



Carolina Power & Light Company

Harris Nuclear Plant
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United States Nuclear Regulatory Commission
ATTENTION: Document Control Desk
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SHEARON HARRIS NUCLEAR POWER PLANT
DOCKET NO. 50-400/LICENSE NO. NPF-63
CHANGE TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

Dear Sir or Madam:

In accordance with 10 CFR 50, Appendix E, Carolina Power & Light Company is transmitting one copy each of recently revised Harris Nuclear Plant Emergency Plan implementing procedures. The enclosure to this letter identifies the emergency plan implementing procedures revised and the effective date.

Questions regarding this submittal may be referred to Mr. E. A. McCartney at (919) 362-2661

Sincerely,

R.J. Field
Manager, Regulatory Affairs
Harris Nuclear Plant

MGW

Enclosure

- c: Mr. J. B. Brady (NRC Senior Resident Inspector, HNP)
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A045

CHANGES TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>EFFECTIVE DATE</u>
PEP-260, Revision 6	Activation and Operation of the Operations Support Center	10/02/00
PEP-270, Revision 6	Activation and Operation of the Emergency Operations Facility	10/02/00
PEP-250, Revision 8	Activation and Operation of the Joint Information Center	10/02/00
PEP-240, Revision 5	Activation and Operation of the Technical Support Center	10/03/00
PEP-230, Revision 5	Control Room Operations	10/13/00
PEP-310, Revision 9	Notifications and Communications	10/13/00

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-260
TITLE: Activation and Operation of the Operations Support Center

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1.0 PURPOSE

1. This procedure implements Section 2.4 and Section 3.4 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Operations Support Center (OSC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the OSC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-10 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	REFER TO POSITIONAL FORMS:
EMERGENCY REPAIR DIRECTOR	PEP-110-4 PEP-260-1 PEP-260-9
DAMAGE CONTROL COORDINATOR	PEP-260-2 PEP-260-8 PEP-260-10 PEP-350-4
RADIOLOGICAL CONTROL COORDINATOR	PEP-260-3 PEP-260-10 PEP-330-10 PEP-330-11 PEP-330-12 PEP-330-14
CHEMISTRY COORDINATOR	PEP-260-4 PEP-260-10
MAINTENANCE PLANNER	PEP-260-5
OSC STOREKEEPER	PEP-260-6
OSC LOGKEEPER	PEP-260-7
MAINTENANCE/ERC POOL POSITION	PEP-260-10

4.0 GENERAL

1. All functional capabilities need not be staffed for the OSC to be activated if the Emergency Repair Director (ERD) determines that those missing functions are not presently required to adequately deal with the situation.
2. If a subordinate position with an augmentation time requirement is not filled, the supervisory position may fulfill the responsibilities provided they are trained to perform the activities.
3. Logkeeping
 - a. Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.
 - b. Logs should include such information as:
 - 1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).
 - 2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).
 - 3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.
 - 4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.
 - 5) All records shall be made by black indelible means, such as ink or typing.
 - 6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.
 - c. Preparation of Activity Logs
 - 1) Initiate the last sheet of the applicable checklists as follows:
 - DATE
 - PAGE OF: Enter "1" on the first page and sequential numbers on the following pages as they are used.

- 2) Enter chronologically those events that are pertinent to the particular individual or organizations:
 - TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
 - SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.
- 3) Upon relief from the position or termination of the emergency, complete the log as follows:
 - PAGE OF: Enter the total number of pages used at the top of each page (that is, Page 1 of **12**, Page 2 of **12**, and so forth).
 - NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.
- 4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.
- 5) Upon termination of the emergency or exercise/drill, provide all completed logs to the Damage Control Coordinator who will then forward them to the Emergency Preparedness unit.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.4, "Operations Support Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-330, "Radiological Consequences"
3. PEP-342, "Core Damage Assessment"
4. PEP-350, "Protective Actions"

5.3 Other References

1. EPL-001, "Emergency Phone List"
2. AP-535, "Performing Work in Radiation Control Areas"
3. ADM-NGGC-0104, "Work Management Process"
4. CRC-821, "Post Accident RCS/RHR Sampling"
5. CRC-823, "Post-Accident Containment Air Sampling"
6. NUREG-0737, "Clarification of TMI Actions Plan Requirements"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

EMERGENCY REPAIR DIRECTOR CHECKLIST

Position Function: Direct and supervise the repair and damage control emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Emergency Repair Director (ERD). ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Perform a formal relief when permanently relieving another ERD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress using PEP-110-4, Event Information Worksheet.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Activate the facility. ☐
 - a) Verify that the personnel and equipment necessary to activate the facility are present.
 - b) Verify that damage control, radiological control, and chemistry teams are available and ready.
 - c) Inform the Site Emergency Coordinator-Technical Support Center (SEC-TSC) that the OSC is ready to activate.
3. Verify a log of activities is being maintained by the OSC Logkeeper's position. ☐
4. Perform facility brief using sheet 5 of 5, when necessary. ☐
5. Perform accountability for OSC personnel. ☐

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity



- a) Report missing personnel to the Security Director.
- b) Maintain accountability of personnel assigned to the OSC per PEP-350.
- 6. Direct the onsite repair, equipment restoration, and maintenance activities. ☐
- a) Supervise the activities of the Damage Control Coordinator (DCC).
- b) Ensure adequate personnel and material resources are available for the onsite response.
 - 1) Request any materials or supplies not available on site from the Administrative and Logistics Manager (ALM).
- c) Coordinate activities with radiological and operations personnel as needed.
- d) Ensure that work activities are coordinated with the Radiological Control Coordinator (RCC) and Plant Operations Director (POD) as necessary.
- 7. Coordinate support activities in accordance with the priorities established by the SEC-TSC. ☐
- a) Ensure that the Coordinators, Team Leaders, and team members are kept informed of the overall focus of the emergency and existing radiological conditions (refer to sheet 5 of this attachment, if applicable).
- b) Ensure that the Coordinators maintain an awareness of the activities and concerns of OSC team members and team leaders.
- c) Ensure that mission priorities are consistent with the priorities established by the SEC-TSC.

NOTE: If multiple missions exist within a single priority classification, confer with the SEC to establish the preferred sequence.

- 1) High (H): The mission is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity

✓

- 2) Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission (for example, there is a leak, or there is a secondary plant problem, and so forth).
- 3) Low (L): Any mission which can be worked on when resources permit (for example, an Aux Boiler will not light off, but is not immediately needed as the MSIVs have been shut due to a SI or RCB isolation signal).
- d) Inform the SEC-TSC of changing situations in the plant based on information received from dispatched teams.
- e) Ensure that the Mission Status Board is updated as new tasks are assigned, old tasks are completed, and as priorities are changed.
- 8. Develop special procedures and tasks to reduce consequences and implement recovery. ☐
- a) Obtain approval from an S-SO prior to deviating from any existing plant procedure or prior to performing an action for which no procedure exists, but would normally require a procedure per current station document control requirements.
- b) The SEC-TSC is responsible for overall control of the plant. Obtain concurrence prior to directing any action which could adversely affect the operability of a plant system.
- 9. Evaluate a suitable location should the recommendation to relocate the OSC be given by the Radiological Control Director (RCD). ☐

NOTE: Radiological conditions which may warrant relocation of the OSC include:

- Exposure rates > 50 mRem/Hr
 - Projected doses > 1 Rem TEDE
 - Airborne concentrations > 0.25 DAC actual long lived (half life > 2 hours) particulate activity.
- a) The decision to relocate personnel should include the following:
 - 1) Current radiological conditions within the OSC.

EMERGENCY REPAIR DIRECTOR CHECKLIST

Responsibility/Activity

✓

- 2) Radiological conditions at the proposed OSC.
- 3) Radiological conditions en route.
- 4) The adequacy of response from the alternate location.
- b) Consider the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center as possible locations.
- c) Coordinate evacuation of the OSC with the RCD and RCC.
 - 1) Announce the decision and new location over the PA system.
 - 2) Notify Security and ALM to instruct incoming personnel to report to the alternate OSC.
 - 3) Ensure all equipment and materials needed for the alternate OSC are packaged and delivered to the new location. Use Attachment 9 as a checklist for equipment/items needed for each location.
 - 4) Notify Security that a guard will be required for personnel access through Door 52 if the Turbine Building 261' North (Old First Aid Room) is used.

10. Termination of the Emergency



- a. Provide all records to the Damage Control Coordinator.
- b. Replenish content of your positional notebook/binder.
- c. Restore facility to stand-by readiness.
- d. Inventory facility equipment as applicable.

EMERGENCY REPAIR DIRECTOR CHECKLIST

INTRA-FACILITY BRIEFING GUIDELINE

RECAP CURRENT CONDITIONS

- CLASSIFICATION LEVEL
- PLANT CONDITIONS
- MITIGATING ACTIVITIES AND PRIORITIES
- PERSONNEL SAFETY ISSUES

MAINTENANCE

1. Missions ongoing
2. Equipment Status
3. Personnel needs

NOTES:

RADIOLOGICAL

1. Release
2. Plant conditions
3. Missions ongoing
4. KI Issuance
5. ERWP Issuance
6. Habitability conditions of affected areas

NOTES:

CHEMISTRY

1. Missions ongoing
2. Sampling requirements

NOTES:

SET EXPECTATIONS

- ANTICIPATE PLANT CONDITIONS
- CRITICAL OSC ACTIVITIES
- OTHER AREAS OF FOCUS

FINISH BRIEFING

- ANNOUNCE WHEN THE NEXT BRIEFING WILL OCCUR
 - ANNOUNCE "END OF BRIEFING" AND ENSURE ALL HAVE UNDERSTOOD
-

DAMAGE CONTROL COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the damage control, repair, and restoration activities necessary to establish or maintain safe shutdown of the plant.

Responsibility/Activity

✓

1. Assume the position of Damage Control Coordinator (DCC). ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Upon arrival to the facility obtain the following information from the On-Shift Staff;
 - 1) Clearance Status.
 - 2) Work in progress.
 - 3) Turnover items pertinent to the emergency.
 - 4) A list of Out-of-Service equipment.
 - 5) A list of available personnel already in the field (On-Shift).
 - d) Perform a formal relief when permanently relieving another DCC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities. ☐
- a) Document repair actions in accordance w/ ADM-NGGC-0104 as needed.

DAMAGE CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

- 3. Supervise the activities of OSC personnel. ☐
- 4. Direct the responding Maintenance personnel to follow Attachment 10 guidelines. ☐
- 5. Determine equipment damage and provide recommendations for corrective actions to the Emergency Repair Director (ERD). ☐
 - a) Advise the Emergency Repair Director whether requested work is within the scope of existing plant procedures.
 - b) Ensure that mission preparation is completed as quickly as possible.
 - 1) Dress mission personnel so they can rapidly respond to emergency priority situations.
- 6. Direct and monitor the activities of the Damage Control Teams. ☐

NOTE: Use Attachment 8 for guidance during the briefing process.

- a) Assign a Damage Control Team Leader (DCTL) for each mission to provide direct supervision of the Damage Control Teams and instruct the DCTL to:
 - 1) Ensure Damage Control Teams are properly equipped for the specific mission.
 - 2) Ensure adequate procedures, instructions and documents are available for the specific mission.
 - 3) Assess the nature and extent of any identified damage or failures while dispatched.
 - 4) Perform assessment, repair and mitigating actions.
 - 5) Maintain accountability of personnel assigned to the Damage Control Team.
- b) Ensure the Damage Control Teams are properly briefed on the mission and radiological or other hazards prior to dispatched.

DAMAGE CONTROL COORDINATOR CHECKLIST

Responsibility/Activity

✓

- c) Obtain clearance, dispatch and direct the activities of the Damage Control Teams.
- d) Maintain accountability of dispatched personnel per PEP-350.
- e) Provide mission status reports to the Emergency Repair Director.
- 7. Coordinate activities with the Radiological Control Coordinator. ☐
- 8. Ensure adequate materials and supplies are available for assigned missions. ☐
 - a) Advise the Emergency Repair Director of the need for additional personnel, tools, supplies, or equipment that will be required.
 - b) Request any materials, supplies, or personnel needs from the Administrative and Logistics Manager (ALM).
- 9. Termination of the Emergency ☐
 - a) Collect all OSC generated logs and records and provide them to Emergency Preparedness.
 - b) Replenish contents of the Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

DAMAGE CONTROL COORDINATOR CHECKLIST

LOG

[illegible]

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

Position Function: Advise the Damage Control Coordinator regarding radiological monitoring requirements, appropriate radiation protection/ALARA, and contamination control measures for emergency response teams dispatched from the OSC. Supervise and coordinate the activities of the RP personnel assigned to the OSC.

✓

Responsibility/Activity

1. Assume the position of Radiological Control Coordinator (RCC). ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Determine if restrictions on eating and drinking are in effect and ensure the Emergency Repair Director (ERD) and OSC personnel are aware of the restrictions.
 - d) Perform a formal relief when permanently relieving another RCC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area.
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
 - f) Direct the responding Radiation Control personnel to follow Attachment 10 guidelines.
 - g) Report readiness status to the ERD and Radiological Control Director (RCD) when prepared to assume the RCC position.
2. Maintain a log of activities. ☐
 - a) Monitor plant RMS and maintain record of significant and unusual indications.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

3. Assign Radiation Control personnel to assist in emergency response activities.



- a) Provide personnel to conduct in-plant radiological surveys.
- b) Provide personnel to accompany Damage Control Teams requiring radiological support.
- c) Provide radiological support for the assessment, treatment, and transportation of contaminated injured personnel.
 - 1) Monitor patients for contamination and decontaminate as appropriate.

NOTE: Ensure personnel retrieving radioactive waste from a hospital are “shipping” qualified per plant procedures/qualifications.

- 2) Make arrangements to pick up personnel and radioactive waste from offsite treatment locations.
- 3) Obtain concurrence from the Site Emergency Coordinator-Technical Support Center (SEC-TSC) through the RCD prior to releasing the hospital’s Radiological Emergency Room or the ambulance for uncontrolled use.
- d) Brief emergency teams when they are assembled for a mission.
 - 1) Discuss dose limits, expected and maximum dose rates, and stay times. Advise team members to immediately contact or return to the OSC when dose rates or stay times approach the established limits.
 - 2) Discuss dosimetry requirements.
 - 3) Discuss protective clothing and respiratory protection requirements.
 - 4) Discuss Emergency Radiation Work Permit (ERWP) and travel route requirements.
 - 5) Advise team members on monitoring and decontamination procedures following mission completion.
- e) Dispatch radiological control teams to assist in the site evacuation per PEP-350.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

- 1) Relocate onsite personnel and vehicle monitoring stations if portal monitors are in alarm.
- 2) Coordinate with the Radiological Control Manager (RCM) to relocate monitoring activities to an offsite location if onsite monitoring is not possible.
- f) Maintain continuous accountability of dispatched Radiation Control Team personnel.
- 4. Establish dosimetry, protective clothing, and other protective equipment requirements for onsite ERO personnel. ☐
 - a) At a minimum, specify requirements for Main Control Room, Radwaste Control Room, TSC, OSC, Security, and Damage Control Team personnel.
 - b) Use normal criteria when establishing requirements for dosimetry, protective clothing, and respiratory protection equipment whenever possible.
 - c) Ensure exposure data is entered into the Radiation Information Management System.
 - d) Direct radiological control team personnel to read TLDs if exposure limits are approached.
- 5. Ensure the specified access controls for radiologically affected and unknown areas are implemented. ☐
 - a) Notify the RCD and ensure SEC-TSC authorization for radiation exposures expected to exceed 5 Rem TEDE or when exposure rates > 25 Rem/Hr may be encountered.
 - b) Suspend any existing Radiation Work Permit (RWP) (except for members of security during a safeguards event) at an Alert or higher classification.
 - c) Suspend normal requirements of AP-535 for performing work in radiologically controlled areas if necessary.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

- d) Suspend radiological posting requirements for areas outside the normal RCA that are affected by the accident.

NOTE:

- ERWP documentation may be deferred when immediate action is necessary to mitigate a situation that severely threatens plant or personnel safety.
- The accompanying Radiation Control Team member becomes a "Walking ERWP" and may determine what radiological precautions are appropriate for the situation.

- e) Determine whether ERWPs are required.

1) Ensure ERWPs are prepared as necessary.

2) Ensure exposure histories and allowable dose for each individual are determined and entered on the ERWP.

6. Control the specified issuance of Potassium Iodide (KI) to onsite emergency workers per PEP-330 Section 3.5. ☐

a) Direct team members to administer KI.

b) Record KI issuance information.

c) Evaluate iodine uptakes for persons issued KI.

7. Direct the decontamination efforts of personnel, equipment, and onsite areas as appropriate. ☐

8. Ensure radiological and chemical habitability is established and periodic monitoring is conducted in occupied and assembly areas as necessary, particularly when a release is in progress. Refer to PEP-330, Section 3.4 for guidance. ☐

a) At a minimum, verify habitability in the Main Control Room, TSC, OSC, and Security Building.

b) Determine the need for OSC relocation and recommend the area(s) to be utilized.

RADIOLOGICAL CONTROL COORDINATOR CHECKLIST

✓

Responsibility/Activity

- 1) Consider OSC relocation under the following conditions:
 - Dose rates > 50 mRem/Hr.
 - Projected doses > 1 Rem TEDE.
 - Long lived (half life > 2 hours) particulate airborne activity > 0.25 DAC.
- 2) Survey alternate locations such as the Turbine Building 261' North (Old First Aid Room) or the Technical Support Center for habitability prior to relocation if possible.
9. Coordinate HNP radiological assistance for Immediate Response Organizations entering and leaving the site. ☐
- a) Establish protective requirements for the responders.
- b) Assign a member of the Radiation Control Team to accompany the responders if necessary.
- c) Collect and read dosimetry and survey vehicles and personnel leaving the site as necessary.
10. Ensure adequate materials and supplies are available for assigned missions. ☐
- a) Request any materials, supplies, or personnel needs from the Administrative and Logistics Manager (ALM).
11. Termination of the Emergency ☐
- a) Provide all logs and records to the Damage Control Coordinator.
- b) Replenish contents of your Positional Notebook/Binder.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

[illegible]

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CHEMISTRY COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the plant chemistry emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Chemistry Coordinator (CC). ☐

- a) Sign in on the facility organization chart.
- b) Obtain the Positional Notebook/Binder from the storage area.
- c) Perform a formal relief when permanently relieving another CC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- d) Direct the responding Chemistry personnel to follow Attachment 10 guidelines.
- e) Inform a staff member when temporarily leaving the work area.
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities. ☐

NOTE: Sample priority and requests are specified by the Radiological Control Director (RCD).

3. Obtain status of current chemistry activities and sample requests in progress. ☐

- a) Collect data from chemistry activities that were directed by the MCR prior to OSC activation.

4. Coordinate sampling activities with the Radiological Control Coordinator (RCC). ☐

CHEMISTRY COORDINATOR CHECKLIST

Responsibility/Activity

✓

5. Coordinate compensatory sampling measures with the Control Room if applicable. ☐

NOTE: When obtaining samples ensure Operations valve lineups are performed prior to going into the field.

6. Supervise the activities of the Chemistry Teams. ☐

7. Assign, brief, and dispatch personnel to obtain chemistry samples as requested. ☐

a) Obtain the necessary Emergency Radiation Work Permits (ERWP).

b) Brief chemistry teams on plant status.

c) Assign personnel to collect GRAB samples from the plant vent stacks.

d) Assign personnel to operate the PASS per CRC-821 and 823 and to obtain and analyze other samples for accident purposes.

1) Ensure PASS samples are obtained and analyzed within 3 hours of the decision to take the sample.

2) Ensure chloride samples are obtained and analyzed within 96 hours of the decision to take the sample.

e) Ensure that Chemistry Team personnel are briefed on radiological conditions prior to leaving the OSC.

8. Maintain accountability of dispatched Chemistry Team personnel. ☐

9. Provide sample results to accident and dose assessment personnel (inform the RCD). ☐

10. Monitor recirculation sump chemistry data to ensure proper NaOH concentrations. ☐

11. Ensure adequate materials and supplies are available for assigned missions. ☐

a) Request any materials, supplies, or personnel needs not available on site from the Administrative and Logistics Manager (ALM).

12. Termination of the Emergency ☐

a) Provide all logs and records to the Damage Control Coordinator.

b) Replenish contents of your Positional Notebook/Binder.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

CHEMISTRY COORDINATOR CHECKLIST

PASS SAMPLE CAPABILITIES

Sample Description	RHR⁽¹⁾	RCS⁽²⁾
Diluted Boron	✓	✓
Diluted Chloride ⁽³⁾	✓	✓
pH	✓	✓
Dissolved Oxygen	✓	
Fission Gases ⁽⁴⁾		✓
Hydrogen GRAB ⁽⁴⁾		✓
Hydrogen Meter		✓
Specific Activity ⁽⁵⁾	✓	✓
Undiluted Cask Sample ⁽⁶⁾	✓	✓

- (1) Samples collected from the RHR system when the RHR pumps are in service. One of the isolation valves (1RH-16 or 1RH-54) must be opened by the Main Control Room.
- (2) Sample flow from the RCS Hot Leg Loop 2 or 3. The Main control Room must provide valve alignment.
- (3) If a diluted chloride sample is collected, an undiluted sample must also be collected per CRC-821.
- (4) Stripped gas and hydrogen GRAB samples may only be collected when PASS is aligned to Hot Leg Loop 2 or 3. When PASS is operated in the RHR mode, the gas stripper is by-passed.
- (5) Nuclides readily identified in an accident sample would be Iodine and Cesium. Nuclides listed in PEP-342 may be identified in a gamma scan after sufficient decay time.
- (6) As required by NUREG-737, an undiluted chloride sample must be taken whenever a diluted chloride sample is drawn. The sample must be analyzed within 30 days.

CHEMISTRY COORDINATOR CHECKLIST

PASS SAMPLE CAPABILITIES

1. The Remote Sample Dilution Panel (RSDP) has the capability of sampling the Reactor Containment Building (RCB) atmosphere at various locations under postulated conditions⁽¹⁾.
2. The following GRAB samples can be obtained:
 - a) Hydrogen
 - b) Specific Activity⁽²⁾
 - c) Silver-Zeolite Cartridge for iodine⁽³⁾
3. The samples may be obtained from the following locations within the RCB:
 - a) Dome
 - b) Reactor Coolant Pump and Steam Generator 1A
 - c) Reactor Coolant Pump and Steam Generator 1B
 - d) Reactor Coolant Pump and Steam Generator 1C
 - e) Pressurizer
 - f) RCP area (below the flux mapping room)

- (1) Sampling is performed as per CRC-823, "Post Accident Containment Air Sampling."
- (2) To collect any samples, the containment hydrogen analyzer train A must be in operation.
- (3) These samples may be diluted to limit sample activity and does rate.

Form PEP-260-4-1

[illegible]

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MAINTENANCE PLANNER CHECKLIST

Position Function: Provide support for the emergency damage control and repair efforts.

Responsibility/Activity

✓

1. Assume the position of Maintenance Planner. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Report readiness to the Damage Control Coordinator.
 - d) Perform a formal relief when permanently relieving another Maintenance Planner.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Assist the Damage Control Coordinator and the Emergency Repair Director in the development of missions and repair plans. ☐
3. Determine necessary parts and equipment. ☐
4. Assess the nature and extent of any identified damage or failures while dispatched. ☐
5. Provide time estimates for repair tasks. ☐
6. Termination of the Emergency ☐
 - a) Provide all records to the Damage Control Coordinator.
 - b) Replenish contents of your Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

OSC STOREKEEPER CHECKLIST

Position Function: Coordinate the acquisition of tools, parts, and equipment in support of the emergency repair efforts.

Responsibility/Activity

✓

1. Assume the position of OSC Storekeeper. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Report readiness to the Damage Control Coordinator.
 - d) Perform a formal relief when permanently relieving another OSC Storekeeper.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Research and obtain parts and equipment as requested. ☐
3. Participate as a team member if dispatched to retrieve materials. ☐
 - a) Act as or report to the team leader.
 - b) Receive a briefing prior to dispatch.
4. Termination of the Emergency ☐
 - a) Provide all records to the Damage Control Coordinator.
 - b) Replenish contents of your Positional Notebooks/Binders.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

OSC LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major OSC activities and decisions throughout the emergency.

Responsibility/Activity

✓

1. Assume the position of OSC Logkeeper. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the Positional Notebook/Binder from the storage area.
 - c) Perform a formal relief when permanently relieving another OSC Logkeeper.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain the facility log by recording OSC activities. ☐
3. Adjust the PA speaker volume, if needed (screwdriver available in the OSC cabinet tool box). ☐
4. Update the Mission Status Board as new tasks are assigned, old tasks are completed, and as priorities are changed. Communicate with the TSC ERFIS Operator position to ensure the TSC and OSC boards are the same. ☐
5. Remind the Emergency Repair Director (ERD) of predesignated briefing times. ☐
6. Termination of the Emergency ☐
 - a) Provide all logs and records to the Damage Control Coordinator.
 - b) Replenish contents of your Positional Notebook/Binder.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

Form PEP-260-7-1

OSC LOGKEEPER CHECKLIST

LOG

[illegible]

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

Form PEP-260-7-1

OSC/Damage Control Team Briefing Checklist

Team Number: _____ Date: ____/____/____ Team Leader: _____

As team leader you are responsible for the following items.

Mission: _____

Members: _____

- ☐ Team member qualifications have been verified.
- ☐ Team members are logged on the OSC status board and accounted for during the mission.
- ☐ Members sign on ERWP (#____), if necessary and obtain HP/ALARA brief. (Team members practice ALARA during the mission)
- ☐ Proper clearances are obtained, if necessary.
- ☐ Heat Stress evaluation is needed for this job.
- ☐ Perform a radio check upon exiting the OSC to ensure adequate communications are established between the team and DCC.
- ☐ Updating the DCC upon arrival and inspection at the assigned location to provide preliminary results of the inspection.
- ☐ Provide timely status to the DCC of on-going mission activity.
- ☐ Team has appropriate tools/test equipment/keys/drawings necessary to perform mission.
- ☐ Procedure is needed for this activity.
- ☐ Transit routes have been established for the mission.

Post Mission Debrief

- ☐ Mission performed as planned.
- ☐ Mission scope changed (provide what & why changed): _____

☐ Additional work is required to complete repairs: WR/JO # _____

- ☐ Lessons learned from mission:
 - ☐ Preparation activities _____
 - ☐ Communications: _____
 - ☐ Support group interface: _____
 - ☐ Work execution: _____

Comments: _____

Key Phone numbers: _____ Radio Channel: 2
Emergency Repair Director (ERD): **3036** Damage Control Coordinator (DCC): **3021**
Radiological Control Coordinator (RCC): **3023** Mech. Planner: **3013** Electrical Planner: **3012**
Accident Assessment : Mechanical: **3063** Electrical/I&C: **3064** Work Control Center: **3007/3018**

Alternate OSC Relocation Checklist

Note: This is for guidance only. Other equipment/items may or may not be required depending on the classification and type of the emergency.

Equipment/Item to be moved to new location	Turbine Building 261' North (Old First Aid Room)	Technical Support Center
Potassium Iodine (KI) Tablets	*	*
Flashlight with Batteries	*	Provided in facility
PEP Forms located in the Book Rack or Cabinet	*	Provided in facility
Lantern Lights with Batteries	*	Provided in facility
OSC Activated Signs with Frisker Stand	*	Provided in facility
ERD Box, Access Keys, and Timer	*	*
Hand Held Radios w/ Batteries/Chargers	*	*
Dosimetry (TLDs and SRPDs) with charger	*	*
Table Nameplates	*	*
Emergency Phone Books	*	Provided in facility
PEP and PLP-201 Procedures	*	Provided in facility
Protective Clothing	*	Provided in facility
OSC Tool Boxes with gag tool	*	*
Site Map	*	Provided in facility
OSC Mission Status Board	Provided in facility	Provided in facility
Emergency Classification Placards	*	*
Health Physics Instrument/Items 1. RO2 and RO2A or equivalent 2. L177 or equivalent 3. Teletectors (extenders) or equivalent 4. Portable Air Samplers 5. Smears, survey maps, air sample filters, charcoal cartridges	*	*
First Aid Kit	*	Provided in facility
Accountability Trakker	*	Provided in facility
Wall Clock	Provided in facility	Provided in facility
Facility Organization Chart	Provided in facility	Provided in facility
Telephones	Provided in facility (TB 261' Decon Cabinet)	Provided in facility
Tables and Chairs	Provided in facility (key with ERD keys)	Provided in facility

* Equipment/Items needed for relocation

OSC Pool Position Checklist

MAINTENANCE TEAM

- ☐ Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- ☐ Check in with the DCC and assist with troubleshooting and mission planning.
- ☐ Verify operability of radios in cabinets (use channel 2 or other designated number).
- ☐ Pick up from the Calibration Laboratory various I&C equipment that may be needed.
- ☐ Verify Tool Box inventories if seals are broken.
- ☐ Remove Emergency Phone Lists from the cabinet and place on various tables for usage.
- ☐ Receive status of plant from the Emergency Repair Director, or designee.
- ☐ Dress in modesty garments (scrubs) in preparation for missions.
- ☐ Read through procedures (PEPs and the Emergency Plan).
- ☐ Ensure you are accounted for on the Damage Control Mission Board when assigned to a mission.
- ☐ Constantly update the DCC of your location when out in the field.

RADIATION CONTROL TEAM

- ☐ Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- ☐ Check in with the RCC and assist with troubleshooting and mission planning.
- ☐ Setup nameplates for positions on appropriate tables.
- ☐ Acquire instrumentation and perform operability checks.
- ☐ Ensure everyone assigned to the OSC has dosimetry.
- ☐ Place OSC Exit/Entry signs in appropriate places (guidance on back of signs).
- ☐ Setup entrance area to the OSC for monitoring personnel/equipment, if needed.
- ☐ Remind the RCC of habitability survey concerns.
- ☐ Assist the RCC in the control of Damage Control Missions entering or exiting the facility.
- ☐ Sign in and out of the OPS/ERC Sign-In board whenever leaving or entering the facility for a mission.
- ☐ Receive status of plant from the Emergency Repair Director, or designee.
- ☐ Dress in modesty garments (scrubs) in preparation for missions.
- ☐ Read through procedures (PEPs and the Emergency Plan).
- ☐ Ensure you are accounted for on the Damage Control Mission Board when assigned to a mission.
- ☐ Constantly update the RCC of your location when out in the field.

CHEMISTRY TEAM

- ☐ Sign in and out of the Facility Sign-in Board when entering or leaving the OSC.
- ☐ Check in with the CC and assist with troubleshooting and mission planning.
- ☐ Sign in and out of the OPS/ERC Sign-In board whenever leaving or entering the facility for a mission.
- ☐ Receive status of plant from the Emergency Repair Director, or designee.
- ☐ Dress in modesty garments (scrubs) in preparation for missions.
- ☐ Read through procedures (PEPs and the Emergency Plan).
- ☐ Remind the Chemistry Coordinator about PASS Chemistry Lab. setup requirements.
- ☐ Prior to dispatch for sampling remind the Chemistry Coordinator to verify system lineup.
- ☐ Constantly update the RCC of your location when out in the field.

Form PEP-260-10-0

Revision Summary for PEP-260, REV. 6

Old Page	Old Revision	New Revision
1	Change "R", Reference Use to	"I", Information Use
		Add "Attachment 10" to Diagrams/Attachments
3	Change section 3.0.1, "Attachments 1-9" to	"Attachments 1-10"
		Add "Maint./ERC Pool Position" to table
		Add "Positional Forms" column to table/deleted Attachment column
		Added Logkeeping information
4	Deleted "PEP-310, Notifications and Communications"	
4	Deleted "PEP-400, Supplemental Procedure"	
		Added "PEP-342, Core Damage Assessment"
		Added "NUREG-0737, Clarification of TMI Actions Plan Requirements"
		Added "using PEP-110-4, Event Information Worksheet" in step 1.c.2.
		Add "Perform facility brief using sheet 5 of 5, when necessary".
5	Change "Maintain a log of activities per PEP-400" to	"Verify a log of activities is being maintained by the OSC Logkeeper's position"
5	Change "Maintain accountability of personnel assigned to the OSC" to	"Maintain accountability of personnel assigned to the OSC per PEP-350"
		Add "Note: If multiple missions exist within a single priority classification, confer with the SEC to establish the preferred sequence"
		Add "(refer to sheet 5 of this attachment, if applicable)"
7	Delete "Maintain accountability of OSC personnel per PEP-350"	This statement has been added to section 4b. of the same attachment.
8	Changed from "Provide all logs and records to the Damage Control Coordinator upon termination of the emergency" to	"Termination of the Emergency" with a checklist of activities for the position.
		Add sheet 5 to ERD Checklist, ERD Intra-facility Briefing Guideline
9	Change "Maintain a log of activities per PEP-400" to	"Maintain a log of activities"
		Add "Direct the responding Maintenance personnel to follow Attachment 10 guidelines".
11	Changed "Collect all OSC generated logs and records and provide them to Emergency Preparedness upon termination to the emergency" to	"Termination of the Emergency" with a checklist of activities for the position.
		Add "Logsheet" to DCC Checklist
12	Change "Maintain a log of activities per PEP-400" to	"Maintain a log of activities"
		Add "Direct the responding Radiological Control personnel to follow Attachment 10 guidelines".
		Add "Refer to PEP-330, section 3.4 for guidance" after item 8
16	Changed "Provide all logs and records to the Damage Control Coordinator upon termination of the emergency" to	"Termination of the Emergency" with a checklist of activities for the position.
		Add "Logsheet" to RCC Checklist

Revision Summary for PEP-260, REV. 6 (continued)

		Add "Direct the responding Chemistry personnel to follow Attachment 10 guidelines".
17	Change "Maintain a log of activities per PEP-400" to	"Maintain a log of activities"
18	Changed "Provide all logs and records to the Damage Control Coordinator upon termination of the emergency" to	"Termination of the Emergency" with a checklist of activities for the position.
		Add "Logsheet" to CC Checklist
21		Delete old statement 2. "Maintain a log of activities per PEP-400"
21	Changed "Provide all logs and records to the Damage Control Coordinator upon termination of the emergency" to	"Termination of the Emergency" with a checklist of activities for the position.
22		Delete statement 2. "Maintain a log of activities per PEP-400"
		Add statement to item 3 "(screwdriver found in the OSC cabinet tool box)"
22	Changed "Provide all logs and records to the Damage Control Coordinator upon termination of the emergency" to	"Termination of the Emergency" with a checklist of activities for the position.
23	Change in statement 4 from "TSC SRO" to	"TSC ERFIS Operator"
23	Changed "Provide all logs and records to the Damage Control Coordinator upon termination of the emergency" to	"Termination of the Emergency" with a checklist of activities for the position.
		Add "Logsheet" to the logkeeper
25		Added "PEP Forms located in the Book Rack or Cabinet"
25	Deleted Telephone Directory, CP&L from form.	Deleted Telephone Directory, CP&L from form.
25	Changed the Emergency Phone Books from "***" to	"Provided in Facility" for the Technical Support Center
		Added OSC Pool Position checklist
Var.		Added log forms to various positions and renumbered items
Var.		Added "Obtain Positional Notebooks/Binders from the storage area"
Var.		Added Acronym descriptions where appropriate

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure

NUMBER: PEP-270

TITLE: Activation and Operation of the Emergency Operations Facility

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1.0 PURPOSE

1. This procedure implements Section 2.4 and Section 3.5 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Emergency Operations Facility (EOF).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the EOF.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-23 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.
3. Attachment 24 is used by the EOF Logkeeper to log in/out of the ERFIS facility logs.
4. Attachment 25 is used by the ERFIS Operator to display ERFIS data.

3.0 PROCEDURE STEPS (continued)

IF YOUR ERO POSITION IS:	REFER TO POSITIONAL FORMS
EMERGENCY RESPONSE MANAGER (ERM)	PEP-270-1 PEP-110-4
EMERGENCY PREPAREDNESS ADVISOR	PEP-270-2 PEP-110-4
RADIOLOGICAL CONTROL MANAGER (RCM)	PEP-270-3
TECHNICAL ADVISOR	PEP-270-4
DOSE PROJECTION TEAM LEADER (DPTL)	PEP-270-5
DOSE PROJECTION TEAM MEMBER	PEP-270-6
ENVIRONMENTAL FIELD COORDINATOR (EFC)	PEP-270-7
ENVIRONMENTAL TEAM MEMBER	PEP-270-8
EOF HP TECHNICIAN	PEP-270-9
COMMUNICATIONS MANAGER (CM)	PEP-270-10
EMERGENCY COMMUNICATOR-STATE/COUNTY	PEP-270-11
EMERGENCY COMMUNICATOR-CORP COMM/JIC	PEP-270-12
NEWS COORDINATOR	PEP-270-13
REP - STATE/COUNTY EOC	PEP-270-14
TECHNICAL ANALYSIS MANAGER (TAM)	PEP-270-15
EOF SENIOR REACTOR OPERATOR	PEP-270-16
EOF ACCIDENT ASSESSMENT TEAM (EOF AAT)	PEP-270-17
EOF ERFIS OPERATOR	PEP-270-18 PEP-270-25
ADMINISTRATIVE AND LOGISTICS MANAGER (ALM)	PEP-270-19
ADMINISTRATIVE TEAM LEADER	PEP-270-20
EOF LOGKEEPER	PEP-270-21 PEP-270-24
ASSEMBLY AREA LEADER (AAL)	PEP-270-22
EOF TELECOM/COMPUTER SUPPORT	PEP-270-23

4.0 GENERAL

1. Prior to activation, the SEC-MCR may assign support function to the EOF as deemed necessary to relieve on-shift personnel.
2. The EOF must meet minimum staffing requirements for activation prior to the ERM relieving the SEC-MCR of his portion of emergency management responsibilities. Both the TSC and EOF will need to activate together.
3. If a position with an augmentation time requirement is not filled, a supervisory position may fulfill the responsibilities provided they are trained to perform the assigned activities of that position. For example: the Communications Manager could perform the duties of the State and County Communicator .

4.0 GENERAL(continued)

4. Logkeeping

- a. Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.
- b. Logs should include such information as:
 - 1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).
 - 2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).
 - 3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.
 - 4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.
 - 5) All records shall be made by black indelible means, such as ink or typing.
 - 6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.
- c. Preparation of Activity Logs
 - 1) Initiate 'Log' as follows:
 - DATE: Enter the date that the log sheet is initiated.
 - PAGE OF : Enter "1" on the first page and sequential numbers on the following pages as they are used.

Logkeeping (continued)

- 2) Enter chronologically those events that are pertinent to the particular individual or organizations:
 - TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
 - SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.
- 3) Upon relief from the position, or termination of the emergency, complete the log as follows:
 - PAGE OF : Enter the total number of pages used at the top of each page (that is, Page 1 of **12**, Page 2 of **12**, and so forth).
 - NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.
- 4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.
- 5) Upon termination of the emergency or exercise/drill, provide all completed logs to Emergency Preparedness.

5.0 REFERENCES

5.1 Emergency Plan (PLP-201) References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.5, "Emergency Operations Facility"

5.0 REFERENCES (continued)

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-500, "Recovery"

5.3 Other References

1. EPL-001, "Emergency Phone List"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

EMERGENCY RESPONSE MANAGER CHECKLIST

Position Function: Provide overall authority for the direction and management of the CP&L response to an incident requiring implementation of the HNP Emergency Plan and command and control of the offsite emergency response.

Responsibility/Activity

✓

1. Assume the Position of Emergency Response Manager



- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Determine if restrictions on eating and drinking are in effect and ensure EOF personnel are aware of the restrictions.
- e) Perform a formal relief when permanently relieving another ERM.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- f) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Direct the EOF Logkeeper to maintain a facility log



EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity

✓

3. Activate the Facility



- a) Assume command and control of the EOF.

NOTE: Formal authorization must be provided by the ERM when filling an EOF position with an individual not listed on the active ERO roster (EPL-001).

