site recall. Other personnel may be directed to perform this function if a Security event prevents Security from making the recall.

4.3 **Human Resources Manager**

4.3.1 The JAFNPP Human Resources Manager is responsible to maintain an up-to-date list of all plant employees, their titles, and home phone numbers. Each calendar year quarter, the Human Resources Manager shall provide this listing to the Emergency Planning Coordinator (EPC).

4.3.2 The JAFNPP Human Resources Manager shall maintain an Emergency Plan Position Sheet (Attachment 5) in the personnel file of each employee listed by name in Attachment 8. The Human Resources Manager shall also provide a copy of Attachment 5 to each employee listed. The Emergency Planning Coordinator shall update Attachment 8 and the Human Resources Manager shall institute appropriate changes to the Emergency Plan Position Sheets in the personnel files on a quarterly basis. Emergency Plan Position Sheets and Oswego County I.D. cards for terminated or transferred employees shall be returned to the EPC after the personnel action.

4.4 **Emergency Planning Coordinator**

4.4.1 The Emergency Planning Coordinator shall quarterly update Attachment 8 and provide changes to the JAFNPP Human Resources Manager, noting any personnel changes to the Emergency Response Organization.

4.4.2 The Emergency Planning Coordinator shall issue an Emergency Plan On-Call Employee Call-Out Form (Attachment 3). This form will be filed at the SAS console.

4.5 **Security**

It is the responsibility of the Secondary Alarm Station (SAS) security officer to conduct the notifications to Emergency Plan On-Call Employees if so directed by the Shift Manager. The security officer shall use the appropriate pager codes for emergency call-out for Attachment 3 (located at the SAS console). Any information needed regarding plant status shall be obtained from the Shift Manager. The call-out system Community Alert Network, "CAN," shall also be used as appropriate.

4.6 **Emergency Plan On-Call Employees**

It is the responsibility of each Emergency Plan On-Call Employee to perform their duties in accordance with this procedure. This includes maintaining an operable radio pager. If the employee is "on duty" he/she must remain within approximately one hour of their assigned facility and be fit for duty in accordance with plant/NYPA procedures.

5.0 **EMERGENCY PLAN ON-CALL EMPLOYEES AND SCHEDULES**

5.1 Emergency Plan On-Call Employee Schedule shall be issued by the Emergency Planning Coordinator. The following ERO positions shall be listed.

5.1.1 Operations Coordinator (CR)
5.1.2 Reactor Engineering (CR)
5.1.3 Communicator (EOF)
5.1.4 Computer Operator (EOF)
5.1.5 Dose Assessment Coordinator (EOF)
5.1.6 EOF Manager
5.1.7 Purchasing/Accounting (EOF)
5.1.8 Rad Data Coordinator (EOF)
5.1.9 Rad Engineer (EOF)
5.1.10 Rad Engineer Support (EOF)
5.1.11 Rad Support Coordinator (EOF)
5.1.12 Radio Operator (EOF)
5.1.13 Staffing Coordinator (EOF)

5.1.14 Technical Liaison (EOF)
5.1.15 Security Shift Coord/SGT (JAF)
5.1.16 Administrative Manager (JNC)
5.1.17 Chemistry Supervisor (OSC)
5.1.18 I&C Supervisor (OSC)
5.1.19 Maintenance Supervisor - Electrical (OSC)
5.1.20 Maintenance Supervisor - Mechanical (OSC)
5.1.21 OSC Manager
5.1.22 Rad Protection Supervisor (OSC)
5.1.23 Communications & Records Coordinator (TSC)
5.1.24 Communicator (TSC)
5.1.25 Computer Operator (TSC)
5.1.26 Emergency Director/TSC Manager Alternate (TSC)
5.1.27 Emergency Director Aide (TSC)
5.1.28 Emergency Maintenance Coordinator (TSC)
5.1.29 NRC Communicator (TSC)
5.1.30 Plant Engineer - Electrical (TSC)
5.1.31 Plant Engineer - Mechanical (TSC)
5.1.32 Rad Engineer (TSC)
5.1.33 Rad Support Coordinator (TSC)
5.1.34 Emergency Security Coordinator (TSC)
5.1.35 Technical Coordinator (TSC)
5.1.36 TSC Manager/Emergency Director Alternate.

5.2 The following ERO positions are issued pagers but are not assigned on-duty periods.

5.2.1 EOF Security Coordinator
5.2.2 Oswego County/NY State Liaison (EOF)
5.2.3 Public Information Technical Assistant (EOF)
5.2.4 NYPA Spokesperson/JNC Director (JNC)
5.2.5 Public Information Technical Assistant (JNC)
5.2.6 Technical Briefer (JNC)
5.2.7 B&G Supervisor (OSC)
5.2.8 Fire Protection Supervisor (OSC)
5.2.9 Maintenance Engineer (OSC)
5.2.10 Nurse (OSC)
5.2.11 QC Supervisor (OSC)
5.2.12 Warehouse Supervisor (OSC)
5.2.13 Plant Engineer - Procurement (TSC)
5.2.14 Public Information Liaison (TSC)
5.2.15 Public Information Technical Assistant (TSC)
5.2.16 Rad Engineer Support (TSC)

5.3 It is the responsibility of each assigned individual to be aware of the on-call schedule and be aware of the pager codes.

5.4 Individuals filling positions listed in Section 5.1 are issued Emergency Plan pagers and are scheduled for "on-duty" periods. A schedule of "on-duty" personnel is initiated and published by the Emergency Planning Coordinator.

5.5 It is the responsibility of the individuals on-call to be aware of their "on-duty" status. An on-duty week shall normally run from 0700 Monday until 0700 the following Monday. If a holiday occurs on a Monday, the on-duty period will end on Tuesday at 0700. Pagers shall be within hearing/notification range of "on duty" personnel at all times.

