



PLANT OPERATING MANUAL

VOLUME XII

PLANT EMERGENCY PROCEDURE

UNIT
0



OPEP-02.6.12

**ACTIVATION AND OPERATION OF THE
OPERATIONAL SUPPORT CENTER**

REVISION 22

EFFECTIVE DATE

12/16/99

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REVISION SUMMARY

Revision 22 of OPEP-02.6.12 consists of the following changes:

- Changed “BSP-50” to “OAP-50” in Section 3.7 to reflect procedure title change.
- Added information in Section 5.1.5 to clarify OSC minimum staffing requirements.
- Changed “TSC” to “SEC” in Section 5.1.21 for clarification.
- Added “SAMG” after “EOP” in Section 5.6.10 to reflect incorporation of activities for severe accident management.
- Added attachment number for Personnel Status Log Sheet in Section 5.7.5 for clarification.
- Added TSC point of contact in Section 5.8.2 for clarification.
- Added Note to Attachment 7 to clarify initiation of communication link between status board plotters.
- Added new Section 6.0, Records as an enhancement.

LIST OF EFFECTIVE PAGES

<u>Page(s)</u>	<u>Revision</u>
1-43	22

TABLE OF CONTENTS

SECTION	PAGE
1.0 PURPOSE.....	4
2.0 REFERENCES.....	4
3.0 GENERAL INFORMATION.....	4
4.0 RESPONSIBILITIES	5
4.1 Emergency Repair Director (ERD).....	5
4.2 Assistant Emergency Repair Director (AERD).....	6
4.3 Operational Support Center Mission Coordinator (OSCMC).....	6
4.4 Assistant OSC Mission Coordinator (AOSCMC).....	6
4.5 Environmental & Radiation Control Coordinator (E&RC).....	7
4.6 Health Physic Lead.....	7
4.7 Chemistry Lead	8
4.8 Operations Coordinator.....	8
4.9 Access Control Logkeeper	8
4.10 Accident Assessment Team Member Liaison.....	9
4.11 OSC Status Board Plotter	9
5.0 PROCEDURE	10
5.1 Emergency Repair Director/Assistant ERD.....	11
5.2 OSC Mission Coordinator/Assistant OSC Mission Coordinator.....	14
5.3 E&RC Coordinator.....	18
5.4 Health Physics Lead.....	20
5.5 Chemistry Lead	22
5.6 Operations Coordinator.....	23
5.7 Access Control Logkeeper	25
5.8 Accident Assessment Team Member Liaison.....	26
5.9 OSC Status Board Plotter	27
6.0 RECORDS	27
 ATTACHMENTS	
1 Recommended OSC Layout.....	28
2 Personnel Status Log Sheet	30
3 OSC Mission Tracking Board.....	35
4 OSC Relocation Checklist.....	36
5 Alternate OSC.....	37
6 Operational Support Center Organization.....	38
7 Status Board Plotter Wireless Headset.....	39
 FORM	
0PEP-02.6.12-1, Mission Authorization Form.....	41

1.0 PURPOSE

This procedure describes responsibilities of the Operational Support Center (OSC) staff and the normal work control process for managing repairs and monitoring activities during an emergency.

2.0 REFERENCES

- 2.1 OPEP-02.6.26, Activation and Operation of the Technical Support Center (TSC)
- 2.2 OPEP-03.7.6, Emergency Exposure Controls
- 2.3 OPEP-03.7.7, On-Site Radiological Controls
- 2.4 OPEP-03.8.2, Personnel Accountability and Evacuation
- 2.5 OPEP-03.9.2, First Aid and Medical Care
- 2.6 OPEP-03.9.6, Search and Rescue
- 2.7 OPEP-04.6, Radiological Emergency Kit Inventories
- 2.8 OPEP-04.2, Emergency Facilities and Equipment
- 2.9 NUREG-0654 Table B-1, Minimum Staffing Requirements

3.0 GENERAL INFORMATION

- 3.1 The primary function of the OSC is to facilitate In-Plant repair and assessment activities.
- 3.2 The OSC will be activated at an Alert declaration or higher, or at the discretion of the Site Emergency Coordinator (SEC).
 - 3.2.1 Activation of the OSC must occur within 60 - 75 minutes following the declaration of an ALERT or higher emergency classification.
- 3.3 The OSC receives direction from the Technical Support Center (TSC) concerning repair activities and priorities.
- 3.4 In the event that the OSC can no longer meet habitability requirements, the OSC can be relocated to the simulator area of the Training Building. See Attachments 4 and 5.

3.0 GENERAL INFORMATION

- 3.5 OSC maintains full accountability for personnel dispatched from the OSC.
- 3.6 All personnel reporting to the OSC will "card in" on the OSC card reader located on the west wall outside of the OSC command room.
- 3.7 OAP-50 Communications should be used during all event mitigating activities. "Attention In the OSC" should be used during OSC briefings to ensure pertinent information is heard and understood. OSC personnel should hold all phone calls and conversations during briefings unless it is a priority communication.
- 3.8 Fire Brigade response will be dispatched immediately without going through the mission authorization process. Accountability will be maintained via the Incident Commander and HP support will be provided via the E&RC Coordinator.

4.0 RESPONSIBILITIES

4.1 Emergency Repair Director (ERD)

- 4.1.1 Manage OSC activities to ensure accident mitigation activities are performed in a safe and expeditious manner.
- 4.1.2 Coordinate with TSC staff to establish priorities for repair and maintenance activities.
- 4.1.3 Maintain command and control of OSC activities.
- 4.1.4 Provide technical and administrative direction for repair activities.
- 4.1.5 Report status of repair activities to the TSC.
- 4.1.6 Provide liaison between TSC and OSC.
- 4.1.7 Brief OSC personnel on plant status, conditions, and emergency activities and levels.
- 4.1.8 Designate an individual to act as Assistant Emergency Repair Director (AERD) as needed.

4.0 RESPONSIBILITIES

4.2 Assistant Emergency Repair Director (AERD)

- 4.2.1 Assist ERD in performance of his duties.
- 4.2.2 Act for the ERD in his absence.
- 4.2.3 Ensure the OSC Mission Tracking Board is maintained.

4.3 Operational Support Center Mission Coordinator (OSCMC)

- 4.3.1 Coordinate maintenance emergency repair efforts.
- 4.3.2 Report maintenance emergency activities and receive ERDs direction and priorities.
- 4.3.3 Ensure priorities are clearly understood.
- 4.3.4 Maintain accountability for personnel entering and exiting OSC.
- 4.3.5 Identify to the ERD those parts, tools, and support needs which are not available on site and which are needed to support mission repairs.
- 4.3.6 Organize, brief, and dispatch emergency repair teams upon direction from the ERD.
- 4.3.7 Ensure emergency repair teams have proper procedures, tools, and protective equipment prior to entry into plant.
- 4.3.8 Track status of repair mission activities and provide status to ERD.
- 4.3.9 Debrief emergency repair teams upon return.
- 4.3.10 Designate an individual to act as Assistant Operational Support Center Mission Coordinator (AOSCMC) as needed.

4.4 Assistant OSC Mission Coordinator (AOSCMC)

- 4.4.1 Assist the OSCMC in the performance of his duties.
- 4.4.2 Assume duties of OSC Mission Coordinator in his absence.

4.0 RESPONSIBILITIES

4.5 Environmental & Radiation Control Coordinator (E&RC)

- 4.5.1 Report radiological information to the Radiation Control Director (RCD), ERD, and OSCMC.
- 4.5.2 Dispatch HP personnel to the Control Room, TSC, and EOF to serve as habitability technicians.
- 4.5.3 Provide appropriate Health Physics (HP) coverage for missions.
- 4.5.4 Ensure habitability surveys are periodically performed in the OSC and other locations, that require continuous occupation for emergency response activities.
- 4.5.5 Direct the issue of dosimetry and protective equipment.
- 4.5.6 In coordination with the RCD issue an emergency RWP for the emergency in accordance with OPEP-03.7.7, On-Site Radiological Controls.
- 4.5.7 Direct performance of In-Plant HP surveys by HP Leads.
- 4.5.8 Direct performance of chemistry activities by Chemistry Leads.

4.6 Health Physic Lead

- 4.6.1 Provide technical and administrative direction to Health Physics personnel.
- 4.6.2 Coordinate overall radiological control of on-site activities in accordance with OPEP-03.7.7, On-Site Radiological Controls.
- 4.6.3 Brief/debrief emergency repair teams on radiological conditions and limitations.
- 4.6.4 Establish the OSC radiological control point (Attachment 1, OSC Layout) and a location for decontamination services.
- 4.6.5 Provide coordination of vehicle release activities per OPEP-03.7.7, On-Site Radiological Controls.
- 4.6.6 Provide Radiological condition information to the E&RC Coordinator in the OSC.

4.0 RESPONSIBILITIES

4.7 Chemistry Lead

- 4.7.1 Provide technical and administrative support to Chemistry and Analysis activities.
- 4.7.2 Provide support for Dose Projection Team source term assessment.
- 4.7.3 Provide support to obtain liquid and gas samples, including analyses, for core damage assessments.
- 4.7.4 Coordinate with the EOF Administration & Logistic Manager (ALM) to obtain off-site analysis of plant sample if required.
- 4.7.5 Trend SPDS radiological data.

4.8 Operations Coordinator

- 4.8.1 Provide liaison between the OSC, Control Room, and TSC.
- 4.8.2 Inform OSC personnel of changing plant conditions and impact on current missions.
- 4.8.3 Provide equipment clearance assistance as required.
- 4.8.4 Arrange HP coverage for operations personnel in the plant through the E&RC Coordinator.
- 4.8.5 Coordinate Fire Brigade response.

4.9 Access Control Logkeeper

- 4.9.1 Provide direction to OSC Administrative and Clerical personnel to ensure an adequate supply of forms and administrative supplies are available or obtained for operation of the OSC.
- 4.9.2 Designate one Administrative and Clerical individual for the O&M library to provide assistance.
- 4.9.3 Ensure OSC personnel:
 - Properly log into and out of the OSC
 - Mission teams are identified on an approved Mission Authorization Form.
- 4.9.4 Periodically verify accuracy of the OSC sign-in board.

4.0 RESPONSIBILITIES

4.10 Accident Assessment Team Member Liaison

Provide Liaison between the OSC and TSC to provide engineering guidance and support for OSC repair missions.

4.11 OSC Status Board Plotter

Maintain the OSC mission tracking board current with OSC activities.

5.0 PROCEDURE

Individual actions required within the OSC are contained in the following guides. Each individual is responsible for completing the actions contained in their respective guide.