- 1) Direct the arriving EOF staff to prepare for facility activation and the assumption of emergency response duties (offsite and industry notifications, emergency classifications, dose assessment and PARs, and long term accident assessment and mitigation).
 - Direct the EOF SRO to monitor fission product barrier and plant status.
 - Direct the RCM to monitor radioactive release pathways. •
- 2) Ensure communications have been established with the TSC, State and County EOCs, and Corporate Communications (or the JIC as applicable).
- 3) Contact the SEC-TSC to discuss the status of plant conditions and coordinate preparation for turnover of responsibilities from the SEC-CR.
- 4) Conduct a turnover conference call with the TSC and MCR (utilizing PEP-110 Attachment 4) to relieve the SEC-CR of the following responsibilities:
 - Formal notifications and communications with State and County officials.
 - Offsite Protective Action Recommendations.
 - Offsite dose projection.
 - Coordination of Environmental Monitoring Teams.
 - Notifications to other offsite organizations.
 - Approval of CP&L press releases.
 - Additional augmentation of the CP&L ERO.

EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity



- b) Ensure the other facilities and response organizations are notified of the EOF activation.

4. Review and Approve Emergency Notification Forms (non-delegable)



NOTE: Upgrading classification of the emergency should be performed as soon as verification of changed conditions is established but should not be beyond 15 minutes of recognition.

- a) Review plant conditions and provide concurrence with the SEC-TSC on changes to the classification level.
- b) Ensure formal initial and follow-up notifications are routinely provided to State and local agencies.
 - 1) Review, edit and approve messages prior to release.
 - 2) Ensure the CM performs notifications to the State and County authorities whenever an emergency is reclassified.

NOTE: Where lasting damage has occurred to the fission product barriers or to safety systems, transition to recovery based upon the criteria contained in PEP-500 rather than simply downgrading the emergency.

- c) Consult with State and County authorities prior to downgrading or terminating from a General Emergency.

5. Determine Appropriate PARs (non-delegable)



- a) Determine the appropriate PAR per PEP-110 Section 3.2.
- b) Reevaluate the adequacy of PARs when plant conditions, dose projection, meteorological, or environmental measurements change.
- c) Confer with State authorities prior to PAR issuance if possible.

NOTE:

- News releases do not have to be approved by the ERM if they contain only the JIC activation time, media/public inquiry telephone numbers, or media briefing times.
- These non-technical news releases are prepared by the JIC Director once the JIC is activated.

EMERGENCY RESPONSE MANAGER CHECKLIST

- | <u>Responsibility/Activity</u> | <u>✓</u> |
|--|--------------------------|
| 6. Review and approve CP&L news releases prior to issuance (non-delegable). | ☐ |
| 7. Authorize offsite HNP emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr. | ☐ |
| 8. Authorize the administration of KI to offsite HNP emergency workers when calculated or estimated doses to the thyroid will exceed 50 rem CDE. | ☐ |
| 9. Review and approve the Severe Accident Management Strategy recommended by the TSC. | ☐ |
| • Evaluate the offsite consequences. | |
| 10. Conduct periodic briefings of State and local officials in the EOF on plant conditions and response activities. | ☐ |
| a) Ensure verbal updates on the emergency condition are provided to the State and Counties at approximately 30 to 60 minute intervals, or more frequently as conditions warrant. | |
| b) Consult with Wake County or State personnel if decontamination of site personnel and/or vehicles can not be achieved. | |
| c) Notify Wake County or State personnel of the evacuation of contaminated site individuals and determine if monitoring and decontamination stations are in place. | |
| d) Notify Wake County or State personnel to discuss whether relocation of site personnel to an off site assembly area should occur. | |
| 11. Assign personnel to prepare information to brief the NRC Site Team upon their arrival. | ☐ |
| 12. Request assistance from Federal agencies in support of HNP response efforts. | ☐ |
| 13. Maintain communications with the SEC-TSC to discuss plant conditions and on and off site response actions. | ☐ |

EMERGENCY RESPONSE MANAGER CHECKLIST

Responsibility/Activity

14. Ensure the CM notifies appropriate offsite plant support agencies. ☒
- a) Ensure the CM notifies INPO and ANI within 4 hours of the declaration of an Alert or higher classification level.
 - b) Ensure the CM notifies Nuclear Mutual Limited of any fire damage to HNP equipment.
 - c) Approve notifications to INPO and ANI prior to transmission.
15. Establish Time Periods for and Conduct Periodic Facility Briefings ☐
- a) Conduct briefings using the Event Information Worksheet (PEP-110 Attachment 4) as a guide.
 - b) Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change.
 - c) Instruct the EOF Logkeeper to keep track of briefing times and to provide prompts when briefings are due.
16. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- a) Direct the ALM to develop shift relief schedules for CP&L ERO personnel.
 - b) Coordinate onsite requests for support and resources with offsite services and organizations.
 - c) Determine the need for additional assistance and direct the ALM/TAM to coordinate with the appropriate agency or company.
17. Conduct Recovery Operations per PEP-500 when appropriate. ☐
18. Termination of the emergency ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

EMERGENCY RESPONSE MANAGER CHECKLIST - EOF CHECKLIST**INTRAFACILITY BRIEFING GUIDELINE**

DATE:

TIME:

RECAP CURRENT CONDITONS

- CLASSIFICATION
- PLANT CONDITIONS
- OFFSITE ACTIVITIES AND PRIORITIES
- PERSONNEL SAFETY ISSUES

RADIOLOGICAL

- Release
- PARs
- Plant conditions
- KI Issuance

NOTES:**COMMUNICATIONS/NOTIFICATIONS**

- Local
- Regional
- National

NOTES:**ENGINEERING****1) Mitigating Activities**

- strategies
- priorities

NOTES:**2) Equipment**

- OOS
- Equipment Needs

LOGISTICS

- Onsite resources/Offsite resources
- Response teams
- Lodging, transportation, plant access

NOTES:**OFFSITE**

- Facility Status
- Actions/Response

NOTES:

SET EXPECTATIONS

- ANTICIPATE OFFSITE CONDITIONS
- CRITICAL EOF ACTIVITIES
- OTHER AREAS OF FOCUS

Form PEP-270-1-5

EMERGENCY PREPAREDNESS ADVISOR CHECKLIST

Position Function: Provide guidance and information on the implementation of the Emergency Plan and procedure activities.

Responsibility/Activity

✓

1. Assume the position of Emergency Preparedness Advisor. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another EP Advisor.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Ensure that ERO personnel are performing their duties as defined by the appropriate PEPs. ☐
 - a) Assist with the activation of the ERFs.
 - 1) Verify that the EOF Security Guard is notified of the EOF activation announcement.
 - b) Assist the ALM in arranging the arrival, transportation, lodging, plant access, and food for personnel involved in the emergency.
 - c) Review the checklists of key EOF personnel to verify required activities are completed and assist as necessary.

EMERGENCY PREPAREDNESS ADVISOR CHECKLIST

Responsibility/Activity

✓

- 4. Coordinate the arrival of NRC and State/Local representatives with the ALM. ☐
- a) Support the briefing of the NRC Site Team using the Event Information Worksheet as a guide (PEP-110 Attachment 4).
- b) Assist with the integration of State/NRC representatives within the facility.
- c) Familiarize off site officials with work locations, phones, etc.
- 5. Monitor status boards for accuracy. ☐
- 6. Participate in facility staff briefings. ☐
- 7. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- 8. Termination of the emergency ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Position Function: Direct and supervise the offsite radiological assessment and monitoring emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Radiological Control Manager. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Determine if restrictions on eating and drinking are in effect and ensure the Emergency Response Manager and EOF personnel are aware of the restrictions.
 - e) Perform a formal relief when permanently relieving another RCM.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - f) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Develop and provide recommendations for EAL and classification level changes based on radiological considerations to the ERM. ☐
 - a) Compare dose projection and field survey results with EAL criteria to determine the impact on the existing classification level.
 - b) Notify the ERM of any EALs effected by changes in radiological conditions.
4. Develop and provide recommendations for offsite PARs based on radiological considerations to the ERM. ☐

Form PEP-270-3-1

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Responsibility/Activity



- a) Document HNP PARs whenever a General Emergency is declared.
- 5. Coordinate and direct the dose assessment and environmental monitoring efforts. ☐
- a) Supervise the activities of the Technical Advisor and the Dose Projection Team Leader.
- b) Ensure the Emergency Notification System (ENS) is manned when requested by the NRC (principally by the Technical Advisor position).
- c) Determine the periodicity of dose projection calculations.
- d) Analyze dose assessment and environmental information to determine any actual or potential offsite consequences of the event.
 - 1) Ensure environmental monitoring is performed to confirm dose projections.
 - 2) Verify that projected dose is compared with actual readings.
- e) Conduct periodic briefings with the ERM to discuss the status of offsite radiological information and assessments.
- f) Compare dose assessment and environmental monitoring efforts with the State Division of Radiation Protection in the State EOC and/or in the EOF.
- g) Compare dose assessment and environmental monitoring efforts with the NRC Environmental Dose Assessment Coordinator once the NRC Site Team is in the EOF.
- 6. Determine and direct the requirements for offsite emergency exposure and contamination controls. ☐
- a) Evaluate the need for and coordinate the authorization of the allowance of offsite HNP emergency worker exposures > 5 Rem TEDE or entry into radiation fields greater than 25 rem/hr.
- b) Coordinate the authorization of the administration and issuance of KI to offsite HNP Emergency workers when calculated or estimated doses to the thyroid will exceed 50 rem CDE.

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Responsibility/Activity

✓

- c) Determine the appropriate use of protective clothing and respiratory protection equipment.
- d) Ensure personnel decontamination activities are conducted as necessary.
- e) Ensure appropriate bioassay procedures are implemented or developed to support the event.
- 7. Ensure habitability surveys are performed in the EOF as per PEP-330. ☐
 - a) Ensure EOF food and drinking water supplies are consumable.
- 8. Ensure the activation of the EOF ventilation system, if needed. ☐
- 9. Maintain communications with the Radiological Control Director to discuss radiological conditions and on and off site response actions. ☐
 - a) Periodically contact the RCD to provide updates on new dose projections, results of environmental monitoring and to provide technical assistance as needed.
- 10. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
 - a) Request assistance for radiological monitoring support from outside sources as necessary.
 - b) Coordinate with the ALM to provide additional environmental monitoring team members to support State monitoring activities upon request from the State Division of Radiation Protection.
- 11. Determine and establish controls for the storage and shipment of radioactive waste generated as a result of the event. ☐
 - a) Coordinate the design of special packaging required for the transport of radioactive wastes resulting from the emergency.

RADIOLOGICAL CONTROL MANAGER CHECKLIST

Responsibility/Activity

✓

12. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

LOG

[illegible]

Form PEP-270-3-1

TECHNICAL ADVISOR CHECKLIST

Position Function: Assist the RCM in fulfilling the radiological assessment and monitoring functions.

Responsibility/Activity

✓

- 1. Assume the position of Technical Advisor. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Technical Advisor.
 - 1) Review the RCM's activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform the RCM when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
- 2. Assist the RCM and DPTL in expediting the initial activities necessary to make the EOF ready for activation. ☐
- NOTE:** Facility status boards are formatted to support NRC ENS information communications.
- 3. Upon request from the NRC, continuously man the ENS line and provide radiological information using the status boards as a guide. ☐
- 4. Request any materials or supplies not available on site from the ALM or Admin Team. ☐

TECHNICAL ADVISOR CHECKLIST

Responsibility/Activity



5. Termination of the emergency



- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

DOSE PROJECTION TEAM LEADER CHECKLIST

Position Function: Coordinate and supervise the activities of the dose projection and environmental monitoring personnel and the EOF HP Technician.

Responsibility/Activity

✓

1. Assume the position of Dose Projection Team Leader. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Perform a formal relief when permanently relieving another Dose Projection Team Leader.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Facility activation. ☐
- a) Relieve the MCR of dose projection responsibilities as soon as possible.
- b) Ensure communications with the RCD are operable.
- c) Assign personnel to post meteorological and radiological data in the main room of the EOF.
4. Perform offsite dose assessment to determine actual or potential consequences of the event. ☐
- a) Assign personnel to conduct source term and offsite dose calculations.

DOSE PROJECTION TEAM LEADER CHECKLIST

Responsibility/Activity

✓

- b) Obtain current and forecast meteorological information.
 - 1) Obtain met data from the plant met system or the contracted meteorological services vendor.
- c) Obtain field survey and sample data necessary for dose projection activities from the Environmental Field Coordinator.
- d) Provide results of offsite dose analysis consistent with the information necessary to develop dose based PARs.
 - 1) Prepare an Offsite PAR Worksheet for the RCM at the declaration of a General Emergency.
- e) Perform dose calculations which are based on actual and adverse meteorological conditions.
- f) Document and post dose projection results and meteorological data following RCM review and approval.
- g) Recalculate actual dose projections at least once per hour or whenever significant radiological or meteorological changes occur.
- 5. Ensure habitability is established and periodic monitoring is conducted in the EOF as necessary. ☐
- 6. Ensure personnel monitoring is conducted in the EOF as necessary. ☐
- 7. Develop a field team deployment strategy to coordinate dose assessment and environmental monitoring activities. ☐
 - a) Ensure the Environmental Field Coordinator directs the field teams in a manner which will provide the data necessary for dose projection activities.
 - b) Ensure the Environmental Field Coordinator has taken appropriate radiological precautions when directing the field team activities.

DOSE PROJECTION TEAM LEADER CHECKLIST

Responsibility/Activity

✓

8. Control the specified issuance of KI to offsite emergency workers when calculated or estimated doses to the thyroid will exceed 50 rem CDE.

☐

a) Direct team members to administer KI.

b) Record KI issuance information.

c) Evaluate iodine uptakes for persons issued KI.

9. Conduct frequent discussions with State and Federal counterparts colocated in the EOF to compare information and coordinate monitoring activities.

☐

10. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

11. Termination of the emergency

☐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your position book.

c) Restore the facility to stand-by readiness.

d) Inventory facility equipment if applicable.

DOSE PROJECTION TEAM MEMBER CHECKLIST

Position Function: Perform dose assessment as directed by the Dose Projection Team Leader.

Responsibility/Activity

✓

1. Assume the position of Dose Projection Team Member. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Perform a formal relief when permanently relieving another Dose Projection Team Member.
 - 1) Review the DPTL's activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform DPTL when temporarily leaving the work area (such as to the restroom).
2. Activate the dose assessment computer model. ☐
3. Provide dose assessment results to the Dose Projection Team Leader. ☐
4. Perform additional dose assessment related duties as instructed by the Dose Projection Team Leader. ☐
5. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
6. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the offsite radiological environmental monitoring emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Environmental Field Coordinator. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Environmental Field Coordinator.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Obtain meteorological data from the DPTL, ERFIS or the contracted meteorological services vendor. ☐
4. Supervise the activities of the plant Environmental Monitoring Teams. ☐
 - a) Ensure field team personnel are properly briefed and dispatched.
 - b) Position teams downwind of the plant to take initial surveys prior to any release if possible.
 - c) Implement the field team deployment strategy to obtain representative environmental information.

NOTE: Locations nearest the site boundary should have priority for environmental surveys.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Responsibility/Activity

✓

- 1) Direct field teams to survey the plume dose rates at various distances.
 - 2) Attempt to determine plume width at various distances.
 - 3) Obtain air samples of the plume for iodine analysis as soon as feasible.
 - 4) Direct monitoring and sampling to assess ground deposition after plume passage.
 - d) Ensure dispatched teams are periodically briefed on plant conditions.
 - e) Maintain accountability of dispatched field team personnel.
 - 1) Maintain a list of personnel assigned to each environmental monitoring team and their locations.
 - f) Control the specified issuance of KI to field team personnel.
 - 1) Direct team members to administer KI, as per PEP-330.
 - 2) Record KI issuance information.
 - 3) Evaluate iodine uptakes for persons issued KI.
 - g) Determine and direct the placement of emergency environmental TLDs.
 - h) Inform the DPTL if additional personnel or resources are needed.
 - 5. Coordinate offsite field survey and monitoring efforts with the State to maximize resources. ☐
 - a) Provide meteorological, radiological and release information to State environmental monitoring personnel.
 - 6. Coordinate the assessment and analysis of field environmental samples with the HEEC and/or Division of Radiation Protection (DRP) as appropriate. ☐
- Note: The DRP defines 1mrem/hr on contact with an environmental sample "Hot" or "High Risk". Hot samples should be identified to the Mobile Laboratory upon receipt.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Responsibility/Activity

✓

a) Sample delivery by the teams

- 1) Contact the DRP's Mobile Lab Coordinator and inform him/her of the estimated time of arrival (ETA) for CP&L's Environmental Monitoring Teams.
- 2) Request the location of the DRP's Mobile Lab and relay this to the CP&L Environmental Monitoring Teams.
- 3) Ensure the samples delivered to the Mobile Lab are labeled correctly.
- 4) Direct CP&L's Environmental Monitoring Teams back into the field or to a designated area for decontamination and debrief.

b) Sample delivery by a courier

- 1) Contact the DRP's Mobile Laboratory Coordinator and agree upon a low dose/contamination area location for sample exchange.
- 2) Provide this location to CP&L's Environmental Monitoring Teams and ensure they monitor the area upon arrival.
- 3) Ensure the samples delivered to the courier are labeled correctly.
- 4) Direct CP&L's Environmental Monitoring Teams back into the field or to a designated area for decontamination and debrief.

c) Sample delivery to the HEEC

Note: Environmental samples ≥ 1 mrem/hr will not be delivered to the Harris E&E Center for analysis.

- 1) Contact the HEEC Lab and inform them of the ETA of CP&L's Environmental Monitoring Teams.
- 2) Ensure the samples are labeled correctly.
- 3) Dispatch an HP Technician to the HEEC Lab to assist in the setup and handling of the radioactive samples.
- 4) Direct CP&L's Environmental Monitoring Teams back into the field or to a designated area for decontamination and debrief.

ENVIRONMENTAL FIELD COORDINATOR CHECKLIST

Responsibility/Activity

✓

- d) Request lab results from the DRP's Mobile Lab and/or the HEEC.
- e) Provide the results of field team surveys and samples to the DPTL.
- f) Evaluate sample results with EPA PAGs.
- g) Notify the DPTL of any emergency planning Subzones exceeding EPA PAGs as indicated by environmental measurement.
- 7. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- 8. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

ENVIRONMENTAL FIELD COORDINATOR

LOG

[illegible]

Upon relief, or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

Form PEP-270-7-4

ENVIRONMENTAL TEAM MEMBER CHECKLIST

Position Function: Conduct of offsite plume tracking, monitoring and sampling activities.

Responsibility/Activity

✓

1. Assume the position of Environmental Team Member. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Assemble, obtain equipment, perform checks, obtain a briefing and proceed to the designated monitoring location.
2. Monitor radiation exposure levels and obtain guidance for entry into areas which exceed pre-established levels. ☐
3. Obtain air samples and sample measure activity. ☐
4. Measure and record ambient radiation levels. ☐
5. Distribute emergency environmental TLDs. ☐
6. Collect, label and transport environmental samples. ☐
7. Advise, instruct and issue KI to field team members as directed. ☐
8. Return to the staging area and perform inventories. ☐
9. Termination of the emergency ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

EOF HP TECHNICIAN CHECKLIST

Position Function: Perform radiological control activities for the EOF.

Responsibility/Activity

✓

1. Assume the position of EOF HP Technician. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Notify the DPTL of arrival.
- e) Perform a formal relief when permanently relieving another EOF HP Technician.
- f) Inform DPTL when temporarily leaving the EOF.
2. Ensure EOF personnel have signed out dosimetry from the Emergency Personnel Dosimetry Cabinet. ☐
3. Response check survey instruments. ☐
4. Confirm proper EOF ventilation system line-up, per Part 2, Sheet 4 of this Attachment. ☐
5. Activate the EOF ventilation system if directed, per Part 3, Sheet 4 of this Attachment. ☐
6. Monitor the EOF ventilation system's radiation monitor approximately every hour during a known release per Sheet 5 of this Attachment. ☐
7. Shut down the EOF ventilation, if directed, per Part 4 Sheet 4 of this Attachment. ☐
8. Activate a frisker at the security station entrance to the EOF. ☐
 - a) Post signs at the EOF entrance requiring personnel to frisk and the instructions for performing the frisk.
 - b) Inform the security guard that frisking is required and request that they notify the DPTL if the frisker alarms.
9. Perform EOF habitability surveys. ☐
 - a) Perform EOF air samples when directed.
 - b) Report the results of EOF habitability surveys to the DPTL.

EOF HP TECHNICIAN CHECKLIST

Responsibility/Activity

✓

10. Facility Deactivation.

☐

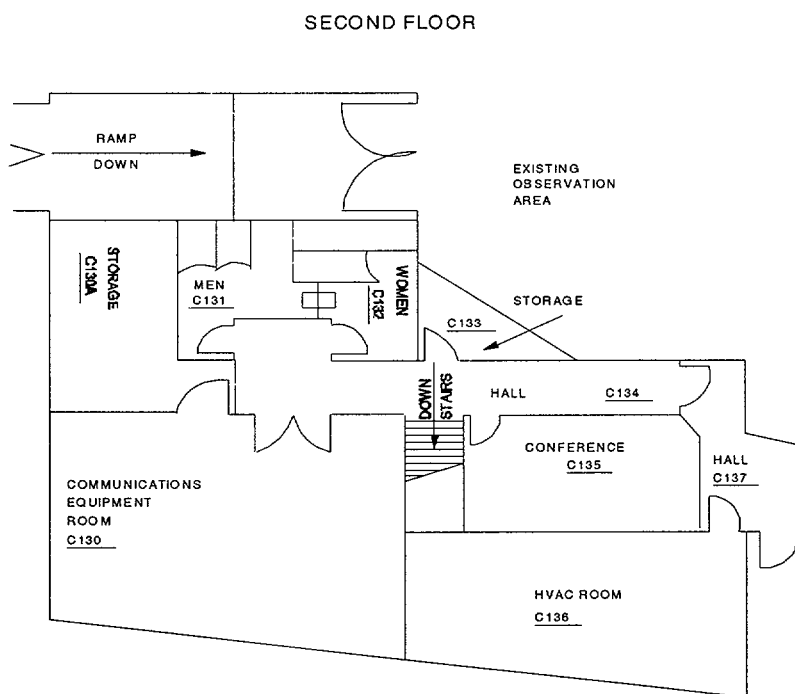
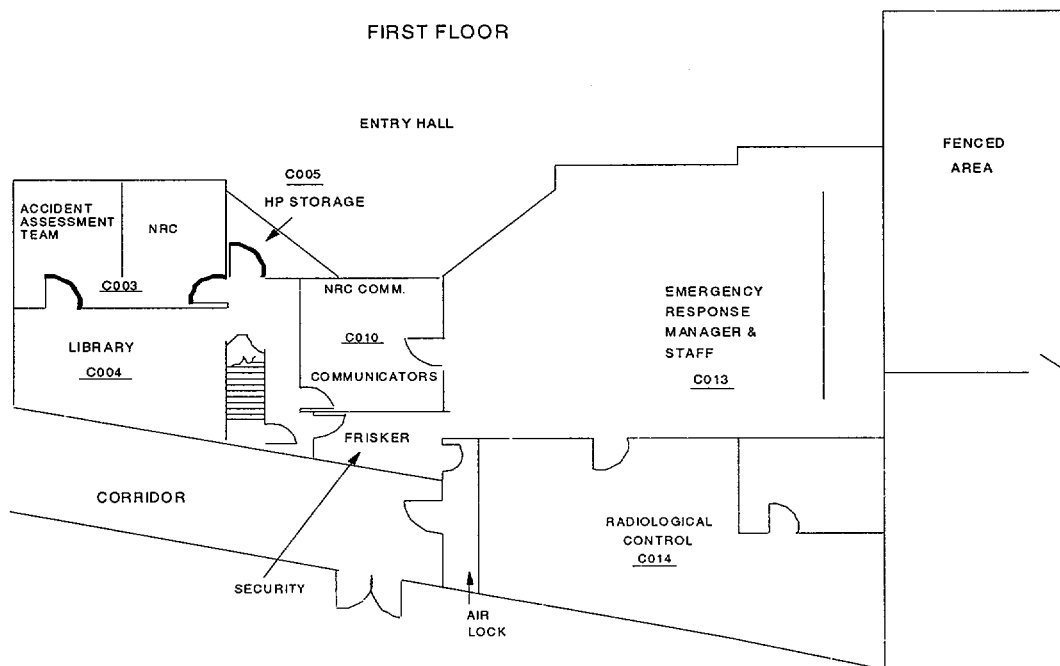
- a) Return all radiological equipment and supplies to the appropriate storage locations and perform inventories.
- b) Return the EOF ventilation system to the normal mode.
- c) Collect dosimetry, record SRPD readings and forward TLDs to dosimetry for processing.
- d) Complete all records and surveys and provide them to the DPTL.

11. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

EOF FLOOR PLAN



EOF VENTILATION SYSTEM STATUS CHECKLIST

PART 1: Check system operation (NORMAL MODE) on the EOF Ventilation System Rad Monitor in the Radiological Control Room (C014) as follows:

1. Check that the large green OPERATE light ⁽¹⁵⁾ is ON. ☐
2. Check that the small green LED OPERATE lights ⁽¹⁴⁾ are on for channels 1 and 2. ☐
3. Perform a source test. (Key for source test is located in the EOF Library key box) ☐
 - a) Select channel 1 ⁽¹⁶⁾
 - b) Press the C/S BUTTON ⁽¹⁷⁾ then RELEASE.
 - 1) After a few seconds delay, the button will light.
 - 2) When the C/S BUTTON light goes out, the LED OPERATE light should continue to burn.
 - 3) If not, the channel has failed the source check.
 - c) Select channel 2 ⁽¹³⁾ and repeat the process (step 3.b.) ☐
 - d) Report system Operational or Non-Operational to the Dose Projection Team Leader. ☐

PART 2: Check system pre-operational lineup in the Equipment Room (C136) as follows:

1. Check the Ventilation Control Panel ⁽¹⁾. ☐
 - a) Check that the MAINT. SWITCH is in NORMAL ⁽⁹⁾. ☐
 - b) Check that the Green NORMAL MODE light is ON ⁽²⁾. ☐
2. Check that the Charcoal Test Canisters ⁽³⁾ are valved out. ☐
3. Set EMERGENCY FAN breaker box ⁽⁴⁾ to ON (located on wall behind emergency fan). ☐
4. Set EMERGENCY FAN CONTROL BOX ⁽⁵⁾ to AUTO (located below the emergency fan breaker box). ☐
5. Set CIRCUIT BREAKER No. 26 ⁽⁶⁾ to ON (located in electrical panel 'P' on the wall beside equipment room entrance). ☐
6. Report system Operational or Non-Operational to the Dose Projection Team Leader. ☐

PART 3: Startup of System in the Equipment Room (C136) as follows:

1. Turn the SYSTEM MODE SWITCH (7) to MANUAL (located on the ventilation system control panel). ☐
2. Confirm that the large red light (12) on the EOF Ventilation System Rad Monitor ⁽¹⁰⁾ indicates HEPA FILTER MODE (located in the dose projection room). ☐
3. Report system Operational or Non-Operational to the Dose Projection Team Leader. ☐

PART 4: Shutdown the emergency ventilation in the Equipment Room (C136) as follows:

1. Press the SYS RESET button ⁽⁸⁾. The dampers should shift to the NORMAL position and the emergency fan motor should stop. ☐

EOF VENTILATION SYSTEM LOG

Page ____ of ____

Date/Time	Reading $\mu\text{Ci/cc}$		Status Lights (G, Y, R)	
	No. 1	No. 2	No. 1	No. 2

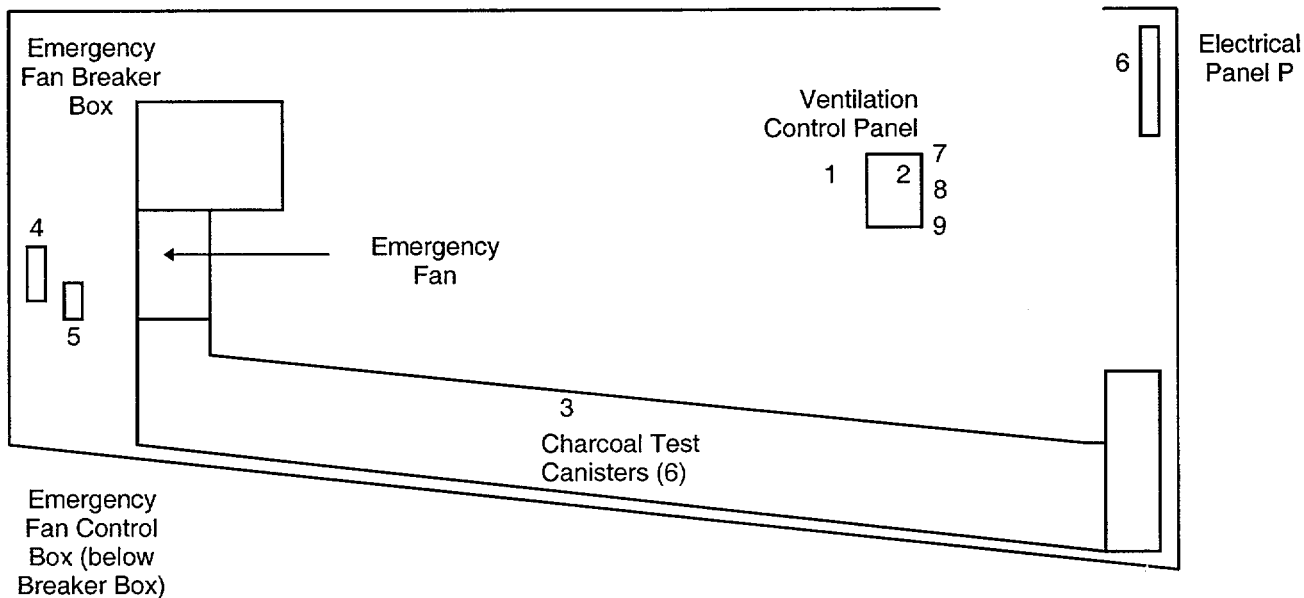
Channel Status Lights:

1. Green (G) Normal operation
2. Yellow (Y) Alert alarm (horn will sound)
 - a) Acknowledge the alarm.
 - b) Inform the Dose Projection Team Leader.
3. Red (R) High alarm (horn will sound)
 - a) Acknowledge the alarm.
 - b) Inform the Dose Projection Team Leader.
 - c) Verify that the ventilation dampers in room C136 have shifted to the emergency position.

Remarks: _____

Heating and Ventilation Room (C-136)

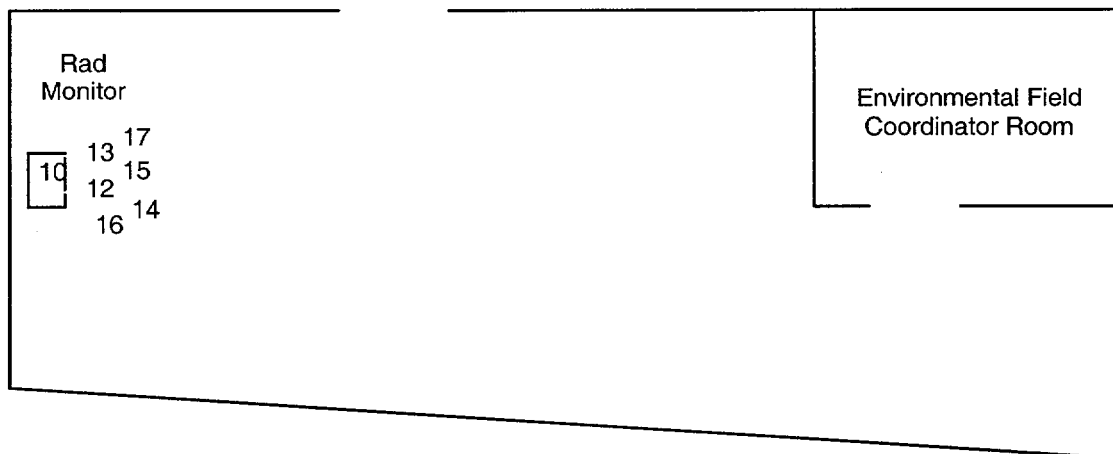
Part 1 of EOF Ventilation System Status Checklist



NOTE: Drawing is not to scale

Radiological Control Room (C-014)

Part 2 of EOF Ventilation System Status Checklist



COMMUNICATIONS MANAGER CHECKLIST

Position Function: Direct and supervise the offsite notification and communication emergency response activities.

Responsibility/Activity

✓

1. Assume the position of Communications Manager. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Communications Manager.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Notify the State and County EOCs and Corporate Communications (or the JIC if activated) when the EOF becomes activated. ☐
3. Ensure that all communications equipment is in place and functioning properly. ☐

NOTE: Do not begin creation of a new notification form in RTIN until responsibility for notifications is assumed by the ERM.

- a) Verify the CM, EC-State/County (Selective Signaling System), EC-Corp Comm/JIC, and the State/County Decision Line telephones are operational.
- b) Verify the automatic ring-down telephones (EC to TSC and EC to JIC) are operational.

COMMUNICATIONS MANAGER CHECKLIST

Responsibility/Activity

✓

- c) Verify the News Coordinator, dose projection, CM (ERFIS/RTIN), and EOF AAT computers are operational.

- 4. Supervise the activities of the Emergency Communicators and the HNP EOC Representatives. ☐

- a) Ensure the EC-State/County has verification codes.
- b) Ensure that questions received by the ECs are recorded and delivered to the appropriate person for response.
- c) Ensure that responses to inquiries are provided to the ECs for transmittal.

- 5. Ensure the timely notification and transfer of emergency information to the State and County agencies is performed. ☐

- a) Ensure the Emergency Notification Forms are approved by the ERM and transmitted per PEP-310 within 15 minutes of:

- 1) The declaration of an emergency.
- 2) A change in emergency classification level.
- 3) A change in offsite Protective Action Recommendations.

- b) Ensure the follow-up Emergency Notification Forms are approved by the ERM and transmitted per PEP-310 as follows:

- 1) Within 60 minutes of the last notification.
- 2) Whenever a new EAL is exceeded regardless of whether or not it results in a change in the classification level.
- 3) As soon as significant changes in dose projection and/or field monitoring data is available.

- c) Ensure State and County officials are informed of any on site events requiring assistance from offsite support organizations.

COMMUNICATIONS MANAGER CHECKLIST

Responsibility/Activity

6. Ensure the timely transfer of emergency information to Corporate Communications or the JIC is performed. ☒
- a) Ensure that copies of notifications provided to the State and County are transmitted to the JIC and the TSC.
- b) Coordinate with the News Coordinator to ensure that draft news releases are issued no later than 45 minutes after an emergency classification change, radiological release, or other significant event which is provided via the Emergency Notification Form.
7. Ensure the notifications and requests for assistance to external support services and organizations is performed. ☐
- a) Notify ANI and INPO within 4 hours of the declaration of an Alert or higher classification level.
- b) Ensure that Nuclear Mutual Limited is notified of any fire damage to HNP equipment.
- c) Ensure TSC Directors are kept informed of HNP requests for offsite assistance.
8. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
- a) Coordinate with the ALM to establish Status Board Plotters to post current plant status and offsite information upon sustained loss of EOF electronic display capabilities.
9. Termination of the emergency ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

EMERGENCY COMMUNICATOR - STATE/COUNTY CHECKLIST

Position Function: Conduct timely notification and transfer of emergency information to the State and Counties.

Responsibility/Activity

✓

1. Assume the position of Emergency Communicator-State/County. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Emergency Communicator-State/County.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform the CM when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Prepare the Emergency Notification Forms. ☐
 - a) Ensure the Emergency Notification Forms are approved by the ERM.
 - b) Obtain verification code words.
 - c) Transmit the notification.
 - 1) Ensure the initial Emergency Notification Forms are transmitted within 15 minutes of any change in classification or PAR.
 - 2) Ensure the follow-up Emergency Notification Forms are transmitted no greater than 60 minutes from the last notification.
3. Request any materials or supplies not available on site from the ALM or Admin Team. ☐

Form PEP-270-11-1

EMERGENCY COMMUNICATOR - STATE/COUNTY CHECKLIST

Responsibility/Activity

✓

4. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

EMERGENCY COMMUNICATOR - CORP COMM/JIC CHECKLIST

Position Function: Provide information to support public information emergency response activities.

Responsibility/Activity

✓

☐

1. Assume the position of Emergency Communicator-Corporate Communications/JIC.

- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Perform a formal relief when permanently relieving another Emergency Communicator-Corporate Communications/JIC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log by providing input to the Communications Director.

☐

3. Provide information to the News Coordinator to support the preparation of news releases.

☐

4. Provide technical clarification for the Site Communications Manager to support preparation activities for news media briefings prior to JIC activation.

☐

5. Following JIC activation:

☐

- 1) Inform Site Communications Manager of time of activation.
- 2) Provide information to support preparations for news media briefings.

6. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

Form PEP-270-12-1

EMERGENCY COMMUNICATOR - CORP COMM/JIC CHECKLIST

Responsibility/Activity

✓

7. Termination of the emergency



- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

Form PEP-270-12-1

NEWS COORDINATOR CHECKLIST

Position Function: Prepare and coordinate the approval of news releases.

Responsibility/Activity

✓

1. Assume the position of News Coordinator. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another News Coordinator.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log by providing input to the CM. ☐
3. Verify the operability of the computer and printer (report any problems to the ALM). ☐
4. Contact Corporate Communications: ☐
 - a) Establish contacts and mechanisms for distributing news releases on the CP&L Internet, prior to JIC activation.
5. Contact Site Communications: ☐
 - a) Establish contacts for the distribution of press releases prior to JIC activation.
6. Inform Site Communications Manager or Corporate Communications if contacted by the Control Room for events involving a fire or transportation of a contaminated, injured person. ☐

NEWS COORDINATOR CHECKLIST

Responsibility/Activity

✓
□

7. Prepare news releases.

- a) Obtain emergency information from the EOF for use in news releases and media briefings.

NOTE: The EC-Corporate Communications/JIC is the primary source of information for the preparation of news releases.

- b) Use the EAL Reference Manual as a non-technical source of information for emergency descriptions.

8. Ensure news releases are issued no later than 45 minutes after an event classification change, radiological release, or other significant event that has been provided to the State and Counties via the Emergency Notification Form. □

- a) Coordinate with Corporate Communications or the JIC Director (when the JIC is activated) to ensure the correct issue times and chronological numbers are recorded on the news release (the JIC Director will record the time prior to issue).

- b) Place 'DRAFT' in the block for issue time for the news release.

- c) Ensure Corporate Communications receives final, approved news releases.

- d) Ensure the Emergency Response Manager has approved all news releases prior to distribution.

- e) Ensure news releases issued with information that needs to be corrected are corrected and reissued with corrections noted.

NOTE:

- News releases do not have to be approved by the ERM if they contain only the JIC activation time, media/public inquiry telephone numbers, or media briefing times.
- These non-technical news releases are prepared by the JIC Director once the JIC is activated.

NEWS COORDINATOR CHECKLIST

Responsibility/Activity

✓

9. Coordinate the release of news information.

☐

- a) Coordinate release through the JIC Director (or through Corporate Communications if the JIC is not yet activated).
- b) Coordinate distribution to EOF, TSC, and NRC Site Team personnel through the Administrative Team Leader.

10. Direct media response activities.

☐

- a) Request security or local law enforcement assistance if the media is present in the plant parking lot.
- b) Gather, assess and ensure distribution of emergency information.
 - 1) Ensure proper approval and issuance of the news releases.
 - 2) Obtain technical assistance to assess plant data as necessary.
 - 3) Coordinate with offsite agency public affairs personnel to ensure State and County agencies are aware of emergency information issued by CP&L.
- c) Ensure a smooth transition of media response activities from the EOF to the JIC when JIC activation occurs.

11. Inform JIC Director of Corporate Communications and Site Communications contacts.

☐

12. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

13. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

REP - STATE/COUNTY EOC CHECKLIST

Position Function: Act as technical liaison to provide classification and protective action information to Emergency Management authorities.

Responsibility/Activity

✓

1. Assume the position of Rep - State/County EOC at the appropriate EOC. ☐

a) Notify Emergency Management Authorities of your presence in the EOC.