5.6 If an individual is scheduled for a particular date and that individual wishes to switch duty with another equally qualified and designated person, it is the individual's responsibility to ensure adequate coverage is maintained. No official notifications are necessary.

5.7 Pager codes as listed in Attachment 3 are issued to each individual assigned a pager. The codes indicate if it is a real event, a drill or a pager test. (All individuals issued pagers are expected to report to their assigned facility/follow pager instructions during a real event or drill as they would for a CAN notification.)

5.8 The on-call schedule for the WPO Nuclear Generation Duty Officer is maintained by the Corporate Emergency Preparedness Group.

6.0 **PROCEDURE**

6.1 **Activation of the Emergency Plan**

6.1.1 Shift Manager/Emergency Director

A. The Shift Manager or designee shall instruct the SAS Security Officer (at extension 3456) to initiate the call out of Emergency Response Organization personnel in accordance with this procedure and EAP-1.1, Section 4.2.1.

6.1.2 Secondary Alarm Station (SAS) Security Officer (or designated Security Officer)

A. Notification of Emergency Plan On-Call Employees via pagers.

The SAS Security Officer, upon being instructed to do so by the Shift Manager, shall notify all the Emergency Plan On-Call Employees. This shall be accomplished by using the Emergency Plan On-Call Employee Call-Out Form (Attachment 3). The Security Officer shall document this call-out using Attachment 3, the "Emergency Plan On-Call Employee Call-Out." Activate the paging system a minimum of three (3) times. Separate pages by an interval of 2 minutes.

B. Community Alert Network ("CAN")

Activate "CAN" during off-hours when directed to do so by the Shift Manager and/or Emergency Director.

1. Notify "CAN" at 800-552-4226. The "CAN" operator will request a call back verification number. Provide "CAN" operator with one of the following phone numbers:

   a. Security Sergeant (1-315-349-6422) or

   b. SAS Phone (1-315-349-6420) or

   c. SAS Phone (1-315-349-6415)

   d. SAS Cellular Phone (1-315-593-4767)

   (The "CAN" operator will then hang up and call you back for verification of the facilities and messages. If cellular phone number is given, ensure cellular phone is turned on.)

2. On the call back from "CAN," provide the following information:

   a. Your name

   b. Your affiliation (JAF Security)

   c. The "CAN" operator will request which call-out lists to call. Answer "Call out the (depending on which facilities are requested to be activated)

      1) CR/TSC/OSC call-out lists; or the

      2) CR/TSC/OSC and EOF/JNC call-out lists."

   d. Instruct the "CAN" operator to activate:

      1) Message 1 for actual emergencies

      OR

      2) Message 2 for drills

   e. The "CAN" operator will request how many times to repeat the calls. Answer "Three (3)."

3. The backup phone number to call "CAN" is (800) 992-2331. This is an answering service and is to be used only in the event of a malfunction of the computerized prompt/recording. Tell the answering service your name/affiliation and a callback number. This person will contact the "CAN" operations staff who will return your call to get the detailed information.

4. Notify the Control Room when "CAN" has been activated.

5. CAN notifications **NOT** performed in **SAS** will be performed in accordance with Attachment 6.

C. Manual Call-Out/Verification

If CAN was activated, call ten (10) individuals on Attachment 8 and verify that CAN activation was successful.

If CAN activation was NOT successful, call Team 1 members then Team 2 then Team 3 and read the appropriate CAN message to each individual. (Use additional personnel to expedite call-out if necessary.)

6.1.3 On-Call Employees "On Duty"

A. The Emergency Plan on-call employee will maintain an operable pager and ensure that he/she can be notified at all times (ie. hear the pager) for the duration of their duty period.

B. The Emergency Plan on-call employee shall remain fit for duty (BAC <.04% as a minimum) and be within approximately one hour from their assigned emergency response facility.

C. The Emergency Plan on-call employee shall respond to the appropriate emergency response facility as soon as possible (approximately one hour), or follow directions given via coded message on the pager.

D. Random pager testing of on-call staff will occur periodically. Random tests must be responded to only by the individuals "on duty" at the time the test is conducted as indicated by the pager code.

6.1.4 Individuals Listed in Section 5.1 But Are Not "On-Duty" and Individuals Listed in Section 5.2

ERO members assigned pagers but are not "on-duty" are expected to keep their pagers within hearing/ notification range both while onsite and offsite. Response to the page is the same as that expected to a CAN call (except for random testing as described above).

6.1.5 Emergency Director

A. The Emergency Director should establish that the emergency organization staffing applicable to the level of emergency is in place (ref. SAP-20 for facility organizational charts or adjust according to need).