IF YOUR ERO POSITION IS:	THEN REFER TO PAGE:
Emergency Repair Director/Assistant ERD	11
OSC Mission Coordinator	14
Assistant OSC Mission Coordinator	14
E&RC Coordinator	18
Health Physics Lead	20
Chemistry Lead	22
Operations Coordinator	23
Access Control Logkeeper	25
Accident Assessment Team Member Liaison	26
OSC Status Board Plotter	27

5.1 Emergency Repair Director/Assistant ERD

ACTIVATION:

NOTE: The OSC may activate prior to the activation of the TSC under the direction of the SEC in the Control Room and then transfer reporting responsibilities to the TSC on transfer of SEC responsibilities.

- 5.1.1 Sign in to the OSC and notify SEC upon arrival.
- 5.1.2 Obtain reference materials from the OSC storage locker as appropriate (procedures, logbooks, supplies).
- 5.1.3 Prepare the OSC as illustrated in Attachment 1.
- 5.1.4 Initiate documentation of activities in logbook.
- 5.1.5 Verify the OSC has the following minimum staffing needed for activation:

ERD	HP Technician	(3)
OSC Mission Coordinator	Chemistry Technician	(2)
E&RC Coordinator	I&C/E Technician	(1)
	Mechanical Technician	(1)

NOTE: In addition to the minimum staffing positions required for activation, the following additional personnel are required for staff augmentation within 60-75 minutes:

HP Technicians	(6)
Chemistry Technician	(1)
I&C/Electrical Technician	(2)
Mechanical Technician	(1)

- 5.1.6 Establish communication links with the TSC and/or Control Room and verify operability of:
 - 1. TSC intercom
 - 2. Facsimile (O&M Library)
 - 3. Phone link between the ERD and SEC.
 - 4. Portable radio link with the SEC (800 MHz).

5.1 Emergency Repair Director/Assistant ERD

5.1.7 Synchronize time clocks with the Control Room.

ACTIVATION:

5.1.8 Staff the OSC and continue to augment staff as needed with I&C/E Technicians, HPs, Operations, Mechanics, Logkeeper (Administrative and Clerical), Planners and other personnel.

5.1.9 Report equipment problems/readiness to activate to the SEC.

5.1.10 Request the E&RC Coordinator initiate an Emergency RWP.

OPERATION:

5.1.11 Determine status of repair activities already in progress and notify the SEC of all missions already in the field (i.e., automatic missions and those assumed from ongoing activities).

5.1.12 Conduct an initial briefing for the OSC staff using the O&M Building internal PA System (phone access number for the O&M Building internal PA System is located in OPEP-Appendix A).

5.1.13 Conduct additional periodic briefings at 30-60 minute intervals or as conditions change.

5.1.14 Immediately notify the OSC Staff of any changes in:

1. Event classification
2. Habitability
3. Radiological Conditions
4. Mission priorities/objectives

5.1.15 Ensure dispatch of emergency repair teams/missions in the OSC is performed.

5.1 Emergency Repair Director/Assistant ERD

NOTE: Normal administrative clearance controls may be suspended during emergency conditions, when time is a critical factor, via specific directions to and physical control by an auxiliary operator (i.e., a "walking clearance").

1. Request Operations Coordinator to determine need for equipment clearances.
 2. Inform OSC Mission Coordinator, E&RC Coordinator, and Operations Coordinator to dispatch teams as directed by SEC.
 3. Obtain SEC approval prior to deviating from procedures.
- 5.1.16 Evaluate maintenance mission activities and priorities.
- 5.1.17 Provide advice to SEC on plant mechanical, electrical, I&C, E&RC, and Operations repair and corrective actions as appropriate. Obtain mission priorities from the SEC.
- 5.1.18 Contact Security to secure emergency transportation vehicles as needed.
- 5.1.19 Provide detail to OSC Mission Coordinator, E&RC Coordinator, and Operations Coordinator, if repairs are to be made, contamination controls implemented, or other special installations measures are to be taken.
- 5.1.20 Provide frequent updates to the SEC on mitigation activities.
- 5.1.21 Report mission completions to the SEC.
- 5.1.22 Request additional equipment, supplies and/or manpower through EOF Administrative and Logistics Manager (ALM).
- 5.1.23 Coordinate a shift relief rotation for OSC personnel with the Admin and Logistics Manager (ALM) in the EOF for extended OSC operations.
- 5.1.24 Provide shift turnover to the on-coming shift.
- 5.1.25 Initiate OSC relocation if necessary. Notify SEC prior to relocation.
- 5.1.26 Utilize Attachment 4, OSC Relocation Checklist, if relocation of the OSC is necessary. If OSC relocation is necessary, attempt to coordinate the move to minimize impact on response efforts.

5.1 Emergency Repair Director/Assistant ERD

DEACTIVATION:

- 5.1.27 Deactivate the OSC, when directed.
1. Inform the OSC personnel of deactivation.
 2. Evaluate condition of equipment and supplies, for readiness of the OSC. (An inventory checklist is located in OPEP-04.2).
 3. Report deficiencies to the OSC Mission Coordinator.
 4. Return equipment and supplies to storage.
 5. Assemble logbooks and any other documentation generated during the emergency for collection.

5.2 OSC Mission Coordinator/Assistant OSC Mission Coordinator

ACTIVATION:

- 5.2.1 Sign into OSC and notify ERD.
- 5.2.2 Verify sufficient staff is present and inform the ERD. (Notify the ERD of any personnel needs.)
1. I&C/E Technician
 2. Mechanical Technician
- 5.2.3 Obtain the OSC storage room and equipment storage cart keys and portable radio equipment from the M&TE calibration shop. (Obtain three maintenance supervisor radios; 1 to monitor Ops, 1 to monitor Fire Brigade, and 1 for the Ops Coord.)
- 5.2.4 Obtain reference materials from the OSC equipment storage cart (procedures, logbook, supplies) and assist the ERD in preparing the OSC as illustrated on Attachment 1.
1. Retrieve the SPDS Printer from the M&TE Calibration Shop (labeled OSC-1) and position in the Northwest Corner of the OSC Command Room. (Plug into the data jack on 1008-4, Jack 2.

5.2 OSC Mission Coordinator/Assistant OSC Mission Coordinator

ACTIVATION:

5.2.5 Set up the designated speaker phone for TSC Monitoring as follows:

1. Plug the TSC Intercom into the appropriate phone jack (Reference Attachment 1).
2. Direct available TSC personnel to establish the OSC/TSC Intercom (Ext. 4773) once it begins ringing, press On/Off button and control volume as needed.
3. Verify the plant PA is audible in the OSC.

5.2.6 Initiate a log of activities.

5.2.7 Set up the OSC Internal Intercom System (MPA-101).

1. Plug in microphones as shown on Attachment 1.
2. Turn the amplifier on.
3. Verify volume level in the satellite areas of the OSC.

OPERATION:

5.2.8 Immediately assemble the following teams as required to support plant activities. They may be dispatched prior to activation of the TSC/OSC if approved by the SEC in the Control Room. Once the TSC/OSC is activated, approval must be obtained from the ERD. They will be assigned a Mission Number and priority.

1. I&C Technician(s) to Control Room to support Operations activities in the Control Room only.
2. Mechanic(s) to verify operability of the TSC/EOF Emergency Diesel.

5.2 OSC Mission Coordinator/Assistant OSC Mission Coordinator

OPERATION:

- 5.2.9 If emergency repair teams are in the field prior to activation of the OSC, evaluate the need for HP coverage with the E&RC Coordinator. The repair teams already in the field shall be contacted, direction given, and mission numbers assigned for accountability and tracking purposes.
- 5.2.10 Designate or acquire personnel as Access Control Logkeeper, and Librarians (Administrative Staff). Utilize OPEP-Appendix A for personnel callout or, if available, acquire personnel from Site Evacuation assembly locations.
- 5.2.11 Ensure emergency classification signs are posted.
- 5.2.12 Coordinate all missions with the E&RC and Operations Coordinators and dispatch in a timely fashion.

NOTE: Mission Authorization Forms are available in triplicate for OSC use. The pink copy is to be retained in the OSC, the yellow copy is given to the OSC Access Control Logkeeper, and the white copy is retained by the Mission Team Leader.

- 1. Complete a Mission Authorization Form OPEP-02.6.12-1 for each mission dispatched.
- 5.2.13 Review and obtain at a minimum, ERD verbal authorization prior to approving Mission Authorization Forms for dispatch of any Emergency Repair Missions.

NOTE: Briefings should be held in available conference rooms or work areas, not in the OSC Command Room.

- 5.2.14 Ensure mission briefings are conducted with priorities and urgency understood by each team.
- 5.2.15 Ensure OSC personnel understand the focus of response efforts based on plant conditions.
- 5.2.16 Post data associated with OSC Emergency Repair Mission activities on the OSC Mission Board.

5.2 OSC Mission Coordinator/Assistant OSC Mission Coordinator

OPERATION:

- 5.2.17 Maintain accountability of OSC personnel throughout the event. At a Site Area Emergency or higher classification, provide OSC personnel accountability information to the ERD and Security Director within 25 minutes.
- 5.2.18 Keep the ERD informed of mission status.
- 5.2.19 Periodically review mission status with the OSC staff and resolve discrepancies.
- 5.2.20 Obtain support as necessary to organize emergency repair teams/missions.
 - 1. Assign a team leader for each mission.
 - 2. Verify respirator and SCBA qualifications.
 - 3. Obtain allowable exposure information from the E&RC Coordinator.
 - 4. Request E&RC Coordinator to evaluate the need for HP assistance.
 - 5. Provide a key to the stores area for access to parts and tools, if the area is locked.
- 5.2.21 Identify and resolve obstacles to timely mission dispatch.
- 5.2.22 Provide timely information flow on system restoration to Operations.
- 5.2.23 Provide feedback to the ERD to meet objectives in a more timely manner or when it may be necessary to deviate from procedures.
- 5.2.24 Designate radio communication channels to be used for field team communications.

5.2 OSC Mission Coordinator/Assistant OSC Mission Coordinator

DEACTIVATION:

- 5.2.25 Deactivate the OSC, when directed.
1. Evaluate condition of equipment and supplies.
 2. Assemble documentation (logs, forms, etc.) for collection and request the OSC Access Control Logkeeper to compile all event documentation (logs, forms, etc.).
 3. Inventory the OSC Equipment Storage Locker using Attachment in OPEP-04.2 and restock items.
 4. Request the OSC Access Control Logkeeper to list any equipment/supply deficiencies identified.
 5. Provide information above to Supervisor - Emergency Preparedness.

5.3 E&RC Coordinator

ACTIVATION:

- 5.3.1 Sign in and notify ERD.
- 5.3.2 Obtain reference materials (procedures, logbook, supplies).
- 5.3.3 Verify sufficient staff to perform: (Notify the ERD of any deficiencies.)
1. Chemistry Sampling and Analysis
 2. In-plant HP Surveys
 3. Habitability Surveys

OPERATION:

- 5.3.4 If emergency repair teams are in the field prior to activating the OSC, evaluate the need to dispatch HP Technicians for coverage.