1) Determine their level of awareness of the event.

NOTE: Do not speculate on plant conditions or actions. Contact the EOF to obtain information prior to answering any questions.

2) Determine if there are any outstanding questions that could be answered by the plant ERO staff.

b) Contact the EOF to indicate arrival at the EOC.

1) Provide the EOF with a contact phone number at the EOC.

2) Attempt to gain answers through the EOF for any initial questions from the EOC staff.

c) Locate the stored plant visual aids package and be prepared to provide information about the plant as necessary.

d) When relieving another individual, review the activity log, obtain a briefing on the emergency and any actions that have been completed or are in progress, and inform those present of the position being filled.

2. Maintain a log of activities using your checklist log. ☐

3. Monitor the progress of the emergency from the EOC. ☐

a) Remain available to the EOC staff to answer questions about plant design, layout, normal operations, etc.

b) Act as a liaison between the EOC and EOF to resolve questions and confusion on the part of the EOC staff.

4. Review incoming notification forms to ensure the EOC staff understands plant conditions and is receiving accurate and timely information. ☐

PEP-270-14-1

REP - STATE/COUNTY EOC CHECKLIST

Responsibility/Activity

✓

5. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

PEP-270-14-1

LOG

[illegible]

Upon relief, or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section on the last page.

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TECHNICAL ANALYSIS MANAGER CHECKLIST

Position Function: Direct and supervise the long term (> 12 hours) accident assessment and technical support emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Technical Analysis Manager. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Perform a formal relief when permanently relieving another Technical Analysis Manager.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Supervise the activities of the EOF Accident Assessment Team. ☐
- a) Ensure the EOF AAT is adequately staffed.
- b) Determine the need for additional company or outside personnel to provide technical support.
- c) Ensure EOF-AAT efforts are focused on long term support activities.
4. Monitor and assess vital plant parameters and conditions. ☐
- a) Coordinate the receipt and assessment of technical information from on site and off site sources related to plant systems and operations.
- b) Ensure the ERM is informed of the status of short and long term repair activities.

TECHNICAL ANALYSIS MANAGER CHECKLIST

Responsibility/Activity

✓

- 5. Provide a technical interface with external support and regulatory agencies. ☐
- 6. Ensure adequate personnel and material resources are available to support the long term (>12 hours) technical response. ☐
- 7. Coordinate technical support and engineering efforts with the TAD. ☐
 - a) Contact the TAD to discuss on site activities and to determine if assistance is needed.
 - b) Provide engineering support to the TAD and TSC-AAT on short term repair activities as needed.
- 8. Request any materials or supplies not available on site from the ALM or Admin Team. ☐
 - a) Coordinate with the ALM to obtain assistance from the Nuclear Steam Supply System vendor, architect/engineer, or other contractors not currently on your staff, if assistance is needed.
 - b) Ensure the ALM has arranged for relief staffing for the EOF-AAT.
- 9. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

LOG

[illegible]

Upon relief, or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

Form PEP-270-15-1

EOF SENIOR REACTOR OPERATOR CHECKLIST

Position Function: Provide analysis and advice regarding the impact of plant conditions on emergency classifications, Protective Action Recommendations, and accident mitigation.

Responsibility/Activity

✓

1. Assume the position of EOF Senior Reactor Operator. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Obtain dosimetry.
- d) Perform a formal relief when permanently relieving another EOF Senior Reactor Operator.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities by providing input to the EOF log keeper. ☐
3. Monitor fission product barrier and plant status on ERFIS. ☐
 - a) Provide recommendations for EAL changes.
 - b) Provide recommendations for PAR changes.
 - b) Update the fission product barrier status board.
4. Assist in clarifying ERFIS or Plant Parameter Information Forms data. ☐
 - a) Coordinate with the EOF ERFIS operator to display vital plant information pertinent to the event.

Form PEP-270-16-1

EOF SENIOR REACTOR OPERATOR CHECKLIST

Responsibility/Activity

✓

5. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

6. Termination of the emergency

☐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your position book.

c) Restore the facility to stand-by readiness.

d) Inventory facility equipment if applicable.

EOF SENIOR REACTOR OPERATOR CHECKLIST

Directions for Use of the Operations Mitigation Line

Establish a Conference Call

- Place receiver and wireless headset on self
- Push green toggle switch to 'ON'
- Remove handset from cradle
- Hit 'FLASH' button
- Dial Plant Operations Director phone number
- Hit 'FLASH' button
- Dial TSC Senior Reactor Operator's phone number
- Hit 'FLASH' button
- Verify conference call has been established

Disconnect a Conference Call

- Push green toggle switch to 'OFF' position
- Hang up receiver unit on cradle
- Hang up handset on cradle

EOF ACCIDENT ASSESSMENT TEAM CHECKLIST

Position Function: Provide engineering analysis and trouble shooting, as directed, to assist in accident mitigation.

Responsibility/Activity

✓

1. Assume the position of EOF Accident Assessment Team Engineer. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another EOF AAT Member.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain an accident assessment log by providing input to the TAM. ☐
3. Obtain necessary drawings. ☐
4. Resolve long term engineering problems. ☐
5. Assist as requested in the resolution of short term engineering problems in support of onsite repair efforts. ☐
6. Maintain a listing of out-of service equipment. ☐
7. Request any materials or supplies not available on site from the ALM or Admin Team. ☐

EOF ACCIDENT ASSESSMENT TEAM CHECKLIST

Responsibility/Activity



8. Termination of the emergency

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

EOF ERFIS OPERATOR CHECKLIST

Position Function: Operate ERFIS to obtain and display plant information.

Responsibility/Activity

✓

1. Assume the position of EOF ERFIS Operator.

☐

a) Sign in on the facility organization chart.

b) Obtain the positional notebook/binder from the storage area.

c) Obtain dosimetry.

d) Perform a formal relief when permanently relieving another EOF ERFIS Operator.

1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.

e) Inform the EOF SRO when temporarily leaving the work area (such as to the restroom).

2. Log on to the ERFIS terminal.

☐

3. Coordinate with the EOF SRO to operate the facility display system.

☐

4. Print ERFIS reports as needed.

☐

5. Termination of the emergency

☐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your position book.

c) Restore the facility to stand-by readiness.

d) Inventory facility equipment if applicable.

ADMINISTRATIVE AND LOGISTICS MANAGER CHECKLIST

Position Function: Direct and supervise the administrative and logistic support emergency response actions.

Responsibility/Activity

✓

1. Assume the position of Administrative and Logistics Manager. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Administrative and Logistics Manager.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log.. ☐
3. Synchronize EOF clocks with the MCR using ERFIS time. ☐
4. Supervise the activities for access authorization into the EOF. ☐
 - a) Inform the EOF security guard of EOF activation when announced by the ERM.
 - b) Notify the EOF security guard that the ALM or ERM will be the point of contact at the EOF if verification of personnel is needed to allow access.
5. Supervise the activities of the Administrative Team and Assembly Area Leader. ☐
 - a) Coordinate necessary relief and stand-by personnel for the Assembly Area.

ADMINISTRATIVE AND LOGISTICS MANAGER CHECKLIST

Responsibility/Activity

✓

- b) Direct the Assembly Area Leader to return assembled personnel to work following instructions from the SEC-TSC or a PA announcement.

NOTE: Permission is required from the SEC-TSC or ERM prior to staffing ERO positions with non-ERO personnel.

NOTE: The Security Director will identify and contact security force personnel. Schedules and logistics for these personnel should be coordinated with the Security Director.

- 6. Direct the development of relief schedules for all HNP emergency response facilities to provide 24 hour coverage. ☐

- a) Contact the SEC-TSC to coordinate relief times for the on site ERO staff.
- b) Coordinate movement of relief personnel with State officials if offsite protective actions are underway.
- c) Contact the relief personnel to inform them of shift schedules.
- d) Obtain direction and approval by the ERM or SEC-TSC when qualified alternates can not be contacted to fill an ERO position.

- 7. Make arrangements for personnel, equipment, supplies and other resources in support of the emergency. ☐

- a) Coordinate the acquisition of offsite resources with emergency facility managers.
- b) Coordinate the purchasing efforts to locate, order, and receive resources used in support of the response activities.
- c) Coordinate the processing of offsite support personnel called in to provide assistance with Security.
- d) Determine the need and make arrangements for additional contracts, services and facilities necessary to support the emergency organization.
 - 1) Support the TAM in acquiring assistance from offsite Agreement Organizations as needed.
- e) Provide logistical arrangements for support and Federal response personnel brought in to assist with the event.

ADMINISTRATIVE AND LOGISTICS MANAGER CHECKLIST

Responsibility/Activity

✓

- f) Provide and coordinate any additional facilities and equipment support for the emergency response facilities.
- 1) Direct requests for installation, maintenance and operation of communication or computer equipment in the EOF or JIC to the Telecommunications Technical Assistance Center.
- g) Provide and coordinate any additional administrative and clerical support for the emergency response facilities.

8. Maintain accountability for EOF personnel.

☐

- a) Ensure EOF managers are accounting for their personnel while a release is in progress.

9. Termination of the emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position book.
- c) Restore the facility to stand-by readiness.
- d) Inventory facility equipment if applicable.

LOG

[illegible]

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AGREEMENT ORGANIZATION ASSISTANCE REQUEST FORM

- | | |
|---|--|
| ☐ INPO | ☐ American Nuclear Insurers |
| ☐ Westinghouse | ☐ Nuclear Mutual Limited |
| ☐ Ebasco | ☐ Department of Energy |
| ☐ Babcock and Wilcox | |
| ☐ Other: _____ | |

Assistance Requested: _____

Authorization: _____ Date: _____ Time: _____
(Emergency Response Manager)

Individuals Contacted: _____ Date: _____ Time: _____

Assistance They Have Agreed to Provide: _____

Individuals Who Will Be Reporting To The Site:

<u>Name</u>	<u>Location Reporting To</u>	<u>Expected Arrival</u> <u>Date</u>	<u>Time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notification Completed: _____
(Administrative and Logistics Manager)

ADMINISTRATIVE TEAM LEADER CHECKLIST

Position Function: Perform administrative activities in the EOF.

Responsibility/Activity

✓

- 1. Assume the position of Administrative Team Leader. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another Administrative Team Leader.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
- 2. Ensure sufficient clerical support exists in the EOF to adequately support EOF personnel. ☐
- 3. Direct Administrative Team members to perform administrative support functions as necessary. ☐
 - a) Copy ERFIS data and distribute to appropriate personnel within the facility, including the NRC, if needed.
 - b) Copy Plant Parameter Information Forms and distribute to appropriate personnel within the facility, including the NRC, if ERFIS is not available.
 - c) Distribute news releases to EOF, TSC and NRC personnel.
 - d) Post current plant and offsite information upon a sustained loss of EOF electronic display capability.

ADMINISTRATIVE TEAM LEADER CHECKLIST

Responsibility/Activity

- 4. Copy and transmit information to other locations as directed.
- 5. Obtain procedures and reference materials as requested.
- 6. Termination of the emergency
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.



EOF LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major EOF activities and decisions throughout the emergency.

Responsibility/Activity

✓

1. Assume the position of EOF Logkeeper. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Obtain dosimetry.
 - d) Perform a formal relief when permanently relieving another EOF Logkeeper.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain the EOF log by recording EOF activities. ☐
3. Remind the ERM of predesignated briefing times. ☐
4. Ensure the JIC is united with the EOF via speakerphone during regularly scheduled EOF briefings. ☐
 - a) Advise the JIC in advance of upcoming EOF briefings.
 - b) Just prior to commencement of EOF briefings contact the JIC and place the JIC on the speakerphone to monitor EOF briefing reports.
5. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

ASSEMBLY AREA LEADER CHECKLIST

Position Function: Coordinate and supervise the activities in the Assembly Area.

Responsibility/Activity

✓

6. Activation of the facility.

☐

- a) Upon declaration of an emergency with instructions to assemble (usually an Alert of higher), report to the Admin Building CR#228 and coordinate assembly and accountability.
- b) Obtain the positional notebook/binder from CR#228.
- c) Determine if restrictions on eating and drinking are in effect and ensure personnel are aware of the restrictions.
- d) Advise the ALM that the Assembly Area is ready to activate.
- e) Announce to present personnel that you are the Assembly Area Leader.

7. Instruct arriving personnel to sign in and await instructions.

☐

- a) Perform accountability for personnel reporting to the assembly area.
- b) Identify personnel who are qualified to fill an ERO position.
- c) Direct assembled personnel to return to work following instructions from the SEC-TSC or a PA announcement once verified by the ALM.

8. Coordinate the relocation of assembled personnel in the event of a Exclusion Area evacuation.

☐

- a) If a Site Evacuation has been announced, direct ERO personnel to proceed to the HEEC Auditorium "A".
- b) Report when all personnel have left the Admin Building to the ALM and proceed to the HEEC.
- c) Reestablish a muster sheet of personnel assembled in the auditorium.

ASSEMBLY AREA LEADER CHECKLIST

Responsibility/Activity

✓

9. Coordinate logistics to provide augmentation personnel when requested.

☐

a) Coordinate additional personnel resources with the ALM to augment the ERO as necessary.

10. Request any materials or supplies not available on site from the ALM or Admin Team.

☐

11. Termination of the emergency

☐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your position book.

c) Restore the facility to stand-by readiness.

d) Inventory facility equipment if applicable.

EOF TELECOM/COMPUTER SUPPORT CHECKLIST

Position Function: Provide telecom/computer support to EOF Staff

Responsibility/Activity

✓

1. Assume the Position of EOF Telecom/Computer Support. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another EOF Telecom/Computer Support.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Provide computer support as required to assist EOF Staff ☐
3. Termination of the emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position book.
 - c) Restore the facility to stand-by readiness.
 - d) Inventory facility equipment if applicable.

EOF Logkeeper Instructions

1. **ERFIS Logon Instructions**

- a) Press F3 or type turn-on-code (TOC) **MENU**
- b) Select *Emergency Preparedness Functions Menu* or type TOC **EP**
- c) Select *Log into Network Database* or type TOC **LOGIN**
- d) Select EOF log keeper from the position menu
- e) Type your name and press login
- f) Select *Declare Event* or type TOC **EVENT** and press **OK**
- g) Select *Access EP Logs* or type TOC **POSLOG**
- h) Select **ADD** to began typing in the subject area
- i) Select **SAVE** after each entry is completed.

2. **ERFIS Relief Instructions**

- a) Select **SAVE** for the last entry and press **EXIT**
- b) Select *Log Out Of Network Data Base* or type TOC **LOGOUT**. This will allow the log to be continued by the relief person.
- c) Select *Log into Network Database* or type TOC **LOGIN**
- d) Select EOF log keeper from the position menu
- e) Type your name and press login
- f) Select *Access EP Logs* or type TOC **POSLOG**
- g) Select **ADD** to began typing in the subject area

3. **ERFIS Logoff Instructions**

- a) Select **SAVE** for the last entry and press **EXIT**
- b) Select *Terminate Event* or type TOC **NOEVENT**
- c) Select *Log Out Of Network Data Base* or type TOC **LOGOUT**
- d) Select **YES**

NOTE: ERFIS Log printing must be performed by EOF Telecom/Computer Support.

EOF ERFIS Operator Instructions

4. ACTIVATION OF THE LARGE SCREEN DISPLAYS:	
a) Activate the 3 large screen projectors from the black AMX touch screen controller by selecting screen display TSC1, TSC2, and TSC3.	
b) Select one of the three computers that provide the display by	
c) pressing the "Ctrl" key,	
d) releasing the "Ctrl" key and then	
e) selecting 1, 2, or 3 (Computer 1, 2, or 3)	
5. GENERAL INSTRUCTIONS FOR ERFIS USE:	
a) ERFIS defaults to the "MASTER MENU" screen. Press F3 or type "MENU" to return to the "MASTER MENU" from any screen	
b) Menu items may be selected by typing the TURN-ON-CODE (TOC) at the top of the screen or by selecting the menu item with the mouse and clicking	
c) Menu items that are useful for emergency preparedness are:	
<u>ROUTINE EP DATA GROUPS:</u>	
3TSCDAT1	DATA GR 1 FOR EMERGENCY USE IN TSC
3TSCDAT2	DATA GR 2 FOR EMERGENCY USE IN TSC
3TSCDAT3	DATA GR 3 FOR EMERGENCY USE IN TSC
3EALS	DATA FOR ACCIDENT ASSESSMENT TEAM
3DOSE	DOSE PROJECTION INFORMATION
<u>OTHER AVAILABLE EP DATA GROUPS:</u>	
3TSCRMS1	RAB RADIATION MONITORS
3TSCRMS2	WPB/TSC RADIATION MONITORS
3TSCRMS3	FHB RADIATION MONITORS
3TSCRMS4	CNMT, EFFLUENT, AND MISC RAD MON

Form PEP-270-25-1

EOF ERFIS Operator Instructions

<u>OTHER AVAILABLE EP DATA GROUPS:</u>	
REAL	Realtime Data Menu
GL	Group Libraries
PL	Plot Library
EP	Emergency Preparedness Function Menu
Status	Emergency Preparedness Display Menu
6. INSTRUCTIONS FOR PRINTING THE EP DATA GROUPS EVERY 15 MINUTES	
a) From the Master Menu select "Periodic Logs Menu"	
b) Select "Start Periodic Facility Log" to start the logs. They will print every 15 minutes	
c) Select "Stop Periodic Facility Log" to terminate the printing of the logs	
7. INSTRUCTIONS FOR THE REMOTE DISPLAYS IN THE NRC OVERFLOW ROOM:	
a) Turn on the video screen from the front of the monitor.	
b) Select, from the wall panel behind the monitor, the desired display (TSC1, TSC2, or TSC3, video, etc.)	
8. INSTRUCTIONS FOR SECURING THE FACILITY:	
a) Stop Periodic Facility Logs	
b) Sign off ERFIS by terminating the event and logging out	
c) Turn off the overhead projectors by selecting the SHUTDOWN function from the black AMX touch screen controller.	
d) Turn off the video screen from the front of the monitor	

Form PEP-270-25-1

Revision Summary for PEP-270, Rev. 6

The revision to this procedure are as follows:

Added logkeeping information from PEP-400 and placed log forms in the checklists for those members who will maintain a log. Added more details to the logkeepers instructions for keeping the logs and for relief instructions and added instructions to the Telecomm position for printing ERFIS logs. Added the Intrafacility Briefing Guideline to assist the ERM with staff briefings and focus. Deleted the step to contact the CERP. It is now a Corporate Comm roll. Corrected the DP Team checklist position function description from the DPTL 's to the team function. Added the Heating and Ventilation Room drawing. Added the directions for use of the Ops mitigation line. Added instructions for contacting and distributing news release for the News Coordinator and instructions for the use of the EAL reference manual.

<u>Section/Page</u>	<u>Change</u>
Title page	Added Information use
Section 3	Added the reference for the Logkeeper instructions and the ERFIS operator instructions
Section 4	Added log taking information.
Section 5	Deleted PEP-250 as a reference. It is not referenced in the procedure and added PEP-310 which is referenced in the procedure.
All checklists	Added to all checklists the statement 'Obtain the positional notebook/binder from the storage area.'
All checklists	Added additional termination instructions for staff that relate to preparing the facility and position role in a state of readiness.
Att 1	Added Intrafacility Briefing Guideline to the ERM. Deleted Contact the Corporate Emergency Response Program's CERP toll free number (1-888-329-6578). This is now a Corporate Communication roll. The contact will be made in step 3.2)
Att 2,3,5,7,10,14,15, 19	Added log form
Att 3	Added Step 8 'Ensure the activation of the EOF ventilation system, if needed.'
Att 3 and 4	Changed the title of Health Physics Network to Emergency Notification System to simplify/prepare for the NRC change to commercial lines for FTS-2000.
Att 2,3,5,10, 14,15,19	Removed as per PEP-400 from step 2.

Revision Summary for PEP-270, Rev. 6

<u>Section/Page</u>	<u>Change</u>
Att 11,12,13,16, 17, 20,21	Removed step 2 log keeping for these positions
Att 6	Replace Position function 'Coordinate and supervise the offsite radiological environmental monitoring emergency response actions' with 'Perform dose assessment as directed by the Dose Projection Team Leader.'
Att 9	Added Heating and Ventilation Room Drawing
Att 13	Added items #4 and #5 for the contacts and method of distribution for news releases prior to JIC activation and for press releases prior to JIC activation. Added 7.b) to use the EAL reference manual Added 10.c.1. Inform JIC Director of Corporate Communications and Site Communications contacts.
Att 16	Added directions for the use of the ops mitigation line and revised 'Maintain a log of activities as per PEP-400' to 'Maintain a log of activities by providing input to the EOF log keeper.'
Att 18	Added 'as needed' to Print ERFIS reports as needed.
Att 20	Added 'if needed' to 'Copy ERFIS data and distribute to appropriate personnel within the facility, including the NRC, if needed.'
Att 24	Corrected TSC to EOF in step 2.d and added the NOTE: ERFIS Log printing must be performed by EOF Telecom/Computer Support. Also added ERFIS relief instructions that were in PEP-240.
Att 25	Step 5.a) corrected F# to F3.

I
Information
Use

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-250
TITLE: Activation and Operation of the Joint Information Center

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1.0 PURPOSE

1. This procedure implements Sections 2.4 and 3.6 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Joint Information Center (JIC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the JIC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-9 are to be used as guidance for the positions listed below.
2. Attachments 10-12 are to be used as guidance for facility set-up in CPB and the News Media Briefing Area at the Raleigh Convention and Conference Center.
3. Attachment 13 is to be used by staff, security and media.
4. If an action is not appropriate under existing conditions or was not necessary for the event enter N/A when completing documentation for submittal.

IF YOUR ERO POSITION IS:	POSITIONAL FORMS:
COMPANY SPOKESPERSON	PEP-250-1 PEP-110-4 PEP-500-6
JIC DIRECTOR	PEP-250-2 PEP-250-1, Sh. 4
COMPANY TECHNICAL SPOKESPERSON	PEP-250-3 PEP-500-6
TECHNICAL SPECIALIST	PEP-250-4 PEP-110-4
ADMINISTRATIVE COORDINATOR	PEP-250-5
ADMINISTRATIVE ASSISTANT	PEP-250-6 PEP-250-13
MEDIA BADGING SPECIALIST	PEP-250-7
PUBLIC INFORMATION COORDINATOR	PEP-250-8
PUBLIC INFORMATION SPECIALIST	PEP-250-9

4.0 GENERAL

1. The Administrative and Logistics Manager (ALM) in the Emergency Operations Facility (EOF) is responsible for arranging relief schedules for the JIC Staff.
2. The Joint Information Center is an Emergency Response Facility for the Harris Plant. It is staffed by CP&L, the State of North Carolina, Chatham, Harnett, Lee and Wake Counties, NRC and FEMA.
3. The Company Spokesperson serves as the facilitator during news media briefings with CP&L, the State, Counties, NRC and FEMA.
4. Partial staffing of the JIC should be considered if personnel are present who can adequately perform the needed functions.
5. All functional capabilities need not be staffed for the JIC to be activated, if the Company Spokesperson determines that the missing functions are not presently required to adequately deal with the situation.
6. Logkeeping
 - a) Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.
 - b) Logs should include such information as:
 - 1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).
 - 2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).
 - 3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.
 - 4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.
 - 5) All records shall be made by black indelible means, such as ink or typing.
 - 6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.

4.0 **GENERAL** (continued)

c) Preparation of Activity Logs

1) Initiate the last sheet of the applicable checklists as follows:

- DATE
- PAGE OF: Enter "1" on the first page and sequential numbers on the following pages as they are used.

2) Enter chronologically those events that are pertinent to the particular individual or organizations:

- TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
- SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.

3) Upon relief from the position or termination of the emergency, complete the log as follows:

- PAGE OF: Enter the total number of pages used at the top of each page (that is, Page 1 of **12**, Page 2 of **12**, and so forth).
- NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.

4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.

5) Upon termination of the emergency or exercise/drill, provide all completed logs to the Company Spokesperson who will then forward to the Emergency Preparedness unit.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, Assignment of Responsibilities
2. Section 3.6, Joint Information Center

5.2 Referenced Plant Emergency Procedures

1. PEP-110, Emergency Classification and PARs
2. PEP-500, Recovery

5.3 Other References

1. EPL-001, Emergency Phone List

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

COMPANY SPOKESPERSON CHECKLIST

Position Function: Provide command and control of the public information emergency response.

Responsibility/Activity

✓

1. Assume the position of Company Spokesperson. ☐
 - a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Assist with facility set-up as needed.
 - c) Perform proper relief of the currently staffed position.
 - d) Announce that the position is filled to personnel who are present.
 2. Maintain a log of activities (Attachment 1, Sheet 7 of 7). ☐
 3. Activate the facility. ☐
 - a) Obtain a briefing from the EOF using the Event Information Worksheet (PEP-110, Attachment 4).
- NOTE:** Formal authorization must be provided when filling an ERO position with an individual not listed on the active ERO roster (EPL-001).
- b) Ensure an adequate staff is present.
 - c) Ensure adequate plant status information is available to the Company Technical Spokesperson and Technical Specialist.
 - d) Brief State, County and CP&L JIC personnel using Intrafacility Briefing Guideline (Attachment 1, Sheet 5 of 7).
 - e) Ensure the JIC Director, Company Technical Spokesperson and Technical Specialist have received a plant status briefing prior to JIC activation.
 - f) Notify the EOF and JIC personnel of facility activation.
 4. Maintain awareness of offsite agency command and control. ☐
 5. Maintain awareness of recent industry events that may become media/public interest items (i.e., use of the International Nuclear Incident Scale). ☐

COMPANY SPOKESPERSON CHECKLIST

Responsibility/Activity

✓

6. Coordinate the release of information with Public Information Officers from State and other government agencies. ☐
- a) Schedule and conduct pre-news media briefing conferences with participating Public Information Officers.
 - b) Complete a Spokesperson Briefing Attendance Form (Attachment 1, Sheet 4 of 7) and provide copies to the Media Badging Specialist for distribution.
 - c) Establish the format for news media briefings with other agency Public Information Officers using the following as a guide:
 - 1) Start on time; set expectations for briefing (when, how, why).
 - 2) Introduce agency spokespersons.
 - 3) Instruct the media of the news briefing format (for example: each agency will make a brief statement with questions at the end); one at a time, state name & affiliation; one question at a time; use microphone.
 - 4) Use visuals and handouts.
 - 5) Treat cameras as reporters.
 - 6) Close briefing with telephone number for media and public to call for information and next news media briefing time.
7. Ensure the content of news releases is adequate for general public knowledge and content level is appropriate (use EAL Reference Manual as appropriate), accurate and timely (30-45 minutes after Site Area Emergency, General Emergency, radiological release or significant event). ☐
- a) Ensure that the JIC Director prepares non-technical news releases.
 - b) Ensure that adequate information is being received from the EOF for news media briefings.
 - c) Ensure that CP&L news releases are prepared, approved and issued in a timely manner.
8. Conduct periodic briefings with the news media (within 60 minutes of the Site Area Emergency, General Emergency, radiological release or other significant event) (Attachment 1, Sheet 6 of 7). ☐
- a) Schedule and facilitate the news media briefings.

COMPANY SPOKESPERSON CHECKLIST

Responsibility/Activity

✓

- | | | |
|-----|---|--------------------------|
| 9. | Ensure adequate personnel and material resources are available for the public information response. | ☐ |
| 10. | Conduct Recovery Operations when appropriate (PEP-500, Attach. 6). | ☐ |
| 11. | Conduct periodic facility briefings and status updates with the CP&L public information staff (Attachment 1, Sheet 5 of 7). | ☐ |
| 12. | Request any materials or supplies from the Administrative Coordinator. | ☐ |
| 13. | Termination of the emergency. | ☐ |
| | a) Provide all logs and records to Emergency Preparedness upon termination of the emergency. | |
| | b) Replenish content of your position notebook. | |
| | c) Restore facility to stand-by readiness. | |
| | d) Inventory facility equipment as applicable. | |

COMPANY SPOKESPERSON CHECKLIST

Date: _____

Time: _____

SPOKESPERSON BRIEFING ATTENDANCE FORM

Agency	Spokesperson's Name

COMPANY SPOKESPERSON CHECKLIST

INTRAFACILITY BRIEFING GUIDELINE

RECAP CURRENT CONDITIONS

DATE: _____

TIME: _____

- Introductions
- All personnel signed in, badged
- Set facility briefing expectations; brief summary of area, use of three-way communication
- Facility issues; noise level, safety, access control
- Use checklists and logs; update Status Boards

ERO POSITIONAL SUMMARY

COMPANY TECH. SPOKESPERSON	
1. Classification level 2. Current plant status 3. Mitigating activities and priorities	NOTES:
ADMIN. COORDINATOR	
1. Facility staffing 2. Security briefing 3. Special needs	NOTES:
JIC DIRECTOR	
1. Contacts made (CCD, HNP, EOF News Coordinator) 2. Press releases issued (#'s)	NOTES:
PUBLIC INFORMATION COORDINATOR	
1. Public Information staffing 2. Rumors, reoccurring questions 3. Telephone numbers for PI staff	NOTES:
STATE/COUNTIES/NRC/FEMA REPS.	
1. Staffing 2. Issues	NOTES:

SET EXPECTATIONS

- Anticipate media/public reactions
- Critical JIC activities
- Recent industry events that may become public/media interest items
- Areas of focus

CONCLUDE BRIEFING

- Announce next JIC briefing time
- Announce "END OF BRIEF" and ensure all have understood

COMPANY SPOKESPERSON CHECKLIST

NEWS MEDIA BRIEFING GUIDELINE

PRIOR TO NEWS MEDIA BRIEFING (IN COMMAND ROOM):

DATE: _____

- Schedule/conduct pre-news media brief conf with participating PIOs
- Establish format/briefing expectations with participating PIOs; start on time
- Materials needed:

TIME: _____

- Multiple copies of Spokesperson Briefing Attendance Form from JIC Director; give to Media Badging Specialist to issue
- PEP-110, Attachment 4 for reference (as applicable)
- News releases since last news media briefing
- Media Handbook and additional visual aids (as applicable)
- Bag phone for Public Information Coordinator
- Turn Command Room over to JIC Director prior to leaving Command Room

SET EXPECTATIONS

- Introductions
- Set expectations for news media briefing
 - Each agency will brief; questions and answers at the end
 - Step to the microphone; state name and affiliation
 - One question at a time
- Maintain command and control

COMPANY TECHNICAL SPOKESPERSON	
1. Classification level 2. Current plant status in non-technical terms 3. Activities and priorities	NOTES:
STATE PIOs	
1. Offsite actions taken 2. Telephone number for PI staff	NOTES:
COUNTY PIOs	
1. Offsite actions taken 2. Telephone number for PI staff	NOTES:
NRC PIOs	
1. Staffing 2. Issues	NOTES:
FEMA PIOs	
1. Staffing 2. Issues	NOTES:
OTHER REPRESENTATIVES	
1. Staffing 2. Issues	NOTES:

QUESTIONS & ANSWERS

- Maintain Command and Control

CONCLUDE BRIEFING

- Announce next news media briefing time
- Recap PI telephone number

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

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JIC DIRECTOR CHECKLIST

Position Function: Develop news releases and disseminate information.

Responsibility/Activity

- | | | |
|----|---|-------------------------------------|
| 1. | Notify the Administrative Coordinator and instruct him or her to set up the JIC. | ☒ |
| 2. | Assume the position of JIC Director. | ☐ |
| | a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge. | |
| | b) Perform proper relief of the currently staffed position. | |
| | c) Announce that the position is filled to personnel who are present. | |
| 3. | Maintain a log of activities (Attachment 2, Sheet 3 of 3). | ☐ |
| 4. | Activate the facility. | ☐ |
| | a) Set up the computer and printer and verify operation. | |
| | b) Assist with facility set-up as needed. | |
| | c) Receive a briefing on plant status. | |
| | d) Obtain copies, if any, and verify distribution of news releases issued from the EOF prior to JIC activation. | |
| | e) Ensure that the HNP Visitors Center and HNP switchboard (through HNP Security) are informed of JIC activation and the media/public inquiry telephone number. | |
| 5. | Maintain awareness of offsite agency command and control. | ☐ |
| 6. | Assume command and control in Company Spokesperson's absence during news media briefings. | ☐ |
| 7. | Develop news releases. | ☐ |
| | a) Receive draft news releases from the EOF. Review with Company Spokesperson to determine if content meets public understanding. | |
| | b) Provide news releases to the Company Spokesperson for approval. | |
| | c) Coordinate with the EOF News Coordinator to ensure issue times and sequential numbers are provided on news releases. | |
| | d) Prepare non-technical news releases (EOF approval not required). | |

JIC DIRECTOR CHECKLIST

Responsibility/Activity

✓

8. Distribute news releases. ☐
- a) Record the time prior to news release issue.
 - b) Provide CP&L news releases to offsite agency personnel prior to issue, if possible.
 - c) Use the Agency Stamp to document review of CP&L news releases.
 - d) Provide approved news releases to the Administrative Coordinator for issuance.
9. Coordinate the flow of information from the JIC to Corporate Communications and the State and County Public Information Officers. ☐
- a) Provide Corporate Communications the news release to post to the CP&L website.
 - b) Interface with offsite agency representatives to ensure they are receiving the necessary information.
10. Assist the Company Spokesperson in preparing the Spokesperson Briefing Attendance Form for each agency/Public Information Officer representative at the news media briefing (Attachment 1, Sheet 4 of 7). ☐
11. Request any materials or supplies from the Administrative Coordinator. ☐
12. Termination of the emergency. ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position notebook.
 - c) Restore facility to stand-up readiness.
 - d) Inventory facility equipment as applicable.

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

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COMPANY TECHNICAL SPOKESPERSON CHECKLIST

Position Function: Obtain technical information and coordinate activities with the Technical Specialist.

Responsibility/Activity

✓
☐

1. Assume the position of Company Technical Spokesperson. ☐
 - a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Assist with facility set-up as needed.
 - c) Perform proper relief of the currently staffed position.
 - d) Announce that the position is filled to personnel who are present.
2. Maintain a log of activities (Attachment 3, Sheet 3 of 3). ☐
3. Receive a plant status briefing prior to JIC activation (PEP-110, Attach. 4). ☐
4. Obtain technical emergency information from the EOF for use during news media briefings. ☐
5. Provide technical information during the conduct of periodic briefings with the news media at an appropriate level of understanding. ☐
 - a) Participate in pre-news media briefing conferences to coordinate the information released during news media briefings.
 - b) Defer non-technical questions and concerns regarding CP&L to the Company Spokesperson.
 - c) Defer questions and concerns regarding offsite activities and positions to the appropriate offsite agency representative.
 - d) Ensure previously unanswered questions/issues are adequately addressed during subsequent news media briefings. Technical Specialist can assist in the development of responses.
6. Provide technical information during periodic facility briefings and status updates with the CP&L public information staff. ☐
7. Conduct Recovery Operations when appropriate (PEP-500, Attach. 6). ☐
8. Request any materials or supplies from the Administrative Coordinator. ☐

COMPANY TECHNICAL SPOKESPERSON CHECKLIST

Responsibility/Activity

✓

9. Termination of the emergency.

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position notebook.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

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TECHNICAL SPECIALIST CHECKLIST

Position Function: Assist the Company Technical Spokesperson in obtaining and developing technical emergency information.

Responsibility/Activity

✓

1. Assume the position of Technical Specialist. ☐
- a) Sign in on the ERO sign-in board, JIC Sign-In Log, and obtain position badge.
 - b) Set up the ERFIS computer and verify operation.
 - c) Assist with facility set-up as needed.
 - d) Perform proper relief of the currently staffed position.
 - e) Announce that the position is filled to personnel who are present.
2. Maintain a log of activities (Attachment 4, Sheet 3 of 3). ☐
3. Receive a plant status briefing prior to JIC activation and monitor the ERFIS computer to interpret plant data. ☐
4. Obtain information from the EOF Emergency Communicator-Corporate Communications/JIC for CP&L news briefings using the Event Information Worksheet (PEP-110, Attachment 4) as a guide. ☐
 - a) Maintain regular telephone contact with the EOF Emergency Communicator-Corporate Communications/JIC.
 - b) Inform the Company Spokesperson and the Company Technical Spokesperson of EOF briefings.
 - c) Monitor EOF briefings.
 - d) Provide JIC information during EOF briefings, if requested.

TECHNICAL SPECIALIST CHECKLIST

Responsibility/Activity

✓

5. Interpret information from the EOF into non-technical language for news media and JIC facility briefings. ☐
- a) Ensure the EOF is aware of news media briefing times.
- b) Assist in the development of responses to unanswered questions from the news media briefings.
- c) Provide feedback to the EOF after news media briefings as necessary.
6. Provide information to the Public Information Coordinator as necessary to maintain the Public Information Specialist's status board current. ☐
7. Maintain the Fission Product Barrier and EAL portions of the status board. ☐
- a) Locate the status boards in clear view in the JIC command room.
- b) Maintain a white board with pertinent information, if needed.
8. Inform the Company Spokesperson and Company Technical Spokesperson of rumors or other inaccuracies. ☐
- a) Assist in the development of messages to correct rumors and inaccuracies.
- b) Ensure the EOF is informed of rumors or other inaccuracies.
9. Request any materials or supplies from the Administrative Coordinator. ☐
10. Termination of the emergency. ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position notebook.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

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ADMINISTRATIVE COORDINATOR CHECKLIST

Position Function: Coordinate and supervise the activities of the JIC administrative support and security personnel.

Responsibility/Activity



1. Coordinate facility access and support. ☐
 - a) Contact Raleigh Convention and Conference Center personnel. a)
 - 1) Request access to the News Media Briefing Area (Room F) and the JIC equipment storage area across from Room F.
 - 2) Request that a Raleigh City Police Officer provide security at the entrance to the News Media Briefing Area, Room F.
 - 3) Request furniture and sound equipment be set up in the News Media Briefing Area per Attachment 12.
 - 4) Contact the TeleCommunications Help Desk to request personnel to pull phone cables in the News Media Briefing Area, Room F.
 - b) Contact Center Plaza Building (CPB) Corporate Facilities personnel.
 - 1) Request access to rooms 1112A&B and 1113A and the JIC equipment storage area.
 - 2) Request that CPB Corporate Facilities or Security personnel provide a security guard at the entrance to CPB 1112A.
 - 3) Request furniture be set up in CPB 1112A&B and 1113A JIC Command Room per Attachment 11.
2. Assume the position of Administrative Coordinator. ☐
 - a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Perform proper relief of the currently staffed position.
 - c) Announce that the position is filled to personnel who are present.
3. Maintain a log of activities (Attachment 5, Sheet 4 of 4). ☐

ADMINISTRATIVE COORDINATOR CHECKLIST

Responsibility/Activity

✓

- | | | |
|-----|--|--------------------------|
| 4. | Ensure the facility and its equipment are properly set up and functional per Attachment 10. | ☐ |
| a) | Using ERFIS time, synchronize clocks in the JIC Command Room and the News Media Briefing Area. | |
| b) | Tune televisions to major and local networks and CNN. | |
| c) | Tune radio/cassette recorders to stations that should participate in the Emergency Alert System (EAS) messages (refer to the Harris Plant Safety Information brochure or calendar for station listings). | |
| 5. | Direct security efforts for the Joint Information Center. | ☐ |
| a) | Request Security lock out other areas in Center Plaza Building. | |
| b) | Instruct Security to limit access to the JIC Command Room (1112A) to only CP&L, State, County, NRC, FEMA, INPO and ANI personnel. | |
| c) | Instruct Security to contact you in the JIC Command Room if an individual desiring access does not have proper identification. | |
| d) | Instruct Security to sign in relief personnel and direct them to the Administrative Coordinator upon arrival. | |
| 6. | Supervise the activities of the Administrative Assistants. | ☐ |
| 7. | Provide draft news releases to the JIC Director received via the Administrative Assistant's fax machine (if applicable). | ☐ |
| 8. | Log and provide approved news releases to the Admin. Assistants for issue. | ☐ |
| 9. | Log and provide Emergency Notification Forms, news releases, EAS messages and other information to the Administrative Assistants for issue. | ☐ |
| 10. | Notify the Media Badging Specialist of JIC activation time, news media briefing times and changes in the emergency classification level. | ☐ |

ADMINISTRATIVE COORDINATOR CHECKLIST

Responsibility/Activity

✓

- | | |
|--|--------------------------|
| 11. Update and maintain the News Release/News Media Briefing and Facility Activation portions of the status boards. | ☐ |
| 12. Coordinate shift relief and turnover schedule activities for the JIC Public Information staff with the Administrative and Logistics Manager. | ☐ |
| 13. Schedule times and locations for meals for JIC personnel. | ☐ |
| 14. Termination of the emergency. | ☐ |
| a) Provide all logs and records to Emergency Preparedness upon termination of the emergency. | |
| b) Replenish content of your position notebook. | |
| c) Restore facility to stand-by readiness. | |
| d) Inventory facility equipment as applicable. | |

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

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ADMINISTRATIVE ASSISTANT CHECKLIST

Position Function: Provide administrative services and supplies to JIC personnel.