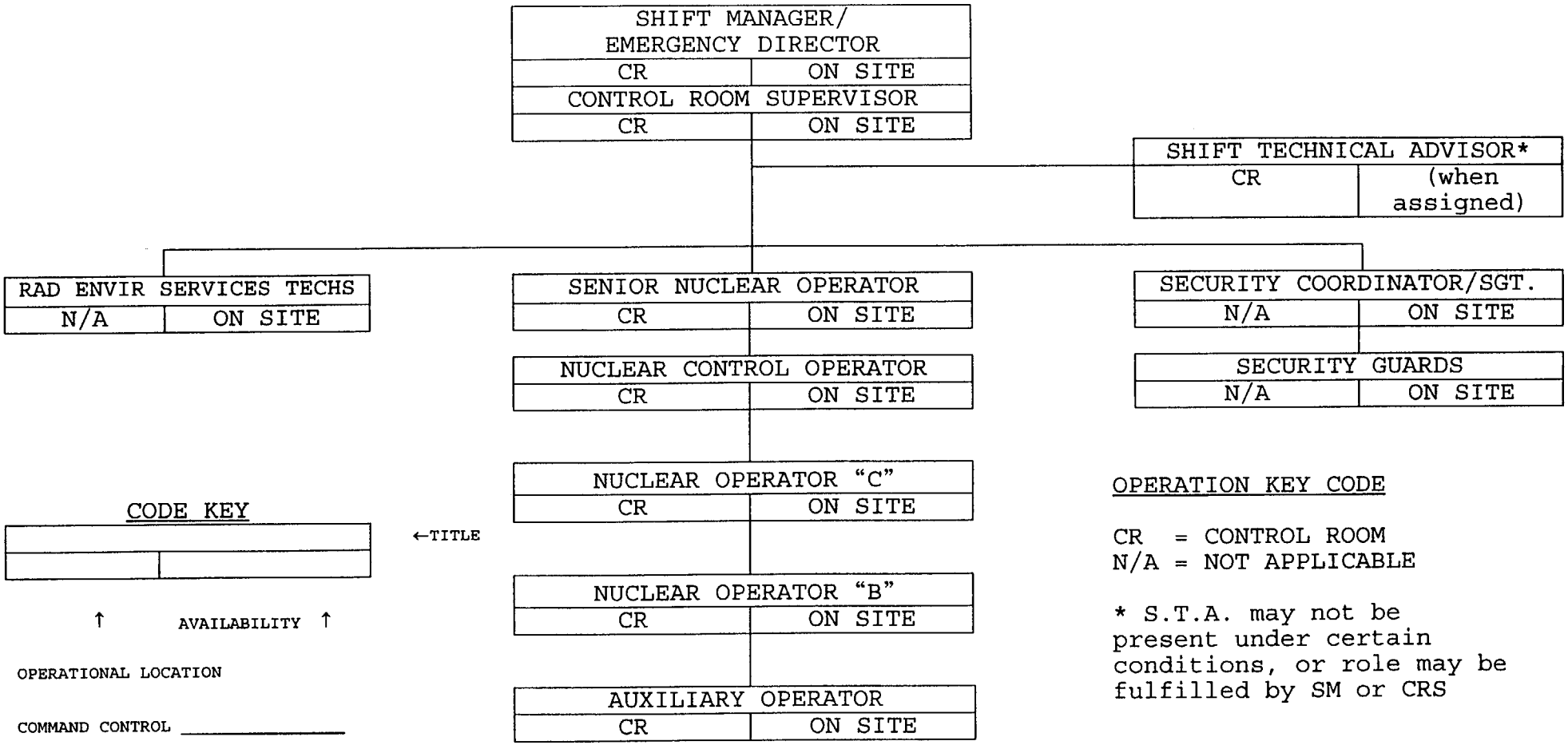
B. As soon as practical after declaring an emergency condition and activating the Emergency Response Organization, the Emergency Director shall attempt to determine if any additional staff is required to maintain the emergency response.

C. The Emergency Director may delegate the staffing responsibilities to a Staffing Coordinator. Refer to EAP-43, EMERGENCY FACILITIES LONG TERM STAFFING.

7.0 **ATTACHMENTS**

1. JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION
2. JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX - BY POSITION
3. EMERGENCY PLAN ON-CALL EMPLOYEE CALL-OUT
4. "CAN" MESSAGES
5. EMERGENCY PLAN POSITION SHEET
6. ALTERNATE COMMUNITY ALERT NETWORK CAN EMERGENCY CALL OUT DURING SECURITY EVENT
7. JAFNPP "ON-DUTY" EMERGENCY PLAN STAFF CALL OUT BY POSITION AND NAME
8. EMERGENCY ORGANIZATION ASSIGNMENTS

JAFNPP EMERGENCY STAFFING ON SHIFT RESPONSE ORGANIZATION



OPERATION KEY CODE

CR = CONTROL ROOM
N/A = NOT APPLICABLE

* S.T.A. may not be present under certain conditions, or role may be fulfilled by SM or CRS