5.3 E&RC Coordinator

- 5.3.5 Immediately assemble the following teams as required to support activities. They may be dispatched prior to activation of the TSC/OSC if approved by the SEC in the Control Room. Once the TSC/OSC is activated, approval must be obtained from the ERD. They will be assigned a Mission Number and priority. Coordinate all missions with the OSCMC and Operations Coordinator.
1. Chemistry Technician(s) to man the Chemistry Lab for analysis.
 2. HP Technicians to the TSC, EOF and Control Room for habitability surveys. (The technician assigned to the TSC should obtain an 800 MHz radio and deliver to the SEC).
 3. Chemistry Technicians to ensure PASS heat trace is energized in accordance with E&RC-1505, Operating Procedure for Postaccident Sampling Stations, **if conditions warrant**.

NOTE: Mission Authorization Forms are available in triplicate for OSC use. The pink copy is to be retained in the OSC, the yellow copy is given to the OSC Access Control Logkeeper, and the white copy is retained by the Mission Team Leader.

- 5.3.6 Review and obtain at a minimum, ERD verbal authorization prior to approving Mission Authorization Forms for dispatch of any E&RC Emergency Missions.
- 5.3.7 Frequently inform the ERD and Radiological Control Director of HP activities.
- 5.3.8 Ensure OSC habitability is monitored in accordance with OPEP-03.7.7, On-Site Radiological Controls and recommend relocation if necessary.
- 5.3.9 Obtain preliminary data on current and up-coming missions from the ERD, Operations Coordinator, and OSC Mission Coordinator.
- 5.3.10 Assign a HP Tech for each mission, when conditions warrant, to assist in preparation and job coverage.

5.3 E&RC Coordinator

OPERATION:

- 5.3.11 Maintain personnel/equipment decon facilities available in the Service Building Shower Room or TSC Shower Room or as approved by the RCD.
- 5.3.12 Issue KI to OSC personnel when authorized.
- 5.3.13 Evaluate OSC personnel exposures in accordance with OPEP-03.7.6, Emergency Exposure Controls and OPEP-03.7.7, On-Site Radiological Controls.

<p>NOTE: Briefings should be held in available conference rooms or work areas, not in the OSC Command Room.</p>
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- 5.3.14 Ensure radiological briefings for OSC missions address RWP requirements.

DEACTIVATION:

- 5.3.15 Deactivate the OSC, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Assemble documentation (logs, forms, etc.) for collection.

5.4 Health Physics Lead

ACTIVATION:

- 5.4.1 Sign into the OSC.
- 5.4.2 Notify the E&RC Coordinator of arrival.
- 5.4.3 Initiate a log of activities and obtain reference materials (procedures, supplies).

5.4 Health Physics Lead

ACTIVATION:

5.4.4 Verify phone communication link with the RCD.

<p>NOTE: Obtain E&RC Coordinator's approval prior to dispatching any HP personnel.</p>

OPERATION:

- 5.4.5 Provide HP personnel for assistance at the protected area access turnstiles and assembly areas during a Site Evacuation.
- 5.4.6 Assign personnel for vehicle monitoring and decontamination when conditions warrant.
- 5.4.7 Assign personnel to perform In-Plant radiological surveys per OPEP-03.7.7, On-Site Radiological Controls.
- 5.4.8 Trend and track radiological conditions.
- 5.4.9 Establish personnel monitoring and contamination control points as needed in accordance with OPEP-03.7.7, On-Site Radiological Controls.
- 5.4.10 Provide radiological support for missions and brief the teams on known radiological conditions and requirements.
- 5.4.11 If requested, assign an individual to maintain communications with the Radiological Communicator in the TSC and, if staffed, the Health Physics Network (HPN) Communicator in the EOF.
- 5.4.12 If necessary, assign E&RC personnel to Doshier Hospital and inform the E&RC Coordinator.
- 5.4.13 Maintain awareness of OSC personnel radiation exposure status and inform RCD of personnel approaching or anticipated to approach (10CFR20) regulatory limits.

5.4 Health Physics Lead

DEACTIVATION:

- 5.4.14 Assemble documentation (logs, forms, etc.) for collection.
- 5.4.15 Inventory Emergency Kits per OPEP-04.6, Radiological Kit Inventories and restock as needed.

5.5 Chemistry Lead

ACTIVATION:

- 5.5.1 Sign into the OSC.
- 5.5.2 Notify the E&RC Coordinator of arrival.
- 5.5.3 Initiate a log of activities and obtain reference materials (procedures, supplies).
- 5.5.4 Ensure PASS heat trace is energized in accordance with E&RC-1505 Operating Procedure for Postaccident Sampling Stations if conditions warrant.
- 5.5.5 Verify communication links with the RCD, TSC Accident Assessment Team, and EOF Dose Projection.
- 5.5.6 Verify staffing of Chemistry Lab, PASS Team and other sampling personnel.
- 5.5.7 Ensure Chemistry lab is prepared to receive high level samples.

OPERATION:

<p>NOTE: Obtain E&RC Coordinator approval prior to dispatching any Chemistry teams.</p>
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- 5.5.8 Coordinate dispatching of PASS Team with E&RC Coordinator.

5.5 Chemistry Lead

OPERATION:

- 5.5.9 Coordinate off-site analysis support from Harris, Robinson, and the HE&EC with the Administrative Logistics Manager (ALM) in the EOF.
- 5.5.10 Provide sample results to the Accident Assessment Team for core damage estimation and the EOF Dose Projection Coordinator for dose projection.

DEACTIVATION:

- 5.5.11 Assemble documentation (logs, forms, etc.) for collection.

5.6 Operations Coordinator

ACTIVATION:

- 5.6.1 Sign into the OSC and notify the ERD of arrival.
- 5.6.2 Obtain reference materials (procedures, logbook, supplies).
- 5.6.3 Establish communications with:
 - 1. SRO or Plant Operations Director (TSC).

OPERATION:

- 5.6.4 Monitor TSC Communications/briefings and inform the ERD of changing plant conditions or appropriate information from the OSC Monitor.

5.6 Operations Coordinator

OPERATION:

- 5.6.5 Track personnel dispatched from the Control Room on the OSC Mission Status Board and provide support as needed.

NOTE: Mission Authorization Forms are available in triplicate for OSC use. The pink copy is to be retained in the OSC, the yellow copy is given to the OSC Access Control Logkeeper, and the white copy is retained by the Mission Team Leader.

- 5.6.6 Review and obtain at a minimum, ERD verbal authorization prior to approving the Mission Authorization Form for dispatch of any Operations/Fire Brigade Emergency Missions. Coordinate all missions with the E&RC and OSC Mission Coordinators.
- 5.6.7 Verify a briefing is conducted for any mission dispatched.
- 5.6.8 Brief ERD of plant status, operator actions/needs and any information on TSC priorities.
- 5.6.9 Keep OSC staff informed of ongoing Operations/Fire Brigade activities.
- 5.6.10 Contact Plant Operations Director (POD) to obtain information on EOP/SAMG status.
- 5.6.11 Monitor and provide status and location of OSC Emergency Repair and Survey Missions to the Control Room.
- 5.6.12 Brief the ERD and OSC Staff of EOP actions, system actuation, etc., that may alter radiological conditions in any given area.
- 5.6.13 Notify the Control Room immediately following plant systems restoration.
- 5.6.14 Notify the Control Room of changing radiological conditions in plant.

5.6 Operations Coordinator

OPERATION:

- 5.6.15 Coordinate HP coverage for Operator/Fire Brigade actions in field. If personnel dispatch is from other than the OSC, a meeting location can be determined prior to team dispatch.

NOTE: Auxiliary Operators are located in the O&M Library after the OSC is activated.

- 5.6.16 Coordinate AO. support of OSC activities and post Operations field activities on the OSC Mission Status Board.
- 5.6.17 Provide AOs and expedite equipment clearances to support missions.
- 5.6.18 Ensure ERD understands the urgency of missions to support accident mitigation especially EOP Actions.

DEACTIVATION:

- 5.6.19 Deactivate the OSC, when directed.
1. Assemble documentation (logs, forms, etc.) for collection.

5.7 Access Control Logkeeper

ACTIVATION:

- 5.7.1 Ensure adequate supplies of forms are available (Mission Authorization Form, Personnel Status Log Sheets).

NOTE: Compile a List of OSC personnel by badge numbers and provide information to the OSC Mission Coordinator.

- 5.7.2 Ensure that personnel log in upon arrival using the Personnel Log Status Sheets, Attachment 2 and swipe the OSC card reader for accountability.

5.7 Access Control Logkeeper

ACTIVATION:

5.7.3 Personnel should only log out for:

1. Termination of event
2. Reassignment to another facility (TSC, EOF, outside protected area).
3. Re-entering the OSC after having left the protected area.

OPERATION:

5.7.4 Ensure that personnel leaving the OSC have an approved OSC Mission Authorization Form. (white copy)

1. Detach and retain a copy of the Mission Authorization Form for accountability of mission team personnel when dispatched. (yellow copy)

5.7.5 Utilize Attachment 2, Personnel Status Log Sheets to account for personnel entering and exiting the OSC for purposes other than approved missions.

1. Periodically verify accuracy of the OSC sign-in board.

5.7.6 Provide accountability information to the OSC Mission Coordinator.

DEACTIVATION:

5.7.7 Deactivate the OSC, when directed.

1. Compile documentation (logs, form, etc.) from the OSC.
2. Deliver documentation, including inventory forms, to the Supervisor - Emergency Preparedness.

5.8 Accident Assessment Team Member Liaison

ACTIVATION:

5.8.1 Sign in and notify OSC Mission Coordinator upon arrival.

5.8 Accident Assessment Team Member Liaison

ACTIVATION:

- 5.8.2 Establish a communication link to the AATL in the TSC for additional engineering guidance/support.

OPERATION:

- 5.8.3 Provide technical guidance in development/research of repair activities.
- 5.8.4 Provide status updates to the AAT Leader in the TSC.
- 5.8.5 Provide coordination for the NRC/OSC interface as requested.

DEACTIVATION:

- 5.8.6 Assemble documentation for collection.

5.9 OSC Status Board Plotter

ACTIVATION:

- 5.9.1 Obtain the OSC Status Board Plotter wireless headset from the M&TE Calibration Shop and refer to Attachment 7 for setup information.

OPERATION:

- 5.9.2 Maintain the OSC mission tracking board current with OSC activities and as directed by the OSCMC.
- 5.9.3 Maintain communications with TSC, EOF, and Control Room to ensure activity status is current in all facilities.