Responsibility/Activity

✓

1. Assume the position of Administrative Assistant. ☐
- a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Ensure personnel in the JIC Command Room have signed in on the ERO sign-in board, JIC Sign-In Log (Attachment 13) and obtained position badge.
 - c) Assist with facility set-up as needed.
 - d) Perform proper relief of the currently staffed position.
 - e) Announce that the position is filled to personnel who are present.
2. Complete the News Release Distribution Log (Attachment 6, Sheet 3 of 3) for each news release, EAS message, Emergency Notification Form and other documents distributed. ☐
- a) Call EOF Admin Team to verify and document the receipt of and distribute any news releases that have been made prior to JIC activation.
3. Ensure the fax and copiers are in place and operating. ☐
- a) Program fax and copiers for correct time and date (use reference manual).
 - b) Provide information received on the fax to the Administrative Coordinator and distribute as instructed.
4. Distribute copies of ALL approved news releases. ☐
- a) Deliver and/or fax adequate copies of each news release to the Media Badging Specialist.
 - b) Post copies of approved news releases in the JIC Command Room.
5. Distribute clerical supplies in the JIC as necessary. ☐

ADMINISTRATIVE ASSISTANT CHECKLIST

Responsibility/Activity

- | | | |
|----|---|--|
| 6. | Request any materials or supplies from the Administrative Coordinator. | ☒ |
| 7. | Termination of emergency. | ☐ |
| a) | Provide all logs and records to Emergency Preparedness upon termination of the emergency. | |
| b) | Replenish content of your position notebook. | |
| c) | Restore facility to stand-by readiness. | |
| d) | Inventory facility equipment as applicable. | |

NEWS RELEASE DISTRIBUTION LOG

Date: _____

COMPLETE THIS FORM FOR EACH ITEM DISTRIBUTED

REQUIRED DISTRIBUTION	DOCUMENT TYPE (Place INITIALS and indicate TIME documents are distributed)									
EOF FAX TO:	CP&L NEWS RELEASE No. _____		STATE NEWS RELEASE No. _____		OTHER NEWS RELEASE Agency _____ No. _____		EAS MESSAGE No. _____		EMERGENCY NOTIFICATION FORM No. _____	
NRC Region			NA		NA		NA		NA	
NRC Washington			NA		NA		NA		NA	
EOF HAND DELIVER TO:										
ERM			NA		NA		NA		NA	
Emerg. Comm. To JIC			NA		NA		NA		NA	
NRC										
JIC HAND DELIVER TO:	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time
CP&L JIC Staff										(1)
State Admin. Staff (2)			NA		NA		NA		NA	
Media Badging Specialist	25 copies		25 copies		25 copies		NA		NA	
Counties			NA		NA		NA		NA	
NRC										
FEMA			NA		NA		NA		NA	
Media (3)			NA		NA		NA		NA	
Industry Personnel (3)			NA		NA		NA		NA	

(1) Co. Spokesperson, JIC Director, Co. Tech. Spokesperson, Technical Specialist, Public Info. Coord., Administrative Coordinator receive the Emergency Notification Forms (ENFs). **The Public Information Specialists DO NOT receive the ENFs.**

(2) Coordinate distribution in the JIC with State clerical personnel to avoid duplication.

(3) Identified by the JIC Director (request assistance from Corporate Communications for these distributions if necessary).

Form PEP-250-6-0

MEDIA BADGING SPECIALIST CHECKLIST

Position Function: Control access to the media briefing area and distribute information.

Responsibility/Activity

✓

1. Assume the position of Media Badging Specialist. ☐
- a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Perform proper relief of the currently staffed position.
 - c) Announce that the position is filled to personnel who are present.
2. Maintain a log of activities (Attachment 7, Sheet 3 of 3). ☐
- a) Log all non-JIC personnel entering the News Media Briefing Area using the JIC Sign-In Log (Attachment 13).
3. Set up materials and facilities. ☐
- a) Set up the News Media Briefing Area and Media Badging table using Attachment 10 and 12.
 - b) Assist with facility set-up as needed.
 - c) Place one copy of each brochure/information (other than news release) at each spokesperson's seat on stage.
 - d) Obtain the Spokesperson Briefing Attendance Form from the Company Spokesperson and distribute as follows:
 - 1) Place one copy on the podium.
 - 2) Place a copy at each spokesperson's seat on stage.
 - 3) Make copies available for media and other representatives attending the briefing.
4. Issue a numbered badge to news media personnel entering the facility and instruct them to maintain the badge visible. ☐

MEDIA BADGING SPECIALIST CHECKLIST

Responsibility/Activity

✓

5. Provide instructions to security. ☐
- a) Instruct the Raleigh Police Officer to limit access to the News Media Briefing Area to CP&L, State, County, NRC, FEMA, INPO, ANI and badged media personnel.
 - b) Instruct the Raleigh Police Officer to direct unbadged media personnel desiring access into the News Media Briefing Area to proceed to the Media Badging table.
 - c) Instruct the Raleigh Police Officer that Spokespersons wearing a position badge from the JIC Command Room are allowed access into the News Media Briefing Area without providing additional identification.
6. Provide information packages to the media upon request. ☐
7. Distribute and post copies of CP&L news releases. ☐
8. Inform the news media of briefing times. ☐
9. Post emergency classifications in the News Media Briefing Area, provided briefings are not in progress. ☐
10. Request any materials or supplies from the Administrative Coordinator. ☐
11. Leave Security in charge of the Media Badging table if it becomes necessary to leave the area. ☐
12. Termination of the emergency. ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position notebook.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

Form PEP-250-7-0

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

Form PEP-250-7-0

PUBLIC INFORMATION COORDINATOR CHECKLIST

Position Function: Ensure information approved for release is coordinated with State rumor control and public information personnel to prevent conflicting reports.

Responsibility/Activity

✓

1. Assume the position of Public Information Coordinator. ☐
- a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
 - b) Assist with facility set-up as needed.
 - c) Perform proper relief of the currently staffed position.
 - 1) Obtain a briefing of current conditions and activities.
 - 2) Conduct a team briefing prior to shift turnover.
 - d) Announce that the position is filled to personnel who are present.
2. Maintain a log of activities (Attachment 8, Sheet 3 of 3). ☐
3. Supervise the activities of the JIC Public Information Specialists. ☐
 - a) Ensure the JIC Public Information Specialists' work areas are equipped with the necessary equipment and materials.
 - b) Following JIC facility briefings, brief the Public Information Specialists as appropriate.
4. Manage rumor control activities. ☐
 - a) Obtain responses to telephone inquiries.
 - b) Provide information on rumors, inaccuracies and recurring questions to the Technical Specialist.
 - c) Periodically coordinate with the State Lead Rumor Control individual.
 - d) Provide names and numbers of callers requesting extensive technical information to the Company Spokesperson for resolution.
 - e) Refer non-English speaking callers to the Customer Service Center for assistance.

PUBLIC INFORMATION COORDINATOR CHECKLIST

Responsibility/Activity

✓

- 5. Monitor news media briefings; take bag phone; give phone number to Administrative Coordinator. ☐
- 6. Maintain posted information for the Public Information Specialists. ☐
- 7. Request any materials or supplies from the Administrative Coordinator. ☐
- 8. Termination of the emergency. ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your position notebook.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

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PUBLIC INFORMATION SPECIALIST CHECKLIST

Position Function: Staff telephone lines to respond to calls from the media and public.

Responsibility/Activity

✓

1. Assume the position of Public Information Specialist. ☐
- a) Sign in on the ERO sign-in board, JIC Sign-In Log and obtain position badge.
- b) Assist with facility set-up as needed.
- c) Perform proper relief of the currently staffed position.
- d) Announce that the position is filled to personnel who are present.
2. Properly answer telephones. ☐
- a) Maintain a log of calls received from the media and public (Attachment 9, Sheet 3 of 3).
- b) Provide only information from approved sources to respond to inquiries.
 - 1) Safety information calendar/brochure or other HNP brochures.
 - 2) Event board.
 - 3) Other JIC status boards.
 - 4) News releases.
 - 5) Formal facility briefings.
 - 6) Public Information Coordinator briefings.
- c) Request call backs for inquiries that can not be immediately answered.
- d) Provide contact names, numbers and inquiry information to the Public Information Coordinator for unknown answers to technical questions.
- e) Refer off-site questions to the State media/public inquiry telephone number.

Form PEP-250-9-0

PUBLIC INFORMATION SPECIALIST CHECKLIST

Responsibility/Activity

✓

3. DOs and DON'Ts

☐

- a) Don't speculate.
- b) Don't elaborate.
- c) Don't discuss protective action recommendations.
- d) Don't use acronyms.
- e) Do provide only the information requested.
- f) Do keep answers brief and simple. Someone else is attempting to call in.
- g) Do be friendly, patient, firm.
- h) Do provide responses in non-technical terms.

4. Update the Public Information Coordinator on rumors, inaccuracies and recurring questions.

☐

5. Request any materials or supplies from the Public Information Coordinator.

☐

6. Termination of the emergency.

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your position notebook.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

PUBLIC INFORMATION SPECIALIST CHECKLIST

PUBLIC/MEDIA INFORMATION LOG

Date: _____ Public Information Specialist: _____

Time:	Caller's Name:	Affiliation/Location:	Phone #:
Brief Description of Question:			
Brief Answer Provided:			
Time:	Caller's Name:	Affiliation/Location:	Phone #:
Brief Description of Question:			
Brief Answer Provided:			
Time:	Caller's Name:	Affiliation/Location:	Phone #:
Brief Description of Question:			
Brief Answer Provided			

JIC FACILITY SET-UP GUIDELINES

JIC Command Room Set-Up

1. Set-up the **JIC Command Room** (1112A, 1112B, and 1113A) and the **News Media Briefing Area (Raleigh Convention and Conference Center, Room F)** per the illustrations in **Attachments 11 and 12**.
 - a) Obtain **2 copy machines** from the JIC equipment storage area and place them in **1112A and 1113A** per the illustrations in **Attachment 11**.
 - b) Obtain a **fax machine** from the JIC equipment storage area and place it at the **CP&L Administrative Assistants' work station** in **1112A** per the illustration in **Attachment 11**.
 - c) Obtain the **JIC Director's computer and printer** from the JIC equipment storage area and place it at the **JIC Director's work station** in **1112B** per the illustration in **Attachment 11**.
 - d) Obtain the **Technical Specialist's ERFIS computer** from the JIC equipment storage area and place at the **Technical Specialist's work station** in **1112B** per illustration in **Attachment 11**.
 - e) Obtain **radio/cassette recorders** from the JIC equipment storage area and place in position per illustration in **Attachment 11**. **Tune to radio stations that should participate in the Emergency Alert System (EAS) messages (refer to the Harris Plant Safety Information brochure or calendar for station listings)**.
 - f) Tune **ceiling-mounted televisions** in the JIC Command Room to **local networks and CNN**.
 - g) Obtain **supplies** (bins, form holders, status boards, sign-in boards, easels, procedures, etc.) for the JIC Command Room from the JIC equipment storage area.
 - 1) Each bin for the JIC Command Room is labeled with the corresponding table letter per the illustration in **Attachment 11**.
 - 2) Remove and set-up the telephone sets, cables, line cords, position table nameplates, and other materials for each of the JIC positions.
 - 3) Faxes and modems do not have telephone sets. These items have a telephone line cord labeled with their corresponding telephone number and jack location number.
2. **Connect telephones to the cords and wall jacks.**
 - a) The silver wall plates, located in various locations throughout the room, are labeled to correspond with the letter on the storage bin and on the table per the illustrations in Attachment 11.
 - b) To connect the telephone, lift the silver wall plate and pull the telephone cable from the wall.
 - c) Telephone extension cables stored in the bins are keyed to match the silver wall plate label. Connect the extension cables to the wall cables and secure the connection with the Velcro strip from the bin.

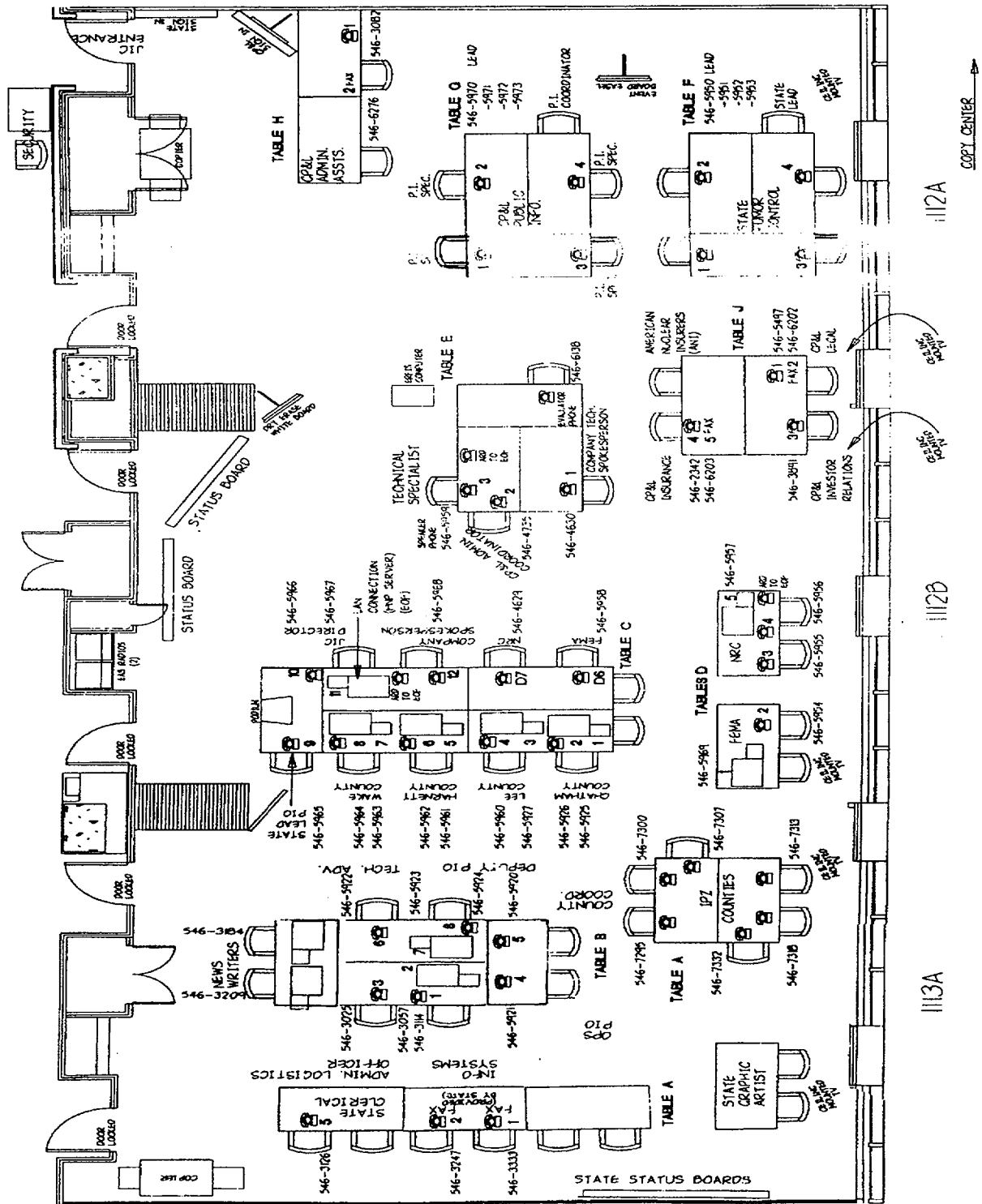
JIC FACILITY SET-UP GUIDELINES

- d) Each telephone is labeled with a table letter, jack number and extension number. Connect the telephones from the storage bin to the appropriate jack on the extension cable.
As an example: The telephone set for Table D jack #1 will be labeled D1. Jack locations are numbered sequentially starting at #1 on the left of the extension cable.
 - e) The connector jacks on the service end of the extension cables are also labeled with the extension number which corresponds to the telephone call number. Ensure that the extension number on the telephone matches that of the connector jack.
3. **Test equipment to verify operability** and report any equipment or set-up problems to the Administrative Coordinator.

News Media Briefing Area Set-Up

1. Obtain the necessary **bins, telephone sets, line cords, and other materials** from the storage room across from Raleigh Convention and Conference Center, Room F. Materials include:
- a) Media badges.
 - b) Media Sign-In Logs.
 - c) ERO log forms.
 - d) Brochures (safety information, plant, lake, Q&A, student).
 - e) Media handbooks.
 - f) Video clips.
 - g) Easels (place 2 easels centered on the back of the stage).
 - h) Plant diagrams and Illustrations (place the System Chart and the EPZ Map on the easels per the illustrations in Attachment 12. Stack the others against the wall at the rear of the EPZ Map).
 - i) Agency table nameplates for the stage tables.
 - j) "Media Phones" nameplate to be placed at the media telephone table.
 - k) "Media Must be Badged Here" nameplate to be placed at the Media Badging Specialist's table.
2. **Telephone line cords and telephone sets** are labeled as CC2 through CC12 in addition to the extension numbers.
- a) Connect the telephone sets directly to the line cords per the illustrations in **Attachment 12**.
 - b) Connect the **fax machine** to the CC3 at the State Media Center table (the fax machine does not have an additional telephone set).
3. **Test equipment to verify operability** and report any equipment or set-up problems to the Administrative Coordinator.

JIC COMMAND ROOM CP&L CENTER PLAZA BLDG. (CPB), 11TH FLOOR



JIC SIGN-IN LOG

Date: _____

[illegible]

(1) Only CP&L personnel in the JIC Command Room need to provide a SSN.

Revision Summary of PEP-250, Rev. 8

This revision incorporated changes to the procedure pursuant to DCFs captured during drills/exercises and from participants as enhancements to this procedure (DCF #2000P1443, DCF #1999P3471, DCF #1999P2250, DCF #1999P4342, DCF #1999P4335).

Incorporated Emergency Log Forms and logkeeping process description from PEP-400 into the General section of the procedure and individual checklists for positions required to maintain an emergency log.

This revision corrects all form numbers to correspond to the attachment numbers; consequently, all forms numbers have been brought back to Rev. 0.

Changed all final steps in checklist to incorporate functions to be performed at the termination of an emergency.

Page 1 Cover Sheet	Added "I - Information Use" notation in top right corner.
Page 3	Updated table to include positional forms column; deleted column headed "REFER TO ATTACHMENT:".
Page 4	Added step 6, Logkeeping, to procedure due to the deletion of procedure PEP-400 which included reference to ERO logkeeping process.
Page 6 Section 5.2	Added references to procedures PEP-110, Notifications and PARs and PEP-500, Recovery; deleted reference to PEP-400, Supplemental Procedure.
Attachment 1	Step 2, deleted per PEP-400; added (Attachment 1, Sheet 7 of 7). Step 3d, added "using Intrafacility Briefing Guideline (Attachment 1, Sheet 5 of 7)." Added step 5. "Maintain awareness of recent industry events that may become media/public interest items (i.e., use of the International Nuclear Incident Scale)." Renumbered remaining steps in checklist. Step 6b), added "(Attachment 1, Sheet 4 of 7"; changed "and provide copies". Step 6c)3), added "one at a time, state name and affiliation; one question at a time; use microphone." Added step 6c)6, "Close briefing with telephone number for media and public to call for information and next media briefing time." Step 7, added "for general public knowledge and content level is

appropriate (use EAL Reference Manual as appropriate),”.

Step 8, added “(Attachment 1, Sheet 6 of 7).”

Step 10, reworded to “Conduct Recovery Operations when appropriate (PEP-500, Attachment 6).”

Step 11, added “(Attachment 1, Sheet 5 of 7).”

Added date and time lines to the Spokesperson Briefing Attendance Form.

Incorporated Intrafacility Briefing Guideline and News Media Briefing Guideline as part of the Company Spokesperson’s checklist; added emergency log form to the last page of Attachment 1 as Sheet 7 of 7.

Attachment 2

Step 3, deleted “per PEP-400”; added “(Attachment 2, Sheet 3 of 3).”

Step 4.e), added “(through HNP Security).”

Added new step 6, “Assume command and control in Company Spokesperson’s absence during news media briefings.”
Renumbered remaining steps.

Step 7a), added “Review with Company Spokesperson to determine if content meets public understanding.”

Deleted step 7.d)1), The JIC Director provides Corporate Communications with the news releases electronically.

Reworded step 9.a), “Provide Corporate Communications the news release to post to the CP&L website.”

Step 10, added “(Attachment 1, Sheet 4 of 7).”

Added emergency log form to the last page of Attachment 2 as Sheet 3 of 3.

Attachment 3

Step 2, deleted per PEP-400; added “(Attachment 3, Sheet 3 of 3).”

Step 3, added “(use PEP-110, Attachment 4).”

Step 5, added “at an appropriate level of understanding.”

Step 7, reworded to “Conduct Recovery Operations when appropriate (per PEP-500, Attachment 6).”

Added emergency log form to the last page of Attachment 3 as

Sheet 3 of 3.

Attachment 4 Step 2, deleted per PEP-400; added "(Attachment 4, Sheet 3 of 3)."
Added emergency log form to the last page of Attachment 4 as Sheet 3 of 3.

Attachment 5 Step 1a)4), deleted "Interpath."
Step 3, deleted per PEP-400; added "(Attachment 5, Sheet 4 of 4)."
Deleted phrase "with the EOF." from end of step 4a) on the Administrative Coordinator Checklist.
Added "(if applicable)." to the end of step 7.
Added emergency log form to the last page of Attachment 5 as Sheet 4 of 4.

Attachment 6 Step 2 deleted requirements for this position to maintain a separate log of activities; made b) into Step 2 and added "(Attachment 6, Sheet 3 of 3)"; reworded a) to "Call EOF Admin Team to verify and document".
Step 4, add ALL, deleted CP&L.
Deleted step 4a). This function is now done electronically by the JIC Director. Renumbered remaining steps.
Step 7, deleted "logs and" from this step; no longer required to maintain a separate log.
Sheet 3 of 3, added "Technical Specialist" to note (1); added "if necessary" to note (3); added Initials/Time column headers as appropriate and a line down the middle of the column; reworded "(Place INITIALS and indicate TIME document distributed)."
Sheet 3 of 3, added 25 copies to State News Release and Other News Release columns to Media Badging Specialist. State has requested JIC Admin staff support.

Attachment 7 Step 2, deleted per PEP-400; added "(Attachment 7, Sheet 3 of 3)."
Added emergency log form to the last page of Attachment 7 as Sheet 3 of 3.

Attachment 8 Step 2, deleted per PEP-400; added "(Attachment 8, Sheet 3 of 3)."

Reworded step 3b) to "Following JIC facility briefings, brief the Public Information Specialists as appropriate."

Step 5, added "take bag phone; give phone number to Administrative Coordinator."

Added emergency log form to the last page of Attachment 8 as Sheet 3 of 3.

- Attachment 9 Sheet 3 of 3, added "Caller's" and "Affiliation/" to the Public/Media Information Log form; enhanced log with bolding, spacing, etc.
- Attachment 10 In Step 1c) deleted the word "laptop". The JIC Director has a stand alone PC; enhanced attachment through the use of bolding, etc.
- Attachment 11 Per direction from State Emergency Management personnel, moved the County Coordinator and Ops PIO from one end of Table B to the opposite end of Table B; moved the News Writers from Table A to Table B; moved fax area from one end of Table A to the middle; moved State Status Boards behind Table A.

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-240
TITLE: Activation and Operation of the Technical Support Center

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1.0 PURPOSE

This procedure specifies the actions taken by Emergency Response Organization (ERO) personnel who report to the Technical Support Center (TSC).

2.0 INITIATING CONDITIONS

1. An Alert or higher classification has been declared.
2. A decision has been made to activate the TSC.

3.0 PROCEDURE STEPS

NOTE: The steps in the checklists may be performed in any order, or more than once, as necessary.

1. Attachments 1-14 and 18 are to be used as guidance for the positions listed below.
2. If an action is not appropriate under existing conditions, or was not necessary for the event, enter N/A when completing documentation for submittal.
3. Attachment 15 is used for the development of SAMG strategies by the TAD and AAT.
4. Attachment 16 is used by the TSC Logkeeper to log in/out of the ERFIS facility logs.
5. Attachment 17 is used by the ERFIS Operator to display ERFIS data.

IF YOUR ERO POSITION IS:	REFER TO POSITIONAL FORMS:
SITE EMERGENCY COORDINATOR-TSC (SEC-TSC)	PEP-240-1
TSC SENIOR REACTOR OPERATOR	PEP-240-2
TECHNICAL ANALYSIS DIRECTOR (TAD)	PEP-240-3 PEP-240-15
TSC AAT - STA	PEP-240-4 PEP-240-15
TSC AAT - CORE PERFORMANCE ENGINEER	PEP-240-5 PEP-240-15
TSC AAT - MECH, ELEC/I&C ENGINEERS	PEP-240-6 PEP-240-15
TSC ERFIS OPERATOR	PEP-240-7 PEP-240-17
RADIOLOGICAL CONTROL DIRECTOR (RCD)	PEP-240-8
TSC HP TECHNICIAN	PEP-240-9
COMMUNICATIONS DIRECTOR (CD)	PEP-240-10
EMERGENCY COMMUNICATOR-NRC (EC-NRC)	PEP-240-11
TSC LOGKEEPER	PEP-240-12 PEP-240-16
SECURITY DIRECTOR (SD)	PEP-240-13
TSC TELECOM/COMPUTER SUPPORT	PEP-240-14
ADMINISTRATIVE TEAM CHECKLIST	PEP-240-18

4.0 GENERAL

1. Prior to activation, the SEC-MCR may assign support function to the TSC as deemed necessary to relieve on-shift personnel.
2. The TSC must meet minimum staffing requirements for activation prior to the SEC-TSC relieving the SEC-MCR of his portion of emergency management responsibilities. Both the TSC and EOF will need to activate together.
3. If a position with an augmentation time requirement is not filled, a supervisory position may fulfill the responsibilities provided they are trained to perform the assigned activities of that position. For example: the Communications Director could perform the duties of the Emergency Communicator - NRC.
4. Logkeeping
 - a. Individual logs and facility logs are legal records of activities that occurred during an emergency. It is vital that they are as complete as possible.
 - b. Logs should include such information as:
 - 1) Times of major events and subsequent actions taken (such as, change in emergency classifications, fission product barrier status, discovery of an unplanned radiological release).
 - 2) Times and content of important communications with other members of the ERO that are related to major events (such as, decisions made during turnover or routine briefings and subsequent actions taken).
 - 3) Specific actions taken to mitigate equipment failures, contain chemical or radiological spills or fires, and so forth.
 - 4) Specific references to Emergency Radiation Work Permits, clearances, procedure deviations authorized, emergency radiation exposures authorized, and so forth.
 - 5) All records shall be made by black indelible means, such as ink or typing.
 - 6) Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry.

4. Logkeeping (continued)

c. Preparation of Activity Logs

1) Initiate 'Log' as follows:

- DATE: Enter the date that the log sheet is initiated.
- PAGE OF : Enter "1" on the first page and sequential numbers on the following pages as they are used.

2) Enter chronologically those events that are pertinent to the particular individual or organizations:

- TIME: Record the time (using the 24 hour clock) that a message or information was received or action was taken.
- SUMMARY OF ACTIVITY PERFORMED: Briefly record the incident, message, or order received or transmitted. Indicate the time of the incident and actions taken.

3) Upon relief from the position, or termination of the emergency, complete the log as follows:

- PAGE OF : Enter the total number of pages used at the top of each page (that is, Sheet 1 of **12**, Sheet 2 of **12**, and so forth).
- NAME AND SIGNATURE: Check the log for completeness, then in the Comments Section of the last page used in the log, print and sign your name.

4) The person relieving the position will initiate and maintain a new log and any previously prepared logs to allow for continuity of the position.

5) Upon termination of the emergency or exercise/drill, provide all completed logs to Emergency Preparedness.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.4, "Assignment of Responsibilities"
2. Section 3.3, "Technical Support Center"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-342, "Core Damage Assessment"

5.3 Other References

1. CRC-821, "Post Accident RCS/RHR Sampling"
2. CRC-823, "Post-Accident Containment Air Sampling"
3. EPL-001, "Emergency Phone List"
4. NUREG-0737, Supp. 1, "Requirements for Emergency Response Capability"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Position Function: Direct onsite response activities, including protective actions for emergency workers within the Protected Area and advise the Emergency Response Manager regarding emergency classifications warranted by changes in plant conditions.

Responsibility/Activity

✓

1. Assume the Position of Site Emergency Coordinator - TSC ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Determine if restrictions on eating and drinking are in effect or necessary and ensure TSC personnel are aware of the restrictions.
 - d) Perform a formal relief when permanently relieving another SEC-TSC.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - 3) Ensure that TSC personnel and the lead personnel in the Main Control Room, OSC and EOF are aware of the change.
 - e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities (utilize the TSC Logkeeper when present). ☐
3. Activate the TSC ☐
 - a) Obtain a readiness status report from the onsite ERO Directors.
 - b) Discuss status with the ERM, SEC-CR and ERD to prepare for turnover of responsibilities.
 - 1) Contact the ERM to discuss the status of plant conditions and coordinate preparation for turnover of responsibilities from the SEC-CR.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity

✓

2) Conduct a turnover conference call with the TSC, OSC and MCR (utilizing PEP-110, Attachment 4) to relieve the SEC-CR of the following responsibilities:

- Emergency classification.
- Onsite protective actions.
- Coordination of in-plant teams.
- NRC notifications and communications.

3) Evaluate the adequacy of the TSC Staff for activation. Minimum staffing includes:

- SEC-TSC
- TAD
- AAT-Core Performance
- AAT - Electrical
- AAT - Mechanical
- RCD
- HP Tech
- Communication Director
- Security Director

NOTE: Formal authorization must be provided by the SEC when filling a TSC position with an individual not listed on the active ERO roster (EPL-001)

c) Declare the TSC activated.

d) Direct the CD to announce activation of the TSC on the PA system.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity

✓

4. Classify the Emergency

☐

- a) Enter and complete the EAL Flow Path to determine the highest classification level.
- b) Downgrade a classification level or terminate the emergency.
- c) Declare the emergency terminated when the situation is under control in consultation with the ERM and appropriate agencies.

5. Coordinate and Direct the Response Activities of all Onsite ERO Personnel

☐

- a) Establish onsite mission priorities in response to the emergency.
 - 1) Designate mission priorities as High (H), Medium (M), or Low (L) as appropriate.
 - High (H): The mission is necessary to protect the immediate health and safety of the public. Plant conditions are allowing the rapid deterioration of safety barriers, or barriers have already been broken such that a release is either occurring or is imminent.
 - Medium (M): Any task that requires action by the OSC and should be worked on at the immediate time period, but does not fit the criteria of a health and safety of the public related mission (for example, there is a leak, or there is a secondary plant problem, and so forth).
 - Low (L): Any mission which can be worked on when resources permit (for example, an Aux Boiler will not light off, but is not immediately needed as the MSIVs have been shut due to a SI or RCB isolation signal).
 - 2) If multiple missions exist within a single priority classification, confer with the appropriate directors and personnel to establish the preferred sequence.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity

✓

- b) Ensure Search and Rescue Teams are dispatched by directing the POD to initiate Search and Rescue for missing persons
- c) Review and submit deviations from Technical Specifications to the POD via the SSO.
- d) Prepare for NRC Site Team response activities.
 - 1) Coordinate the arrival of the Site Response Team with the ALM
 - 2) Designate an individual to brief the NRC Site Team upon arrival.
 - 3) Direct the CD to perform activities associated with supporting the NRC Site Team.
- 6. Direct the plant's development, prioritization, and implementation of Severe Accident Management Guidelines as applicable. ☐
 - a) Determine which strategies to implement.
 - b) Discuss actions with the ERM and POD.
- 7. Authorize and Direct the Conduct of Onsite Protective Actions ☐
 - a) Authorize onsite emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr.
 - b) Authorize the administration of KI to onsite emergency workers when calculated or estimated dose to the thyroid will exceed 50 rem CDE.
 - c) Order the alerting of onsite personnel and the evacuation of non-essential personnel from local areas or the site when conditions warrant.
 - 1) Initiate and ensure accountability is performed when necessary.
 - 2) Ensure Public Address announcements are made in the event of a release.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity



- 3) Evacuate non-essential personnel at a Site Area Emergency classification level or higher.
- 4) Evacuate the Exclusion Area when offsite PARs are required.
- d) Determine protective actions for personnel arriving or remaining onsite.
 - 1) Determine protective actions for personnel assembled in the Administrative Building.
 - 2) Evaluate and specify eating and drinking restrictions.
- e) Approve recommendations for OSC relocation.
- 8. Maintain communications with the ERM. ☐
 - a) Ensure the ERM is informed of priorities and activities.
 - b) Ensure the ERM is informed of any release.
- 9. Ensure appropriate notifications are performed and information is transmitted. ☐
 - a) Ensure the NRC is notified.
 - 1) Keep the NRC informed as to the status of the plant.
 - 2) Keep the NRC informed of the radiological consequences associated with the accident.
- 10. Ensure TSC personnel are maintaining logs, as appropriate. ☐
- 11. Establish Time Periods for and Conduct Periodic Interfacility Briefings ☐
 - a) Conduct briefings using the Event Information Worksheet (PEP-110 Attachment 4) as a guide.
 - b) Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

Responsibility/Activity



- c) Ensure periodic plant status briefings are provided on the Public Address system.
- d) Instruct the TSC Logkeeper to keep track of briefing times and to provide prompts when briefings are due.

12. Establish Time Periods for and Conduct Periodic Intrafacility Briefings



- a) Conduct briefings using the Intrafacility Briefing Guideline in your checklist as a guide.
 - 1) Provide a recap of plant conditions, have each director status their areas and set expectations for upcoming activities and events.
- b) Establish briefing periods at approximately 30 to 60 minute intervals or as conditions change.

13. Ensure adequate manning, access control, and 24-hour functional continuity of the MCR, TSC, and OSC.



- a) Ensure a shift relief schedule is prepared by the ALM.
- b) Request additional material, manpower, and equipment as necessary.

14. Conduct Recovery Operations



- a) Notify offsite organization and the ERO of entry into recovery.
- b) Notify personnel of the termination of the emergency and emergency processes.

15. Termination of the Emergency



- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional books.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

SITE EMERGENCY COORDINATOR - TSC CHECKLIST

INTRAFACILITY BRIEFING GUIDELINE

DATE:
TIME:

RECAP CURRENT CONDITONS

- CLASSIFICATION LEVEL
- PLANT CONDITIONS
- MITIGATING ACTIVITIES AND PRIORITIES
- PERSONNEL SAFETY ISSUES

OPERATIONS	
1) EALS: • All EAL Initiating Conditions Met • Potential Initiating Conditions	NOTES:
2) FPB: • Jeopardy/breached • Potential	
3) Plant Conditions: • Status • Potential	
ENGINEERING	
1) Mitigating Activities • strategies • priorities	NOTES:
2) Equipment • OOS • Equipment Needs • Personnel Needs	
RADIOLOGICAL	
• Release • Plant conditions • KI Issuance	NOTES:
SECURITY	
• Plant Access • Issues	NOTES:
COMMUNICATIONS	
• NRC Notifications • PA announcements	NOTES:

SET EXPECTATIONS

- ANTICIPATE PLANT CONDITIONS
- CRITICAL TSC ACTIVITIES
- OTHER AREAS OF FOCUS

Form PEP-240-1-4

TSC SENIOR REACTOR OPERATOR CHECKLIST

Position Function: Provide analysis and advice regarding the impact of plant conditions on emergency classifications and accident mitigation.

Responsibility/Activity

✓

1. Assume the Position of TSC Senior Reactor Operator. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another TSC-SRO.
 - 1) Review the facility log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities by providing input to the TSC logkeeper. ☐
3. Coordinate with the POD and EOF SRO by establishing the Ops mitigation line. ☐
4. Monitor fission product barrier and plant status on ERFIS. ☐
 - a) Provide recommendations for EAL changes.
 - b) Maintain the Fission Product Barrier Status Board.
 - c) Coordinate with the TSC ERFIS operator to display vital plant information pertinent to the event.
5. Perform monitoring and evaluations required for Severe Accident Management Guidelines (see Attachment 15). ☐
6. Assist in clarifying ERFIS or Plant Parameter Information Forms data. ☐
7. Maintain the TSC Mission Status Board. ☐

TSC SENIOR REACTOR OPERATOR CHECKLIST

Responsibility/Activity

✓

8. Termination of the Emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional books.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

TSC SENIOR REACTOR OPERATOR CHECKLIST

Directions for Use of the Operations Mitigation Line

Establish a Conference Call

- Place receiver and wireless headset on self
- Push green toggle switch to 'ON'
- Remove handset from cradle
- Hit 'FLASH' button
- Dial Plant Operations Director phone number
- Hit 'FLASH' button
- Dial EOF Senior Reactor Operator's phone number
- Hit 'FLASH' button
- Verify conference call has been established

Disconnect a Conference Call

- Push green toggle switch to 'OFF' position
- Hang up receiver unit on cradle
- Hang up handset on cradle

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Position Function: Direct, supervise and maintain an overview of the short term accident assessment and technical support emergency response actions.

Responsibility/Activity

✓

1. Assume the Position of Technical Analysis Director.

☐

- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Verify the TSC-AAT is in place and ready to perform it's functions.
- d) Perform a formal relief when permanently relieving another TAD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- e) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities using your checklist log.

☐

3. Supervise the activities of the TSC Accident Assessment Team and support personnel.

☐

- a) Direct the technical support and engineering activities in accordance with the priorities established by the SEC-TSC.
- b) Ensure TSC-AAT efforts are focused on short term (< 12 hours) support activities.
- c) Provide engineering personnel to support OSC activities as requested.
- d) Monitor and assess vital plant parameters and conditions.
 - 1) Direct the TSC-AAT to monitor and assess plant and system parameters and status.
 - 2) Determine the condition of safety related systems and the fission product barriers.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Responsibility/Activity

✓

- 3) Ensure that the Equipment Out-Of-Service Board is being updated.
- 4) Provide recommendations for EAL changes.
- 5) Provide recommendations for mitigating activities.
- 6) Inform the SEC of significant changes in plant status.
- 7) Direct personnel to forecast the level of plant and system safety.
- e) Perform monitoring and evaluation required for Severe Accident Management Guidelines (see Attachment 15).
- f) Direct personnel to develop or modify procedures to perform response activities as necessary.
- g) Ensure that sample requests to the RCD contain specific details on the type of results information that is necessary (such as system, boron, activity, sample and system temperatures, and so forth). Use Attachment 3, Sheets 4 and 5, as guidance.
- h) Direct the determination of the extent of core damage.
- i) Ensure OSC missions are tracked on the TSC Mission Status Board.
 - 1) Ensure mission priorities are updated on the Mission Status Board on a periodic basis.
 - 2) Ensure mission priorities are coordinated/verified with the ERD on a periodic basis.
- j) Conduct periodic team briefings.
- 4. Coordinate technical support and engineering efforts with the TAM. ☐
 - a) Inform the TAM of actions being performed.
 - b) Coordinate efforts with the TAM to focus EOF-AAT efforts on long term (> 12 hours) support activities unless additional short term support is necessary.
- 5. Take direction from and provide status updates to the SEC-TSC. ☐

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

Responsibility/Activity

✓

6. Request any materials or supplies not available on site from the ALM.

☐

a) Inform the ALM of any need for support from external contractor services.