JAFNPP TYPICAL EMERGENCY PLAN STAFF CALL OUT MATRIX - BY POSITION							
EP Function	DATE	DATE	DATE	DATE	DATE	DATE	EP Qualified Positions
CONTROL ROOM							
Operations Coordination	Operations Coord	Operations Coord	Operations Coord	Operations Coord	Operations Coord	Operations Coord	Operations Coordinator
TECHNICAL SUPPORT CENTER							
Emergency Director	**As assigned per Emergency Director Schedule**						Emergency Director IAW EAP-17, Step 4.1.1
System Assessment Advisor	**As assigned per Work Week Manager Schedule**						System Assessment Advisor
Parameter Assessment Advisor	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Para. Asst. Adv.	Parameter Assessment Advisor
TSC Management	TSC Manager	TSC Manager	TSC Manager	TSC Manager	TSC Manager	TSC Manager	TSC Manager
Technical Coord/Lead	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coord/DE	Tech. Coordinator/Designated Engineer (DE)
Emergency Plan Assistance	ED Aide	ED Aide	ED Aide	ED Aide	ED Aide	ED Aide	ED Aide
Reactor Engineering	**As assigned per Reactor Analyst Schedule**						Reactor Engineer
Plant Engineer Mechanical	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Eng. Mech	Plant Engineer Mechanical
Plant Engineer Electrical	Plant Eng. Elect	Plant Eng. Elect	Plant Eng. Elect	Plant Eng. Eletc	Plant Eng. Elect.	Plant Eng. Elect	Plant Engineer Electrical
Inplant Radiological Lead	Rad Sup Coord	Rad Sup Coord	Rad Sup Coord	Rad Engineer	Rad Engineer	Rad Engineer	Radiological Support Coordinator or Rad Engineer
Communication Management	Comm Records Coord.	Comm Records Coord.	Comm Records Coord.	NRC Communicator	NRC Communicator	NRC Communicator	Comms & Records Coordinator or NRC Communicator
Communications	Communicator	Communicator	Communicator	Communicator	Communicator	Communicator	Communicators
Computer Operations	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Operator
Emergency Maintenance Coord	**As assigned per Coordinated Maintenance Schedule**						Emergency Maintenance Coordinator
Security Lead	Emer Sec Coord	Emer Sec Coord	Emer Sec Coord	Shift Coord/SGT.	Shift Coord/SGT.	Shift Coord/SGT.	Emergency Security Coord. Or Sec. Shift Coord/SGT.
OPERATIONAL SUPPORT CENTER							
OSC Management	**Assigned per Coordinated Maintenance Schedule**						OSC Manager
Mechanical Maint. Supervision	**Assigned per Coordinated Maintenance Schedule**						Maintenance Supervisor - Mechanical
RES Supervision	RP Supv	RP Supv.	RP Supv.	Chem Supv.	Chem Supv	Chem Supv	Rad Protection Supervisor or Chemistry Supervisor
I&C and Electrical Supervision	**Assigned per Coordinated Maintenance Schedule**						I&C Supervisor or Maintenance Supervisor - Electrical
EMERGENCY OPERATIONS FACILITY							
EOF Management	EOF Manager	EOF Manager	EOF Manager	Tech Liaison	Tech Liaison	Tech Liaison	EOF Manager or Technical Liaison
Dose Assessment Lead	Rad Sup Coord	Rad Sup Coord	Rad Sup Coord	Dose Assess. Coord	Dose Assess. Coord	Dose Assess. Coord	Rad Support Coordinator or Dose Assessment Coordinator
Rad Engineering Support	Rad Engineer	Rad Engineer	Rad Engineer	Rad Eng. Support	Rad Eng. Support	Rad Eng. Support	Rad Engineer or Rad Engineer Support
Rad. Data & Dispatch Support	Rad Data Coord	Rad Data Coord	Rad Data Coord	Radio Operator	Radio Operator	Radio Operator	Rad Data Coordinator or Radio Operator
Computer Operations	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Oper	Computer Operator
Communications Support	Communicator	Communicator	Communicator	Communicator	Communicator	Communicator	Communicator
Staffing & Purchasing	Staff Coord	Staff Coord	Staff Coord	Purch Account	Purch Account	Purch Account	Staffing Coordinator or Purchasing Accounting
JOINT NEWS CENTER							
Administration	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Mgr.	Admin Manager

Date of Activation _____ Time Call-Out Started _____

Emergency Classification None NUE Alert SAE GE
Facility Activated TSC OSC EOF/JNC
Activate Pagers Yes No
Activate CAN Yes No
Activated by SM/ED/Other _____

A. Pager Activation

FIRST DIGIT	SECOND DIGIT	THIRD DIGIT
INFORMATION	CLASSIFICATION	FACILITY ACTIVATED
1 = Actual Event	1 = NUE	1 = Report to CR/OSC/TSC
2 = Drill or Exercise	2 = Alert	2 = Report to CR/OSC/TSC/EOF/JNC
9 = Pager test only	3 = SAE	= On duty only report to CR/OSC/TSC/EOF/JNC
	4 = GE	7 = On duty team call CAN 800-205-5175 (respond to CAN prompts as directed)
	9 = None	8 = All personnel report to EOF for further instructions.
		9 = No response required

1. Pager Code _____ _____ _____
2. Obtain "pager" number from Security Coord. _____
3. Obtain Password from Security Coord. _____
4. Dial 1-800-836-2337
5. Enter "pager" number when prompted from system ("Please enter the pager number")
6. Enter "Password" when prompted from system ("Please enter your caller password")
7. Wait for tones; enter "Event Code"
8. Repeat above steps 4-7 two (2) more times - Separate page intervals by 2 minutes (call CAN between pages as applicable).
9. Call the WPO Nuclear Generation Duty Officer pager using the NYPA paging system. Follow directions and enter 718-3889. Enter the number you wish to be called back on (eg. 3153496xxx). Report plant status to NGDO when call is returned.

B. CAN Activation

1. CAN Activation Lists: CR/TSC/OSC EOF/JNC
2. Determine message to send
   Message 1 - for actual emergency
   Message 2 - for drills
   Community Alert Network (CAN): 1-800-552-4226
3. CAN - Follow steps in procedure (Step 6.1.2.B)

C. Manual Calls/Verification

If CAN was activated, verify successful activation by calling ten (10) individuals listed on Attachment 8. If CAN activation was <u>not</u> successful, call all individuals on Attachment 8 and read the appropriate CAN message. (Call Team 1 members then Team 2 then Team 3 - use additional people if available.)

D. Information

Time Call-Out Completed _____ (inform SM when complete)

Signature _____
(Print/Sign

"CAN" MESSAGES

MESSAGE #1 (Use to activate a facility during an Actual Event)

This is an emergency message from the James A. FitzPatrick Nuclear Power Plant. This is an emergency message from the James A. FitzPatrick Nuclear Power Plant. An emergency has been declared at the plant! An emergency has been declared at the plant! Report to your assigned emergency facility. Fitness For Duty requirements apply. Report to your assigned emergency facility. Fitness For Duty requirements apply.