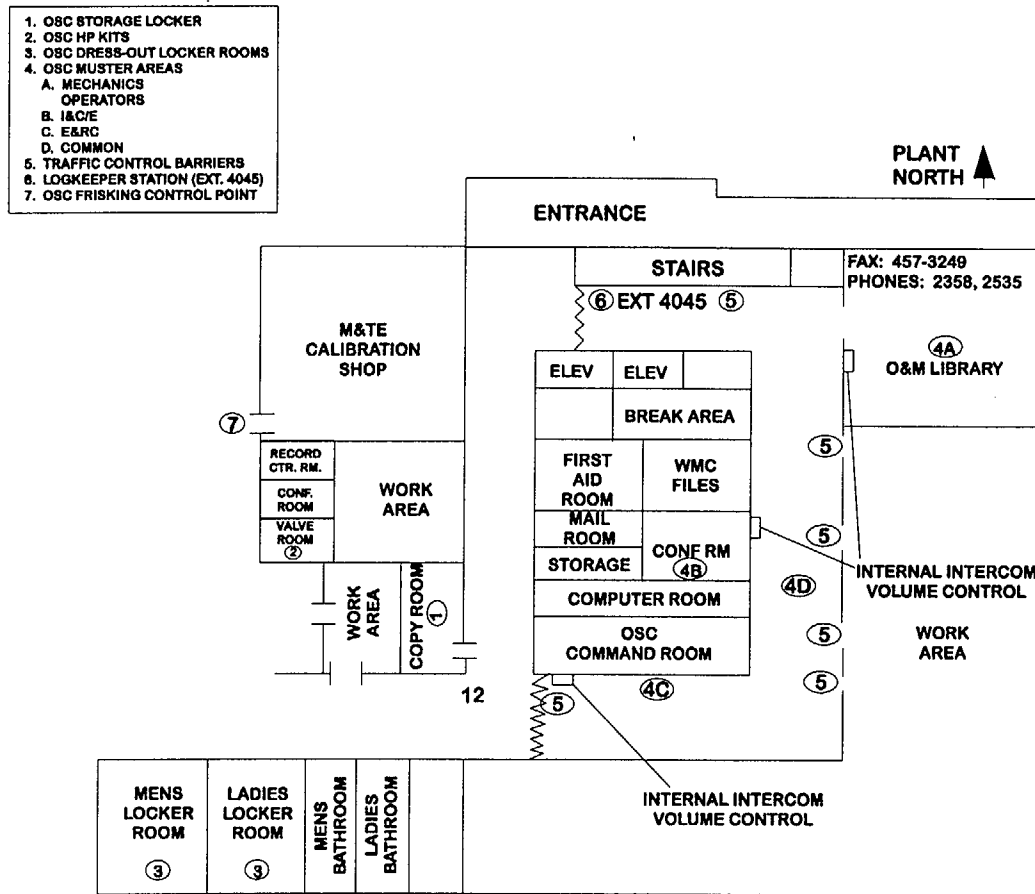
DEACTIVATION:

- 5.9.4 Return the OSC Status Board Plotter wireless headset to storage in the M&TE Calibration Shop.
- 5.9.5 Assist in additional facility deactivation as directed by the OSCMC.

6.0 RECORDS

Documentation generated from implementation of this procedure should be forwarded to the Supervisor - Emergency Preparedness for submittal to Document Services for retention.

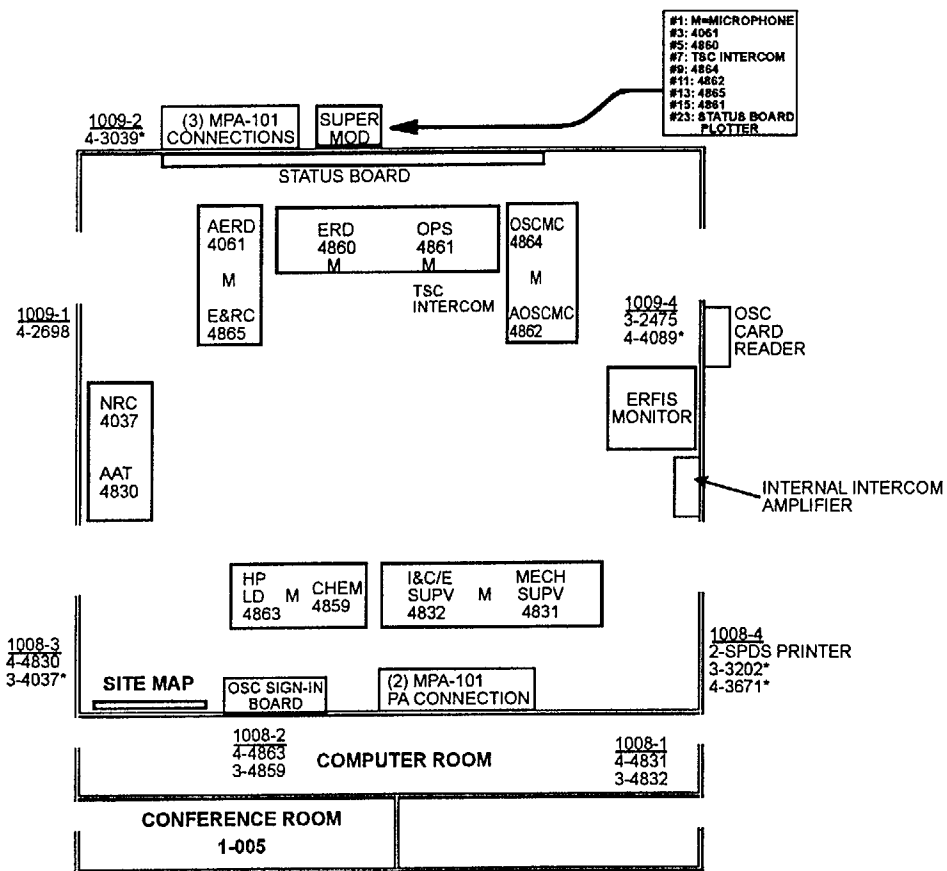
ATTACHMENT 1
Page 1 of 2
Recommended OSC Layout



- 1. OSC STORAGE LOCKER
- 2. OSC HP KITS
- 3. OSC DRESS-OUT LOCKER ROOMS
- 4. OSC MUSTER AREAS
 - A. MECHANICS OPERATORS
 - B. I&C/E
 - C. E&RC
 - D. COMMON
- 5. TRAFFIC CONTROL BARRIERS
- 6. LOGKEEPER STATION (EXT. 4045)
- 7. OSC FRISKING CONTROL POINT

NOTE: Establish Personnel Muster areas and Traffic Control Barriers per above diagram, or as directed by the ERD.

ATTACHMENT 1
Page 2 of 2
Recommended OSC Layout



*NOT A ROLM PHONE CONNECTION

NOTE: OSC supplies are located in the equipment storage cart. Reference Attachment 1. Keys for the room door and storage cart can be obtained from the M&TE CAL shop. Set up tables and phones per above diagram. Ensure telephones and radios are operable. Obtain procedures, logbook, and other supplies. Setup may be modified by ERD.

ATTACHMENT 2
Page 5 of 5
OSC Staff Personnel Status Log Sheet

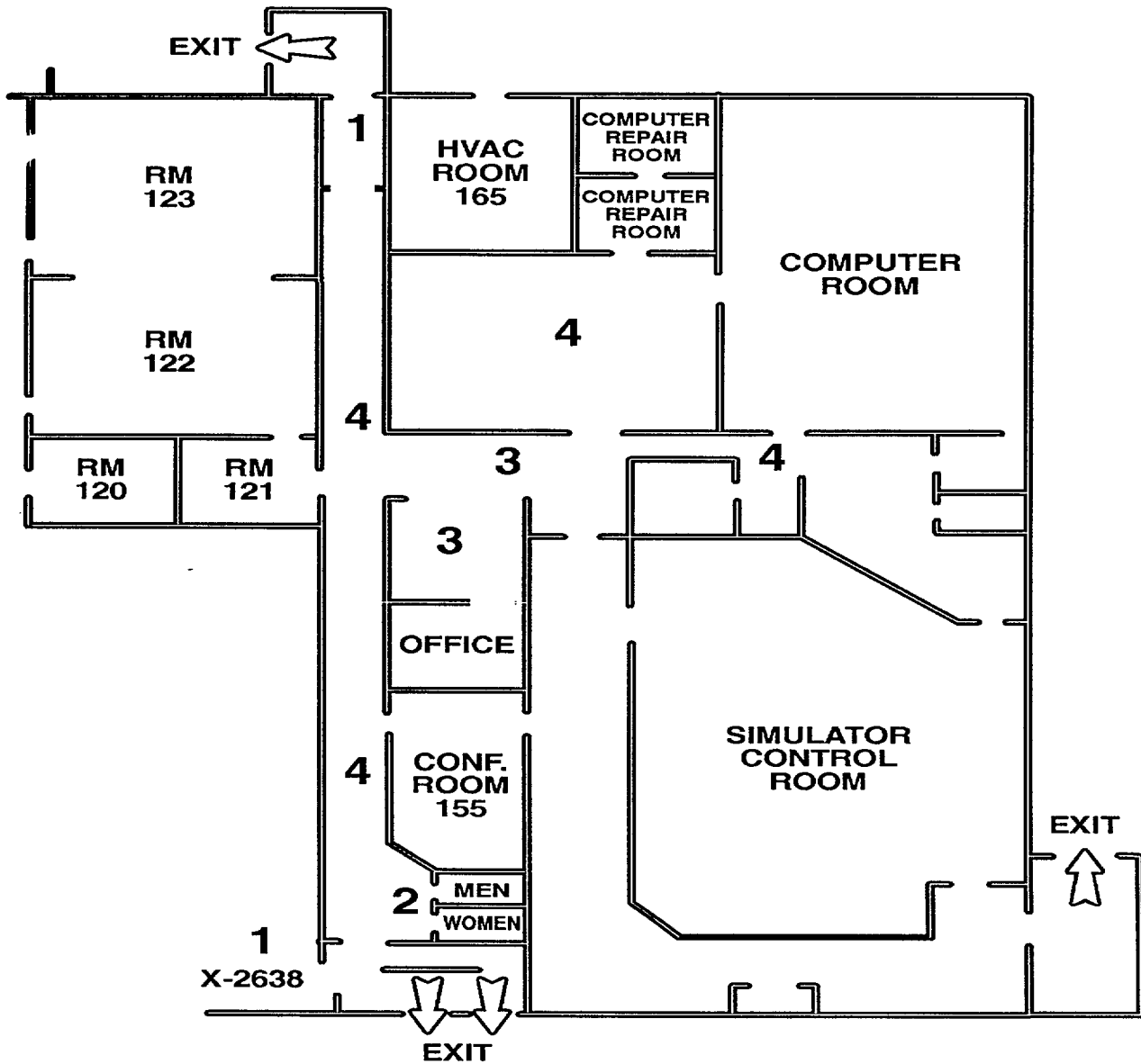
Personnel		Social Security #	Badge #
ERD			
AERD			
OSCMC			
AOSCMC			
E&RC Coordinator			
OPS Coordinator			
HP Lead			
Chem. Lead			
Access Control Log Keeper			
Planner			
Other			

ATTACHMENT 4
Page 1 of 1
OSC Relocation Checklist

NOTE: This attachment may change with various radiological conditions. In some cases, the need to relocate may be based on "shine" instead of an airborne situation. In this case, the unaffected reactor building may be suitable to stage teams, with the ERD in the Technical Support Center (TSC).