7. Termination of the Emergency

☐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your positional books.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

PASS SAMPLE CAPABILITIES

Sample Description	RHR⁽¹⁾	RCS⁽²⁾
Diluted Boron	✓	✓
Diluted Chloride ⁽³⁾	✓	✓
pH	✓	✓
Dissolved Oxygen	✓	
Fission Gases ⁽⁴⁾		✓
Hydrogen Grab ⁽⁴⁾		✓
Hydrogen Meter		✓
Specific Activity ⁽⁵⁾	✓	✓
Undiluted Cask Sample ⁽⁶⁾	✓	✓

- (1) Samples collected from the RHR system when the RHR pumps are in service. One of the isolation valves (1RH-16 or 1RH-54) must be opened by the Main Control Room.
- (2) Sample flow from the RCS Hot Leg Loop 2 or 3. The Main control Room must provide valve alignment.
- (3) If a diluted chloride sample is collected, an undiluted sample must also be collected per CRC-821.
- (4) Stripped gas and hydrogen grab samples may only be collected when PASS is aligned to Hot Leg Loop 2 or 3. When PASS is operated in the RHR mode, the gas stripper is by-passed. Stripped gas sample and system temperatures are needed for core damage assessment.
- (5) Nuclides readily identified in an accident sample would be Iodine and Cesium. Nuclides listed in PEP-342 may be identified in a gamma scan after sufficient decay time.
- (6) As required by NUREG-0737, Supplement 1, an undiluted chloride sample must be taken whenever a diluted chloride sample is drawn. The sample must be analyzed within 30 days.

TECHNICAL ANALYSIS DIRECTOR CHECKLIST

PASS SAMPLE CAPABILITIES

1. The Remote Sample Dilution Panel (RSDP) has the capability of sampling the Reactor Containment Building (RCB) atmosphere at various locations under postulated conditions⁽¹⁾.
2. The following GRAB samples can be obtained:
 - a) Hydrogen
 - b) Specific Activity⁽²⁾
 - c) Silver-Zeolite Cartridge for iodine⁽³⁾
3. The samples may be obtained from the following locations within the RCB:
 - a) Dome
 - b) Reactor Coolant Pump and Steam Generator 1A
 - c) Reactor Coolant Pump and Steam Generator 1B
 - d) Reactor Coolant Pump and Steam Generator 1C
 - e) Pressurizer
 - f) RCP area (below the flux mapping room)

Notes:

- (1) Sampling is performed as per CRC-823, "Post Accident Containment Air Sampling."
- (2) To collect any samples, the containment hydrogen analyzer train A must be in operation.
- (3) These samples may be diluted to limit sample activity and does rate.

Form PEP-240-3-1

LOG

[illegible]

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

TSC AAT - SHIFT TECHNICAL ADVISOR CHECKLIST

Position Function: Support TSC operations engineering activities.

Responsibility/Activity

✓

1. Assume the Position of AAT - STA. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another AAT - STA.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain an accident assessment log by providing input to the TAD. ☐
3. Obtain a copy of the Emergency Procedures currently in use. ☐
4. Assist with accident classification. ☐
 - a) Monitor plant systems and procedure status.
 - b) Inform the TAD of any changes or impending classification changes and their bases.
5. Brief the TAD on key issues. ☐
6. Solve operational and plant procedure problems. ☐
7. Maintain current event classification and bases on status boards. ☐
8. Termination of the Emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your positional books.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

TSC AAT - CORE PERFORMANCE ENGINEER CHECKLIST

Position Function: Provide engineering analysis and trouble shooting, as directed, to assist in accident mitigation.

Responsibility/Activity

✓

1. Assume the Position of AAT - Core Performance Engineer. ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another AAT - Core Performance Engineer.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain an accident assessment log by providing input to the TAD ☐
3. Perform and update core damage assessment based on current information. ☐
 - a) Coordinate PASS sampling with the RCD and AAT-STA.
 - b) Post the latest core damage estimation.
4. Perform current and projected shutdown margin calculations. ☐
5. Assist the Dose Projection Team with source term problems. ☐
6. Termination of the Emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your positional books.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

TSC AAT - MECHANICAL, ELECTRICAL/I&C ENGINEERS CHECKLIST

Position Function: Provide engineering analysis and trouble shooting, as directed, to assist in accident mitigation.

Responsibility/Activity

✓

1. Assume the Position of AAT - Engineer. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another AAT - Engineer.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain an accident assessment log by providing input to the TAD. ☐
3. Solve engineering problems as assigned. ☐
 - a) Obtain necessary drawings.
 - b) Investigate equipment failures.
4. Provide support to the ERD and DCC on repair efforts. ☐
5. Post a out-of-service equipment listings on the status boards. ☐
6. Termination of the Emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your positional books.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

TSC ERFIS OPERATOR CHECKLIST

Position Function: Operate ERFIS to obtain and display plant information.

Responsibility/Activity

✓

1. Assume the Position of TSC ERFIS Operator. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another TSC ERFIS Operator.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Log on to the ERFIS terminal (See Attachment 17 for ERFIS Operator Instructions). ☐
3. Coordinate with the TSC SRO to operate the facility display system. ☐
4. Print ERFIS reports as needed. ☐
5. Termination of the Emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your positional books.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Position Function: Perform and direct the analysis of plant radiological data, determination and implementation of radiation protection measures, and radiological monitoring within the Protected Area. Advise the SEC-TSC of the radiological impact of the incident regarding emergency classification and onsite protective and corrective actions.

Responsibility/Activity

✓

1. Assume the Position of Radiological Control Director

☐

- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Evaluate the need to issue dosimetry and inform the SEC-TSC.
 - 1) Direct personnel to obtain dosimetry from the supply cabinet when appropriate.
 - 2) Do not delay TSC activation to issue dosimetry.
- d) Determine if restrictions on eating and drinking are in effect or necessary and ensure the SEC-TSC and TSC personnel are aware of the restrictions.
- e) Perform a formal relief when permanently relieving another RCD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- f) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Maintain a log of activities using your checklist log.

☐

3. Initiate the Radiological Support Functions for the Facility

☐

- a) Obtain staff readiness status.
- b) Ensure personnel are signed in on the facility organization chart.
- c) Ensure communications systems are operational.

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Responsibility/Activity

✓

- 4. Supervise the activities of the Radiological Control and Chemistry Coordinators. ☐
- 5. Direct the alignment of TSC ventilation ☐
 - a) Coordinate the alignment of normal ventilation.
 - b) Coordinate the alignment of emergency ventilation when potential exists for a release based on plant conditions or an actual release begins.
- 6. Direct the collection and analysis of radiological and chemistry information. ☐
- 7. Determine and Direct Onsite Exposure and Contamination Controls ☐
 - a) Coordinate the issuance of dosimetry to TSC personnel as necessary.
 - b) Evaluate the need for and coordinate the SEC-TSC authorization of the allowance of onsite emergency worker exposures > 5 Rem TEDE or entry into fields > 25 Rem/Hr.
 - c) Coordinate the issuance and authorization of the administration of KI
 - 1) KI should be considered as a dose reducing option when radioactive iodine is present.
 - 2) KI should be administered to onsite emergency workers when calculated or estimated dose to the thyroid will exceed 50 rem CDE (PEP-330 Section 3.5)
 - d) Determine appropriate access controls for affected and unknown areas.
 - 1) Determine the need to relocate the OSC.
 - 2) Ensure Public Address announcements are made to inform personnel of any release and the affected areas.
 - 3) Ensure habitability surveys are performed in occupied areas as per PEP-330.
 - e) Determine the appropriate use of protective clothing and respiratory protection equipment.
 - f) Ensure personnel decontamination activities are conducted as necessary.

Form PEP-240-8-1

RADIOLOGICAL CONTROL DIRECTOR CHECKLIST

Responsibility/Activity

✓

- g) Ensure appropriate bioassay procedures are implemented or developed to support the event.
- h) Assist in the coordination of the transfer of contaminated injured personnel.
- 8. Ensure onsite food and drinking water supplies are consumable. ☐
- 9. Verify Radiological and Meteorological Information for Onsite Impact ☐
 - a) Track release times and post the release path, start and stop times.
 - b) Notify the SEC-TSC, RCC, and CC of any release or any significant radiological or meteorological changes (such as wind shifts).
 - c) Request operations isolate the Waste Process Building (E-51, E-76, E-52, E-82, E-77 and R-6) and AO Work Area (E-99) ventilation systems in the event of a release.
- 10. Provide Support for Site Evacuation and Assembly Area Activities ☐
 - a) Notify the SD of wind direction and team locations for site evacuations.
 - b) Recommend protective actions for personnel assembled in the Administrative Building to the SEC.
 - c) Ensure that a team is dispatched to monitor radiological conditions and provide radiological controls at the Security Building during a site evacuation.
- 11. Provide radiological status updates to TSC ERO management personnel. ☐
- 12. Request any materials or supplies not available on site from the ALM. ☐
 - a) Determine the need for additional personnel to support maintenance, operations and assembly area functions.
- 13. Termination of the Emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your positional books.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.

[illegible]

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TSC HP TECHNICIAN CHECKLIST

Position Function: Provide radiological support and monitoring activities within the TSC.

Responsibility/Activity

✓

1. Assume the Position of TSC HP Technician. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Notify the RCD and RCC of arrival.
 - d) Perform a formal relief when permanently relieving another TSC HP Technician.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
2. Maintain a log by providing input to the RCD. ☐
3. When directed, ensure TSC personnel have signed out dosimetry from the Emergency Personnel Dosimetry Cabinet. ☐
4. Confirm proper TSC ventilation system line-up as per Part 1, Sheet 3 of this Attachment. ☐
5. Manually activate the TSC ventilation system per Part 2, Sheet 3 of this Attachment and verify proper operation per Part 3, Sheet 4 of this attachment, if directed. ☐
 - a) Ensure the green operating light is lit and a LED value is displayed on the TSC ventilation system radiation monitor.
6. Perform TSC habitability surveys. ☐
 - a) Perform TSC air samples when directed.
 - b) Report the results of TSC habitability surveys to the RCD.

TSC HP TECHNICIAN CHECKLIST

Responsibility/Activity



7. Facility Deactivation.



- a) Return all radiological equipment and supplies to the appropriate storage locations and perform inventories.
- b) Return the TSC ventilation system to the normal mode.
- c) Collect dosimetry, record SRPD readings and forward TLDs to dosimetry for processing.

8. Termination of the Emergency



- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional books.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

TSC VENTILATION SYSTEM STATUS CHECKLIST

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 1: Verify normal ventilation alignment as follows:

Responsibility/Activity

✓

Located in K-15, Ventilation Equipment Room.

1. Check that the EMERGENCY FILTER CONTROL SWITCH⁽¹⁾ for MUF-1 is in NORMAL. ☐
2. Check that the OA-2 Motor Starter Switch⁽²⁾ is in ON. ☐
3. Check that the Disconnect Switch for OA-2⁽²⁾ is in ON. ☐
4. Check that the Outside Air Fan for OA-2⁽³⁾ is operating. ☐
5. Check that the Disconnect Switch for MUF-1⁽⁴⁾ is in the ON position. ☐
6. Check that the TSC Area HVAC-Makeup Emergency Recirculation Fan MUF-1⁽⁵⁾ is NOT operating. ☐
7. Check that the Filtration Unit Duct Heater DH-1⁽⁶⁾ is in the ON position. ☐
8. Check that the Disconnect Switch for DH-1⁽⁷⁾ is in the ON position. ☐
9. Check that the Filtration Unit Bypass Damper D-6⁽⁸⁾ is in the OPEN position. ☐
10. Check that the Toilet Exhaust Damper D-3⁽⁹⁾ is in the OPEN position (not essential for system operability). ☐
11. Check that the Decon Area Exhaust Damper D-4⁽¹⁰⁾ is in the CLOSED position. ☐
12. Check that the Toilet Exhaust Fan EF-2⁽¹¹⁾ is operating. ☐
13. Check that the Decon Exhaust Fan EF-3⁽¹²⁾ is NOT operating. ☐
14. Check that the Disconnect Switch for EF-3⁽¹³⁾ is in ON. ☐

Located in K-06, Staff Room.

1. Check that the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH⁽¹⁴⁾ is in NORMAL. ☐
2. Check that the RAD ALARM INSIDE AIR SWITCH⁽¹⁵⁾ is in the RESET position and the red light is OFF. ☐
3. Check that the Outside Air Intake Fan OA-2 Flow Indicator⁽¹⁶⁾ ≥ 500 CFM. ☐

NOTE: Any deviations from the normal ventilation alignment should not preclude alignment of the ventilation system in the emergency mode.

PART 2: Manually placing the TSC Ventilation System in the Emergency Mode:

Located in K-06, Staff Room.

1. Move the RAD ALARM INSIDE AIR SWITCH⁽¹⁵⁾ to OFF. ☐
2. Place the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH⁽¹⁴⁾ in OVERRIDE. ☐

TSC VENTILATION SYSTEM STATUS CHECKLIST (CONTINUED)

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 3: Verification of Emergency Ventilation Alignment:

Responsibility/Activity

✓

Located in K-15, Ventilation Equipment Room.

1. Check that the TSC Area HVAC-Makeup Emergency Recirculation Fan MUF-1⁽⁵⁾ is operating. ☐
2. Check that the Filtration Unit Bypass Damper D-6⁽⁸⁾ is in the CLOSED position. ☐
3. Check that the Toilet Exhaust Fan EF-2⁽¹¹⁾ is NOT operating. ☐
4. Check that the Toilet Exhaust Damper D-3⁽⁹⁾ is in the CLOSED position (not essential for system operability). ☐
5. Check that the Decon Exhaust Fan EF-3⁽¹²⁾ is operating. ☐
6. Check that the Decon Area Exhaust Damper D-4⁽¹⁰⁾ is in the OPEN position. ☐

Located in K-06, Staff Room.

1. Check that the Outside Air Intake Fan OA-2 Flow Indicator⁽¹⁶⁾ 500-1200 CFM. ☐
Actual: _____ CFM*
2. Check that the Differential Pressure⁽¹⁶⁾ ≥ 0.125 inches. ☐
Actual: _____ inches*
3. Report system status to the RCD.
 - ☐ Operational
 - ☐ Non-Operational
 - ☐ Operational with reservation*

* Wait 1 hour for flow to stabilize, then if the flow falls outside these guidelines, report the findings immediately to the RCD.

If the system is operating and air is flowing through the filter bank it is providing some filtration and should be left running while the problem is analyzed.

If it appears that the automatic control of flow damper DM-5 (PCU-1) has malfunctioned, flow can be corrected by de-energizing the controller and the damper and manually adjusting the linkage between the damper motor and the damper to set the flow as needed.

TSC VENTILATION SYSTEM STATUS CHECKLIST (CONTINUED)

(1-16) correspond to the locations on the checklist attachment page titled TSC Floor Plan.

PART 4: Establish TSC radiological access controls:

NOTE: Access to the TSC is normally restricted to the center stairwell to ensure that personnel entering the TSC are checked for contamination prior to entering the facility.

1. At the TSC center stairwell entrance:
 - a) Response check the frisker in the Decon Area/Control Point (K22). ☐
 - b) Post signs requiring personnel to frisk. ☐
2. Ensure security has locked the doors & post the access control signs at the following locations: ☐
 - a) Elevator entrance.
 - b) South stairwell.
 - c) North stairwell.
3. Inform the RCD that the access controls are in place and that the frisking station has been established. ☐

PART 5: Restoring the TSC Emergency Ventilation System to normal mode:

Located in K-06, Staff Room.

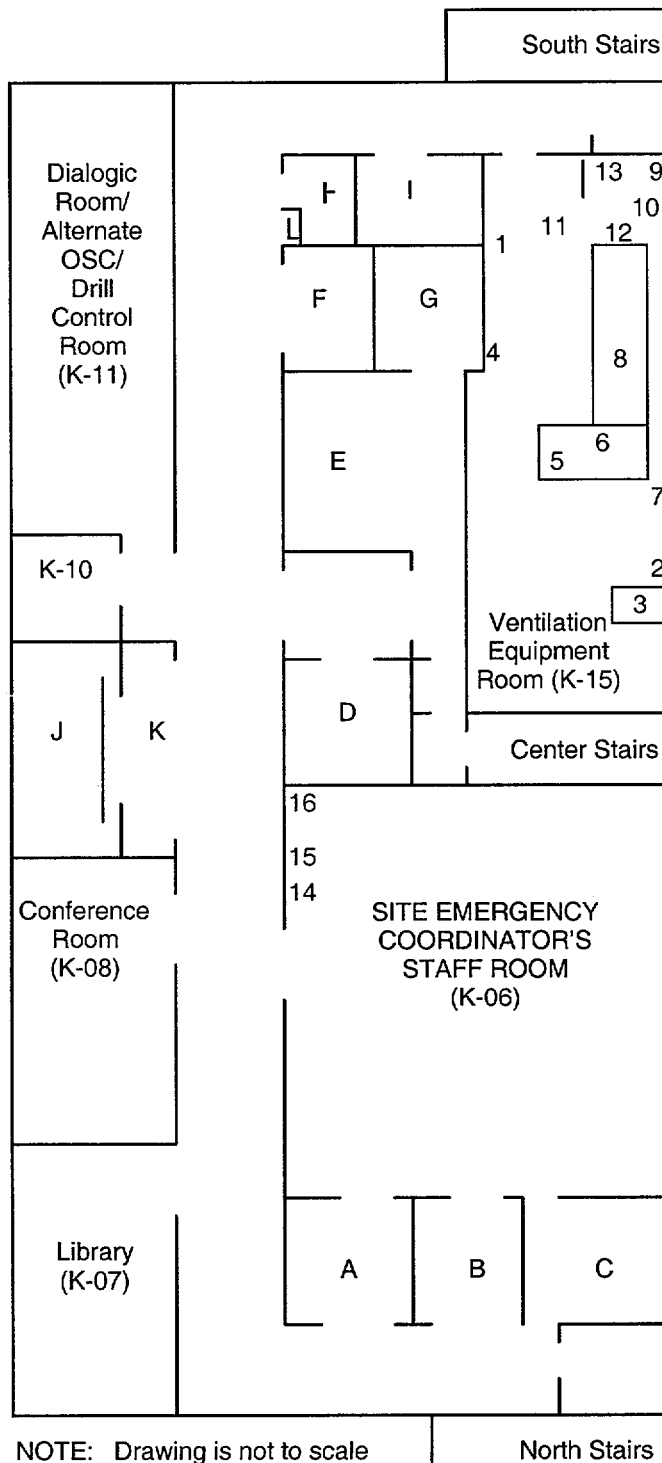
1. Notify the Main Control Room and the RWP Office that you are going to return the TSC Emergency Ventilation System to normal mode. ☐
2. Place the OUTSIDE AIR INTAKE MANUAL OVERRIDE SWITCH⁽¹⁴⁾ in NORMAL. ☐
3. Place the RAD ALARM INSIDE AIR SWITCH⁽¹⁵⁾ in the RESET position and verify the red light is OFF. ☐
4. Check that the Outside Air Intake Fan OA-2 Flow Indicator⁽¹⁶⁾ $\geq$ 500 CFM. ☐

Comments:

Printed Name/Signature

Date/Time

TECHNICAL SUPPORT CENTER FLOOR PLAN



NOTE: Drawing is not to scale

TSC EMERGENCY VENTILATION

EQUIPMENT IN TSC VENTILATION ROOM

1. Emergency Filtration Control Switch
2. OA-2 Motor Starter and Disconnect Switch
3. OA-2 Outside Air Fan
4. Emergency Recirc. Fan (MUF-1) Switch
5. Emergency Recirc. Fan (MUF-1)
6. Filtration Unit Duct heater (DH-1)
7. Filtration Unit Duct Heater (DH-1) Switch
8. Filtration Unit Bypass Damper (D-6)
9. Toilet Exhaust Damper (D-3)
10. Decon Area Exhaust Damper (D-4)
11. Toilet Exhaust Fan (EF-2)(overhead)
12. Decon Area Exh. Fan (EF-3) (overhead)
13. Decon Area Exhaust Fan (EF-3) Switch

EQUIPMENT IN SEC STAFF ROOM

14. OAI Manual Override Switch
15. Radiation Alarm Inside Air Switch
16. Pressurization Air flow and TSC differential Air Pressure Gauges

ROOM DESIGNATIONS

- | | |
|---|---------------------------------|
| A | Accident Assessment Team (K-04) |
| B | NRC Room (K-03) |
| C | Security Room (K-02) |
| D | Food Prep/Kitchen Area (K-25) |
| E | HP Decon Equip Rm (K-22) |
| F | Communications Room (K-20) |
| G | Decon. Sink/Shower Facility |
| H | Women's Room |
| I | Men's Room |
| J | Elevator |
| K | Vestibule (K-09) |
| L | Closet |

COMMUNICATIONS DIRECTOR CHECKLIST

Position Function: Direct and supervise the onsite notification, communication and administrative emergency response actions.

Responsibility/Activity

✓

1. Assume the Position of Communications Director ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another CD.
 - 1) Review the activity log.
 - 2) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Initiate Communications Support Functions for the TSC ☐
 - a) Verify the communications staff is present.
 - b) Direct the communications staff to perform equipment checks.
 - c) Brief the communications staff on existing conditions.
 - d) Inform the SEC-TSC and the EC-CR that communications responsibilities for the NRC are ready to be assumed.
4. Supervise the Activities of the TSC Communications and Support Personnel ☐
 - a) Ensure posted information in the TSC is kept current.
 - b) Ensure any significant changes in conditions are transmitted to the EOF.
 - c) Ensure and maintain the availability and appropriate use of onsite emergency communications equipment.

COMMUNICATIONS DIRECTOR CHECKLIST

Responsibility/Activity

✓

- d) Ensure NRC notifications are transmitted to the EOF.
 - e) Direct Telecom/Computer Support to maintain the following systems:
 - 1) Voice and Video Communication Systems including the HNP PBX, wireless PBX, site radio systems, and video conferencing facility.
 - 2) Plant computer systems including ERFIS and the RTIN.
 - 3) Business computer systems including application software systems, computer network resources and PC's, printers and other devices.
 - f) Direct Telecom/Computer Support to obtain assistance through HNP, Corporate or outside resources as needed to repair problems that occur with computer or communications systems.
5. Ensure the Timely Notification and Transfer of Information to the NRC ☐
- a) Obtain SEC-TSC approval for distribution of completed NRC Event Notification Worksheets (Form AP-617-01).
 - b) Provide approved NRC Event Notification Worksheets to the EC-NRC for transmittal.
 - c) Develop responses to NRC messages, obtain release approval and transmit them to the originator.
 - d) Brief the NRC Site Team as directed by the SEC-TSC using the Event Information Worksheet (PEP-110 Attachment 4) as a guide.
 - e) Coordinate onsite support for the NRC Site Team.
6. Perform periodic status announcements (Attachment 10 Sheets 3-6) over the public address system and coordinate PA announcements which require alarms with MCR personnel. ☐
7. Ensure the TSC Directors are kept informed of HNP requests for offsite assistance. ☐
8. Request any materials or supplies not available on site from the ALM. ☐

COMMUNICATIONS DIRECTOR CHECKLIST

Responsibility/Activity



9. Termination of the Emergency

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional books.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

Facility Activation

1. This is the Communications Director in the TSC. The following is a status of plant conditions as of (*time*) _____.
2. A/An (*classification level*) _____ was declared at (*time*) _____ because of (*EAL or brief description*) _____.
3. The TSC and EOF were activated at (*time*) _____.
4. The Site Emergency Coordinator-TSC is _____.
5. The Emergency Response Manager is _____.
6. Set all clocks to _____ at my mark (use ERFIS time).

Classification Upgrades

Alert

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Have the Control Room sound the Site Evacuation Alarm and announce:

- Attention all personnel; attention all personnel: An Alert has been declared due to (*brief description of initiating event*). All members of the ERO report to your designated emergency response facility. All other HNP personnel exit the Protected Area and report to the Admin Building 2nd floor conference room area, and await further instructions. All visitors, all nonessential contractor personnel, all declared pregnant females and all handicapped personnel please leave the site at this time."
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

Site Area Emergency

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

Have the Control Room sound the Site Evacuation Alarm for 15 seconds and make the following announcement over the public address system:

- **If entering from no event or an Unusual Event :**
"Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (*brief description of event*). All ERO members report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability."
- **If entering from an Alert:**
"Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (*brief description of event*). All personnel who are not part of the ERO the Protected Area and leave the site. Security, initiate Accountability."
 - If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
 - If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

General Emergency

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite

Have the Control Room sound the Site Evacuation Alarm for 15 seconds and make the following announcement over the public address system:

- **If entering into a GE from an Alert or lower:**
"Attention all personnel; attention all personnel: A General Emergency has been declared due to (*brief description of event*). All members of the ERO report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability."
- **If entering into a GE from an Site Area Emergency:**
"Attention all personnel; attention all personnel: A General Emergency has been declared due to (*brief description of event*). There will be no eating, drinking, or smoking until further notice."
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGES

Radiological Release

- ☐ No release is occurring at this time.
- ☐ A release is imminent.
- ☐ A release is occurring.
- ☐ A release has occurred but has been stopped.
- ☐ No eating, drinking, smoking or chewing is allowed until further notice.

1. The wind is coming from _____ and is blowing towards _____.

Fire (as applicable)

1. The fire alarm was sounded at (time) _____ due to a fire at/in _____.
2. All personnel not directly involved in fighting the fire should leave the affected area.
3. Offsite assistance has been requested from _____.
4. The fire was extinguished at (time) _____.

Personnel Injuries (as applicable)

1. An injury occurred at (time) _____ at/in _____.
2. First aid personnel have been dispatched to the scene.
3. Offsite assistance has been requested from _____.
4. Injured personnel have been transported to _____.

COMMUNICATIONS DIRECTOR CHECKLIST

PUBLIC ADDRESS SYSTEM MESSAGE FORM

Accountability

1. Accountability was ordered at (*time*) _____.
2. Accountability was completed at (*time*) _____.

Other Site Activities

1. Response priorities are _____.

Offsite Information (as applicable)

1. News releases are being provided by ☐ Site Communications Manager ☐ the JIC.
2. The JIC was/is being activated at the Center Plaza Building.
3. Harris Lake is/has been evacuated.
4. The Counties have sounded the public alerting sirens at (*time*) _____.
5. The State of North Carolina has implemented protective actions for the public.

☐ Shelter Zones: A B C D E F G H I J K L M N

☐ Evacuate Zones: A B C D E F G H I J K L M N

LOG

[illegible]

Upon relief or termination of the emergency, ensure that the log is completed by checking the log for completeness, then printing and signing your name in the comments section.

EMERGENCY COMMUNICATOR - NRC CHECKLIST

Position Function: Provide continuous communication with the NRC.

Responsibility/Activity

✓

1. Assume the position of Emergency Communicator-NRC. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another EC-NRC.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a communication log by providing input to the CD. ☐
3. Obtain a turnover from the Emergency Communicator in the Control Room. ☐
4. Inform the NRC that notification responsibility has been transferred to the TSC. ☐
 - a) Ensure that ERDS is activated.
 - b) Perform ENS communications.
 - c) Record key information discussed with the NRC.
 - d) Contact the NRC Senior Resident Inspector or another resident inspector if the Emergency Communicator was unable to make contact prior to TSC activation.
 - e) Ensure that the NRC resident inspector in the TSC is aware of information being transmitted offsite.
5. Inform TSC and EOF staff of NRC questions and actions. ☐

EMERGENCY COMMUNICATOR - NRC CHECKLIST

Responsibility/Activity

✓

6. Termination of the Emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional books.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

TSC LOGKEEPER CHECKLIST

Position Function: Maintain a chronological log of all major TSC activities and decisions throughout the emergency.

Responsibility/Activity

✓

1. Assume the position of TSC Logkeeper. ☐
- a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving another TSC Logkeeper.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain the TSC log by recording TSC activities (See Attachment 16 for ERFIS logkeeping). ☐
3. Remind the SEC-TSC of predesignated briefing times. ☐
4. Termination of the Emergency ☐
 - a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
 - b) Replenish content of your positional books.
 - c) Restore facility to stand-by readiness.
 - d) Inventory facility equipment as applicable.
 - e) Request assistance from Computer/Telecomm Support for printing logs from ERFIS.

SECURITY DIRECTOR CHECKLIST

Position Function: Coordinate assembly, accountability, and evacuation and supervise the security force for onsite (inside the Protected Area) activities.

Responsibility/Activity

✓

1. Assume the Position of Security Director ☐
 - a) Sign in on the facility organization chart.
 - b) Obtain the positional notebook/binder from the storage area.
 - c) Perform a formal relief when permanently relieving Security Director.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
 - d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
2. Maintain a log of activities using your checklist log. ☐
3. Initiate the Security Support Functions for the Facility ☐
 - a) Ensure the TSC doors and the key cabinet are unlocked.
 - b) Inform the SEC of any security requirements in effect during the emergency.
 - 1) Advise the SEC of non-routine security procedures, contingency events or Local Law Enforcement Agency (LLEA) support activities that are in effect.
4. Maintain Plant Security ☐
 - a) Direct the activities of the HNP Security Organization.
 - b) Ensure the SEC-TSC and TSC Directors are informed of any changes related to the security situation.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity

✓

c) Provide escorts for emergency vehicles required to enter the protected area.

1) Ensure site access for IROs is expedited.

d) Coordinate efforts with LLEAs as necessary.

e) Provide personnel to maintain access control for the EOF.

5. Direct Protected Area Accountability Activities

☐

a) Perform accountability for TSC and Security personnel.

1) Maintain accountability of personnel assigned to the TSC.

b) Generate lists of personnel within the Protected Area as necessary.

1) Ensure accountability reports are compiled and missing persons identified for the MCR, TSC, OSC and Security Building.

2) Provide the results of personnel accountability to the SEC within 30 minutes of the announcement.

c) Perform access control functions.

6. Coordinate Planning Efforts for Search and Rescue Operations

☐

a) Brief the SEC on the status of missing persons who can not be readily located.

7. Coordinate Security Force Efforts with Radiological Control Personnel

☐

a) Identify the need to isolate the fourth floor of the 'K' Building with the RCD.

b) Coordinate Security Team personnel protective actions with the RCD.

1) Coordinate with the RCD during safeguards related events which require evacuation of the RCA.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity

8. Direct Site Security Personnel to Provide Site Security and Assist With Accountability and Plant Access Activities ✓
☐
- a) Issue dosimetry packets to Immediate Response Personnel arriving on site.
 - b) Perform accountability for Security personnel in the Security Building Admin Area (applies to the senior officer).
 - c) Generate lists of personnel accounted for and missing individuals and provide them to the Security Director (applies to the senior officer).
 - d) Assist with transportation efforts of contaminated injured personnel.
 - 1) Direct personnel to clear the HLZ and passage area and assist with transfer efforts when transporting injured personnel by helicopter when applicable.
 - 2) Notify the MCR of ambulance arrival.

Note: Emergency response vehicles are exempt from search provided they are escorted by Security while within the Protected Area.

- 3) Search the ambulance crew members for prohibited items.
- 4) Issue Escort Required Badges and dosimetry to personnel.
- 5) Provide the ambulance kit.
- 6) Provide armed escort while on site.

9. Provide personnel to support damage control and repair teams. ☐

- a) Ensure security personnel are signed in on ERWPs.

10. Perform Exclusion Area Evacuation Notification and Announcements ☐

- a) Perform Public Address announcements of changes in the security situation.
- b) Assist in warning members of the general public within the Exclusion Area when an evacuation of Subzone A has been initiated.

SECURITY DIRECTOR CHECKLIST

Responsibility/Activity

✓

11. Request any materials or supplies not available on site from the ALM.

☐

12. Termination of the Emergency

☐

a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.

b) Replenish content of your positional books.

c) Restore facility to stand-by readiness.

d) Inventory facility equipment as applicable.

[illegible]

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TSC TELECOM/COMPUTER SUPPORT CHECKLIST

Position Function: Provide telecom/computer support to TSC Staff

Responsibility/Activity

✓

- 1. Assume the Position of TSC Telecom/Computer Support. ☐
- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Perform a formal relief when permanently relieving another TSC Telecom/Computer Support.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.
- 2. Provide computer support as required to assist TSC Staff ☐
- 3. Termination of the Emergency ☐
- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional books.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

PEP-240-14-1

SAMG Strategy Recommendations

From Guideline SAMG-_____-_____

Recommendation No. _____

Strategy and Preferred Lineup:

Special Equipment / Resources / Manpower Required:

Special Parameters to Monitor and Limitations:

Radiation and Safety Considerations:

- A. Is Venting of Radioactive Material Required? Explain.
- B. Are any releases of radioactive material in progress?
- C. What are the radioactive exposure hazards associated with this strategy?
- D. Other safety considerations associated with this strategy?

Other Information:

Bases (including negative impacts and alternative strategies not recommended):

Evaluator: _____ / /

NOTE:

- 1. Attach additional pages as necessary.
- 2. Provide the original to the SEC-TSC.
- 3. Forward copies to the ERM and POD.

Form PEP-240-15-0

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Rev. 5

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LOGKEEPER ERFIS INSTRUCTIONS

1. **ERFIS Logon Instructions**

- a) Press F3 or type turn-on-code (TOC) **MENU**
- b) Select *Emergency Preparedness Functions Menu* or type TOC **EP**
- c) Select *Log into Network Database* or type TOC **LOGIN**
- d) Select TSC log keeper from the position menu
- e) Type your name and press login
- f) Select *Declare Event* or type TOC **EVENT** and press **OK**
- g) Select *Access EP Logs* or type TOC **POSLOG**
- h) Select **ADD** to began typing in the subject area
- i) Select **SAVE** after each entry is completed.

2. **ERFIS Relief Instructions**

- a) Select **SAVE** for the last entry and press EXIT
- b) Select *Log Out Of Network Data Base* or type TOC **LOGOUT**. This will allow the log to be continued by the relief person.
- c) Select *Log into Network Database* or type TOC **LOGIN**
- d) Select TSC log keeper from the position menu
- e) Type your name and press login
- f) Select *Access EP Logs* or type TOC **POSLOG**
- g) Select **ADD** to began typing in the subject area

3. **ERFIS Logoff Instructions**

- a) Select **SAVE** for the last entry and press EXIT
- b) Select *Terminate Event* or type TOC **NOEVENT**
- c) Select *Log Out Of Network Data Base* or type TOC **LOGOUT**
- d) Select yes

NOTE: ERFIS Log printing must be performed by HNP IT.

ERFIS OPERATOR INSTRUCTIONS

1. ACTIVATION OF THE LARGE SCREEN DISPLAYS:	
a) Activate the 3 large screen projectors from the black AMX touch screen controller by selecting screen display TSC1, TSC2, and TSC3.	
b) Select one of the three computers that provide the display by	
c) pressing the "Ctrl" key,	
d) releasing the "Ctrl" key and then	
e) selecting 1, 2, or 3 (Computer 1, 2, or 3)	
2. GENERAL INSTRUCTIONS FOR ERFIS USE:	
a) ERFIS defaults to the "MASTER MENU" screen. Press F3 or type "MENU" to return to the "MASTER MENU" from any screen	
b) Menu items may be selected by typing the TURN-ON-CODE (TOC) at the top of the screen or by selecting the menu item with the mouse and clicking	
c) Menu items that are useful for emergency preparedness are:	
<u>ROUTINE EP DATA GROUPS:</u>	
3TSCDAT1	DATA GR 1 FOR EMERGENCY USE IN TSC
3TSCDAT2	DATA GR 2 FOR EMERGENCY USE IN TSC
3TSCDAT3	DATA GR 3 FOR EMERGENCY USE IN TSC
3EALS	DATA FOR ACCIDENT ASSESSMENT TEAM
3DOSE	DOSE PROJECTION INFORMATION
<u>OTHER AVAILABLE EP DATA GROUPS:</u>	
3TSCRMS1	RAB RADIATION MONITORS
3TSCRMS2	WPB/TSC RADIATION MONITORS
3TSCRMS3	FHB RADIATION MONITORS
3TSCRMS4	CNMT, EFFLUENT, AND MISC RAD MON

ERFIS OPERATOR INSTRUCTIONS

OTHER AVAILABLE EP DATA GROUPS:	
REAL	Realtime Data Menu
GL	Group Libraries
PL	Plot Library
EP	Emergency Preparedness Function Menu
Status	Emergency Preparedness Display Menu
3. INSTRUCTIONS FOR PRINTING THE EP DATA GROUPS EVERY 15 MINUTES	
a) From the Master Menu select "Periodic Logs Menu"	
b) Select "Start Periodic Facility Log" to start the logs. They will print every 15 minutes	
c) Select "Stop Periodic Facility Log" to terminate the printing of the logs	
4. INSTRUCTIONS FOR THE REMOTE DISPLAYS IN THE NRC OVERFLOW ROOM:	
a) Turn on the video screen from the front of the monitor.	
b) Select, from the wall panel behind the monitor, the desired display (TSC1, TSC2, or TSC3, video, etc.)	
5. INSTRUCTIONS FOR SECURING THE FACILITY:	
a) Stop Periodic Facility Logs	
b) Sign off ERFIS by terminating the event and logging out	
c) Turn off the overhead projectors by selecting the SHUTDOWN function from the black AMX touch screen controller.	
d) Turn off the video screen from the front of the monitor	

TSC ADMINISTRATIVE TEAM CHECKLIST

Position Function: Provide administrative support to TSC Staff

Responsibility/Activity

✓

1. Assume the Position of TSC Administrative Team.

☐

- a) Sign in on the facility organization chart.
- b) Obtain the positional notebook/binder from the storage area.
- c) Perform a formal relief when permanently relieving another TSC Administrative Team member.
 - 1) Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- d) Inform a staff member when temporarily leaving the work area (such as to the restroom).
 - 1) Designate an individual to answer the phones while away.
 - 2) Upon return, obtain a briefing on any events which have occurred while away.

2. Provide the following administrative support as necessary:

☐

- a) Copy ERFIS data and distribute to appropriate personnel within the facility, including the NRC, if needed.
- b) Copy Plant Parameter Information Forms and distribute to appropriate personnel within the facility, including the NRC, if ERFIS is not available.
- c) Distribute notification forms and news releases to appropriate personnel within the facility, including the NRC
- d) Post current plant and offsite information upon a sustained loss of TSC electronic display capability, as per PEP-310.

3. Termination of the Emergency

☐

- a) Provide all logs and records to Emergency Preparedness upon termination of the emergency.
- b) Replenish content of your positional books.
- c) Restore facility to stand-by readiness.
- d) Inventory facility equipment as applicable.

PEP-240-18-0

PEP-240 Rev 5 Revision Summary

This revision incorporates the following:

Aligned activation/minimum staffing wording to be consistent with PEP-270. Added logkeeping information that is being removed from PEP-400 and added a logsheet to the position checklists that will keep a log and deleted logkeeping notes for those positions who will provide input to another log. Added an Administrative Team Checklist to align with the one used in PEP-270. Added KI guidance for the RCD that mirrors the wording in PEP-330. Also added guidance for the RCD to oversee the initiation of TSC ventilation. Added a one hour wait to the guidance for flow balance for the TSC ventilation. Added an Intrafacility checklist for use by the SEC. Provided update drawing of the TSC. Revised the CD checklist messages to align with the messages in PEP-310. Added steps to ensure ERDs activation in the SEC and EC-NRC checklists. Corrected listed minimum staffing needs in the SEC's checklist. Other administrative changes were made to correct noted errors (see below).