ACTIVATION

MESSAGE #2 (Use to activate a facility during a drill)

This is a drill message from the James A. FitzPatrick Nuclear Power Plant. This is a drill! This is a drill! An emergency has been declared at the plant. Report to your assigned emergency facility. Fitness For Duty requirements apply. An emergency has been declared at the plant. Report to your assigned emergency facility. Fitness For Duty requirements apply. This is a drill. This is a drill.

DRILL

EMERGENCY PLAN POSITION SHEET*

NAME _____

DATE ASSIGNED _____

EMERGENCY PLAN JOB TITLE _____

(As Listed in Attachment 7)

JAFNPP JOB TITLES

1) _____

2) _____

3) _____

TERMINATION OR TRANSFER DATE _____

1. Original to be maintained in Personnel File.
2. Copy to Employee.
3. Return original to EPC upon termination or transfer.

*This sheet is official notification of your role in the JAFNPP Emergency Plan. The sheet lists your Emergency Plan Job Title. Further information about your responsibilities are included in the JAFNPP Emergency Plan. Your Emergency Plan assignment continues regardless of changes in your position at JAFNPP. A copy of this assignment is part of your JAFNPP personnel record. Your Emergency Plan assignment is effective for one year after the date assigned. As revisions to job assignments are made, you will be notified.

EMERGENCY PLAN IMPLEMENTING PROCEDURES/VOLUME 2
UPDATE LIST

CONTROLLED COPY # 34

Date of Issue: November 5, 1999

Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
N/A	TABLE OF CONTENTS	REV. 19	02/98	N/A
IAP-1	EMERGENCY PLAN IMPLEMENTATION CHECKLIST	REV. 22	02/98	Continuous
IAP-2	CLASSIFICATION OF EMERGENCY CONDITIONS	REV. 20	12/98	Continuous
EAP-1.1	OFFSITE NOTIFICATIONS	REV. 42	04/99	Informational
EAP-2	PERSONNEL INJURY	REV. 22	02/98	Informational
EAP-3	FIRE	REV. 20	02/98	Informational
EAP-4	DOSE ASSESSMENT CALCULATIONS	REV. 29	12/98	Reference
EAP-4.1	RELEASE RATE DETERMINATION	REV. 10	12/98	Reference
EAP-5.1	DELETED (02/94)			
EAP-5.2	DELETED (04/91)			
EAP-5.3	ONSITE/OFFSITE DOWNWIND SURVEYS AND ENVIRONMENTAL MONITORING	REV. 6	02/98	Informational
EAP-6	IN-PLANT EMERGENCY SURVEY/ENTRY	REV. 15	02/98	Informational
EAP-7.1	DELETED (02/94)			
EAP-7.2	DELETED (02/94)			
EAP-8	PERSONNEL ACCOUNTABILITY	REV. 45	11/99	Reference
EAP-9	SEARCH AND RESCUE OPERATIONS	REV. 9	02/98	Informational
EAP-10	PROTECTED AREA EVACUATION	REV. 14	02/98	Informational
EAP-11	SITE EVACUATION	REV. 15	02/98	Informational
EAP-12	DOSE ESTIMATED FROM AN ACCIDENTAL RELEASE OF RADIOACTIVE MATERIAL TO LAKE ONTARIO	REV. 10	08/99	Reference
EAP-13	DAMAGE CONTROL	REV. 13	12/98	Informational
EAP-14.1	TECHNICAL SUPPORT CENTER ACTIVATION	REV. 20	12/98	Informational
EAP-14.2	EMERGENCY OPERATIONS FACILITY ACTIVATION	REV. 18	06/99	Informational
EAP-14.5	OPERATIONAL SUPPORT CENTER ACTIVATION AND OPERATION	REV. 13	02/98	Informational

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UPDATE LIST

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Procedure Number	Procedure Title	Revision Number	Date of Last Review	Use of Procedure
EAP-14.6	HABITABILITY OF THE EMERGENCY FACILITIES	REV. 14	10/98	Informational
EAP-15	EMERGENCY RADIATION EXPOSURE CRITERIA AND CONTROL	REV. 10	02/98	Informational
EAP-16	PUBLIC INFORMATION PROCEDURE	REV. 6	02/98	Informational
EAP-17	EMERGENCY ORGANIZATION STAFFING	REV. 87	11/99	Informational
EAP-18	DELETED (12/93)			
EAP-19	EMERGENCY USE OF POTASSIUM IODINE (KI)	REV. 19	03/98	Informational
EAP-20	POST ACCIDENT SAMPLE, OFFSITE SHIPMENT AND ANALYSIS	REV. 8	02/98	Reference
EAP-21	DELETED (12/85)			
EAP-22	DELETED (02/98)			
EAP-23	EMERGENCY ACCESS CONTROL	REV. 10	02/98	Informational
EAP-24	EOF VEHICLE AND PERSONNEL DECONTAMINATION	REV. 8	02/98	Informational
EAP-25	DELETED (02/94)			

NEW YORK POWER AUTHORITY
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY FACILITIES LONG TERM STAFFING*
EAP-43
REVISION 46

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A DATE: N/A

APPROVED BY: for Dir BY Dir DATE: 11-4-99
RESPONSIBLE PROCEDURE OWNER

EFFECTIVE DATE: November 5, 1999

FIRST ISSUE ☐ FULL REVISION ☒ LIMITED REVISION ☐

INFORMATIONAL USE	TSR
ADMINISTRATIVE	CONTROLLED COPY # 34

PERIODIC REVIEW DUE DATE: NOVEMBER 2004

REVISION SUMMARY SHEET

REV. NO.

46
- Quarterly update of Emergency Response Organization.
- Added box in the JNC Technical Briefer to read ED/ED Aide/TSC Manager assigned.