- | <u>Steps</u> | (Check or N/A Items) |
|---|----------------------|
| 1. Notify OSC staff to prepare for relocation to Simulator area of EOF or designated area. | _____ |
| 2. Ensure that communications can be maintained with the SEC and OSC Missions in the field. | _____ |
| 3. Perform an accountability of all personnel assigned to the OSC. | _____ |
| 4. Notify the E&RC Coordinator to dispatch personnel to the simulator or designated area to set up a frisking location and develop an entrance/exit route for personnel relocation. | _____ |
| 5. Coordinate with the E&RC Coordinator if exit monitors are inoperable due to high background. | _____ |
| 6. Notify OSC personnel to proceed to simulator or designated area, with applicable procedures, status boards (use Attachment 3), necessary communication equipment and other supplies as needed. | _____ |
| 7. Maintain constant communication with teams in the field. | _____ |
| 8. Notify the SEC of conditions for evaluation of the need to evacuate CAS. | _____ |
| 9. Upon completion of the relocation: | |
| a. Perform an accountability of OSC personnel. | _____ |
| b. Ensure work areas and communications are established. Contact the SEC and field teams with new telephone numbers | _____ |
| 10. Coordinate with Security for teams' access in/out of the protected area. | _____ |

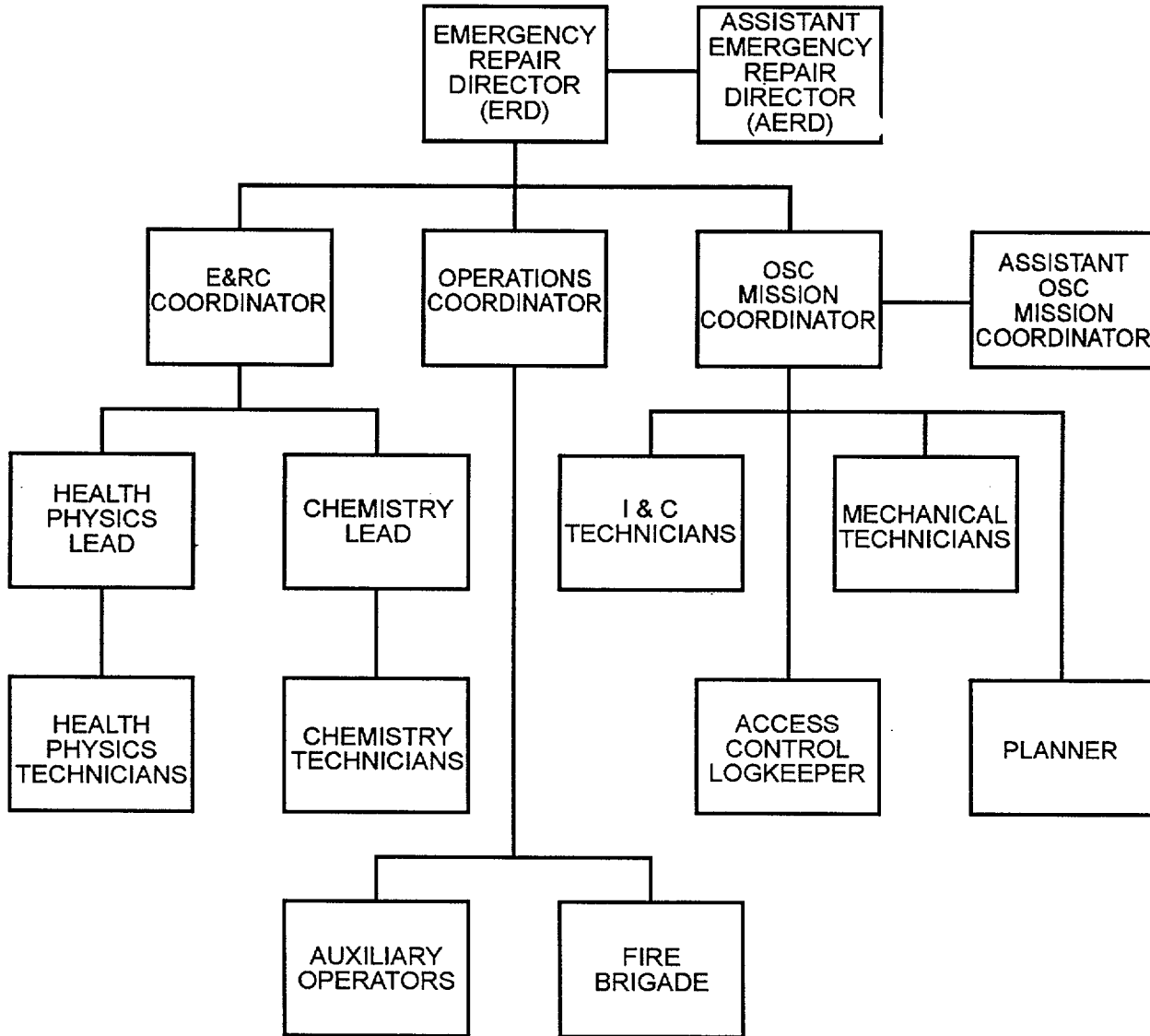
ATTACHMENT 5
 Page 1 of 1
 Alternate OSC



- 1. FRISKING AREAS (DETERMINED BY ERD)
- 2. RESTROOMS FOR DECON
- 3. ERD AND STAFF
- 4. PERSONNEL MUSTER AREAS

NOTE: Establish frisking areas, staff and personnel muster areas per above diagram.

ATTACHMENT 6
Page 1 of 1
Operational Support Center Organization



ATTACHMENT 7
Page 1 of 2
Status Board Plotter Wireless Headset

1. The OSC Status Board wireless headset is stored in the M&TE Calibration Shop.
2. The headset uses regular cellular telephone rechargeable batteries rated for six hours continuous use. (A beeping noise identifies when the battery should be recharged or replaced.)
3. Setup and Operation
 - a. Plug the status board telephone into Jack #23 on the Super mod.
 - b. Plug the Netcom wireless headset into the handset jack on the status board telephone.
 - c. Plug the handset into the back of the Netcom unit.
 - d. Turn the Netcom "ON/OFF" switch to the "ON" position.
 - e. Place the headset on your head and clip the battery pack on your belt or clothing.

<p>NOTE: The TSC Status Board Plotter will initiate the communications link between the TSC, OSC and EOF.</p>
--

- f. When the telephone rings, lift the handset and place it beside the telephone.

4. Transmit Volume Control Adjustment

- a. Adjust the thumbwheel on the back of the Netcom base unit to adjust transmit volume (Normally set at "6".)

5. Receiving Volume Control Adjustment and Muting

- a. Raise or lower the volume by using the "+" or "-" volume controls on the battery pack.
 - b. Mute transmissions by depressing the "MUTE" button. The LED is lit when the mute function is in operation.

ATTACHMENT 7
Page 2 of 2
Status Board Plotter Wireless Headset

6. Changing the Battery
 - a. Remove the battery cover from the clip-on Netcom battery pack.
 - b. Remove the yellow battery assembly and disconnect the white plug.
 - c. Replace the battery assembly with the battery pack attached to the Netcom base unit.
 - d. Connect the depleted battery pack to the base unit to recharge.
 - e. Reinstall the battery cover.

MISSION AUTHORIZATION FORM

FORM OPEP-02.6.12-1 (7/95)

Page 1 of 3

NUMBER

1. MISSION (CONDITIONS, PROBLEMS, OBJECTIVES)			
2. TEAM MEMBERS	WORK GROUP	BADGE NO.	TEAM LEADER
3. LOCATION:			
4. ENTRANCE/EXIT:		E&RC Initials	
5. RWP NUMBER:		E&RC Initials	
6. CLEARANCE REQUIRED: OPERATOR SUPPORT REQUIRED:		Ops Initials	
7. TOOLS / EQUIPMENT REQUIRED:		OPS/Duty Supervisor Initials	
8. DRAWING NOS.		OPS/Duty Supervisor Initials	
9. INSTRUCTIONS / PROCEDURES:		OPS/Duty Supervisor Initials	
10. APPROVAL FOR DISPATCH: _____ TIME: ____ DATE: _____			

MISSION AUTHORIZATION FORM

Team Number _____

MISSION PREDISPATCH

PLANT STATUS

- Emergency Classification: _____
- Cause of Emergency: _____
- Destination: _____ (Discuss recommended travel routes.)

MATERIALS

RAD CONTROL

YES N/A

YES N/A

___	___	Flashlight	___	___	RWP
___	___	Tools	___	___	Dosimetry
___	___	Parts	___	___	Protective Gear
___	___	Maps, Drawings, Floor Plans, etc.	___	___	Authorized KI
___	___	Ink pens	___	___	Emergency Dosimetry issued
___	___	Radio channel	___	___	Air Sampler
___	___	Keys (CO).	___	___	Survey Meters
			___	___	SCBAs
			___	___	Keys (high rad)

Work Control Practices
 BSP-50 Communications
 STAR techniques
 Safety/ALARA
 Procedure Compliance

NOTE: E&RC Coordinator's approval is required prior to dispatching any teams.

RADIOLOGICAL PRACTICES

- Read and report dosimeter readings every fifteen, (15) minutes.
- Ensure all team members are aware of their allowable exposure.
- Discuss ALARA/ways to minimize exposure.
- Remind team to frisk when exiting RCA. If contamination control boundary is moved out to OSC, frisking is done at the OSC frisking point.



PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

UNIT
0



OPEP-02.6.21

EMERGENCY COMMUNICATOR

REVISION 36

EFFECTIVE DATE
12/06/99

Sponsor	<u>Teresa G. Thompson</u>	<u>12/2/99</u>
		Date
Approval	<u>DM Alford</u>	<u>12/2/99</u>
	Supervisor - Emergency Preparedness	Date

REVISION SUMMARY

Revision 36 consists of the following changes:

- Changed Attachment 1 to “Example” Notification Form and revised procedure to reflect use of more legible notification form on tablet at communicator work station as procedural enhancement.
- Changed “Attachment 4” to “Attachment 3” in Sections 5.1.10, 5.1.12, 5.3.1 and 5.3.3 to correct typographical error.
- Updated phone number for Security and Doshier Hospital in Section 5.1.18.
- Changed “contracted” to “contacted” in Section 5.4.2.1 to correct typographical error.
- Added new Section 6.0, Records, as a procedural enhancement.
- Updated NRC Resident Inspector name/phone numbers and pager numbers for Site Communications on Attachment 1-A.
- Updated area code for Coast Guard Ft. Macon in Attachment 1-B.
- Changed “Coast Guard EOC” to “Coast Guard MSO” in Attachment 1-B and updated Coast Guard Wilmington phone numbers in Attachment 1-B.
- Reworded Attachment 2, Lines 8-a through 8-c for clarification.
- Revised Attachment 4 to clarify minimum staffing for call-out of ERO members.
- Reformatted Attachment 5 to be more user-friendly without changing content.