<u>Location</u>	<u>Revision</u>
Title page	Added Information Use
Section 3.0	Added log taking information.
Section 4.0	Changed 4.2 from, 'The SEC-TSC cannot relieve the SEC-MCR of emergency management responsibilities and activate the facility before meeting minimum staffing requirements' To 'The TSC must meet minimum staffing requirements for activation prior to the SEC-TSC relieving the SEC-MCR of his portion of emergency management responsibilities. Both the TSC and EOF will need to activate together.'
Section 5.0	Deleted PEP-230, PEP-350 and PEP-400, no longer referenced
All checklists	Added 'Obtain the positional notebook/binder from the storage area.'
Att 1	Added a Intrafacility checklist for the SEC; removed 'ERDS activation (if not already performed).' And 'Ensure the ERDS is activated.'
	Added TAD,RCD and TSC HP to minimum staffing list
	Added Interfacility to step 11.
Att 2	Added mitigation line directions
Att 3	Added sample and system temperature needs to 3.g)
Att 4	Removed Item #7 highlight information of concern on data sheets.
Att 4-7, 11, 12, 13, 14, 18	Removed 'Review activity log using your checklist log.'

PEP-240 Rev 5 Revision Summary

<u>Location</u>	<u>Revision</u>
Att 8	Added new step 5 Direct the alignment of TSC ventilation. a) Coordinate the alignment of normal ventilation. b) Coordinate the alignment of emergency ventilation when potential exists for a release based on plant conditions or an actual release begins. Clarified 7.c. Coordinate the issuance and authorization of the administration of KI to onsite emergency workers when calculated or estimated dose to the thyroid will exceed 50 rem CDE (PEP-330 Section 3.5) was revised to Coordinate the issuance and authorization of the administration of KI. KI should be considered as a dose reducing option when radioactive iodine is present. KI should be administered to onsite emergency workers when calculated or estimated dose to the thyroid will exceed 50 rem CDE (PEP-330 Section 3.5)
Att 9	Added 1 hour wait for flow balance to "Wait 1 hour for flow to stabilize, then if the flow falls outside these guidelines, report the findings to the RCD.
Att 9	Updated the TSC drawing
Att 10	Added Form AP-617-01 to item 5.a)
Att 10	Revised the CD Checklist PA System Messages for the Alert, SAE and GE declarations with the wording in PEP-310.
Att 11	Added Ensure that ERDs is activated. AR 4285
Att 16	Added to 2.Select SAVE after each entry is completed. Added note that IT must print logs
Att 17	Corrected 2.a) from F# to F3
Att 18	Added an Administrative Team Checklist Added additional termination instructions for each position so that facility and positional restoration occurs. Added log sheets to the TAD, RCD, CDE, and SD checklists and removed the reference to PEP-400 for logkeeping. Deleted log keeping and review requirements for TSC SRO, AAT members, TSC ERFIS Operator, TSC HP, EC, TSC Telecom/Computer Support.

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL
VOLUME 2
PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-230
TITLE: Control Room Operations

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1.0 PURPOSE

1. This procedure partially implements Section 2.3 and Section 2.4 of the Emergency Plan PLP-201.
2. It specifies the actions taken by Emergency Response Organization (ERO) personnel who perform response activities from the Main Control Room.

2.0 INITIATING CONDITIONS

1. An emergency has been declared, or
2. Conditions exist that may warrant an emergency declaration.

3.0 PROCEDURE STEPS

1. If on-shift personnel assigned to MCR Emergency Response Organization (ERO) positions of Site Emergency Coordinator - Control Room and Emergency Communicator are not present in the MCR, they are to be immediately notified to report to the MCR.
2. Attachments 1-3 provide a listing of tasks and activities for the MCR Emergency Response Organization (ERO) positions
3. Attachment 4 provides a guideline for performance of periodic MCR/Operations staff briefs.
4. Attachment 5 provides a continuation page for POD and EC-CR logs started in Attachments 2 and 3
5. This procedure is implemented through the use of a notebook which is maintained in the MCR for each ERO position. The notebook contains copies of the PEP forms most likely to be needed by the position (refer to the table below). Remaining forms of potential use are contained in the Emergency Communicator desk.

ERO POSITION NOTEBOOK:	CONTENTS (Forms)	
SITE EMERGENCY COORDINATOR-CR (SEC-CR)	1. PEP-230-1 2. PEP-310-9 3. PEP-310-10 4. AP-617-01	5. PEP-110-4 6. PEP-230-4 7. PEP-230-5
PLANT OPERATIONS DIRECTOR (POD)	1. PEP-230-2 2. PEP-230-4	3. PEP-230-5 4. PEP-310-1
EMERGENCY COMMUNICATOR-CR (EC-CR)	1. PEP-230-3 2. PEP-310-6 3. PEP-310-7 4. PEP-310-8 5. Verification Code Words 6. PEP-310-11	7. PEP-310-12 8. PEP-310-1 9. PEP-310-14 10. PEP-230-5 11. PEP-310-9

4.0 GENERAL

The Site Emergency Coordinator – CR and Emergency Communicator – CR attachments (1 and 3) contain an “Initial Actions” section. The “Initial Actions” section is designed to guide the ERO member through the priority tasks following initial discovery of a condition or event requiring an emergency declaration. Specifically:

- Event declaration is required within 15 minutes of the time that plant parameters reach an Emergency Action Level.
- Alerting of on site personnel via Public Address announcement is required within 15 minutes of event declaration.
- Notification of event declaration to the State and County officials is required within 15 minutes of event declaration.
- Accountability must be completed within 30 minutes of; a Site Area Emergency or higher declaration; or decision to conduct accountability.
- Notification of event declaration to the NRC is required “as soon as possible” and no later than 60 minutes after an event declaration.
- Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

The Plant Operations Director attachment (2) also contains an “Initial Actions” section. This section is designed to guide the ERO member through the priority tasks associated with preparation for, and conduct of, the activation of the HNP Emergency Response Facilities.

The exact circumstances may dictate that portions of the following section (Responsibility/Activity) be performed concurrent with the initial actions.

5.0 REFERENCES

5.1 Emergency Plan References

1. Section 2.3, "Command and Control"
2. Section 2.4, "Assignment of Responsibilities"

5.2 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-310, "Notifications and Communications"
3. PEP-330, "Radiological Consequences"
4. PEP-340, "Radiological Assessment"
5. PEP-350, "Protective Actions"

5.3 Other References

1. AP-006, "Procedure Review and Approval"
2. AP-617, "Reportability Determination and Notification"
3. EPL-001, "Emergency Phone List"
4. EPM-420, "Emergency Equipment Inventory"
5. FPP-002, "Fire Emergency"
6. OP-163.01, "ERFIS Support Systems"
7. OP-173, "Control Room Area HVAC System"
8. PRO-NGGC-0200, "Procedure use and Adherence"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

SITE EMERGENCY COORDINATOR - CR

Position Function: Manage and direct all emergency operations involving the facility and maintain overall onsite emergency responsibilities including classification.

Initial Actions (page 1 of 2)

1. If events may require implementation of the Emergency Plan, notify S-SO, STA and Emergency Communicator (EC) to **report to the MCR**.
2. If events require **fire** or **first aid** response:
 - a) Initiate Fire response actions per FPP-002 and Fire Area Pre-plans
 - b) Initiate First Aid response actions per PEP-350, Section 3.5
 - c) Ensure First Aid/Search and Rescue Teams are prepared.
 - d) Direct the EC to initiate actions per his Notebook (Form PEP-230-3)
 - e) If required, direct the EC to request off-site support per Form PEP-310-1 ...
3. Evaluate emergency classification per **EAL** Flow Path and PEP-110.
4. Perform a quick review of plant conditions with MCR staff (verify facts)
5. As soon as plant operational activities support, **brief MCR** Crew to include:
 - a) Emergency Classification _____ declaration time _____
 - b) Initial personnel assignments and expectations
 - Site Emergency Coordinator: _____,
 - Designate USCO to coordinate and supervise MCR activities and implement AOPs and EOPs as needed,
 - Emergency Communicator _____ per position notebook (Form PEP-230-3)
6. Direct Emergency Communicator (EC) to coordinate with USCO and brief plant site via PA system
7. If an **Unusual Event**, direct the EC to perform "Unusual Event Notification of Selected Personnel" per PEP-310-8, Part "A"
8. If **Alert or higher** (optional at Unusual Event), direct EC to perform ERO Activation per Form PEP-310-6
9. If **General Emergency**, determine Protective Action Recommendations (PARs) per PEP-110, Section 3.2.

(Initial Actions are continued on the next page)

SITE EMERGENCY COORDINATOR - CR

Initial Actions (page 2 of 2)

10. Prepare **State and County** Emergency Notification Form (ENF) (refer to the guidelines in Form-PEP-310-10, as necessary) by:
 - a) Using **ERFIS**/RTIN to prepare an automated version, or
 - b) Preparing an electronic equivalent of the **manual** form (PEP-310-9) or hand writing a paper copy of Manual Notification Form PEP-310-9
 11. Direct EC to complete State and County notifications per applicable method (Form PEP-310-11 for ERFIS or PEP-310-12 for Manual)
 12. If Site Area or General Emergency, ensure performance of **accountability** per PEP-350 Section 3.1.
 13. **Log** SEC-CR related activities within the S-SO Log. Examples of items to be included:
 - Times of major events (change in event classification, status of fission product barriers)
 - Specific mitigating actions taken
 - Authorization for protective actions or exemptions
 14. Confer with USCO to maintain cognizance of plant conditions.
 15. Determine method and content of **NRC** event declaration notification (reference PEP-310 Section 3.5 if needed):
 - a) State and County notification form, or
 - b) If time permits, Form AP-617-01
 16. Direct EC to notify NRC of event declaration via method determined above. ..
- NOTE:** ERDS can be activated from any EDS/RTIN terminal in the MCR or the ERFIS computer room.
17. Ensure the Emergency Response Data System (**ERDS**) is activated at an Alert or higher classification.
 - a) Enter turn-on-code ERDS and depress <RETURN>.
 - b) After the ERDS menu appears, click/activate the "START ERDS" button... ..
 - c) Within 5 minutes, ERDS activation should be complete as indicated by:
 - The MCR ERFIS printer provides as "ERDS TASK HAS SUCCESSFULLY LINKED WITH THE NRC" printed message
 - ERDS = NORMAL displayed at the bottom center of ERFIS screens
 18. **Proceed** to Responsibility/Activity section of this checklist.

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

1. If any radiation monitor in EAL Table 4 (PEP-110) is in high alarm, direct the STA to perform a **dose assessment** per PEP-340, Section 3.4, "Quick Assessment."
2. As **Conditions Change** or Data Becomes Available:
 - a) Monitor and **evaluate EALs** whenever:
 - 1) Plant or radiological conditions change significantly, or.
 - 2) Dose projection and/or field monitoring data is available.
 - b) If applicable, **upgrade** the Emergency Classification level.....

NOTE: For Alert or higher classifications, unless the conditions causing emergency action levels are quickly resolved (less than 30 minutes), downgrading should not occur until after the TSC and EOF are activated.

- c) If applicable, **downgrade** the Emergency Classification per PEP-110, Section 3.4.....
- d) If applicable, **terminate** the emergency as follows
 - 1) For an Unusual Event:
 - When the situation is under control, and
 - Following consultation with appropriate CP&L personnel,
 - Declare the emergency terminated
 - 2) For other event classifications, which quickly abated (within approximately 30 minutes), terminate the emergency per PEP-110, Section 3.5.
 - 3) Perform applicable steps in the remainder of this attachment
- e) **Brief** the MCR Crew on any changes in event classification
- f) If event **classification has changed**, direct Emergency Communicator (EC) to coordinate with USCO and brief plant site via PA system per Form PEP-230-3.....
- g) If required (**upgrade from an Unusual Event**), direct EC to perform ERO Activation per Form PEP-310-6.....
- h) If in a **General Emergency**, reevaluate the adequacy of PARs when any of the following change:
 - Plant conditions
 - Dose projection results
 - Meteorological conditions
 - Field monitoring data
- i) Confer with USCO to maintain cognizance of plant conditions

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

3. If needed, direct the EC-CR to request offsite support
(**fire/ambulance/sheriff**) per PEP-310-1 _____
4. Perform **State and County Notification** Activities:
 - a) Within 15 minutes of a classification change, or change in PARs, complete a **initial notifications** as follows:
 - 1) Refer to the guidelines in Form PEP-310-10 as necessary
 - 2) Use **ERFIS/RTIN** to prepare an automated fax version, or
 - 3) Prepare an electronic equivalent of the **manual** form (PEP-310-9) or hand write a paper copy of Manual Notification Form PEP-310-9 _____
 - 4) Direct EC to complete State and County notifications per applicable method (Form PEP-310-11 for ERFIS or PEP-310-12 for Manual) _____
 - b) Within 60 minutes of the last notification, complete **follow-up notifications** as follows:
 - 1) Refer to the guidelines in Form PEP-310-10 as necessary
 - 2) Use **ERFIS/RTIN** to prepare an automated fax version, or
 - 3) Prepare an electronic equivalent of the **manual** form (PEP-310-9) or hand write a paper copy of Manual Notification Form PEP-310-9 _____
 - 4) Direct EC to complete State and County notifications per applicable method (Form PEP-310-11 for ERFIS or PEP-310-12 for Manual) _____
 - c) If requested, consider relaxing follow-up notification periodicity for long lasting events. This requires universal concurrence from the State and County officials. _____

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

NOTE: If continuous communications have not been established with the NRC, follow-up notifications are required at least every 60 minutes.

5. Perform **NRC** Notification and communication activities. The NRC must be kept informed of:
 - 1) Changes in the status of the plant.
 - 2) Changes in off-site radiological effects.
 - 3) All information provided to the State and Counties.
- b) Determine method and content of NRC notifications (reference PEP-310 Section 3.5 if needed).
 - Use the State/County Notification for initial notification of event declarations, **or**
 - Use Form AP-617-01 to provide more detail (required for follow-up notifications)
- c) Direct EC to notify the NRC via method determined above.

NOTE: ERDS can be activated from any EDS/RTIN terminal in the MCR or the ERFIS computer room.

- d) If not previously required, ensure the Emergency Response Data System (**ERDS**) is activated at an **Alert** or higher classification.
 - 1) Enter turn-on-code ERDS and depress <RETURN>.....
 - 2) After the ERDS menu appears, click/activate the "START ERDS" button
 - 3) Within 5 minutes, ERDS activation should be complete as indicated by:
 - The MCR ERFIS printer provides as "ERDS TASK HAS SUCCESSFULLY LINKED WITH THE NRC" printed message
 - ERDS = NORMAL displayed at the bottom center of ERFIS screens

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

6. Onsite Protective Actions

- a) Coordinate with the USCO to verify **on-shift personnel** status.
 - Safe Shutdown AO and one HP - MCR Area
(Normally inside the ventilation envelope)
 - All other on-shift personnel - normally in the OSC
(Fire Brigade Team Leader is the normal Point of Contact)
- b) If **Alert or higher**, verify security implements site access controls
- c) If a **radiological or hazardous material release** is in progress, or anticipated:
 - 1) Verify CR Area Emergency Filtration is in service per OP-173, sections 8.1 and 8.2, **or** manually aligned per Section 8.3
 - 2) Verify Plant Computer and Communication Rooms Ventilation (SAS habitability) is aligned for operation with a CR Isolation signal per OP-163.01, Section 8.1
 - 3) Use the map on sheet 11 to aid in identification of affected areas
 - 4) Direct HPs to perform habitability surveys in occupied areas
- d) If restrictions or a ban on eating and drinking are needed
 - 1) Ensure personnel on site are advised of the ban
 - 2) Verify Control Room personnel are aware of the ban

NOTE: At a Site Area or General Emergency classification level, accountability was automatically initiated through the PA announcement associated with the event

- e) If conditions hazardous to **personnel safety** exist, initiate accountability per PEP-350, Section 3.1.
- f) If personnel are assembled in the Administrative Building, determine if protective actions or evacuation of these personnel are needed
- g) Authorize the administration of **Potassium Iodide (KI)** to CP&L emergency workers per PEP-330 as necessary.

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

7. Additional **Communications**:

- a) If a **spent fuel shipment** is en-route to the site, notify the load dispatcher of the emergency declaration and classification level.
- b) Ensure the receiving hospital is notified of the transport of a contaminated injured person (the **First Aid Team** will obtain the designated treatment location from the rescue squad).
- c) Ensure the Emergency **Radiation Monitoring radio** channel is activated in the MCR (communication with Environmental Monitoring Teams).
- d) Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems.
- e) Refer press or public inquires to CP&L **Public Information** personnel.
- f) If contacted by the **State and County** emergency response personnel, brief them on plant conditions and actions taken.
- g) **Request** Federal and State assistance as necessary.
- h) Verify all offsite **notifications** transmitted from the MCR are **faxed** to the TSC and EOF.
- i) If ERFIS is not available, designate an operator to record data from the control board on **Plant Parameter Information Forms** per PEP-310, Section 3.8.

8. Conduct **Periodic Briefings**

- a) Establish expectations for participation in periodic briefings.
- b) If not actively involved in in-plant tasks, direct Safe Shutdown AO and MCR HP to be in MCR for briefings.
- c) Include Operations personnel in the OSC in briefings, normally via Fire Brigade Team Leader, if available.
- d) Utilize Form PEP-230-4 as guidance for conduct of briefings

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

9. Mitigating and Monitoring Actions

- a) Direct the First Aid Team to initiate **search and rescue** for missing persons per PEP-350 Section 3.4.
- b) Authorize CP&L emergency worker exposures > **5 Rem TEDE** or entry into fields > **25 Rem/Hr** per PEP-330 as necessary.
- c) If a **radiological release** is in progress, or anticipated, dispatch Environmental Monitoring Teams per PEP-330.....
- d) Verify on-shift resources (**E&RC, Maintenance, Operations**) are providing support for in-plant mitigation activities.
- e) Verify personnel being sent into the plant or around the site are appropriately **briefed** prior to being dispatched.
- f) Verify dispatched personnel are **debriefed** upon return.....
- g) Direct **deviations from License Conditions** or Technical Specifications per PRO-NGGC-0200, Section 9.3.....

SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

10. Activation of Emergency Response Facilities (ERFs)

NOTES: Specific emergency response functions may be given to TSC or EOF personnel prior to actual facility activation (i.e. dose assessment, NRC communications, and so forth.) as deemed prudent.

The SEC-CR must maintain overall command and control of the ERO, including the non-delegable responsibilities, until formal relief occurs.

- a) Prepare an **Event Information Worksheet**, PEP-110-4, for use in briefing the Emergency Response Facilities
- b) Verify that necessary plant information is available to the TSC and EOF. ..
- c) Normally, the TSC establishes a **conference call** with the OSC, EOF and MCR to conduct a pre-activation briefing for the oncoming ERO. When the OSC, TSC and EOF are ready, and MCR activities allow: .
 - 1) Use Form PEP-110-4 "Event Information Worksheet" as a briefing guide to review the status of:
 - Plant and recent activities.

NOTE: Normally the Safe Shutdown AO and one HP will remain under the control and accountability of the POD (in the MCR Area).

- Location of in-plant teams/personnel
 - Environmental Monitoring Team activities.
 - Any applicable incomplete items from previous pages of this checklist
 - Any assistance that is needed
- 2) Synchronize facility clocks (use ERFIS time).....
- d) **Formally turn over** the following responsibilities to the SEC-TSC:
 - 1) Emergency classification.....
 - 2) Onsite protective actions.....
 - 3) Coordination of in-plant teams (other than AO and HP)
 - 4) NRC notifications and communications.
 - 5) If not already performed, ERDS activation.
 - e) **Formally turn over** the following responsibilities to the ERM (EOF):
 - 1) State and County notifications.
 - 2) Protective Action Recommendations.
 - 3) Dose projection.
 - 4) Coordination of Environmental Monitoring Teams.
 - 5) Additional CP&L ERO augmentation.
 - 6) All additional offsite notifications.

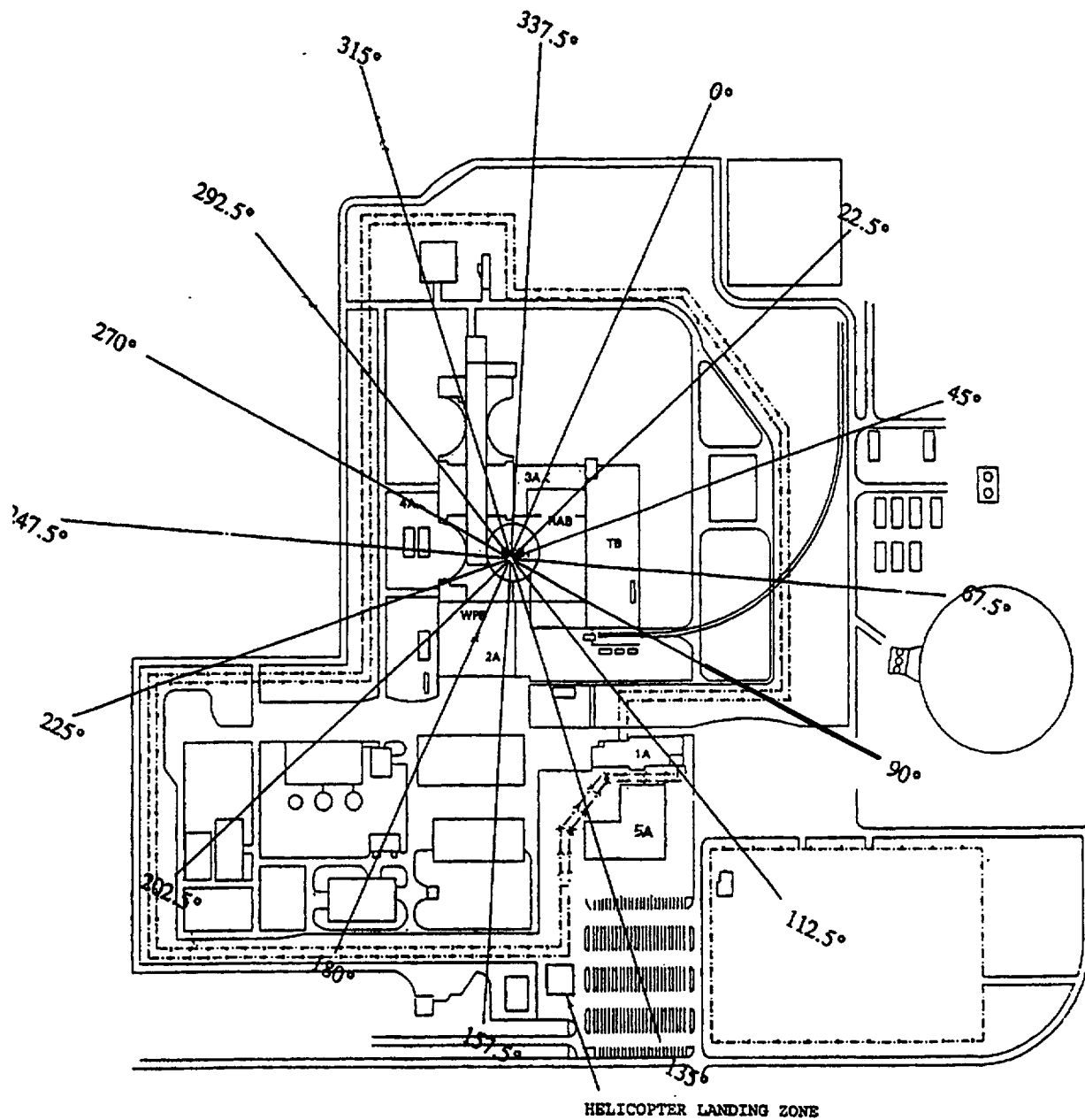
SITE EMERGENCY COORDINATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

11. Take a turnover from the Unit SCO and reassume coordination and **supervision of MCR activities**.....
12. Inform MCR personnel when **temporarily leaving** the MCR (such as to the restroom).
 - a) Designate an individual to answer the phones while away.
 - b) Upon return, obtain a briefing on any events which have occurred while away from the work area.
13. Perform a **formal relief** of the position when permanently relieving another SEC-CR.
 - a) Review the S-SO and Emergency Communicator logs.
 - b) Obtain a briefing on the emergency and any actions that have been completed or are in progress.....
 - c) Initiate and maintain a new copy of Form PEP-230-1
 - d) Ensure that MCR personnel are aware of the change.
14. Upon **termination** of the emergency:
 - a) Print out S-SO log and prepare related emergency records
 - b) Assemble all logs and records from the MCR and forward to Emergency Preparedness
 - c) Copy and replenish the contents of the SEC position notebook
 - d) Inventory MCR Emergency Equipment per EPM-420
 - e) Verify MCR is restored and ready to respond to an emergency

SITE EMERGENCY COORDINATOR - CR

SITE MAP



PLANT OPERATIONS DIRECTOR

Position Function: Direct and supervise plant MCR operations and immediate response activities.

Initial Actions (page 1 of 2)

NOTE: The POD position is formally assumed upon activation of the TSC & EOF.

1. Upon arrival in the MCR, **notify the SEC-CR** (S-SO) that you are present.....
2. **Prepare** to assume the position of Plant Operations Director.
 - a) Initiate a **log** of activities (last page of this checklist). Examples of items to be included:
 - Times of major events (change in event classification, status of fission product barriers)
 - Specific mitigating actions taken
 - Logs are to be made by black indelible means, such as ink.
 - Corrections shall be made by drawing a single line through and initialing and dating the incorrect entry
 - b) Determine the Nature and Extent of the Event
 - c) Determine if any personnel have been dispatched from the MCR and their status.
 - d) Obtain status and readiness of Fire Brigade, and First Aid personnel.
 - 1) Determine if adequate personnel are available to fulfill these functions.
 - 2) Determine the applicable radio channels or telephone/ Ericsson numbers for the team leaders and members.
 - e) Consult with the SEC-CR regarding the prioritization of actions in progress, planned, or needed.
 - f) Ensure telephone and radio communications are operational.
 - g) Continue with preparations to assume POD on the next page

(Initial Actions are continued on the next page)

PLANT OPERATIONS DIRECTOR

Initial Actions (page 2 of 2)

- h) Coordinate with the TSC-SRO to establish the Operations Mitigation Line (Cordless Ericsson phone for this is located in right hand drawer of Emergency Communicator desk).
 - i) Assist SEC-CR with preparation of **Event Information Worksheet**, Form PEP-110-4, for use in briefing the Emergency Response Facilities ...
 - j) Contact arriving SEC-TSC to coordinate timing of ERF briefing via conference call and ERF activation.
3. If applicable, verify **accountability** is performed for operations personnel per PEP-350, Section 3.1
- a) Report any missing personnel to the Security Director.
 - b) Maintain accountability of personnel assigned to, or dispatched from, the MCR.
4. Formally **assume** the position of **POD** when the TSC and EOF are activated.
5. **Proceed** to Responsibility/Activity section of this checklist.

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

1. **Monitor** and evaluate plant conditions:
 - a) Analyze plant parameters for trends.
 - b) Recommend changes to emergency classifications and identify any EAL conditions that are exceeded (per PEP-110) to the SEC-TSC.
 - c) Coordinate with the TSC for prioritization of actions.
 - d) Request any necessary engineering support.
2. Direct the activities of **MCR** personnel:
 - a) Ensure an adequate MCR staff is available.
 - b) Ensure immediate corrective actions are carried out by MCR personnel. ...
3. Ensure **accountability** is performed for operations personnel:
 - a) Coordinate accountability of personnel per PEP-350, Section 3.1
 - b) Report any missing personnel to the Security Director.
 - c) Maintain accountability of personnel assigned to the MCR.
4. Direct **fire** response activities:
 - a) Ensure fire alarms are sounded and the Fire Brigade is mustered.
 - b) Ensure Fire Brigade actions are performed in accordance with the Fire Plan and Fire Area Pre-plans.
 - c) Ensure Fire Brigade is briefed on hazards and radiological conditions
 - d) Monitor Fire Brigade communications.
 - e) Alert SEC-TSC of requests for additional on-site personnel or equipment.

NOTE: The MCR maintains the responsibility for contacting Offsite Support Organizations.

- f) Perform, or direct, requests for offsite support (**fire/ambulance/sheriff**) per Form PEP-310-1.
- g) Notify the SEC-TSC of requests for offsite support.

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

5. Organize and direct **rescue** operations of **injured** personnel

- a) Assemble the Search and Rescue Team..... _____
- b) Consult with the Radiological Control Director (RCD) in the TSC to determine whether an ERWP is required. _____
- c) Ensure radiological conditions are provided to teams being dispatched. _____
- d) Ensure First Aid/Search and Rescue Teams are prepared:
 - 1) Instruct the Search and Rescue Team Leader to perform operations in accordance with guidance in PEP-350, Section 3.4. _____
 - 2) Dispatch First Aid/Search and Rescue Teams to the scene of the injury..... _____
 - 3) Monitor First Aid/Search and Rescue communications. _____
 - 4) Notify the appropriate director of requests for additional personnel or equipment..... _____

NOTE: The MCR maintains the responsibility for contacting Immediate Response Organizations.

- e) Perform, or direct, requests for offsite support (**fire/ambulance/sheriff**) per Form PEP-310-1. _____
- f) Notify the SEC-TSC of requests for offsite assistance. _____
- g) Coordinate with the SEC-TSC to identify an individual to accompany injured personnel to the treatment center. _____
- h) Direct the Security Director to provide support when transporting an injured person by helicopter. _____
- i) If an injured individual requires transportation off site and is contaminated:
 - 1) Ensure the Communications Director and Communications Manager are informed _____
 - 2) Ensure hospitals are notified, as soon as possible, of the expected arrival of a contaminated injured patient. _____

6. If a **radiological release** is in progress, or anticipated:

- a) Verify CR Area Emergency Filtration is in service per OP-173, Sections 8.1 and 8.2, or manually aligned per Section 8.3..... _____
- b) Verify Plant Computer and Communication Rooms Ventilation (SAS habitability) is aligned for operation with a CR Isolation signal per OP-163.01, Section 8.1..... _____

7. Implement operational aspects of Severe Accident Management Guideline (**SAMG**) strategies developed by the TSC as applicable. _____

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

8. Conduct **Periodic Briefings**

- a) Establish expectations for participation in periodic briefings.
- b) If not actively involved in in-plant tasks, direct Safe Shutdown AO and MCR HP to be in MCR for briefings.
- c) Include Operations personnel in the OSC in briefings, normally via Fire Brigade Team Leader, if available.
- d) Utilize Form PEP-230-4 as guidance for conduct of briefings.

9. Represent the MCR in periodic **inter-facility briefings** using Form PEP-110-4

10. Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems.

11. Evaluate the need for **deviations from License Conditions** or Technical Specifications per PRO-NGGC-0200, Section 9.3.

12. Process temporary **procedure changes** per AP-006 as needed.

13. Coordinate operations **shift turnover** with the Admin & Logistics Manager. ...

14. Refer **press or public** inquiries to CP&L Public Information personnel.

15. Inform MCR personnel when **temporarily leaving** the MCR (such as to the restroom).

- a) Designate an individual to answer the phones while away.
- b) Upon return, obtain a briefing on any events which have occurred while away from the work area.

PLANT OPERATIONS DIRECTOR

Responsibility/Activity (steps may be performed in any order and more than once)

16. Perform a **formal relief** when permanently relieving another POD.
- a) Review the POD, S-SO and Emergency Communicator logs.
 - b) Obtain a briefing on the emergency and any actions that have been completed or are in progress.....
 - c) Ensure turnover is provided to an individual qualified to perform the duties of POD.
 - d) Initiate and maintain a new copy of Form PEP-230-2, including the log
 - e) Ensure the off-going POD completes his log sheets and related emergency records
 - Logs are reviewed for completeness and accuracy
 - All log sheets include date(s) and page numbers
 - Final page of the logs contains printed name and signature
 - f) Ensure that MCR personnel are aware of the change.
17. Upon **termination** of the emergency:
- a) Complete log sheets and related emergency records:
 - Review Logs for completeness and accuracy, including date(s) and page numbers
 - Print your name and sign the final page of the logs
 - b) Assemble all logs and records from the MCR and forward to Emergency Preparedness
 - c) Copy and replenish the contents of the POD position notebook
 - d) Inventory MCR Emergency Equipment per EPM-420.....
 - e) Verify MCR is restored and ready to respond to an emergency

Upon relief, or termination of the emergency, check the log for completeness, then print and sign your name in the comments section.

EMERGENCY COMMUNICATOR - CR

Position Function: Perform notification of HNP, State, local and Federal emergency response personnel from the Main Control Room prior to TSC and EOF activation.

Initial Actions (page 1 of 1)

1. Upon arrival in the MCR, **notify the SEC-CR** (S-SO) that you are present and request direction/priorities
2. Initiate a **log** (last page of this checklist).
3. If directed to request offsite support (**fire/ambulance/sheriff**), initiate request per Form PEP-310-1
4. When directed, coordinate with USCO and **brief plant site** via PA system per the applicable section from sheet 2 or 3 of this form.
5. If directed, perform "Unusual Event Notification of Selected Personnel" Form PEP-310-8, Part "A"
6. If directed, activate the **Emergency Response Organization** per Form PEP-310-6.
7. When directed, perform Initial **State and County notification** for either:
 - a) ERFIS/RTIN **automated** Fax method per Form PEP-310-11 **-or -**
 - b) **Manual** method per Form PEP-310-12

NOTES:

- The NRC automatically records communications on ENS.
- Initial communications may be interrupted by patch-ins and/or requests to repeat information.
- The EAL reference numbers (X-Y-Z) are an aid to the local State/Counties. The NRC has no cross-reference to explain these numbers

8. When directed, notify **NRC** of event declaration
 - a) Contact the NRC Headquarters Operations Officer (HOO) at the NRC Incident Response Center by performing the following:
 - 1) On the ENS telephone, call one of the numbers listed on the phone, **or**
 - 2) If the ENS is not operable, use a normal telephone (the numbers are listed on ENS phone and in EPL-001).
 - b) When the NRC HOO responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency information provided by the SEC
 - c) Inform the NRC that you are signing off. (If requested to stay on and leave the line open, notify the SEC).
9. Proceed to Responsibility/Activity section of this checklist.

EMERGENCY COMMUNICATOR - CR

PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

☐ **Unusual Event:**

- Make the following announcement over the PA system:
**"Attention all personnel; attention all personnel: An Unusual Event has been declared due to (*brief description of initiating event*).
All members of the ERO standby for further instructions.
All other personnel continue with your present duties."**
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- Repeat the PA Message(s).

☐ **Alert:**

- Sound the Site Evacuation Alarm for 15 seconds
- Make the following announcement over the PA system:
**"Attention all personnel; attention all personnel: An Alert has been declared due to (*brief description of initiating event*).
All members of the ERO report to your designated emergency response facility.
All other HNP personnel exit the Protected Area and report to the Admin Building 2nd floor conference room area, and await instructions.
All visitors, all nonessential contractor personnel, all declared pregnant females and all handicapped personnel please leave the site at this time."**
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR

PA Announcement Guidelines

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

☐ **Site Area Emergency:**

- Sound the Site Evacuation Alarm for 15 seconds
- Make **one of** the following announcements over the PA system:
 - ☐ a. If entering from no event or an Unusual Event:
"Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (brief description of event). All ERO members report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability." -or-
 - ☐ b. If upgrading from an Alert:
"Attention all personnel, Attention all personnel: A Site Area Emergency has been declared due to (brief description of event). All personnel who are not part of the ERO exit the Protected Area and leave the site. Security, initiate Accountability."
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
- Repeat the Alarm and PA Message(s).

☐ **General Emergency:**

- Sound the Site Evacuation Alarm for 15 seconds
- Make **one of** the following announcements over the PA system:
 - ☐ a. If entering from an Alert or lower:
"Attention all personnel; attention all personnel: A General Emergency has been declared due to (brief description of event). All members of the ERO report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability. There will be no eating, drinking, or smoking until further notice." -or-
 - ☐ b. If upgrading from a Site Area Emergency :
"Attention all personnel, Attention all personnel: A Site Area Emergency has been declared due to (brief description of event). All personnel who are not part of the ERO exit the Protected Area and leave the site. Security, initiate Accountability."
- If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
- Repeat the Alarm and PA Message(s).

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

1. If directed to request offsite support (**fire/ambulance/sheriff**), initiate request per PEP-310-1 _____
2. If directed, (**emergency classification has changed**), coordinate with USCO and brief plant site via PA system per sheet 2 or 3..... _____
3. If directed, (**upgrade from an Unusual Event**), activate the **Emergency Response Organization** per Form PEP-310-6.. _____
4. When directed, perform **State and County Notification** activities:
 - a) Within 15 minutes of a classification change, or change in PARs, complete an **initial notification** as follows:
 - 1) ERFIS/RTIN **automated** Fax method per Form PEP-310-11 **-or -**
 - 2) **Manual** method per Form PEP-310-12 _____
 - 3) Ensure the State and County representatives clearly understand the notification message prior to ending the telephone conversation. _____
 - 4) Record and obtain answers to questions from offsite authorities involving the notifications. _____
 - b) Within 60 minutes of the last notification, complete **follow-up notifications** per applicable section of PEP-310
 - 1) ERFIS/RTIN **automated** Fax method per Form PEP-310-11 **-or -**
 - 2) **Manual** method per Form PEP-310-12 _____
 - 3) Ensure the State and County representatives clearly understand the notification message prior to ending the telephone conversation. _____
 - 4) Record and obtain answers to questions from offsite authorities involving the notifications. _____

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

NOTES: • The NRC automatically records communications on ENS.

- Initial communications may be interrupted by patch-ins and/or requests to repeat information.
- If continuous communications have not been established with the NRC, follow-up notifications are required at least every 60 minutes (Form AP-617-01 is required for follow-up notifications)
- The EAL reference numbers (X-Y-Z) are an aid to the local State/Counties. The NRC has no cross-reference to explain these numbers

5. When directed, notify **NRC** of event declaration
 - a) Contact the NRC Headquarters Operations Officer (HOO) at the NRC Incident Response Center by performing the following:
 - 1) On the ENS telephone, call one of the numbers listed on the phone,
or
 - 2) If the ENS is not operable, use a normal telephone (the numbers are listed on ENS phone and in EPL-001).
 - b) When the NRC HOO responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency information
 - c) Inform the NRC that you are signing off. (If requested to stay on and leave the line open, notify the SEC).
6. Refer to **EPL-001** for telephone numbers and instructions on the use of Emergency Response Facility (ERF) communications systems.
7. Ensure all offsite notifications transmitted from the MCR are faxed to the TSC and EOF.
8. Refer press or public inquiries to Site Communications, as per EPL-001 Attachment 3, Section 7.
9. Inform SEC when **temporarily leaving** the MCR (such as to the restroom).
 - a) Designate an individual to answer the phones while away.
 - b) Upon return, obtain a briefing on any events which have occurred while away from the work area.

EMERGENCY COMMUNICATOR - CR

Responsibility/Activity (steps may be performed in any order and more than once)

10. Perform a **formal relief** when permanently relieving another EC-CR.

- a) Review the Emergency Communicator logs.
- b) Obtain a briefing on the emergency and any actions that have been completed or are in progress.....
- c) Ensure turnover is provided to an individual qualified to perform the duties of EC-CR.....
- d) Initiate and maintain a new copy of Form PEP-230-3, including the log
- e) Ensure the off-going EC-CR completes his log sheets and related emergency records
 - Logs are reviewed for completeness and accuracy
 - All log sheets include date(s) and page numbers
 - Final page of the logs contains printed name and signature
- f) Ensure that MCR personnel are aware of the change.

11. **Activation of Emergency Response Facilities (ERFs)**

- a) Transmit Plant Parameter Information Forms to the TSC and EOF if ERFIS is not available.
- b) Respond to inquiries for the TSC and EOF staff in preparation for turnover of communications responsibilities.
- c) Complete log sheets and related emergency records
 - Logs are reviewed for completeness and accuracy
 - All log sheets include date(s) and page numbers
 - Final page of the logs contains printed name and signature
- d) Assemble all logs and records and provide to the S-SO (SEC-MCR) or POD
- e) Copy and replenish the contents of the EC-CR position notebook.....
- f) Assist with inventory of MCR Emergency Equipment per EPM-420 as directed

12. For **termination** of the emergency without ERF activation, perform steps

- 11.c) - f) above

Upon relief, or termination of the emergency, check the log for completeness, then print and sign your name in the comments section.