45
- Added to performance reference: Control of overtime
- Added new step after 4.2: The Staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME*, are considered when making staffing assignments.
- Reason for change: Include consideration of the overtime policy to avoid conflicts with procedure requirements or Tech Specs.
- Quarterly update of Emergency Response Organization.

44
- Quarterly update of Emergency Response Organization.

43
- Added section 4.8 to read "Licensed SRO and RO personnel, who have an inactive license, may be utilized to support the E-Plan for non-licensed activities."
- Quarterly update of Emergency Response Organizations.

42
- Section 4.7, page 4: deleted the acronym "ERC". HQ ERC is being eliminated as part of this revision. Assistance for staffing vacant positions with WPO personnel will continue to be coordinated through the Recovery Manager.

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1.0 **PURPOSE**

This procedure provides instructions to provide long term staffing for JAFNPP Emergency Facilities

2.0 **REFERENCES**

2.1 **Performance References**

2.1.1 AP-11.03, CONTROL OF OVERTIME*

2.2 **Developmental References**

2.2.1 Section 5, JAF EMERGENCY PLAN

2.2.2 EAP-17, EMERGENCY ORGANIZATION STAFFING

3.0 **INITIATING EVENTS**

All Emergency Facilities have been activated.

4.0 **PROCEDURE**

4.1 **Responsibility**

It is the responsibility of the Staffing Coordinator to establish long term staffing for all the JAFNPP Emergency Facilities (C.R., O.S.C., T.S.C., E.O.F., Security and J.N.C.). The Staffing Coordinator shall fill positions in accordance with Attachment 1 developing a two shift rotation of qualified employees as a minimum and three shifts whenever possible.

NOTE: Personnel who are designated as "in training" for a position are considered to be qualified when all training requirements for that position are completed.

4.2 The Staffing Coordinator shall complete Attachment 1, Emergency Organization Assignments, using a copy of Attachment 3 of EAP-8 that has been completed at JAF for accountability, as a reference.

4.3 The staffing Coordinator shall ensure provision of AP-11.03, CONTROL OF OVERTIME*, are considered when making staffing assignments

4.4 The Staffing Coordinator shall review long term staffing assignments with the Emergency Director Aide prior to contacting individuals and informing them of what shift they shall report to work on and where they shall report.

NEW YORK POWER AUTHORITY
JAMES A. FITZPATRICK NUCLEAR POWER PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EMERGENCY COMMUNICATIONS TESTING*
SAP-3
REVISION 65

REVIEWED BY: PLANT OPERATING REVIEW COMMITTEE

MEETING NO. N/A DATE: N/A

APPROVED BY: [signature] BY DIR
RESPONSIBLE PROCEDURE OWNER

DATE: 11-4-99

EFFECTIVE DATE: November 5, 1999

FIRST ISSUE ☐ FULL REVISION ☐ LIMITED REVISION ☒

********** INFORMATIONAL USE **********	********** TSR **********
********** ADMINISTRATIVE **********	CONTROLLED COPY # 34

PERIODIC REVIEW DUE DATE: JULY 2004

REVISION SUMMARY SHEET

REV. NO.

65
- Quarterly update of Emergency Response Organization.
- Phone number change to NYS Bureau of Env. Radiation Control. Changed from 518-458-6461 to 518-402-7550.

64
- Reformatted/reorganized attachments for better use on surveys.
- Corrected phone # on attachment 2.
- Quarterly update of Emergency Response Organization.

63
- Quarterly update of Emergency Response Organization.

62
- Quarterly update of Emergency Response Organization.

61
- Quarterly update of Emergency Response Organization.

60
- In section 4.6 - changed "Assistant EPC," to "designee" on page 5.

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1.0 PURPOSE

The purpose of this procedure is to provide instructions for testing emergency communications systems and checking and updating the telephone number list. This procedure also provides a mechanism for determining if an organization has changed key personnel.

2.0 REFERENCES

2.1 Performance References

2.1.1 EAP-1.1, OFFSITE NOTIFICATIONS

2.2 Developmental References

2.2.1 NUREG-0654, Criteria for the Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

3.0 INITIATING EVENTS

None

4.0 **PROCEDURE**

4.1 Communication checks shall be performed by an individual assigned by the Radiological and Environmental Services Manager, except for the listing sent out under Attachment 4.

4.2 Communication checks shall be performed using the appropriate checklist(s) at the frequencies shown below:

4.2.1 Monthly - Attachment 1, Monthly Emergency Communication Checklist

4.2.2 Quarterly- Attachment 2, Quarterly Emergency Communications Checklist

4.3 As part of the Quarterly Communication Check:

A. Personnel listed will be verified as being the responsible individual in their organization. Changes in such personnel shall be noted so that an updated communications checklist and a revision to EAP-1.1 and EAP-17 can be prepared.

B. JAFNPP Emergency Personnel listed on Attachment 5 will be contacted via Attachment 4 to verify phone numbers.

4.4 Problems encountered during communication checks should be noted in the remarks section.

4.5 Consult EAP-1.1, OFFSITE NOTIFICATIONS, for guidance for the use of communications system.

4.6 The individual performing the communication checks shall forward the completed checklists to the Emergency Planning Coordinator (EPC), or designee, who shall take appropriate action.