LIST OF EFFECTIVE PAGES

<u>Page(s)</u>	<u>Revision</u>
1-33	36

TABLE OF CONTENTS

SECTION	PAGE
1.0 PURPOSE.....	4
2.0 REFERENCES.....	4
3.0 RESPONSIBILITIES	4
3.1 Control Room Emergency Communicator	4
3.2 Communications Director	4
3.3 ENS Communicator.....	5
3.4 Communications Manager/Assistant Communications Manager.....	5
3.5 EOF Phone Talkers.....	5
4.0 PRECAUTIONS AND LIMITATIONS.....	5
5.0 INSTRUCTIONS	7
5.1 Control Room Emergency Communicator	7
5.2 Communications Director	13
5.3 ENS Communicator.....	15
5.4 Communications Manager/Assistant Communications Manager.....	15
5.5 EOF Phone Talkers.....	17
6.0 RECORDS	19
ATTACHMENTS	
1 Emergency Notification (Example).....	20
1-A Notification Checklist to Warning Points	21
1-B Notification Checklist to Warning Points and EOCs.....	22
2 Guidance for Completion of Emergency Notification Form.....	23
3 Guidance for Making Notifications	27
4 Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist..	32
5 Safety Parameter Display System Sheet.....	33

1.0 PURPOSE

This procedure provides instructions for notifying members of the Brunswick Nuclear Plant (BNP) Emergency Response Organization (ERO), CP&L Corporate, federal, state, and local agencies upon declaration of an emergency classification at BNP, or at the discretion of the Site Emergency Coordinator (SEC).

2.0 REFERENCES

- 2.1 NRC Violation 50-325, 324/88-37-03
- 2.2 BSP-41, Use of Digital Pager/Beeper
- 2.3 OPEP-03.1.3, Use of Communication Equipment
- 2.4 OOI-01.07, Notifications
- 2.5 NUREG-0654 Section F
- 2.6 OPEP-Appendix A, Emergency Response Resources
- 2.7 OPEP-04.7, Brunswick Emergency (Automated Telephone) Notification System
- 2.8 10 CFR 50.47 b, 50.72 and Appendix E
- 2.9 OPEP-02.1, Initial Emergency Actions

3.0 RESPONSIBILITIES

3.1 Control Room Emergency Communicator

- 3.1.1 Transmit initial and follow-up notifications to offsite agencies, as directed by the Site Emergency Coordinator.
- 3.1.2 Initiate or verify the notification of Emergency Response Organization (ERO) as directed by the Site Emergency Coordinator.

3.2 Communications Director

Initiate accurate/timely notifications to the NRC.

3.3 ENS Communicator

Transmit information on plant conditions and activities during classified emergencies that require activation of the TSC.

3.4 Communications Manager/Assistant Communications Manager

Complete Emergency Notification Forms for initial and follow-up notifications and verify their transmittal to State, County, and other offsite agencies in accordance with this procedure.

3.5 EOF Phone Talkers

Transmit initial and follow-up notifications to offsite agencies, as directed.

4.0 PRECAUTIONS AND LIMITATIONS

NOTE: Do not complete Attachment 1 for offsite notifications. Attachment 1 is an "example" form only. Use Emergency Notification Form (EM-78[R2-94]) located on a tablet inside the front cover of the PEP manual at your work station.

- 4.1 Care should be exercised during the transmission of information to ensure the release of clear, concise, and accurate data.
- 4.2 If the emergency is terminated or reclassified before all contacts have been made, or if the emergency is the result of an Emergency Action Level(s) indicating a high classification (e.g., Site Area Emergency) that after a brief period is downgraded to a lower classification (e.g., Unusual Event), indicate the highest emergency classification attained; give the current status and when it was achieved; and then give the period of time that the higher classification existed and the mitigating conditions that caused the emergency classification to be downgraded.
- 4.3 In long lasting events caused by natural phenomena (i.e., hurricane, severe storms, earthquake), regular follow-up notifications to the State and Counties may be suspended if both the following criteria are met:
 - 4.3.1 State and Counties agree to the suspension, and
 - 4.3.2 There is no significant change in plant status.

4.0 PRECAUTIONS AND LIMITATIONS

4.4 Ensure that offsite notifications are initiated within the following time limits, and as described in Attachment 1-A, Notification Checklist to Warning Points, and Attachment 1-B, Notification Checklist to Warning Points and EOCs.

4.4.1 For an emergency declaration, reclassification or event termination, initiate an Initial Notification to state and counties within 15 minutes, and notify the NRC immediately following state and counties, but no later than 60 minutes.

R1

4.4.2 Follow-up notifications to state, counties, and NRC shall be made at 60-minute intervals (timed from completion of the previous notification), or more frequently if warranted by changing conditions.

4.5 When the TSC is activated due to an emergency classification, the responsibility for emergency notifications is with the Site Emergency Coordinator. Reporting of events as a result of the declaration of an emergency classification will be in accordance with this procedure and satisfies the correspondent notification requirements of OOI-01.07, Notifications.

4.6 If the TSC or EOF is activated, American Nuclear Insurers (ANI) should be notified as soon as possible, normally within four hours of the declaration of an Alert or higher classification. If the event is terminated prior to activation of the TSC or EOF, ANI should be notified by Emergency Preparedness, as soon as practical (e.g., next working day) after an Alert or higher classification.

4.7 Corporate Communications must be notified of any declared emergency event, regardless of severity or duration.

5.0 INSTRUCTIONS

Check the listing below for your Emergency Response Organization (ERO) position and refer to the designated page for your tasks/responsibilities.

IF YOUR ERO POSITION IS:	THEN REFER TO PAGE:
CONTROL ROOM EMERGENCY COMMUNICATOR	7
COMMUNICATIONS DIRECTOR	13
ENS COMMUNICATOR	15
COMMUNICATIONS MANAGER/ASSISTANT COMMUNICATIONS MANAGER	15
EOF PHONE TALKERS	17

5.1 Control Room Emergency Communicator

5.1.1 Initiate duties of Control Room Emergency Communicator.

NOTE: If necessary, request the SEC to provide additional personnel to complete the following actions.

1. Obtain copies of:
 - a. Authenticator code words (located inside front cover of PEP Manuals in Control Room).
 - b. Emergency Notification Form (EM-78[R2-94]) located on a tablet inside the front cover of the PEP manuals in Control Room.
 - c. Attachment 1-A, Notification Checklist to Warning Points
 - d. Attachment 1-B, Notification Checklist to Warning Points and EOCs

5.1 Control Room Emergency Communicator

- e. Attachment 4, Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist
 - f. Attachment 5, Safety Parameter Display System List
 - g. OPEP-03.1.3, Use of Communication Equipment
 - h. OPEP-04.7, Brunswick Emergency (Automated Telephone) Notification System
 - i. Log Book
2. Report to work area and verify operability of communications equipment (telephone, selective signaling, radio, etc...).

5.1.2 Complete Emergency Notification Form (EM-78 [R2-94]), if directed. Refer to Attachment 2, Guidance for Completion of Emergency Notification Form, if necessary.

NOTE: Approval of the Emergency Notification Form and initiation of offsite notifications should not be delayed for an Initial Notification, if the information for Items 11-14 of the Emergency Notification Form is not readily available. If these items are initially omitted, a follow-up notification shall be made as soon as the information can be obtained.

5.1.3 Obtain SEC approval of completed Emergency Notification Form.

NOTE: Any information added to the form, or any changes, after SEC approval, must be re-submitted to the SEC for re-approval prior to transmittal offsite.

5.1.4 Determine method of notification to offsite agencies.

- 1. If notification is to State, Counties, and Coast Guard use Selective Signaling System.

5.1 Control Room Emergency Communicator

NOTE: If Selective Signaling System is inoperable, use alternate methods described in OPEP-03.1.3, Use of Communication Equipment and telephone numbers provided in OPEP-Appendix A, Emergency Response Resources.

2. If notification is to the NRC Operations Center in Washington, DC, use the Emergency Notification System (ENS) phone; if ENS is inoperable, use commercial telephone (or other alternate methods, described in OPEP-03.1.3, Use of Communication Equipment) and numbers listed on Attachment 1-A, Notification Checklist to Warning Points.

NOTE: If any EOCs contact the Control Room and are ready to receive emergency notifications, the Control Room should use Attachment 1-B, Notification Checklist to Warning Points and EOCs.

- 5.1.5 Notify State and County agencies listed on Attachment 1-A, Notification Checklist to Warning Points (or Attachment 1-B, if applicable) within the required time limits.
- 5.1.6 Transmit information to State and County Agencies using Attachment 3, Guidance for Making Notifications, as guidance.
- 5.1.7 Information on the Emergency Notification Form should also be telecopied to offsite agencies. Refer to OPEP-Appendix A, Emergency Response Resources for telecopier numbers, if necessary.
- 5.1.8 Determine receipt of facsimiles of Emergency Notification Form by offsite agencies via Selective Signaling or alternate method.

NOTE: Refer any calls from the news media to Corporate Communications. Phone numbers are located in OPEP-Appendix A, Emergency Response Resources.

- 5.1.9 Document questions from offsite agencies (other than news media) and transmit to SEC, or his designee, for response and signature.

5.1 Control Room Emergency Communicator

- 5.1.10 Complete 00I-01.07, Attachment 3, Event Notification Worksheet (per instructions in 00I-01.07, Notifications) for Notification to the NRC.
- 5.1.11 Notify NRC Operations Center with initial and follow-up information within the required time limits, as described in Attachment 1-A, Notification Checklist to Warning Points (or Attachment 1-B, Notification Checklist to Warning Points and EOCs, if applicable).
- 5.1.12 Transmit emergency information on 00I-01.07, Attachment 3, Event Notification Worksheet, to NRC Operations Center, as requested.

NOTE: Use Attachment 3, Guidance for Making Notifications, as a reference during information transmittal.

- 5.1.13 Maintain open communications line with NRC, if requested.

NOTE: If NRC requests an open line, notify the Shift Superintendent (SEC) that you need additional assistance for completing notifications.