CONTROL ROOM EMERGENCY BRIEFING GUIDE

DATE:

TIME:

CONTROL ROOM

1) EALS: - Existing EAL Initiating Conditions - Potential Initiating Conditions	NOTES:
2) FPB: - Jeopardy/breached - Potential	
3) Plant Conditions: - Status - Potential	
4) Equipment - OOS - Equipment Needs - Personnel Needs	

IN-PLANT AND ON-SITE

1) Activities - Personnel - Location - Priority - Expected completion time	NOTES:
2) Hazards / Safety Issues - Radiological conditions - Release / Wind Direction - Chemical / other	

OTHER ITEMS APPLICABLE PRIOR TO ERF ACTIVATION AND THEIR ASSUMPTION OF TASKS

1) Communications - State/County - NRC - Media, Other	NOTES:
2) Radiological - KI Issuance - Dose Assessment - Environmental Monitoring Teams	

Set Expectations:

- Anticipated plant Conditions
- Critical MCR Activities
- Critical In the field Activities

Other Areas of focus:

■ ■ ■ "Next Briefing at _____. This is the end of Briefing." ■ ■ ■

Check Applicable
Position

Attachment 5
Sheet 1 of 1

MCR EMERGENCY LOG CONTINUATION[illegible]

Upon relief, or termination of the emergency, check the log for completeness, then print and sign your name in the comments section.

PEP-230, REV. 5, REVISION SUMMARY (Page 1 of 2)

This revision rearranged the sequence and format of activities within the MCR ERO checklists to enhance the focus on time critical activities, to provide a more organized listing of actions/activities, and formatted the steps to improve place keeping. Guidance previously contained in other procedures has been incorporated/duplicated within the position checklists to reduce the "branching" between procedures. Guidance for conduct of briefings has been incorporated. The emergency log sheets, and associated guidance, previously contained in PEP-400, have been incorporated into the individual ERO positions checklists. Improved guidance for allocation of in-plant resources has been added. Also, this revision provides for use of position notebooks which organize the materials need to perform the ERO members responsibilities.

<u>Section</u>	<u>Description of Change(s):</u>
All	"Level of use" has been specified on cover page Used bold text to focus user on key points of steps within attachments 1-3.
2.0	Initiating conditions modified to support use of procedure prior to event declaration.
3.0	Moved note referring to sequence of steps, and performance of steps multiple times to the attachments Added step to notify on-shift personnel designated to fill ERO positions to report to the MCR. Added references to new Attachments 4 and 5 for briefing guidance and log sheet Added reference to ERO position specific notebooks which have been placed in the MCR. Also, provided a listing of the forms maintained within each notebook. Deleted step regarding documentation and use of N/A.
4.0	Provided a description of the new "Initial Actions" section of the SEC-CR, POD and EC Forms. These initial actions precede the "Responsibilities/Activities" section of the forms.
5.0	Updated references associated with <i>DCF 1999P0540</i> and the changes included in this revision.
Att 1	Placed "Initial Actions," which correspond to the time critical tasks for an initial emergency declaration, on the first 2 pages of attachment. Added enhanced guidance for delegation of tasks. Scripted tasks for conferring with the Operations leader to maintain cognizance of plant conditions in response to identified areas for improvement in recent drills (<i>NCR 017045</i>) and the INPO AFI on simulator performance (<i>NCR 017879</i>). Added instructions for performance of dose assessment activities consistent with PEP-110 and PEP-340. Deleted reference to maintaining a second log. SEC related activities are to be kept in normal (S-SO) log. Clarified ERO Notification and ERO Activation through improved titles in PEP-310. Modified description of IRO to "offsite support (fire/ambulance/sheriff)" to eliminate confusion terminology. Replaced detailed text associated with deviations from licensed conditions with reference to PRO-NGGC-0200 at operations request.

PEP-230, REV. 5, REVISION SUMMARY (Page 2 of 2)

<u>Section</u>	<u>Description of Change(s):</u>
Att. 1 (cnt'd)	Added steps to specify actions required to activate the NRC ERDS data link. Provided a more ridged structure to ERF briefing and activation to improve consistency between teams and ensure incomplete actions are turned-over <i>DCF1999P4337</i>. Removed the "Natural Phenomenon" restriction on suspending follow-up notifications to Sate/Counties to become consistent with earlier approved revision to PEP-310. Provided a process for the SEC to temporarily leave the MCR. Enhanced guidance for restoring facility to a state of readiness at event termination. Deleted reference to processing procedure temporary changes as unnecessary. Updated site map to delete assembly area 6A for consistency with revised site personnel relocation and evacuation procedures (PLP-201, rev. 34).
Att. 2	Placed "Initial Actions," which correspond to the time critical tasks for an initial emergency declaration, on the first 2 pages of attachment with enhanced guidance for performance of tasks. Enhanced guidance for conduct of initial ERF activation. Added guidance for initiation of Ops Mitigation Line (Cordless Headset) <i>DCF 1999P4339</i> Modified description of IRO to "offsite support (fire/ambulance/sheriff)" to eliminate confusion terminology. Incorporated log sheet into attachment. Enhanced guidance for restoring facility to a state of readiness at event termination.
Att. 3	Placed "Initial Actions," that correspond to the time critical tasks for ERF activation, on the first page of the attachment. Also provided enhanced guidance for consistent conduct of these steps. Incorporated PA announcement text and instructions from PEP-310 to eliminate need for branching to the other procedure. Modified description of IRO to "offsite support (fire/ambulance/sheriff)" to eliminate confusion terminology. Clarified ERO Notification and ERO Activation through improved titles in PEP-310. Incorporated log sheet into attachment. Provided enhanced guidance for use of State/County notification form for use in notifying the NRC of initial event declarations. Provided a process for the EC to temporarily leave the MCR. Enhanced guidance for restoring facility to a state of readiness at event termination.
Att. 4	New guideline for conduct of "Intrafacility briefings" as referenced from SEC-CR or POD attachments. <i>DCF 1999P4331</i>
Att.5	New log continuation sheet (applicable to POD and EC positions)

CAROLINA POWER & LIGHT COMPANY
SHEARON HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-310
TITLE: Notifications and Communications

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1.0 PURPOSE

The purpose of this procedure is to provide instructions and documentation for:

1. Requesting assistance from offsite support organizations (Immediate Response Organizations).
2. Notifying HNP Emergency Response Organization (ERO) personnel by automated and manual means.
3. Notification of offsite Emergency Response Organizations and authorities.
4. Notifications to the Nuclear Electric Insurance Limited (NEIL), Institute of Nuclear Power Operations (INPO) and American Nuclear Insurers (ANI).

2.0 INITIATING CONDITIONS

1. An emergency has been declared.
2. An event has occurred which requires a response from an offsite support organization (such as fire, medical or local law enforcement).

3.0 PROCEDURE STEPS

3.1 Requesting Off-Site Support

Instructions and documentation for response requests to offsite support organizations (fire, medical, law enforcement), also referred to as Immediate Response Organizations, is performed using Form PEP-310-1 (Attachment 1).

3.2 Notifications Checklists

Checklists for use by the SEC-TSC/ERM to perform initial notifications following the declaration of an emergency are documented using the following appropriate form (Attachments to this procedure):

1. Form PEP-310-2 (Attachment 2), Unusual Event
2. Form PEP-310-3 (Attachment 3), Alert
3. Form PEP-310-4 (Attachment 4), Site Area Emergency
4. Form PEP-310-5 (Attachment 5), General Emergency

3.3 Activation of the Emergency Response Organization (ERO)

1. The Control Room staff initiates a Public Address System announcement directing on-site members of the ERO to activate the Emergency Response Facilities in accordance with PEP-230.
2. The Control Room staff initiates activation of the remainder of the ERO using Form PEP-310-6. In the event of a Dialogic computer malfunction, Forms PEP-310-7 or PEP-310-8, Part B, are used to initiated back-up methods of ERO activation.
3. Emergency Preparedness is to be contacted if any malfunction of the Dialogic System occurs.

3.4 Notification of Selected Personnel During an Unusual Event

For an Unusual Event, without staffing of the Emergency Response Facilities, selected personnel are notified using Part "A" of Form PEP-310-8 (Attachment 8).

3.5 State and County Emergency Notifications

CAUTIONS

- Initial notification must occur within 15 minutes after the declaration of an emergency, a change in the classification level or a change in a Protective Action Recommendation.
 - Follow-up notification must occur within 60 minutes of the last notification while in a declared emergency.
-

1. Prepare the Notification Message

- A. Prepare the transmitted portion of the Emergency Notification Form (ENF), referring the guidelines in Form PEP-310-10 (Attachment 10) as necessary, by :
 - 1) Using ERFIS/RTIN to prepare an automated version, or.
 - 2) Preparing an electronic equivalent of Form PEP-310-9, or hand writing a paper copy of Form PEP-310-9 (Attachment 9).
- B. The SEC-CR (or ERM if the EOF is activated) must review the message content, edit as necessary, and approve it for release.

2. Transmit the Notification Message

NOTES: Once the State and/or County Emergency Operations Centers (EOC's) are activated, they will request that notification be transmitted directly to the EOCs rather than the Warning Points (WPs).

ERFIS/RTIN prepared ENFs simultaneously faxed to each of the WPs and then each of the EOCs.

- A. If the required locations have been sent a copy of the Emergency Notification Form via ERFIS (1.A.1 above), communicate the content of the form using Form PEP-310-11 (Attachment 11, ERFIS Method).
- B. If using the PEP-310-9 Emergency Notification Form (1A.2 above), communicate the content using Form PEP-310-12 (Attachment 12, Manual Method).

3.6 Nuclear Regulatory Commission Notifications

CAUTIONS

- Initial notification must occur as soon as possible (but not to exceed one hour) following the declaration of an emergency or a change in the classification level, unless continuous communications are established.
 - Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.
 - Follow-up notification must occur within 60 minutes of the last message, unless continuous communications are established.
 - A qualified Emergency Communicator-NRC or SRO must be available to continuously communicate with the NRC via the Emergency Notification System (ENS) or commercial telephone line within one hour of the initial event declaration.
-

NOTES: Initial NRC event notification from the MCR may be performed using the State/County Emergency Notification Form in order to expedite the notification.

Communications on the ENS are automatically recorded by the NRC.

Initial communications will likely be interrupted by patch-ins and/or requests to repeat information.

1. Prepare the information for the NRC Notification (AP-617, or State/County notification form of section 3.5 for initial MCR notifications)
2. Contact the NRC Headquarters Operations Officer at the NRC Incident Response Center by performing the following:
 - A. Pick up the receiver on the ENS telephone and call the NRC via one of the numbers listed on the phone.
 - B. If the ENS phone is not operable, use a normal telephone line to contact the NRC Incident Response Center. The numbers are listed on ENS phone and in the Emergency Phone List (EPL-001).
3. When the Headquarters Operations Officer responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency notification information.
4. Respond to any requests for additional information that you can answer, otherwise, state that the information is not yet available and will be provided in a follow up message.
5. Record the name of the individuals contacted and time of contact.

NOTES: ERDS can be activated from any EDS/RTIN terminal in the MCR or TSC.

ERDS = NORMAL should be displayed at the bottom center of ERFIS screens within 5 minutes of system activation in the following step.

6. Verify Emergency Response Data System (**ERDS**) is activated at an Alert or higher classification.

3.7 Notification of the INPO and ANI

CAUTION

Notification must occur within four (4) hours after declaration of an Alert, Site Area Emergency, or General Emergency.

1. Complete the Institute of Nuclear Power Operations (INPO) and American Nuclear Insurers (ANI) Notification Form (PEP-310-13).
2. Using EPL-001, contact the INPO and ANI Duty Officers.
3. If contact is made with an answering machine or service:
 - A. Give the plant name, your name and telephone number for the Duty Officer to return the call.
 - B. When completing the form, enter "machine" instead of an individual's name.
4. Read the notification form directly to each Duty Officer and then record the name of each person notified, or
5. After notification is complete, record the date/time and sign the form.

3.8 Notification of Nuclear Electric Insurance Limited

NOTE: This notification is only applicable to events involving equipment damage.

1. The notification should be performed during normal working hours.
2. Notify the CP&L Corporate Insurance Administrator (see EPL-001) of the event and provide any details required for them to make the notification.

3.9 Transmittal of Plant Parameter Information to the TSC and EOF (ERFIS Failure)

1. Have the Admin and Logistics Manager (EOF) call in the following additional personnel while continuing with this procedure:
 - A. One Licensed operator to report to the Main Control Room to assist with data transmittal.
 - B. One member of the operations staff to report to the TSC.
 - C. One member of the operations staff to report to the EOF.
 - D. Additional administrative support to report to the TSC and EOF for posting data.
2. A licensed operator in the MCR shall:
 - A. Prepare a copy of the Plant Parameter Information Form (PEP-310-14) at 15 minute intervals, or as appropriate.
 - B. Fax the PPIF form, or verbally transmit the data, to the TSC and EOF (see EPL-001).

3.9 Transmittal of Plant Parameter Information to the TSC and EOF (ERFIS Failure), continued

3. TSC and EOF administrative personnel should post information as follows:
 - A. Copy the PPIF forms and distribute to appropriate personnel within the facilities, including the NRC, as directed.
 - B. Present the information by transcribing on status boards or project onto screens, as directed.
4. TSC-SRO and EOF-SRO will provide clarification of data as needed
5. When additional Operations staff arrive in the TSC and EOF they will:
 - A. Provide updated plant information from the Main Control Room to the TSC and EOF.
 - B. Relieve the TSC SRO and EOF SRO of the duties associated with clarification of data within their facility.
 - C. Coordinate data needs of the OSC and JIC.

4.0 **GENERAL**

4.1 Regulations and Other Commitments

- Alerting of on site personnel via Public Address announcement is required within 15 minutes of event declaration.
- Federal Regulations state "A licensee shall have the capability to notify responsible State and local governmental agencies within 15 minutes after declaring an emergency." This is satisfied when the event's emergency classification level has been directly communicated to the State and County officials (at least one of the agencies).
- Notification of event declaration to the NRC is required "as soon as possible" and no later than 60 minutes after an event declaration.
- Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.
- Notification to Institute of Nuclear Power Operations (INPO) and American Nuclear Insurers (ANI) must occur within four (4) hours after declaration of an Alert, Site Area Emergency, or General Emergency.
- Nuclear Electric Insurance Limited (NEIL) notification is only applicable to events involving equipment damage.

4.2 ERO Activation (Call-Out) During Normal Working Hours

NOTES: *Normal working hours are 0730 to 1600, Monday through Friday (other than CP&L Holidays).*

Control Room actions are the same for normal and off-normal hours.

The Dialogic Computer programming directs calls to where personnel are expected to be (that is, to work numbers during normal hours and a priority placed on calling home numbers during off-hours).

During "Normal working" hours ERO members are to report directly to the Emergency Response Facilities without taking time to "call in."

1. The Main Control Room (MCR), normally the Emergency Communicator - Control Room, makes a Public Address system announcement directing all ERO personnel to report to their Emergency Response Facilities.
2. ERO personnel are to respond to the PA announcement by directly reporting to their assigned emergency response facility.
3. The Emergency Communicator - Control Room activates the Dialogic system using Form PEP-310-6 (Attachment 6).
 - A. The Dialogic system initiates the group call pagers of ERO members.
 - 1) The pagers will display a numeric message indicating the telephone number of Dialogic followed by a two number code (-X-1) where the "X" corresponds to the event classification level and the "1" signifies facility activation required (Pager carrying personnel are issued pocket cards to remind them of these codes).
 - 2) ERO personnel are to respond to this pager code by directly reporting to their assigned emergency response facility. No call back is required during normal working hours.
 - B. The Dialogic system also initiates telephone calls to work phone numbers of ERO personnel.
 - 1) ERO personnel are to respond to the telephone call and report to their Emergency Response Facility (ERF).
 - 2) Once alerted to the fact that the ERFs are being activated, all ERO personnel are to report. Personnel are not to wait at their desks for a call.
4. If an incorrect scenario has been entered into the Dialogic computer, or the System is making nuisance, invalid or disruptive calls, it can be deactivated by the MCR using section 6 of Form PEP-310-6 (Attachment 6).

4.2 ERO Activation (Call-Out) During Normal Working Hours, continued

5. If the Dialogic System fails during normal hours:
 - A. The Emerg. Communicator - Control Room initiates a group page directly through the paging company using Form PEP-310-7 (Attachment 7).
 - 1) The pagers will display a numeric message indicating the MCR telephone number followed by a two number code (-X-1) where the "X" corresponds to the event classification level and the "1" signifies facility activation required (Pager carrying personnel are issued pocket cards to remind them of these codes).
 - 2) ERO personnel are to respond to NNNNNNNN-X-1 code by directly reporting to their assigned emergency response facility, without calling into the Control Room.
 - B. Manual call-out of unfilled ERO positions will be performed by the Admin and Logistics Manager (ALM) in the EOF at the direction of each emergency facility manager.

4.3 ERO Activation (Call-Out) During Off-Normal Hours

NOTES: *Off-normal hours are 1600 to 0730, Monday through Friday, weekends and CP&L holidays.*

Control Room actions are the same for off-normal and normal working hours.

The Dialogic Computer programming directs calls to where personnel are expected to be (that is, priority is placed on calling home numbers during off-hours).

1. The Main Control Room (MCR), normally the Emergency Communicator - Control Room, makes a Public Address system announcement directing all ERO personnel to report to their Emergency Response Facilities.
2. On-site ERO personnel are to respond to the PA announcement by directly reporting to their assigned emergency response facility.

4.3 ERO Activation (Call-Out) During Off-Normal Hours, continued

3. The Emergency Communicator - Control Room activates the Dialogic system using Form PEP-310-6 (Attachment 6).

A. The Dialogic system initiates the group call pagers of ERO members.

- 1) The pagers will display a numeric message indicating the telephone number of Dialogic followed by a two number code (-X-1) where the "X" corresponds to the event classification level and the "1" signifies facility activation required (Pager carrying personnel are issued pocket cards to remind them of these codes).
- 2) Personnel with pagers are to call the number listed and answer the questions from the Dialogic computer.
 - a. The first qualified responder for each position, who meets FFD requirements, will be instructed to fill their ERO position.
 - i. These personnel are to report to their facility
 - ii. Call cards are not used if Dialogic is functioning. The call cards are only used if the Dialogic system is not functioning.
 - b. Subsequent responders calling in to the Dialogic system who are:
 - i. Qualified in Key Positions, and who meet FFD requirements, will be notified to report to their facility.
 - ii. Qualified in other positions will be notified that "there are no positions for which you qualify." These personnel do not need to report to their facility.
 - c. The practice of having all available personnel in key positions respond to the facilities is designed to enhance the initial emergency response actions and timeliness of facility activation.

B. The Dialogic system also initiates telephone calls to home and cell phone numbers to activate the ERO for all required and unfilled positions.

- 1) Personnel receiving telephone calls are to answer the questions from the Dialogic system.
- 2) Once identified as being FFD the Dialogic system will notify the person of the position that they are filling and to report to their facility.
- 3) None of the personnel contacted, other than the JIC Administrative Coordinator, make any calls. They immediately go to their facility.
- 4) The JIC Administrative Coordinator initiates calls to Center Plaza Center (CPB) and Raleigh Civic and Convention Center (RCCC) setup and security personnel.
- 5) The Dialogic system continues to attempt to fill all positions to the required staffing depth.

4.3 ERO Activation (Call-Out) During Off-Normal Hours, continued

4. If an incorrect scenario has been entered into the Dialogic computer; or the System is making nuisance, invalid or disruptive calls, the system can be deactivated using section 6 of Form PEP-310-6 (Attachment 6).
5. If the Dialogic System fails during off-normal hours:
 - A. The Emerg. Communicator - Control Room initiates a group page directly through the paging company using Form PEP-310-7 (Attachment 7).
 - 1) The pagers will display a numeric message indicating the MCR telephone number followed by a two number code (-X-1) where the "X" corresponds to the event classification level and the "1" signifies facility activation required (Pager carrying personnel are issued pocket cards to remind them of these codes).
 - 2) ERO personnel are to respond to NNNNNNN-X-1 code by calling into the Control Room at the listed number.
 - 3) The first responder for each position who meets FFD requirements will be instructed to fill their ERO position.
 - a. Designated personnel have call tree responsibilities as outlined in section 4.4.
 - b. These calls are to be accomplished prior to leaving for, or on the way to, the Emergency Response Facilities.
 - 4) Subsequent responders in Key Positions, who meet FFD requirements, will be notified that their ERO position has already been filled, and:
 - a. They are also to report to their facility.
 - b. They do not call out additional personnel.
 - B. If both Dialogic and the group page methods have failed, the MCR must initiate a manual call-out of the ERO using PEP-310-8 (Attachment 8), Part B.
 - 1) As above, the first person contacted in each position who meets FFD requirements will be instructed to fill their ERO position.
 - a. Those that have call tree responsibilities will be instructed to initiate their calls.
 - b. Call tree responsibilities are to be accomplished prior to leaving for, or on the way to the Emergency Response Facilities.
 - c. The on-shift E&RC and Maintenance personnel are directed to call in additional staff to fill the ERO pool (technician) positions as outlined in section 4.4.

4.4 Off-Normal Hours Manual ERO Call Trees

NOTES: *During off-normal hours, without Dialogic operating, selected ERO personnel will be notified through a manual call tree*

Selected On-Shift, OSC, TSC, EOF, and JIC personnel have designated responsibilities for calling in additional personnel. Individuals with these calling responsibilities are provided pocket cards with the work and home phone numbers of additional personnel they are assigned to contact. These cards are updated at least quarterly.

1. On-shift personnel have the following responsibilities:
 - A. On-shift Operations personnel initiate the process as described in step 5 of section 4.3 above.
 - B. On-shift Maintenance personnel call in personnel as needed to augment on-shift staffing to meet the emergency requirements. As a minimum:
 - 3 Electrical/I&C Personnel
 - 2 Mechanical Personnel
 - C. On-shift E&RC personnel call in personnel as needed to augment on-shift staffing to meet the emergency requirements. As a minimum:
 - 8 OSC RP Pool Personnel
 - 4 EnMon Team Personnel
 - 1 Chemistry Technician
2. The following OSC personnel, after being contacted by the MCR staff, contact the remainder of the facility staff.
 - A. The Emergency Repair Director calls:
 - 1) The OSC Logkeeper, who calls:
 - One OSC Storekeeper
 - One Mechanical Maintenance Planner
 - One Elect/I&C Maintenance Planner

4.4 Off-Normal Hours Manual ERO Call Trees, continued

3. The following TSC personnel, after being contacted by the MCR staff, contact the remainder of the facility staff.
 - A. The Technical Analysis Director calls the AAT-STA.
 - B. The Communications Director calls:
 - 1) The Emergency Communicator - NRC, who calls:
 - TSC SRO
 - 2) TSC Logkeeper, who calls:
 - The Administrative Team (1 support staff and 1 librarian)
 - The TSC ERFIS Operator
 - The TSC Telecom/Computer Support.
4. The following EOF personnel, after being contacted by the MCR staff, contact the remainder of the facility staff.
 - A. The Administrative & Logistics Manager calls:
 - 1) The Administrative Team Leader, who calls:
 - a. The EOF Logkeeper
 - b. The Administrative Team (2 support and 1 librarian)
 - c. The EOF Administrative Setup Leader, who calls:
 - The EOF ERFIS Operator
 - The EOF Telecom/Computer Support
 - The EOF SRO
 - B. The Technical Analysis Manager calls:
 - EOF Mechanical Engineer
 - EOF Electrical Engineer
 - EOF I&C Engineer
 - EOF Civil Engineer.
 - C. The Radiological Control Manager calls:
 - The Technical Advisor
 - The Environmental Field Coordinator
 - D. The Communications Manager calls:
 - The Emergency Communicator-Corp. Comm/JIC
 - Representatives for the State, Chatham, Harnett, Lee, and Wake County EOCs
 - E. The Dose Projection Team Leader calls:
 - 2 Dose Projection Team Members

4.4 Off-Normal Hours Manual ERO Call Trees, continued

5. The following JIC personnel, after being contacted by the MCR staff, contact the remainder of the JIC staff.

- A. The JIC Director calls:

- 1) The Technical Specialist
- 2) The Public Information Coordinator, who calls:
 - Four (4) Public Information Specialists
- 3) The JIC Administrative Coordinator, who calls:
 - Center Plaza Center (CPB) and Raleigh Civic and Convention Center (RCCC) setup and security personnel (just as in a Dialogic call out), and
 - 2 JIC Administrative Assistants
 - The JIC Media Badging Specialist

5.0 **REFERENCES**

5.1 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-230, "Control Room Operations"
3. PEP-270, "Activation and Operation of the Emergency Operations Facility"
4. PEP-340, "Radiological Assessment"
5. PEP-350, "Protective Actions"

5.2 Other References

1. AP-617, "Reportability Determination"
2. SP-015, "Emergency Plan Support"
3. EPL-001, "Emergency Phone List"
4. NRC IN 98-08, "Information Likely to be Requested if an Emergency is Declared"

6.0 **DIAGRAMS/ATTACHMENTS**

See Table of Contents

Request for Off-Site Support

1. Support Determination

A. FIRE

- ☐ Apex Fire Department (Inside or outside the Protected Area) 911
☐ Holly Springs Fire Department (Inside Protected Area) 911

B. MEDICAL

NOTE: Duke Life Flight will not transport a chemically or radiologically contaminated patient.

NOTE: Carolina Air Care or Duke Life Flight may be contacted directly for helicopter transport of an injured individual (Bypass 911 Dispatch).

- ☐ Apex Rescue Squad (Ambulance) 911
☐ Carolina Air Care (Helicopter) 1-800-247-6264
☐ Duke Life Flight (Helicopter) 1-800-362-5433

C. OTHER

- ☐ Wake County Sheriff Department 911
☐ Other (specify): _____

2. Contacting the Support Organization

NOTE: If the telephone cannot be used or 911 does not answer, direct Security to relay the message by radio.

NOTE: When contacting 911, use an outside extension (362-7992 or 362-7997 from the MCR) this will provide the dispatch center with information specifying HNP as the originating location.

NOTE: 911 calls are routed to the Wake County center. If Apex Rescue of Fire Department is requested, the call will be transferred to the Apex dispatcher. When the transfer occurs, repeat the message.

A. Contact the selected organization (from above) and say:

"This is the Harris Nuclear Plant, please dispatch the (as checked above)"

B. Provide and document a brief description of the reason for the request:

Request for Off-Site Support

2. Contacting the Support Organization (cont.)

NOTE: Do not allow the following request to delay emergency response (If not immediately available, a call back with the information is acceptable).

C. Request information: # Vehicles: _____ # Personnel: _____ ETA: _____

D. Record the time and date of the call: _____ / _____

3. Callback Requests:

If a call back verification is received, record:

Name of caller: _____ Time of call back: _____

4. Notify Security:

Notify Security of the following information, if available:

- ☐ Type of response (fire, sheriff, ambulance).
- ☐ Where to meet the responder (Security Building gate, helicopter landing zone).
- ☐ Number of vehicles and personnel responding.
- ☐ Estimated time of arrival.

5. Notify HP:

Notify the Duty HP Supervisor (or Radiation Control Director [RCD] in the TSC if Emergency Response Facilities are activated) of the following information, if available:

- ☐ Type of response (fire, sheriff, ambulance).
- ☐ Where the responder will be going.
- ☐ Estimated time of arrival.

6. Additional Notifications:

- A. If applicable, alert the receiving hospital to initiate their plan for handling contaminated patients (the destination can be obtained from the responding organization through the First Aid Team). _____ (Time)
- B. Notify the EP Supervisor (or *EP Advisor* in the EOF if Emergency Response Facilities are activated) to provide a courtesy notification of the event to offsite Emergency Management _____ (Time)
- C. If notifications, other than the above, are performed, refer to AP-617 to determine whether a four (4) hour NRC event notification under "Off-site Notification has or will be made" is required.

7. Completion:

Notification Completed: _____
(signature) (date/time)

UNUSUAL EVENT NOTIFICATIONS CHECKLIST

Notification of Site Personnel - Standby Status

Completed ☐

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

1. Make the following announcement over the public address system:
 - A. "Attention all personnel; attention all personnel: An Unusual Event has been declared due to (*brief description of initiating event*). All members of the ERO standby for further instructions. All other personnel continue with your present duties."
 - B. If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
2. Repeat the PA Message(s).

Notification of the ERO - Standby Status

Completed ☐

1. Notify or direct notification of the ERO per Section 3.3 using Attachments 6-8 as appropriate.

Notification of State and Local Agencies

Completed ☐

1. Notify or direct notification of the State and local authorities within 15 minutes of the event classification by communicating an initial Emergency Notification Form (Attachment 9) per Section 3.5 using Attachment 11 or 12 as appropriate.

Notification of the NRC

Completed ☐

1. As soon as possible but within 60 minutes of the event classification, inform the NRC using the ENS or a commercial telephone per Section 3.6.

Notification Completed: _____
(signature) (date/time)

SITE AREA EMERGENCY NOTIFICATIONS CHECKLIST**Notification of Site Personnel - Protected Area Evacuation** **Completed** ☐**CAUTION**

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

1. Have the Control Room sound the Site Evacuation Alarm for 15 seconds, then the TSC will make the following announcement over the public address system:

- A. If entering from no event or an Unusual Event:

"Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (*brief description of event*). All ERO members report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability."

- If upgrading from an Alert:

"Attention all personnel, Attention all personnel: A Site Area Emergency has been declared due to (*brief description of event*). All personnel who are not part of the ERO exit the Protected Area and leave the site. Security, initiate Accountability."

- B. If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
 - C. If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.

2. Repeat the alarm and PA Message(s).

Notification of State and Local Agencies **Completed** ☐

1. Notify or direct notification of the State and local authorities within 15 minutes of the event classification by communicating an initial Emergency Notification Form (Attachment 9) per Section 3.5 using Attachment 11 or 12 as appropriate.

Notification of the NRC **Completed** ☐

1. As soon as possible but within 60 minutes of the event classification, inform the NRC using the ENS or a commercial telephone per Section 3.6.
2. Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

Verify Accountability **Completed** ☐

1. Security should report within 30 minutes of declaration of a Site Area Emergency that accountability is complete and provide the names of missing persons, if any. Log the time that Accountability was completed.
2. If not previously performed, direct Security to verify public access areas have been evacuated.

Notification Completed: _____ (signature) _____ (date/time)

GENERAL EMERGENCY NOTIFICATIONS CHECKLIST

Notification of Site Personnel - Protected Area Evacuation	Completed ☐
<u>CAUTION</u>	
During a security event, it may be advisable <u>NOT</u> to sound an alarm or make a PA announcement. Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.	
1. Have the Control Room sound the Site Evacuation Alarm for 15 seconds, then the TSC will make the following announcement over the public address system: A. <u>If entering into a GE from an Alert or lower:</u> "Attention all personnel; attention all personnel: A General Emergency has been declared due to (<i><u>brief description of event</u></i>). All members of the ERO report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability. There will be no eating, drinking, or smoking until further notice." <u>If upgrading from an Site Area Emergency:</u> "Attention all personnel, Attention all personnel: A General Emergency has been declared due to (<i><u>brief description of event</u></i>). There will be no eating, drinking, or smoking until further notice." B. If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area. 2. Repeat the alarm and PA Message(s).	
Notification of State and Local Agencies	Completed ☐
NOTE: Protective Action Recommendations issued in accordance with PEP-110 are <u>mandatory</u> for a General Emergency Classification. 1. Notify or direct notification of the State and local authorities within 15 minutes of the event classification by communicating an initial Emergency Notification Form (Attachment 9) per Section 3.5 using Attachment 11 or 12 as appropriate.	
Notification of the NRC	Completed ☐
1. As soon as possible but within 60 minutes of the event classification, inform the NRC using the ENS or a commercial telephone per Section 3.6. 2. Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.	
Verify Accountability	Completed ☐
1. If not previously done, Security should report within 30 minutes of declaration of the a General Emergency that accountability is complete and provide the names of missing persons, if any. Log the time that Accountability was completed. 2. Verify Security has performed the actions for Exclusion Area Evacuation per SP-15.	

Notifications Completed: _____ (signature) _____ (date/time)

Emergency Response Organization Activation - Dialogic System

NOTE: If the System is not operable, proceed directly to Form PEP-310-7.

1. Scenario Determination:

Select the appropriate scenario number from the options below:

Off Normal Hours-1600 to 0730, Monday Thru Friday, Weekends and Holidays

- ☐ UNUSUAL EVENT - Pre-staffing Facilities21
- ☐ ALERT22
- ☐ SITE AREA EMERGENCY23
- ☐ GENERAL EMERGENCY24

Normal Working Hours, 0730 to 1600, Monday Through Friday

- ☐ UNUSUAL EVENT - Pre-staffing Facilities31
- ☐ ALERT32
- ☐ SITE AREA EMERGENCY33
- ☐ GENERAL EMERGENCY34

2. Connecting to the System:

NOTE: The number of step "B" below must be entered as soon as the system starts saying "Hello". If you wait too long the system will respond, "Hello, there is no activity at this time, goodbye" and hang up.

If this happens, hang up and start again at step "A".

<u>Operator Action:</u>	<u>Proper System Response:</u>
A. Dial 2452 on a plant extension or dial 362-2452 if using a Southern Bell line.	"Hello."
B. Immediately enter 4357 followed by the "#" key.	"Enter the scenario number you wish to work with."
C. Enter the appropriate scenario number (checked above) followed by the "#" key.	"You entered XX. Is that correct? Please press 9 for yes, 6 for no."
D. If correct, enter 9. - or - If incorrect, • enter 6 • hang up, and • repeat the above steps	If "9" was entered: "The selected scenario has been completed. Do you want to queue it? Please press 9 for yes, 6 for no."
E. Enter 9	"You will queue scenario XX as an Emergency. Are you sure this is what you want to do? Please press 9 for yes, 6 for no."

Emergency Response Organization Activation - Dialogic System

2. Connecting to the System (continued):	
<u>Operator Action:</u>	<u>Proper System Response:</u>
F. Enter 9 , and Disregard the message (this a system default message not associated with the ERO activation process at HNP).	<i>"Press 1 to stop scenario monitor or press 2 to speak of the status. The selected scenario is active, goodbye."</i>
G. Hang up and prepare for system activation verification in the section below.	The System will soon dial telephones in the MCR (362-7992 or 362-7997).

3. System Activation Verification:	
<u>Operator Action:</u>	<u>Proper System Response:</u>
A. When one of the Direct Bell lines rings, answer the telephone and say	<i>Please enter a 2 followed by your social security number.</i>
B. Enter 2-123-45-6789	<i>You entered x-xxx-xx-xxxx is that correct? Please press 9 for yes, 6 for no."</i>
C. If correct, enter 9 , otherwise: enter 6 and follow the instructions to correct the SSN.	<i>Provide emergency classification and ask if you a fit for duty.</i>
D. Enter 9	<i>You will be filling the position of Main Control Room. Please enter your ETA in minutes.</i>
E. Enter 00 (any number will work)	<i>Thank you, goodbye</i>
F. If the computer functioned as expected, notify the SEC-CR that Dialogic is calling in the ERO. If the computer fails to communicate as listed, perform ERO activation using the pagers per Form PEP-310- 7.	

Emergency Response Organization Activation - Dialogic System

4. Response Verification:

NOTE: Periodic faxes will be sent to the MCR that provide a report listing personnel who have been contacted, their ERO position, ETA and FFD status. The report is sorted alphabetically by ERO position title (as listed below)

A. Review this report against the minimum staffing requirements below and determine if any positions have not been filled.

<u>ERO Position</u>	<u># Called In</u>
☐ Administrative & Logistics Manager	1
☐ Chemistry Coordinator	1
☐ Chemistry Team.....	1
☐ Communications Director	1
☐ Communications Manager	1
☐ Company Spokesperson	1
☐ Company Technical Spokesperson.....	1
☐ Damage Control Coordinator	1
☐ Dose Projection Team Leader.....	1
☐ Electrical/I&C Maintenance	3
☐ Emergency Communicator - State/County	1
☐ Emergency Preparedness Advisor.....	1
☐ Emergency Repair Director	1
☐ Emergency Response Manager.....	1
☐ Environmental Monitoring Team.....	4
☐ JIC Director	1
☐ Mechanical Maintenance.....	2
☐ News Coordinator	1
☐ Plant Operations Director.....	1
☐ Radiological Control Coordinator.....	1
☐ Radiological Control Director.....	1
☐ Radiological Control Manager	1
☐ RC Pool Personnel (OSC Teams-6, Facility Techs-2)	8
☐ Security Director.....	1
☐ Site Emergency Coordinator-TSC	1
☐ Technical Analysis Director	1
☐ Technical Analysis Manager.....	1
☐ TSC AAT - Core Performance.....	1
☐ TSC AAT - Electrical/I&C	1
☐ TSC AAT - Mechanical.....	1

B. If there are any unfilled positions, refer to the Emergency Phone List, EPL-001, and contact personnel to directly fill the open position.

C. Inform the SEC-CR of the results of the System activation.

5. Completion:

Notification Completed: _____
(signature) (date/time)

Emergency Response Organization Activation - Dialogic System

CAUTION:

The section below is performed **only if** the Dialogic system is malfunctioning.

6. Dialogic System Deactivation:

If an incorrect scenario has been entered or the System is making nuisance, invalid, or disruptive calls, the Dialogic System can be deactivated using the following steps.

Operator Action:

Proper System Response:

NOTE: Following the next step you must rapidly enter the first number of the password as the System is saying "Hello". If you wait too long the system will respond, "Hello, there is no activity at this time, goodbye" and hang up.

A. Dial 2452 on a plant extension (or dial 362-2452 if using a Southern Bell line)	"Hello"
B. Immediately enter 4357 followed by the "#" key.	"Enter the scenario number you wish to work with."
C. Enter the appropriate scenario number (from Section 1) followed by the "#" key.	"You entered XX. Is that correct? Please press 9 for yes, 6 for no."
D. Enter a '9'.	"The selected scenario is active. Press 1 to complete (stop) it, a 2 to suspend (temporarily stop) it, or press 3 to exit."
E. Enter a '1'	"You will complete the scenario XX, Are you sure this is what you want to do? Please press a 9 for yes, 6 for no."
F. Enter a '9'.	"The selected scenario has been completed, goodbye."
G. Hang up the phone (The system has been deactivated)	

Emergency Response Organization Activation - Pager System

NOTE: When pre-staffing the emergency response facilities is NOT desired, perform Unusual Event ERO notifications manually per Form PEP-310-8.

1. Pager Code (Numeric Message) Determination:

Select the appropriate classification level from the options below: Pager Codes

☐ Unusual Event (pre-staffing of the facilities)3627992*1*1 ##

☐ Alert3627992*2*1 ##

☐ Site Area Emergency3627992*3*1 ##

☐ General Emergency3627992*4*1 ##

MCR call back number

Classification Level

Code for "Response Required"

Completes call

2. Activating the Group Page:

<u>Operator Action:</u>	<u>Proper System Response:</u>
A. From an outside line, dial 800-538-5388.	"Please enter the pager ID number."
B. Enter 123008.	"Please enter your numeric message after the tone."
C. After the three (3) beeps, enter the pager code determined in "1" above.	
D. Hang up.	
E. Record the time: _____	

3. Contact Pool Position Personnel (only during off-normal working hours):

- A. Contact on-shift Maintenance and E&RC and provide them the following instructions:
1. "Maintenance; call in, as a minimum:
 - a. 3 additional Electrical/I&C techs
 - b. 2 additional Mechanics."
 2. "E&RC; call in, as a minimum:
 - a. 8 additional OSC RC Pool personnel
 - b. 4 additional EnMon Team personnel
 - c. 1 additional Chemistry Technician."

Emergency Response Organization Activation - Pager System

4. Notification Call-Backs:

A. As calls are received, attempt to fill each of the ERO positions listed in the table (below and on next sheet) as follows:

1. Identify the Facility and ERO position of the caller.
2. Ask if they are Fit For Duty (FFD).

NOTE: If the individual is not fit for duty, tell them a response is not required at this time, but to stay near their phone.

3. If FFD:

- If applicable (☒ symbol below), advise them this is a manual call out and they will need to initiate their call-tree notifications, and
- Request their estimate time of arrival (in minutes), and
- Notify them to report to their emergency facility.
- Record the responder's name, ETA and time of contact below.