4.7 **ATTACHMENTS**

1. MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST

2. QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

3. EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS

4. DEPARTMENT MANAGERS MEMO FOR QUARTERLY EMERGENCY COMMUNICATIONS SURVEILLANCE

5. SIGN IN SHEET QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

MONTHLY EMERGENCY COMMUNICATIONS CHECKLIST

1. Land-Line Communications

	Location	Telephone #	SAT (√)	Verified by Initial / Date
a.	Oswego County E-911 Center	911		
b.	NYS Warning Point	518-457-2200		
c.	Alt. NYS Warning Point	518-457-6811		
d.	EOF Main Number	315-593-5700		
e.	JAF Control Room	315-349-6666		
f.	Security (SAS)	Plant Ext-3456		

2. NYS Radiological Emergency Communication System (RECS) Hotline

For EOF only, check the area used: (test different drop periodically)

Main. Area Communicator _____ County Room and State _____

CR DATE	TSC DATE	EOF DATE	SEQUENCE OF RECS ROLL CALL FOR JAFNPP	VERIFIED BY INITIAL
			Nine Mile Point Unit 1 Control Room	
			Nine Mile Point Unit 2 Control Room	
			Oswego County Warning Point	
			Oswego County EOC	
			NYS Division of State Police (Alternate State Warning Point)	
			NYS Warning Point (SEMO)	

MESSAGE CONTENT FOR RECS LINE TEST INITIATED BY JAF

1. Press A then * to activate all call.)
2. "This is a Test. This is a test. This is the James A. FitzPatrick Nuclear Power Plant _____ (state location - Control Room, Technical Support Center, Emergency Operations Facility). Standby for Roll Call . This is a Test"
3. (Call Roll in Accordance with 2 above)
4. Upon hearing their station name called during roll call, the stations will confirm operability by answering.
5. After completing roll call, recall all stations not answering by saying "JAF (State Location) recalling (Name of Station Not Answering)".
6. Sign off by saying "This has been a test from the James A. FitzPatrick (State Location), (Time), and (Date)".

3. NRC Emergency Telecommunications System (ETS)

(Note: See Attachment 3 for ETS Testing Guidance)

Control Room

Phone	Phone No.	Location	Outgoing SAT (√)	Incoming SAT (√)	Verified by Initial / Date
ENS[1]	700-371-5321	SM Office			

[1]This phone must be checked at the same time as the TSC ENS phone.

TSC

Phone	Phone No.	Location	Outgoing SAT (√)	Incoming SAT (√)	Verified by Initial / Date
ENS[2]	700-371-5321	ED Desk			
HPN	700-371-6773	RSC Desk			
HPN	700-371-6773	NRC Office			
RSCL	700-371-5319	NRC Office			
PMCL	700-371-5322	NRC Office			
ERDS	700-371-6270	Aux Comupter Room			

[2]This phone must be checked at the same time as the CR ENS phone.

EOF

Phone	Phone No.	Location	Outgoing SAT (√)	Incoming SAT (√)	Verified by Initial / Date
ENS	700-371-0064	Main Area – Communicator Desk			
ENS	700-371-0064	Comm. Room			
HPN	700-371-6299	Dose Assessment Room - Communicator			
RSCL	700-371-0063	NRC Office Area			
PMCL	700-371-0062	NRC Office Area			
PMCL	700-371-0062	Main Area – Protective Measures Coordinator			
MC	700-371-0060	NRC Office Area			
MCL	700-371-0060	Main Area – Protective Measures Coordinator			
LAN	700-371-0061	NRC Office Area			
RSCL	700-371-0063	Main Room – Reactor Safety Coordinator			

4. Dedicated Lines (Hotlines)

	Communications Link Utilized	SAT (√)	Verified by Initial / Date
a.	TSC/CR/EOF/OSC #63 PLNA-35125		
b.	TSC-WPO #63 PL-10793		
c.	TSC-OSC #63 PL-18382		
d.	TSC-AOSC #63 PL-16960		
e.	TSC-EOF #63 PLNA-28775		

5. Radio Communications

	Communications Link Utilized		SAT (√)	Verified by Initial / Date
a.	**TSC**			
	1. JAF Radio (KKD 650):			
	w/Security			
	w/Vehicle Radios	EP1 EP2 RES3 OS3	_____ _____ _____ _____	
	w/EOF Radiological Channel			
	2. UHF Console 1:			
	w/Security			
	w/Vehicle Radios	EP1 EP2 RES3 OS3	_____ _____ _____ _____	
	w/EOF Radiological Channel			
	3. UHF Console 2:			
	w/Security			
	w/Vehicle Radios	EP1 EP2 RES3 OS3	_____ _____ _____ _____	
	w/EOF Radiological Channel			
b.	**Control Room**			
	1. Security Radio:			
	w/UHF EOF Consoles			
	w/Security			
	w/Vehicle Radios	EP1 EP2 RES3 OS3	_____ _____ _____ _____	
	w/EOF Radiological Channel			

5. Radio Communications (Cont.)

	Communications Link Utilized		SAT (√)	Verified by Initial / Date
c.	**EOF**			
	1. T-1617 #1 _____ Console #2 _____ Dose Assessment Rm _____ (Check area used)			
	w/TSC Radiological Channel			
	w/Vehicle Radios	EP1 EP2 RES3 OS3	_____ _____ _____ _____	
	1. Comm Room 1 / 2_____ Main Area _____ Dose Assessment Rm _____ (Check area used – Alternate periodically)			
	UHF Console 1: w/EOF Consoles (check all channels)			
	UHF Console 2: w/EOF Consoles (check all channels)			
	3. Security Console w/Plant Security			

6. Cellular and Satellite Telephones

Check SAT (√)	Verified by Initial / Date
EP1 _____ EP2 _____ RES3_____ OS3 _____	
Control Room _____;	
TSC _____; _____; _____;	
TSC Satellite _____;	
OSC _____;	