- 5.1.14 Notify SEC with status of offsite notifications.
- 5.1.15 Verify activation of the Brunswick Emergency Notification System (BEN) for ERO Call-Out with the Secondary Alarm Station (SAS) operator. Refer to Attachment 4, Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist (list of personnel for minimum staffing in TSC, OSC, and EOF).

NOTE: The BEN System will fax a report to the Control Room fax machine approximately every five (5) minutes, and upon completion of notifying ERO on-call personnel. The BEN System report will also print on the BEN System printer located in Room 136 of the Training Building. Request Security to unlock doors.

- 5.1.16 Use the faxed report and cross-reference with Attachment 4, BEN Minimum Staffing Checklist, ensuring all personnel have been notified.

5.1 Control Room Emergency Communicator

- 5.1.17 If BEN is not operable, initiate a manual call-out of personnel listed on Attachment 4, Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist, via group pager activation, in accordance with OPEP-03.1.3, Use of Communication Equipment; or use OPEP-Appendix A, Emergency Response Resources, to notify personnel, beginning with positions listed in Attachment 4.
- 5.1.18 Perform other notifications, as directed by SFO
1. If fire or rescue assistance is needed on site:

NOTE: Verify/document call if made by another individual in Control Room.
--

- a. Call 911
 - b. Notify Security (x2254)
 - c. Notify Dosimetry (x2245)
 - d. Notify Fire Brigade
2. If individual is injured, contaminated, and requires offsite medical treatment (Doshier Hospital):
 - a. Call 911.
 - b. Notify Doshier Hospital (457-3800) to prepare for receipt of contaminated injured person.
 - c. Notify E&RC (x2246) to provide health physics coverage for the hospital.
 - d. Notify Fire Brigade to provide medical assistance to injured person.
- 5.1.19 Record all notifications to ERO and offsite agencies in log book.

5.1 Control Room Emergency Communicator

NOTE: Room 136 in the TSC/EOF Training Building contains Selective Signaling, ENS, Rolm phones, and a plant PA unit; or the EOF communications area has telephones which can be used for offsite notifications. Room 128/132 of the EOF contains a remote VHF radio handset which is stored in a metal cabinet and must be plugged into Jack 11 near the north corner of the east wall.

5.1.20 In the event of a Control Room evacuation, perform the following:

1. Notify Security to open Room 122 (EOF), Room 128/132 (EOF), and Room 136 (across from the ventilation room near the double doors) of the TSC/EOF Training Building.
2. Obtain Authenticator Code Words located in the PEPs at the Communication Manager's work station in the EOF (Room 122).
3. Perform offsite notifications, as necessary, using instructions in OPEP-03.1.3, Use of Communication Equipment.

NOTE: For an Unusual Event, Attachment 5, Safety Parameter Display System List, is optional at the request of the Site Emergency Coordinator.

5.1.21 In the event ERFIS capability is not available in the TSC or EOF at an Alert level emergency or higher:

1. Complete Attachment 5, Safety Parameter Display System List.
2. Provide SPDS information to TSC and EOF personnel as requested.
3. Update Attachment 5, Safety Parameter Display System List as plant conditions change, or as often as directed, and transmit to TSC and EOF.

5.1 Control Room Emergency Communicator

NOTE: If the TSC and EOF activate simultaneously, transfer the responsibility for NRC notifications to the TSC and transfer responsibility for the State, County, INPO, and ANI notifications to the EOF. However, if the TSC activates without the EOF, transfer responsibility for all offsite notifications to the TSC Communications Director.

5.1.22 Transfer responsibility for offsite notifications to TSC and EOF, when directed.

1. Provide information to TSC Communications Director and EOF Communications Manager on status of offsite notifications.
2. Transmit all previous Emergency Notification Forms to the TSC and EOF via facsimile.
3. Perform turnover of offsite notification responsibility to Communications Director and Communications Manager.
4. Inform SEC that offsite notification responsibilities have been transferred to TSC and EOF.
5. Record transfer of notifications in log book.

5.1.23 Transmit originals of Emergency Notification Forms and any other documentation generated during the emergency to the SEC upon termination of the emergency.

5.2 Communications Director

NOTE: If the TSC activates simultaneously with the EOF, the Communications Director will be responsible for only NRC notifications. However, if the TSC activates without the EOF, the Communications Director will also be responsible for other offsite notifications (State, County, INPO, ANI), in accordance with Section 5.4 of this procedure. If the EOF is activated following the TSC, the Communications Director will transfer responsibility for State, County, INPO, and ANI notifications to the EOF Communications Manager.

5.2.1 Verify status of NRC notifications with Control Room Emergency Communicator.

5.2 Communications Director

- 5.2.2 Direct ENS Communicator to notify NRC with follow-up information, as described in Attachment 1-B, Notification Checklist for Warning Points and EOCs.
- 5.2.3 Direct ENS Communicator to maintain open line with NRC until terminated by NRC.
- 5.2.4 Notify SEC with status of NRC notifications.
- 5.2.5 If fire or rescue assistance is needed on site, verify that 911 has been called by the Control Room. (Call 911 if requested by the Control Room.)
1. If fire or rescue assistance has been requested to report to the site, notify the Security Director and the Radiological Control Director.
 2. If the rescue squad is called to aid a contaminated injured individual, notify Doshier Hospital to prepare for the receipt of a contaminated patient.
- 5.2.6 Ensure that personnel are available to obtain ERFIS data or that a communications link between the Control Room and TSC has been established for the transmittal of SPDS data, using Attachment 5, Safety Parameter Display System List.
- 5.2.7 Verify operability of VHF radios located in TSC Communications Room in accordance with OPEP-03.1.3, Use of Communication Equipment.

NOTE: After responsibility for notifications (other than NRC) are transferred to the EOF, request that all correspondence transmitted to offsite agencies be telecopied to the TSC for distribution to the NRC.

- 5.2.8 Ensure that copies of all correspondence to offsite agencies (e.g., notifications, news releases, etc...) are transmitted to the NRC Resident Inspector in the TSC.

5.3 ENS Communicator

- 5.3.1 Complete OOI-01.07, Attachment 3, Event Notification Worksheet (per instructions in OOI-01.07, Notifications) for notification to the NRC.
- 5.3.2 Notify NRC Operations Center with initial and follow-up information within the required time limits, as described in Attachment 1-B, Notification Checklist for Warning Points and EOCs, using the ENS phone (or alternate method).
- 5.3.3 Transmit information on OOI-01.07, Attachment 3, Event Notification Worksheet, to NRC Operations Center, as requested by the Control Room.

NOTE: Use Attachment 3, Guidance for Making Notifications, as a reference during information transmittal.

NOTE: If the NRC requests an open communications line, maintain an OPEN communications channel, until terminated by the NRC.

- 5.3.4 Notify the Communications Director with the status of NRC notifications.

5.4 Communications Manager/Assistant Communications Manager

- 5.4.1 Obtain copies of the following documents/forms:
 - 1. Authenticator Code Words (located at EOF work station)
 - 2. Emergency Notification Form (EM-78 [R2-94]) located on a tablet inside the PEP manual at your work station.
 - 3. Attachment 1-B, Notification Checklist to Warning Points and EOCs
 - 4. OPEP-03.1.3, Use of Communication Equipment

5.4 Communications Manager/Assistant Communications Manager

5.4.2 Upon EOF activation and when directed by Emergency Response Manager (ERM), accept turnover of responsibility for State, County, ANI, and INPO notifications from Control Room.

1. If all agencies have not been contacted, allow Control Room to finish current notifications before turnover to EOF.

NOTE: Offsite agency EOCs will activate at an Alert emergency classification or higher.

2. Determine from Control Room if all EOCs have been activated.
 - a. If all EOCs have been activated, discontinue notifications to Warning Points.
 - b. If all EOCs have not been activated, continue to make notifications to Warning Points and EOCs.
3. Obtain the Emergency Notification Form message number of the last notification transmitted.

5.4.3 Complete Emergency Notification Form (EM-78 [R2-94])

1. Refer to Attachment 2, Guidance for Completion of Emergency Notification Form, as necessary.
2. Obtain radiological information from the Radiological Control Manager and plant status information from the Technical Analysis Manager, as appropriate.

NOTE: Approval of the Emergency Notification Form and initiation of offsite notifications should not be delayed for an initial notification, if the information for Items 11-14 on the Emergency Notification Form is not readily available. If these items are initially omitted, a follow-up notification shall be made as soon as the information can be obtained.

5.4.4 Obtain ERM approval of completed Emergency Notification Form.

5.4 Communications Manager/Assistant Communications Manager

NOTE: Any information added to the form, or changes made, after ERM approval, must be re-submitted to the ERM for re-approval prior to transmittal offsite.

- 5.4.5 Provide approved Emergency Notification Form to EOF Phone Talkers for transmittal offsite (State, Counties, ANI and INPO), as described in Attachment 1-B, Notification Checklist to Warning Points and EOCs.
- 5.4.6 Notify ERM when offsite notifications are complete.
- 5.4.7 Ensure copies of all correspondence transmitted to offsite agencies are faxed to the NRC Resident Inspector in the TSC.
- 5.4.8 Verify that 911 has been called by the Control Room if fire or rescue assistance is needed on site. (Call 911, if requested by the Control Room).
 - 1. Notify the Fire Brigade, the Communications Director, Security Director, and Radiological Control Director, if fire or rescue assistance has been requested to report to the site.
 - 2. If the rescue squad is called to aid a contaminated injured individual, notify Doshier Hospital to prepare for the receipt of a contaminated patient.
- 5.4.9 Ensure availability to obtain ERFIS data or establish a communications link between the TSC and EOF Status Board Plotters.

5.5 EOF Phone Talkers

- 5.5.1 Obtain Authenticator Code Words from Communications Manager.

NOTE: Perform operability check of Selective Signaling and inform offsite agencies that notifications will be made from the EOF upon activation

- 5.5.2 Review completed Emergency Notification Form for approval of ERM.

5.5 EOF Phone Talkers

NOTE: Any information added to the form, or changes made, after ERM approval, must be re-submitted to the ERM for re-approval prior to transmittal offsite.

5.5.3 Notify offsite agencies listed on Attachment 1-B, Notification Checklist to Warning Points and EOCs, within the required time limits.

NOTE: If Selective Signaling System is inoperable for State and County notifications, use alternate methods described in OPEP-03.1.3, Use of Communications Equipment and telephone numbers provided in OPEP-Appendix A, Emergency Response Resources.

5.5.4 Transmit information to State and County agencies using Attachment 3, Guidance for Making Notifications, as guidance.

5.5.5 Information on the Emergency Notification Form should also be telecopied to offsite agencies. Refer to OPEP-Appendix A, Emergency Response Resources for telecopier numbers, if necessary.

5.5.6 Determine receipt of facsimiles of Emergency Notification Form by offsite agencies via Selective Signaling or alternate method.