NOTE: If an initial caller's ETA is >60 minutes, direct the subsequent caller to report to their emergency facility (in addition to the first) provided their ETA is quicker.

B. Once the ERO position has been filled:

1. inform subsequent callers, in that position, of the event and
2. instruct them to stay near their phone.

<u>MCR ERO Position</u>	<u>Person Contacted / ETA (min)</u>	<u>Time</u>
Plant Operations Director	_____	_____
<u>OSC ERO Positions</u>		
Chemistry Coordinator	_____	_____
Damage Control Coordinator	_____	_____
☒ Emergency Repair Director	_____	_____
Radiological Control Coordinator	_____	_____
<u>TSC ERO Positions</u>		
☒ Communications Director	_____	_____
Radiological Control Director	_____	_____
Security Director	_____	_____
Site Emergency Coordinator-TSC	_____	_____
☒ Technical Analysis Director	_____	_____
TSC AAT - Core Performance	_____	_____
TSC AAT - Electrical	_____	_____
TSC AAT - Mechanical	_____	_____
☒ Indicates call-tree responsibilities		

Emergency Response Organization Activation - Pager System

4. Notification Call-Backs (cont.):

<u>EOF ERO Positions</u>	<u>Person Responding / ETA (min)</u>	<u>Time</u>
☒ Administrative & Logistics Manager	_____	_____
☒ Communications Manager	_____	_____
☒ Dose Projection Team Leader	_____	_____
Emerg Communicator-State/County	_____	_____
Emerg Preparedness Advisor	_____	_____
Emergency Response Manager	_____	_____
News Coordinator	_____	_____
☒ Radiological Control Manager	_____	_____
☒ Technical Analysis Manager	_____	_____
<u>JIC ERO Positions</u>		
Company Spokesperson	_____	_____
Company Technical Spokesperson	_____	_____
☒ JIC Director	_____	_____
<u>ERO Positions Not Listed Above</u>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☒ Indicates call-tree responsibilities

C. When the NRC Resident Inspector calls in, inform them of the event. _____

D. Attempt to manually call personnel to respond to each unfilled position (phone numbers provided in EPL-001, Attachment 1).

E. Inform the SEC-CR of the results of the group page, and place all related paperwork with the Emergency Communicator records..

5. Completion:

Notification Completed: _____
(signature) (date/time)

Manual Emergency Response Organization Activation /UE Notification

Part A - Unusual Event Notification of Selected Personnel

NOTES: EPL-001, Emergency Phone List, contains home, work, and pager numbers for personnel filling ERO Positions.

The SEC may elect to notify personnel in addition to those listed below.

1. Contact the on-duty ERO member (refer to the Intranet EP Web site) in the following positions, and notify them of the event. If the on-duty person can not be contacted, contact any of the other ERO members in that position who are Fit For Duty (FFD).

ERO Position/Facility

Person Contacted

Time

Site Emergency Coordinator-TSC

Emergency Response Manager / EOF

Emergency Preparedness Advisor / EOF

Company Spokesperson / JIC

2. Contact and inform the NRC
Resident Inspector of the event.

3. Inform the SEC-CR of the results of the notification.

(Initials)

4. Sign for completion of ERO Notification of an Unusual Event

Notification Completed: _____
(signature) (date/time)

Manual Emergency Response Organization Activation /UE Notification
Part B - Manual Call-Out for Events Requiring Facility Activation

CAUTIONS

- Emergency notification messages shall be given only to the specified individuals and not to their spouse, children, baby-sitter, and so forth.
- If you encounter an answering machine, leave a message to call the plant with a phone number, but leave no emergency information.

1. Contact the on-duty ERO member in the listed in the table on the next page. Refer to Intranet EP Web site and the Emergency Phone List (EPL-001), Attachment 1, to obtain contact numbers for personnel in each of the ERO positions.	
a. If the on-duty person can not be contacted, contact any of the other ERO members in that position.	
b. Ask each individual if they are Fit For Duty (FFD).	
1) If FFD:	
a) Advise them of the event declaration and that them this is a manual call out of the ERO.	
b) If applicable (☐ symbol below), advise and they will need to initiate their call-tree notifications.	
c) Request their estimate time of arrival (in minutes).	
d) Obtain the responder's name, ETA and time of contact. Record these below.	
e) Notify them to report to their emergency facility.	
f) If any individual's ETA is >60 minutes, attempt to contact an additional ERO member who can respond sooner to the facility.	
2) If the individual is <u>not</u> fit for duty, tell them a response is not required at this time, but to stay near their phone.	
2. If off-normal hours, contact on-shift personnel and provide them the following instructions:	
a. Maintenance; call in, as a minimum:	
• 3 additional Electrical/I&C techs	
• 2 additional Mechanics	_____
b. E&RC; call in, as a minimum:	
• 8 additional OSC RC Pool personnel	
• 4 additional EnMon Team personnel	
• 1 additional Chemistry Technician	_____
3. Contact and inform the NRC Resident Inspector of the event.	_____
4. Inform the SEC-CR of the results of the manual call-out	_____
5. Manual Call Out of ERO Completed:	_____
(signature)	(date/time)

Manual Emergency Response Organization Activation /UE Notification

Part B - Manual Call-Out for Events Requiring Facility Activation, continued

<u>MCR ERO Position</u>	<u>Person Contacted / ETA (min)</u>	<u>Time</u>
Plant Operations Director (in MCR)	_____	_____
<u>OSC ERO Positions</u>		
☐ Emergency Repair Director	_____	_____
Damage Control Coordinator	_____	_____
Radiological Control Coordinator	_____	_____
Chemistry Coordinator	_____	_____
<u>TSC ERO Positions</u>		
Site Emergency Coordinator-TSC	_____	_____
☐ Technical Analysis Director	_____	_____
TSC AAT - Core Performance	_____	_____
TSC AAT - Electrical	_____	_____
TSC AAT - Mechanical	_____	_____
Radiological Control Director	_____	_____
☐ Communications Director	_____	_____
Security Director	_____	_____
<u>EOF ERO Positions</u>		
Emergency Response Manager	_____	_____
Emerg Preparedness Advisor	_____	_____
☐ Communications Manager	_____	_____
Emerg Communicator-State/County	_____	_____
☐ Radiological Control Manager	_____	_____
☐ Dose Projection Team Leader	_____	_____
☐ Technical Analysis Manager	_____	_____
News Coordinator	_____	_____
☐ Administrative & Logistics Manager	_____	_____
<u>JIC ERO Positions</u>		
Company Spokesperson	_____	_____
Company Technical Spokesperson	_____	_____
☐ JIC Director	_____	_____
☐ <i>Indicates call-tree responsibilities</i>		

MANUAL STATE/COUNTY EMERGENCY NOTIFICATION FORM

MESSAGE#

1. ☐A. THIS IS A DRILL ☐B. ACTUAL EMERGENCY ☐INITIAL ☐FOLLOW-UP*2. Site: HARRIS PLANT Unit: 1 Reported by: _____

3. Transmittal Time/Date: _____ / _____ / _____ Confirmation Phone Number: _____

4. Authentication (If required): _____
(Number) (Codeword)

5. Emergency Classification:

☐A. NOTIFICATION OF AN UNUSUAL EVENT ☐B. ALERT☐C. SITE AREA EMERGENCY ☐D. GENERAL EMERGENCY6. ☐A. Emergency Declaration at: ☐B Termination at: Time/Date: _____ / _____ / _____ (If B, go to 16)7. Emergency Description/Remarks: (EAL - -) _____

_____8. Plant Condition: ☐A. Improving ☐B. Stable ☐C. Degrading9. Reactor Status: ☐A. Shutdown: Time/Date: _____ / _____ / _____ ☐B. _____ % Power10. Emergency Releases: ☐A. None (go to 14) ☐B. Potential (go to 14)
☐C. Is Occurring ☐D. Has Occurred11. Type of Release: ☐Elevated ☐Ground Level☐A. Airborne Started: _____ / _____ / _____ Stopped: _____ / _____ / _____
Time Date Time Date☐B. Liquid Started: _____ / _____ / _____ Stopped: _____ / _____ / _____
Time Date Time Date12. Release Magnitude: ☐Curies/sec ☐Curies Normal Operating Limits: ☐Below ☐Above☐A. Noble Gases _____ ☐B. Iodines _____☐C. Particulates _____ ☐D. Other _____13. Estimate of Projected Offsite Dose: ☐New ☐Unchanged Projection Time: _____

Estimated Duration: _____ Hrs

	TEDE mrem	Thyroid CDE mrem
Site Boundary	_____	_____
2 Miles	_____	_____
5 Miles	_____	_____
10 Miles	_____	_____

14. Meteorological Data:

A. Wind Direction(from) _____ ☐B. Speed (mph) _____ ☐C. Stability Class _____ ☐D. Precipitation (type) _____

15. RECOMMENDED PROTECTIVE ACTIONS:

☐A. No recommended Protective Actions☐B. Evacuate _____☐C. Shelter In-place _____☐D. Other _____

16. Approved By: _____ Time/Date: _____ / _____ / _____

(Name)

(Title)

* If items 8-14 have not changed,
only items 1-7 and 15-16 are required to be completed.

** Information may not be available on Initial Notifications

S/C
Use
Only

Received By: _____ Time: _____ Date: _____

Transmitted By: _____

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

To Use ERFIS/RTIN to Perform Notifications:

NOTE: If limited access to ERFIS terminals, it may be helpful to obtain meteorological data prior to bringing up the notification form.

1. Select or enter the Turn-on-Code(TOC) **EP** "EMERGENCY PREPAREDNESS FUNCTION MENU" from the ERFIS Main Menu.
2. Select or enter TOC **LOGIN** "LOG INTO NETWORK DATABASE" to sign on to the system.
3. Select your ERO position from the Position Menu, type in your name, and select login.
4. Select or enter TOC **EVENT** "DECLARE EVENT"(if an event has not previously been declared on RTIN) and select O.K.
5. Select or enter TOC **EFORM** "EMERGENCY NOTIFICATION FORM" from the menu.

Form Completion Guidelines:

Line

NO. INSTRUCTION

All Marking of a block on the notification form should be done clearly, such as by diagonally shading ½ of the block (■) when filling out manually (or by checking the block when using RTIN).

1. Mark the form as '**A**' **DRILL** or '**B**' **ACTUAL EMERGENCY**.

Mark **INITIAL** for

- The first message for the declared emergency classification level (either upgrade or downgrade).
- A change in Protective Action Recommendations.

Mark **FOLLOW-UP** if this is not the first message for the declared emergency classification level.

Assign a numerical message number.

- The first notification is message number 1.
- Each subsequent message is numbered sequentially.
- The message number does not begin again at 1 for any reason during the course of the declared event.
- Numbering of forms will be done automatically in ERFIS if you select "ADD".

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

- | <u>Line NO.</u> | <u>INSTRUCTION</u> |
|------------------------|--|
| 2. | Record the name of the person who will be reading the message to the State & County personnel in the REPORTED BY space. |
| 3. | <p>TRANSMITTAL TIME/DATE is <u>not</u> filled until message transmittal (If using ERFIS, this will be done automatically).</p> <p>In the CONFIRMATION PHONE NO. blank, record a direct Bell Line phone number that off-site agencies could use for verification that this message is authentic.</p> |
| 4. | AUTHENTICATION is <u>not</u> filled out until the message is being communicated. |
| 5. | <p>Mark the form with the applicable EMERGENCY CLASSIFICATION LEVEL.</p> <p>If the event has been upgraded or downgraded prior to completion of the off-site notification form, do not transmit old information. Complete a new notification form or modify the existing form to reflect current conditions.</p> <p>However, if the event has been terminated prior to completion of the off-site notification form, mark the highest emergency classification level that existed and refer to item 6 below.</p> <p>For a "termination" message, leave Item 5 blank.</p> <p>For Follow-up messages, indicate the same classification as the previous message.</p> |
| 6. | <p>Mark the form with 'A' EMERGENCY DECLARATION AT unless this is a termination message.</p> <p>Mark the form with 'B' TERMINATION AT for a termination message.</p> <p>Indicate the time and date that the emergency classification was declared or terminated.</p> <p>If the event has been terminated prior to completion of the off-site notification form, mark both 'A' and 'B' and indicate both the start and stop time of the event.</p> |

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

Line
NO.

INSTRUCTION

7. Record the 'EAL Reference Number _____' and a short narrative of the event, using layman's terms, in the **EMERGENCY DESCRIPTION REMARKS**. Any of the following items should also be included:
- Estimate of any surface radioactive contamination in plant, on site or off site.
 - HNP emergency response actions underway (for example, evacuation of site personnel).
 - Any requests for assistance (for example, Rescue, Fire or Sheriff).

If the event is being terminated describe the bases for the termination.

If the event has been downgraded prior to completion of the previous off-site notification form, then record:

- The start and stop times that the higher classification level existed.
- The EAL for the higher classification level.
- The mitigating conditions that caused the classification level to be downgraded.

If the event has been terminated prior to completion of the previous off-site notification form, then record reason for the event and the reason for the termination.

8. Mark **PLANT CONDITION** as appropriate.
- Termination messages do not require Item 8 to be filled in.
- **'A' IMPROVING**
 - **'B' STABLE**
 - **'C' DEGRADING**

9. Mark **REACTOR STATUS** as follows:
- Termination messages do not require Item 9 to be filled in.
- Mark **'A' SHUTDOWN** if the reactor is shutdown and indicate the time and date, if applicable.
- Enter "N/A" for the time and date of shutdown if the reactor is at power.
- Mark **'B' POWER** if the reactor is at power and record the current reactor power level.
- Enter "N/A" for the power level if the reactor is shutdown.

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

Line
NO. **INSTRUCTION**

10. Mark **EMERGENCY RELEASE(S)** as appropriate:

NOTE: Emergency Release is defined as ANY radioactive release which is a result of, or associated with, the event.

- Mark **'A' NONE** if no Emergency Release is occurring or has occurred.
- Mark **'B' POTENTIAL** if no release is occurring but the potential for a release exists (for example, an RCS leak into containment with the Containment fission product barrier in a "Jeopardy" condition, or based on plant data a trend predicts the final barrier will be breached and there are no systems capable of mitigating the trend).
- Mark **'C' IS OCCURRING** if an Emergency Release is occurring (for example, any SG tube leak, RCS leak outside containment, or fuel handling accident that results in a declared emergency is to be reported as an "Emergency Release.") A detectable Radiation Monitor reading increase is not required for a release to exist.
- Mark **'D' HAS OCCURRED** for Emergency Releases which have occurred but are now terminated.

11. Mark **TYPE OF RELEASES** as **'B' GROUND LEVEL** for all Emergency Releases.

Item 11 may be skipped if either 'none' or 'potential' were selected for emergency release.

For initial notifications, the remaining information for Item 11 may not be available. If this is the case, leave it blank.

- Mark **'A' AIRBORNE** for an airborne release.

Indicate the time and date for the release start and stop.

If the release is in progress at the time of this notification, enter "N/A" for stop time.

- Mark **'B' LIQUID** for a liquid release.

Indicate the time and date for the release start and stop.

If the release is in progress at the time of this notification, enter "N/A" for stop time.

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

Line
NO.

INSTRUCTION

12. Mark **RELEASE MAGNITUDE** as appropriate:

This information may not be available for initial notifications.

Item 12 may be skipped if either 'none' or 'potential' were selected for emergency release.

- Mark **'A' CURIES/SEC**
- Mark **'B' CURIES**

Mark **NORMAL OPER. LIMITS** based on whether the release is below or above Technical Specification limits.

- Mark **'C' BELOW**
- Mark **'D' ABOVE**

Mark **'A' NOBLE GASES** and record magnitude in Curies or Curies/sec, if applicable.

Mark **'B' IODINES** and record magnitude in Curies or Curies/sec, if applicable.

Mark **'C' PARTICULATES** and record magnitude in Curies or Curies/sec, if applicable.

Mark **'D' OTHER** as N/A, not applicable to the Harris Plant.

13. Mark **ESTIMATE OF PROJECTED OFF-SITE DOSE** as appropriate:

This information may not be available for initial notifications.

Item 13 may be skipped if no emergency release has occurred.

- Mark **'A' NEW** if this is the first dose projection or if the release/release rate has changed significantly (approximately 15%).
- Mark **'B' UNCHANGED** if no new projection is available.

Enter **PROJECTION TIME** with the time the dose projection data was obtained.

Enter **ESTIMATED DURATION** with the time, in hours, of a potential or on going release.

Enter the **TEDE** and **THYROID CDE** doses in mRem. DO NOT change the units on the form.

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

Line

NO. INSTRUCTION

14. Enter **METEOROLOGICAL DATA** as appropriate:
This information may not be available for initial notifications.
- Mark **'A' WIND DIRECTION** and enter the direction in degrees from.
 - Mark **'B' SPEED** and enter the wind speed in MPH.
 - Mark **'C' STABILITY CLASS** and enter the appropriate stability as 'A' - 'G'.
 - Mark **'D' PRECIPITATION** and enter 'RAIN' or 'SNOW' or 'SLEET' if any precipitation has occurred within the last 15 minutes.
15. Mark **RECOMMENDED PROTECTIVE ACTIONS** as appropriate per PEP-110.
- Mark **'A' NO RECOMMENDED PROTECTIVE ACTIONS** Unless a General Emergency has been declared.
 - Mark **'B' EVACUATE** if a General Emergency has been declared and enter each of the subzones for which this recommendation applies (for example, A,B,C,D, and so forth).
 - For **'C' SHELTER IN-PLACE** if a General Emergency has been declared, enter the remaining subzones which were not entered for evacuate.
 - **'D' OTHER** is not applicable to HNP. Areas beyond 10 miles will be considered only on an ad-hoc basis and will be directly communicated with the offsite agencies through the ERM.
16. **APPROVED BY** Obtain approval from the Site Emergency Coordinator or Emergency Response Manager prior to transmittal of the notification to the State and Counties.
- Obtain signature, title, time and date on a hard copy prior to transmittal of the notification to the State and Counties.
 - Enter name, title, time and date on ERFIS following approval of the hard copy prior to transmittal of the notification to the State and Counties.

NOTE: Transmittal Time/Date and authentication in Items 3 and 4 will be filled in following approval of the form. Any other changes made to the information after this signature must be initialed by the SEC or ERM as applicable.

State/County Notification Checklist-ERFIS Method

NOTE: If the Selective Signaling phone is inoperable, use the normal telephone system. If both phone systems fail use the UHF State frequency radio in the TSC or EOF (State and Wake WP do not have a radio).

1. Contacting the Offsite Authorities:

A. Obtain the **verification code words** from the following storage locations:

1. Emergency Communicator's position notebook in the Main Control Room (MCR).
2. Key locker at the Auxiliary Control Panel (ACP).
3. EOF supply cabinet.

NOTE: If you do not hear a tone, a conference network may already be established.

B. Using the Selective Signaling System, **dial '10'** and listen for a tone.

C. At the tone, perform one of the following:

- ☐ Dial **22** to contact the **Warning Points** (normally used by the MCR).
- ☐ Dial **33** to contact the State and County **EOCs** (commonly used by the EOF).
- ☐ Dial **44** to contact **all Warning Points and EOCs** (during EOC activation, as requested).

D. Wait for the initial response and say: **"This is the Harris Nuclear Plant, stand by."**

E. After the responses cease, say: **"This is Harris Nuclear Plant, answer to roll call,"**

- ☐ **"State"** (Pause for response).
- ☐ **"Chatham County"** (Pause for response).
- ☐ **"Harnett County"** (Pause for response).
- ☐ **"Lee County"** (Pause for response).
- ☐ **"Wake County"** (Pause for response).

F. If one or more organizations did not respond to roll call:

1. Say **"Standby while I re-dial the missing location(s)"**
2. Re-enter the appropriate 2 digit code from step "C" above.
3. Repeat the roll call for the missing locations.

G. If a location(s) still does not respond, request an assistant to contact the missing organization(s) by phone (see EPL-001) and read the message to them.

H. Continue with the locations that are on the line.

2. For Initial Notifications (15 minute notification requirements):

A. Say **"This is the Harris Nuclear Plant, Emergency Notification number _____ was sent via fax. A ____ (state the classification level) has been declared/remains in effect."**

B. Say **"Refer to line 15 of your notification form"** and then report the PARs as listed.

C. Record the current time and date (24 hour clock) ____/____.

(Continued on next page)

State/County Notification Checklist-ERFIS Method

3. Communicate contents of notification form:

- A. If not done in step 2, say "***This is the Harris Nuclear Plant. A _____***" (state the classification level) ***continues to be in effect. Please confirm that a legible copy of the notification form has been received.***"
- B. If any one responds that they are having difficulty reading the faxed notification form, read it over the line.
- C. Print and provide your name on line 2 of the form for "Reported By:"
- D. Say "***State please supply an authentication number***"
- E. Respond with the corresponding word from the list of verification code words.
- F. Record the authentication information on the form (line 4).
- G. Say "***are there any questions?***"
- H. If necessary, correct any errors or clarify misunderstood information.

4. Completion:

- A. Say "***respond to roll call with your name.***", call roll and record the information below. Identify the applicable location for each agency (WP is not used for notification/communication after EOC is activated).

<u>Agency:</u>	<u>WP:</u>	<u>EOC:</u>	<u>Name of Person Contacted:</u>
<i>State</i>			
<i>Chatham County</i>			
<i>Harnett County</i>			
<i>Lee County</i>			
<i>Wake County.</i>			

- B. When completed, say "***This is the end of the emergency notification. You may leave the network. This is the Harris Nuclear Plant, out.***"
- C. If performed from the MCR, fax the Emergency Notification Form to the TSC and the EOF.
- D. If telecommunications problems were encountered, notify the Help Desk (refer to EPL-001)
- E. State/County Notification Completed: _____
(signature) (date/time)

State/County Notification Checklist - Manual Method

NOTE: If the Selective Signaling phone is inoperable, use the normal telephone system or the UHF State frequency radio in the TSC or EOF.

1. Contacting the Offsite Authorities:

A. Obtain the **verification code words** from the following storage locations:

1. Emergency Communicator's position notebook in the Main Control Room (MCR).
2. Key locker at the Auxiliary Control Panel (ACP).
3. EOF supply cabinet.

NOTE: If you do not hear a tone, a conference network may already be established.

B. Using the Selective Signaling System, **dial '10'** and listen for a tone.

C. At the tone, perform one of the following:

- ☐ Dial **22** to contact the **Warning Points** (normally used by the MCR).
- ☐ Dial **33** to contact the State and County **EOCs** (commonly used by the EOF).
- ☐ Dial **44** to contact **all Warning Points and EOCs** (during EOC activation, as requested).

D. Wait for the initial response and say: **"This is the Harris Nuclear Plant, stand by."**

E. After the responses cease, say: **"This is Harris Nuclear Plant, answer to roll call,"**

- ☐ **"State"** (Pause for response).
- ☐ **"Chatham County"** (Pause for response).
- ☐ **"Harnett County"** (Pause for response).
- ☐ **"Lee County"** (Pause for response).
- ☐ **"Wake County"** (Pause for response).

F. If one or more organizations did not respond to roll call:

1. Say **"Standby while I re-dial the missing location(s)"**
2. Re-enter the appropriate 2 digit code from step "C" above.
3. Repeat the roll call for the missing locations.

G. If a location(s) still does not respond, request an assistant to contact the missing organization(s) by phone (see EPL-001) and read the message to them.

H. Continue with the locations that are on the line.

2. For Initial Notifications (15 minute notification requirements):

A. Say **"This is the Harris Nuclear Plant, Please record the following information on an Emergency Notification Form."** (pause to allow the locations to retrieve a form).

B. Say **"Line 1, _____"** (Read each checked item) , **Emergency Notification number _____**

C. Say **"Line 5, a _____"** (state the classification level) **has been declared/remains in effect."**

D. Say **"Line 15"** and then report the PARs as listed.

E. Record the current time and date (24 hour clock) _____/_____.

(Continued on next page)

State/County Notification Checklist - Manual Method

3. Communicate contents of notification form:

- A. If not done in step 2, say "***This is the Harris Nuclear Plant. A _____***" (state the classification level) ***continues to be in effect. Please record the following information on an Emergency Notification Form.***" (pause to allow the locations to retrieve a form).
- B. Read the form to the responding locations as follows:
1. Identify each line by number before communicating the content.
 2. Spell difficult words.
 3. Print and provide your name on line 2 of the form for "Reported By:"
 4. When you get to line 4, say "***State please supply an authentication number***"
 5. Respond with the corresponding word from the list of verification code words.
 6. Record the authentication information on the form (line 4).
 7. Complete reading the remainder of the form.
- C. Say "***are there any questions?***"
- D. If necessary, correct any errors or clarify misunderstood information.
- E. Say "***Copies of this notification will be sent to you via Fax.***"

4. Completion:

- A. Say "***respond to roll call with your name.***", call roll and record the information below. Identify the applicable location for each agency (WP is not used for notification/communication after EOC is activated).

<u>Agency:</u>	<u>WP:</u>	<u>EOC:</u>	<u>Name of Person Contacted:</u>
<i>State</i>			
<i>Chatham County</i>			
<i>Harnett County</i>			
<i>Lee County</i>			
<i>Wake County.</i>			

- B. When completed, say "***This is the end of the emergency notification. You may leave the network. This is the Harris Nuclear Plant, out.***"
- C. Fax a copy of the Emergency Notification Form to the applicable WPs and/or EOCs.
- D. If performed from the MCR, fax the Emergency Notification Form to the TSC and the EOF.
- E. If telecommunications problems were encountered, notify the Help Desk (refer to EPL-001)
- F. Manual State/County Notification Completed: _____
(signature) (date/time)

INPO/ANI NOTIFICATION FORM

☐ **Institute of Nuclear Power Operations (INPO)**

☐ **American Nuclear Insurers (ANI)**

1. "This is _____ from Carolina Power & Light at the Harris Nuclear Plant,
(name of caller)

telephone number 919-362-_____, concerning Unit One."
(call back number)

2. ☐ This is a drill. ☐ This is an actual emergency.

3. Emergency Classification:

☐ Alert ☐ Site Area Emergency ☐ General Emergency

Basis: _____

4. Current Plant Conditions/Additional Information _____

5. Notification Authorized: _____
(ERM signature) (date/time)

6. Name of person notified: (INPO) _____
(ANI) _____

7. Notification Completed: _____
(signature) (date/time)

PLANT PARAMETER INFORMATION FORM

Date: _____ Time: _____

FUEL STATUS:

1. GFFD	CPM
2. RCS Activity Sample	_____ (time) _____ $\mu\text{Ci/ml}$
3. RCS I-131 DE Sample	_____ (time) _____ $\mu\text{Ci/ml}$
4. Core Exit Temp	_____ °F

REACTOR COOLANT SYSTEM (RCS) STATUS

1. Reactor Power (PR)	_____ %
2. Reactor Power (IR)	(SUR) _____ DPM _____ Amps
3. Reactor Power (SR)	(SUR) _____ DPM _____ CPS
4. RCS Pressure	_____ PSIG
5. PRZ Level	_____ %
6. Average Temperature	_____ °F
7. RCS Loop A	T_{hot} _____ °F T_{cold} _____ °F ΔT _____ °F
8. RCS Loop B	T_{hot} _____ °F T_{cold} _____ °F ΔT _____ °F
9. RCS Loop C	T_{hot} _____ °F T_{cold} _____ °F ΔT _____ °F
10. Subcooling	_____ °F
11. Charging Flow	_____ GPM
12. Letdown Flow	_____ GPM
13. SI Flow	_____ GPM
14. Boron Concentration (Sample)	_____ (time) _____ PPM
15. RVLIS (Dynamic/Full/Upper)	_____ %
16. RCS Leakage	_____ GPM
17. RCPs Operating	(A / B / C)

PROVIDE DATA FOR BLANKS

CIRCLE THE CORRECT OPTION, OR LINE THROUGH
OTHERS**ABBREVIATIONS AND SYMBOLS:**

INOPERABLE ISOLATED NA = NOT APPLICABLE

▲ = OFF SCALE HIGH ▼ = OFF SCALE LOW

CONTAINMENT STATUS:

1. Phase A - All Isolated	☐ Yes ☐ No
2. CVI - All Isolated	☐ Yes ☐ No
3. Cnmt. Pressure (WR)	_____ PSIG
4. Cnmt. Temperature	_____ °F
5. Hydrogen Concentration	_____ %
6. Sump Level	_____ %
7. RWST Level	_____ %
8. Spray Add. Tank Level	_____ %

SECONDARY SYSTEMS STATUS

1. Main Steam Flow:	
A. FI-474	_____ MPPH
B. FI-484	_____ MPPH
C. FI-494	_____ MPPH
2. Main Feedwater Flow:	
A. FI-476	_____ MPPH
B. FI-486	_____ MPPH
C. FI-496	_____ MPPH
3. Aux. Feedwater Flow:	
A. FI-2050A	_____ KPPH
B. FI-2050B	_____ KPPH
C. FI-2050C	_____ KPPH
4. Steam Generator Press.:	
A. PI-476	_____ PSIG
B. PI-486	_____ PSIG
C. PI-496	_____ PSIG
5. Steam Generator Levels:	
Wide Range A	_____ %
B	_____ %
C	_____ %
Narrow Range A	_____ %
B	_____ %
C	_____ %
6. SG Safety(s) Open	_____ Number (A / B / C)
7. SG PORV(s) Open	(A / B / C)
8. Primary - Sec. Leakage	_____ GPM

AC ELECTRICAL POWER:

1. A-SA AC Bus Voltage	_____ V AC
2. B-SB AC Bus Voltage	_____ V AC

DC ELECTRICAL POWER:

1. A-SA DC Bus Voltage	_____ V DC
2. B-SB DC Bus Voltage	_____ V DC

PLANT PARAMETER INFORMATION FORM

Date: _____ Time: _____

CSFST STATUS:

CSF-1 Subcriticality	(Red/Magenta/Yellow/Green)
CSF-2 Core Cooling	(Red/Yellow/Green)
CSF-3 Heat Sink	(Red/Magenta/Yellow/Green)
CSF-4 RCS Integrity	(Red/Magenta/Yellow/Green)
CSF-5 Containment	(Red/Magenta/Yellow/Green)
CSF-6 RCS Inven.	(Yellow/Green)

SEISMIC CONDITIONS:

1. "SEISMIC MON OBE EXCEEDED" Alarm	☐ Yes ☐ No
2. White Event Indicator on SMA Control Panel	☐ Yes ☐ No
3. Alarm at Triaxial Spectrum Annunciator	☐ Yes ☐ No
4. Noticeable Tremors	☐ Yes ☐ No

METEOROLOGICAL CONDITIONS:

1. Wind Speed (lower)	MPH
2. Wind Direction (lower)	Deg
3. Stability Class	

SPENT FUEL POOL SYSTEMS:

1. Unit 1 New Fuel Pool Level	Ft.
2. Unit 1 Spent Fuel Pool Level	Ft.

PROVIDE DATA FOR BLANKS

CIRCLE THE CORRECT OPTION, OR LINE THROUGH OTHERS

ABBREVIATIONS AND SYMBOLS:

INOPERABLE ISOLATED NA = NOT APPLICABLE

▲ = OFF SCALE HIGH ▼ = OFF SCALE LOW

RADIATION MONITORS:

Effluent Monitors:

1. CNMT Leak Det REM-1LT-3502-SA	μCi/ml
2. CNMT Hi Range REM-1CR-3589-SA	R/hr
3. CNMT Hi Range REM-1CR-3590-SB	R/hr
4. PVS 1 WRGM Effl. RM-21AV-3509-1SA	μCi/sec
5. PVS 1 WRGM (L/M/H) RM-21AV-3509-1SA	μCi/ml
6. PVS 1 PIG (Gas) REM-1AV-3509-SA	μCi/ml
7. TB Stk 3 WRGM Effl. RM-1TV-3536-1	μCi/sec
8. TB Stk 3 WRGM (L/M/H) RM-1TV-3536-1	μCi/ml
9. CVPETS REM-1TV-3534	μCi/ml

Main Steam Line Monitors:

1. MSL A RM-1MS-3591-SB	mR/hr
2. MSL B RM-1MS-3592-SB	mR/hr
3. MSL C RM-1MS-3593-SB	mR/hr

Fuel Breach Monitors:

1. VCT Area RM-1RR-3595	mR/hr
2. CSIP A Area RM-1RR-3599A	mR/hr
3. CSIP B Area RM-1RR-3599B	mR/hr
4. CSIP C Area RM-1RR-3599C	mR/hr
5. BRS Hx Area RM-1RR-3600	mR/hr
6. Ltn Hx Area RM-1RR-3601	mR/hr
7. Mod Hx Area RM-1RR-3602	mR/hr

Waste Process. Bldg. Radiation Monitors:

1. Stack 5 WRGM Eff RM-1WV-3546-1	μCi/sec
2. Stk 5 WRGM (L/M/H) RM-1WV-3546-1	μCi/ml
3. Stack 5 PIG (Gas) REM-1WV-3546	μCi/ml
4. Stack 5A WRGM Eff RM-1WV-3547-1	μCi/sec
5. Stk 5A WRGM (L/M/H) RM-1WV-3547-1	μCi/ml
6. Stack 5A PIG (Gas) REM-1WV-3547	μCi/ml
7. TL&HS Disch RM-1WL-3540	μCi/ml
8. SWTS Disch RM-21WS-3542	μCi/ml
9. WMT Disch REM-1WL-3541	μCi/ml
10. Turbine Bldg Drain REM-1WL-3528	μCi/ml

Fuel Handling Bldg. Radiation Monitors:

1. SFP South (Highest) RM-1FR-3564A-SA	mR/hr
2. SFP South (Highest) RM-1FR-3564B-SB	mR/hr
3. SFP South (Highest) RM-1FR-3565A-SA	mR/hr
4. SFP South (Highest) RM-1FR-3565B-SB	mR/hr
5. SFP North (Highest) RM-1FR-3566A-SA	mR/hr
6. SFP North (Highest) RM-1FR-3566B-SB	mR/hr
7. SFP North (Highest) RM-1FR-3567A-SA	mR/hr
8. SFP North (Highest) RM-1FR-3567B-SB	mR/hr

ESF Equipment Out Of Service: _____

This revision contains significant changes related to improving the use of the procedure through human factors improvements, more consistent flow of time critical steps (NCR 17045), referencing form numbers when available (in place of attachment numbers) and spelled out acronyms. Additionally, this revision also:

- clarifies time critical State/County event classification and PAR notification tasks from other aspects of the communication. Electronically generated equivalent versions of the form has been allowed and the manual form has been formatted to improve readability when faxed.
- improves the process of notifying selected ERO members of an Unusual Event (eliminating the use of Dialogic when not activating the ERO, and making the notification of an Unusual Event without facility activation through manual calls).
- added ERDS activation tasks (related to communication with the NRC) in response to delayed ERDS activation in a drill (NCR 04285).

Specifically, changes other than administrative in nature include:

<u>Section</u>	<u>Revision</u>
3.1	Title changed from IRO Notifications to "Requesting Off-Site Support" for improved understanding (Human Factors) and consistency with Attachment 1 terminology.
3.2	Attachments 2-5 are now only applicable to the SEC-TSC and ERM. The content of these checklists, as used by the S-SO prior to ERF activation, have been incorporated into PEP-230, in a format more consistent with operations procedures.
3.3	Steps associated with Dialogic deactivation, for a malfunctioning system, have been removed from this section and incorporated into Attachment 6, Part 7.
3.4	New section. The notification of selected ERO positions during an Unusual Event has been removed from Dialogic and is now done manually. This is to provide one-on-one communication in place of a simple notification. This also eliminates potentially confusing text generated by Dialogic default statements for personnel in Key positions. This change is in response to an assessment of the response to the 4/2/00 UE declaration at Harris (NCR 18226).
3.5	(Old section 3.4) Steps associated with conduct of the notification process have been incorporated into the forms that are used to accomplish the tasks. The most significant aspect of this change is that when ERFIS is not used, the delay to send sequential Fax copies to the State/County agencies via a Fax machine, has been deleted.
3.6	(Old section 3.5) Added ERDS and continuous communication related requirements to the cautions listed at the beginning of the section. Added a step to prepare the content of the notification, deleted step regarding MCR action (which has been incorporated into PEP-230), grouped the multiple notes regarding verbal communication at the beginning of the section and added notes/step regarding ERDS data link activation.
3.9	Minor rearrangement of test to clarify tasks and added step 4 to specify responsibility consistent with SRO's checklists of PEP-240 and PEP-270..
4.1	Added commitments related to communication and notification to list of regulations.
4.2/4.3	Section titles changed and enhanced to better describe the process of normal and back-up methods of ERO activation during normal working and off-hours conditions.
4.4	Reduced number of personnel on TSC Admin team from 3 to 2.
5.2	Added referenced procedure SP-015
Att. 1	Provided Section/Step numbering, changed gray shading to black to maintain readability of Xeroxed copies, and improved formatting & use in indents.
Atts. 3-5	Deleted reference to ERO activation (with this revision they are only used by the activated ERO), modified format to fit on a single page, and added reference to activation of ERDS data link..

<u>Section</u>	<u>Revision</u>
Att. 6	Provided Section/Step numbering, changed gray shading to black to maintain readability of Xeroxed copies, clarified where to obtain password, deleted scenarios 20 and 30 (no longer use Dialogic for other than facility activation), placed Dialogic interface steps in 2 column format, moved note regarding system not being operable to the beginning of the attachment, deleted test and drill options as these is no longer applicable, imbedded password and code numbers into the procedure, clarified default messages that can be disregarded, added specific message text for system activation verification steps, eliminating confusing text regarding documentation (carry over from use in testing), incorporated system deactivation (with caution statement) previously contained in the body of PEP-310, and improved formatting & use in indents. Also eliminated use of Rad Waste CR for conduct of EC activities.
Att. 7	Provided Section/Step numbering, changed gray shading to black to maintain readability of Xeroxed copies, imbedded access code into procedure, added reference to the meaning of pager codes, arranged alphabetical position listings by facility, identified which positions had call tree responsibilities, added spaces to list additional personnel calling (some personnel, in addition to the key positions listed, have pagers issued to them), and improved formatting & use in indents. Also eliminated use of Rad Waste CR for conduct of EC activities.
Att. 8	Changed title to better reflect the purpose of the attachment. Divided into 2 parts "A" being manual notification of selected ERO for an Unusual Event declaration without facility activation, and "B" being manual ERO call-out where primary and back-up activation processes where not available. Arranged listing of positions by facility and in the sequence that match the sequence of the Emergency Phone list and the ERO Duty roster. Provided Section/Step numbering, changed gray shading to black to maintain readability of Xeroxed copies, and improved formatting, sequence of steps, and use in indents to improve flow and use of the attachment.
Att. 9	re-formatted to improve ease of filling out the form via increased font size and improved readability when faxed. Added reference to EAL number.
Att. 10	improved guidance for use of ERFIS or for electronic equivalent of the manual form, clarified that changes in PARs require and "Initial" Notification," enhanced guidance for "Emergency Release" (NCR 017045), reformatted to keep line instructions together on a page, and deleted default release duration to become consistent with PEP-340, Dose Assessment.
Att. 11	Change title from "Faxed" method to "ERFIS" method consistent with section 3.5 changes. Utilized Bold/Italic fonts to focus activities and statements to read during the notification process. Provided focus to time critical aspects of the notification (Classification and PAR) with other aspects of the "communication" to follow. Formatted for notification to go to WP or EOC as an aid to HNP ERO directing the calls to the proper location. Provided Section/Step numbering, changed gray shading to black to maintain readability of Xeroxed copies, and improved formatting & use in indents.
Att. 12	Modified steps for consistency with section 3.5 changes. Utilized Bold/Italic fonts to focus activities and statements to read during the notification process. Provided focus to time critical aspects of the notification (Classification and PAR) with other aspects of the "communication" to follow. Formatted for notification to go to WP or EOC as an aid to HNP ERO directing the calls to the proper location. Provided Section/Step numbering, changed gray shading to black to maintain readability of Xeroxed copies, and improved formatting & use in indents.
Att. 14	Improved formatting for consistent print output and improved readability of abbreviations, corrected sheet numbering.