REMARKS

_____

_____

_____

_____

_____

Performed By _____ Date _____

_____ Date _____

Emergency Planning Coordinator

QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

Agency/Individual	Phone #	AT (√	Verified By Init/Date
Coast Guard-Buffalo			
Search & Rescue	(716)843-9500	____	____
Operations Center	(716)843-9525	____	____
Coast Guard-Oswego			
Officer in Charge	(315)343-1551	____	____
WPO Nuclear Generation Dial: 7243, then follow instructions; seven digit ext: 7183889; wait for tone(s), enter call-back number followed by "#" button, wait for busy signal, then hang up		____	____
ECC Marcy	(315)797-8271	____	____
INPO Emergency Response	(800)321-0614	____	____
NMPNS #1 Control Room	(315)349-2478	____	____
NMPNS #2 Control Room	(315)349-2170	____	____
NRC EOC	(301)816-5100	____	____
	(301)951-0550	____	____
NRC Resident Office	(315)342-4907	____	____
R. Rasmussen (home)	(315)635-6949	____	____
R. Skokowski (home)	(315)342-8595	____	____
New York State Emergency Management Office			
James Baranski	(518)457-8909	____	____
Oswego County EOC	(315)591-9150	____	____
1. Oswego County E-911 Center (Warning Point)	911	____	____
2. Oswego County Sheriff's Dept.	911	____	____
3. Scriba Volunteer		____	____
Fire Department	911	____	____
4. Chief, J. Borden	(315)343-2161	____	____

QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

Agency/Individual	Phone #	SAT (√)	Verified By Init/Date
NYS Bureau of Env. Radiation Control - Dr. Karim Rimawi	(518)402-7550		
General Electric BWR Emergency Support	(408)971-1038		
U.S. Dept. of Energy RAP/IRAP; Police Headquarters for Brookhaven National Labs	(516)344-2200		
Radiation Management	(215)824-1300		
Consult. 24-hr emergency	(215)243-2990		
The Energy Center	(315)342-4117		
Dr. David O'Brien office	(315)343-4348		
Dr. David O'Brien home	(315)343-2484		
Oswego Hospital			
Emergency Room	(315)349-5522		
Administrator - Corte Spencer	(315)349-5520		
SUNY Health Science Center at Syracuse	(315)464-5611		
Rad. Services Office	(315)464-6510		
Dr. C. C. Chamberlain			
American Nuclear Insurers	(860)561-3433 (Option 9)		
NYS Warning Point (State Emergency Management Office)	(518)457-2200		
NYS Division of State Police (Alternate State Warning Point)	(518)457-6811		

QUARTERLY EMERGENCY COMMUNICATIONS CHECKLIST

Phone # Changes Required:

Phone # Changes Required:

Attach completed SAP-3, Attachment 5 forms to this checklist.

Emergency Planning Coordinator

Date

Attachment 3

EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS

1. RADIO CHECK OPERATING GUIDANCE

A. TSC-T1617:
1. TURN ON
2. Press *Channel 1* button
3. Press *NYPA P/L A* button
4. Contact Security for Radio Check
5. Select Rad Channel (Channel 2 in TSC, Channel 1 AT EOF)
6. Contact EOF, EP-1, EP-2, RES 3, and OS 3
7. TURN OFF

B. TSC-UHF:
1. TURN ON
2. Press *Station 1, Frequency 1*
3. Key Handset 2 Times
4. Contact EOF
5. Repeat Steps 2, 3, and 4 for *Station 1 Freq 2,*
6. *Station 2 Freq 1, and Station 2 Freq 2*
7. TURN OFF

C. CONTROL ROOM BASE:
1. TURN ON
2. Press *Channel 1* (Top Button)
3. Ensure No Bottom Buttons are Depressed
4. Press *NYPA P/L A Button*
5. Contact Security for Radio Check
6. Select Radio Channel *(#2 in Control Room #1 at EOF)*
7. Contact EOF
8. Press *Channel 3 Freq 1* (Corresponds to Station 1 Freq 1 at EOF)
9. Key Microphone 2 times
10. Contact EOF
11. Repeat Steps 6, 7, and 8 for *Channel 3 Freq 2 Station 1 Freq 2 at EOF*
12. Repeat Steps 6, 7, and 8 for *Channel 4 Freq 1 Station 2 Freq 1 at EOF*
13. Repeat Steps 6, 7, and 8 for *Channel 4 Freq 2 Station 2 Freq 2 at EOF*
14. TURN OFF

EMERGENCY COMMUNICATIONS CHECKLIST INSTRUCTIONS

3. TEST PROCEDURES FOR THE NRC EMERGENCY TELECOMMUNICATIONS SYSTEM (ETS)

1. Description

The ETS is a separate and distinct system from the public switched network (NY Telephone, Alltel, etc.). It is part of the Federal Telecommunications System (FTS) 2000 network which provides a separate government network for all essential communications functions.

2. Requirements

Emergency Notification System (ENS) - The Control Room extension tested daily by Operations personnel. However, monthly test shall also be conducted from all locations (Control Room, TSC, EOF) in accordance with section 4 below.

Health Physics Network (HPN) - All bridged extensions shall be tested monthly in accordance with section 4 below.

Emergency Response Data System (ERDS) - This line is located in the TSC (MMRAS Room) and shall be tested monthly in accordance with section 4 below.

Other ETS lines shall be tested monthly per section 4 below.

3. Instructions for operating ETS phones

Lift the receiver on the telephone instrument and listen for dial tone. After receiving dial tone, dial the desired ten (10) digit number.

4. Instructions for monthly testing all ETS lines

All ETS lines and bridged extension shall be tested each month for both incoming and outgoing calls.

DO NOT call the NRC Operations Center when testing these phones. Each phone shall be tested by placing and receiving a call to/from any other on site ETS phone.