5.5.7 Transmit copies of all correspondence to offsite agencies to the TSC.

NOTE: Refer any calls from the news media to Corporate Communications or the Joint Information Center (JIC), as applicable. Phone numbers are located in OPEP-Appendix A, Emergency Response Resources.

5.5.8 Document questions from offsite agencies (other than news media) and transmit to the Communications Manager for response and ERM approval.

5.5.9 Notify Communications Manager with status of offsite notifications.

5.5 EOF Phone Talkers

5.5.10 Record offsite notifications in log book.

5.5.11 Perform other notifications, as directed by Communications Manager.

6.0 RECORDS

Documentation generated from implementation of this procedure should be forwarded to the Supervisor - Emergency Preparedness for submittal to Document Services for retention.

ATTACHMENT 1
Page 1 of 1

EMERGENCY NOTIFICATION

Received by: _____
Time: _____ Date: _____
Transmitted by: _____

1. THIS IS A DRILL ACTUAL EMERGENCY INITIAL FOLLOW-UP* MESSAGE # _____
2. SITE: _____ UNIT: _____ REPORTED BY: _____
3. TRANSMISSION TIME/DATE: _____ (Station) _____ (Date) _____ CONFIRMATION PHONE NUMBER: _____
4. AUTHENTICATION (if required): _____ (Number) _____ (Code word)

5. EMERGENCY CLASSIFICATION: NOTIFICATION OF UNUSUAL EVENT ALPHI SITE ALPHA EMERGENCY GENERAL EMERGENCY

6. Emergency Declaration at: Termination at: TIME/DATE: _____ (Station) _____ (Date) _____ (If B, go to Item 16)

7. EMERGENCY DESCRIPTION/REMARKS: _____

8. PLANT CONDITION: IMPROVING STABLE DEGRADING
9. REACTOR STATUS: SHUTDOWN TIME/DATE: _____ (Station) _____ (Date) _____ _____ % POWER

10. EMERGENCY RELEASE(S): NONE (GO TO ITEM 14) POTENTIAL (GO TO ITEM 14) IS OCCURRING HAS OCCURRED

- **11. TYPE OF RELEASE: ELEVATED GROUND LEVEL
- AIRBORNE
- LIQUID
- Stopped: _____ (Time (Eastern)) _____ (Date)

- **12. RELEASE MAGNITUDE: CURIES PER SECOND CURIES NORMAL OPERATING LIMITS: BELOW ABOVE
- NOBLE GASES IODINES
- PARTICULATES OTHER

- **13. ESTIMATE OF PROTECTED OFFSITE DOSE: NEW UNCHANGED PROJECTION TIME: _____ (Eastern)
- Thyroid CDE mrem ESTIMATED DURATION: _____ HRS.
- SITE BOUNDARY _____
- 2 MILES _____
- 5 MILES _____
- 10 MILES _____

- **14. METEOROLOGICAL DATA:
- WIND DIRECTION (from) _____ SPEED (mph) _____ STABILITY CLASS _____ PRECIPITATION (type) _____

15. RECOMMENDED PROTECTIVE ACTIONS:

NO RECOMMENDED PROTECTIVE ACTIONS

EVACUATE _____

SHELTER IN PLACE _____

OTHER _____

16. APPROVED BY: _____ (Name) _____ (Title) TIME/DATE: _____ (Station) _____ (Date) _____

* 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 notification.

EM-78 (R2-94)

ATTACHMENT 1-A

Page 1 of 1

Notification Checklist to Warning Points

CONTACT TIME	ORGANIZATION/INDIVIDUAL TO BE CONTACTED	PERSON CONTACTED	TIME COMPLETED
15 min	Brunswick County Warning Point (Selective Signaling 10-22 or 911 or 910-253-7490 or 910-253-7491)		
15 min	New Hanover County Warning Point (Selective Signaling 10-22 or 910-762-5228 or 910-341-4256)		
15 min	State Warning Point (Selective Signaling 10-22 or 919-733-3861 or 1-800-662-7956)		
60 min	NRC Operations Center Washington, D.C. (ENS or as backup: 301-951-0550 or 301-415-0550)		
60 min	Vice President - Brunswick Nuclear Plant (Pager - 800-331-7242 (#510353) Work - 2496/4496)		
60 min	NRC Resident Inspector - Ted Easlick Work - 2432, Home - 910-796-6777/796-6700, Pager - 910-457-1370 Eva Brown Work - 2311, Home - 910-395-4975, Pager - 910-457-1371 Eugene Guthrie Work - 2831, Home - 910-793-0597 Pager - 910-457-1372		
60 min	Site Communications or Corporate Communications Site - Work - 3113, Pager - 800-443-7243(#029679) Corporate - 919-546-6189		
60 min	INPO (Institute of Nuclear Power Operations) (for an Alert or Higher 800-321-0614)		
240 min	ANI (American Nuclear Insurers) (For an Alert or Higher 860-561-3433)		

R1

NOTE: Follow-up notifications shall be made at 60-minute intervals or more frequently as warranted by changing conditions. This time interval shall not exceed 60 minutes from the completion of the previous message.

ATTACHMENT 1-B

Page 1 of 1

Notification Checklist to Warning Points and EOCs

CONTACT TIME	ORGANIZATION/INDIVIDUAL TO BE CONTACTED	PERSON CONTACTED	TIME COMPLETED
15 min	Brunswick County Warning Point (Selective Signaling 10-22 or 911 or 910-253-7490 or 910-253-7491) or		
15 min	Brunswick County EOC (Emergency Management) Selective Signaling 10-33 or 910-253-4377/2565 or 1-800-522-2366)		
15 min	New Hanover County Warning Point (Selective Signaling 10-22 or 910-762-5228 or 910-341-4256) or		
15 min	New Hanover County EOC (Emergency Services) (Selective Signaling 10-33 or 910-341-4300)		
15 min	State Warning Point (Selective Signaling 10-22 or 919-733-3861 or 800-662-7956)		
15 min	State EOC (once activated) Selective Signaling 10-33 or 919-733-3867)		
15 min	*Coast Guard Fort Macon Station (Selective Signaling 10-33 or 252-247-4545 or 252-247-4544)		
15 min	*Coast Guard MSO, Wilmington (Selective Signaling 10-33 or 772-2200 or 910-231-1855)		
60 min	NRC Operations Center, Washington, DC (ENS or 301-951-0550) (Verify call is made from TSC by ENS Communicator)		
60 min	INPO (Institute of Nuclear Power Operations) (for an Alert or higher 800-321-0614)		
240 min	ANI (American Nuclear Insurers) (For an Alert or higher 860-561-3433)		
*Required if any EOCs are activated.			

R1

NOTE:

1. Follow up notifications shall made at 60 minute intervals or more frequently as warranted by changing conditions. This time interval shall not exceed 60 minutes from the completion of the previous message.
2. Dial 10-44 to contact all Warning Points and all EOCs. When all EOCs have been activated, dial 10-33 to omit the Warning Points.

ATTACHMENT 2

Page 1 of 4

Guidance for Completion of Emergency Notification Form

LINE
NO.

INSTRUCTIONS

NOTE: Disregard "Received By" block in upper right hand corner of form. It is completed by offsite agencies upon receipt of the form.

NOTE: If notification is a "Follow-up" and conditions have not changed from preceding transmittals, complete only Lines 1-7, 15 and 16.

ALL Fill in (blacken) all blocks, as appropriate.

1 Mark "A" Drill or "B" ACTUAL EMERGENCY.

Mark as "INITIAL" - first notification following an upgrade, downgrade or termination. Note: All other messages are "FOLLOW-UP" until the next change in emergency classification.

Assign a numerical MESSAGE NUMBER. Note: The first notification message is message Number 1, and all others are numbered sequentially.

2 Mark Site as "Brunswick" and mark appropriate UNIT ("1" or "2"). If event is not unit specific, identify as "Unit 1 and 2".

Print the name of the person who will be reading the message to the State/Counties in the REPORTED BY space.

3 The TRANSMITTAL TIME/DATE block is not filled out at this time. Complete (in military time) when voice contact is made with all required offsite agencies and verified by roll call. NOTE: This is considered the official time of the initial notification 15 minute time limit.

Complete CONFIRMATION PHONE NUMBER block with a phone number which can be dialed from offsite for verification of message authenticity.

4 Complete AUTHENTICATION block when the message is being transmitted. Ask the State/Counties if they want to "authenticate" the message, and request an authentication number from the State. Refer to the associated code word from the code list located in your emergency facility, and mark the block with the word or N/A if no authentication.

5 Complete block for the appropriate EMERGENCY CLASSIFICATION.

6 Complete Block for EMERGENCY DECLARATION (time for classification in Line 5) or TERMINATION and indicate the time of the declaration or termination in the TIME/DATE space. Termination messages do not require Lines 7 through 15 to be completed; however, it is advisable to describe the bases for the termination in Item 7.

ATTACHMENT 2

Page 2 of 4

Guidance for Completion of Emergency Notification Form

LINE
NO.

INSTRUCTIONS

7 Complete **EMERGENCY DESCRIPTION/REMARKS** section with a short narrative of the event in progress in layman's terms. **Do not** use acronyms. Include the following types of information:

- a. Description of Emergency Action Level exceeded.
- b. BNP emergency response actions underway, for example, site evacuation.
- c. Requests for offsite assistance, for example, ambulance or fire support.
- d. Facility activation status, i.e., TSC, OSC, EOF, JIC.

8 Mark the appropriate block for the **PLANT CONDITION**.

- a. If plant conditions are improving in the direction of a lower emergency classification or termination of the event, mark "**A**" **Improving**.
- b. If plant conditions are not degrading and the emergency is under control (Emergency core cooling systems, equipment, plans, etc,... are operating as designed; it is not imminent that the situation will worsen), mark "**B**" **Stable**.
- c. If plant conditions continue to degrade and it is evident that the situation will worsen, a higher emergency classification is imminent, mark "**C**" **Degrading**.

9 Complete **REACTOR STATUS** information as follows for unit specified in Line 2. If both units, then include status of both.

- a. If reactor is shut down, mark "**A**" and indicate the time/date of shutdown.
- b. If reactor is at power, indicate "**N/A**" or the time/date; mark "**B**" and indicate the current reactor power level.

NOTE: Information for Lines 10 - 14 may be obtained from the STA (if in the Control Room) or the Radiological Control Manager (if in the EOF).

10 Mark the appropriate block for **EMERGENCY RELEASE(S)** as follows:

NOTE: If "A" None or "B" Potential is marked, then Items 11 through 13 may be skipped.

- a. If a trend can be observed to predict when the final barrier to release will be breached, select "**POTENTIAL**".
- b. If there is an ongoing release which is in excess of the release occurring prior to the event, select "**IS OCCURRING**".

NOTE: If an Initial Notification and information for Lines 11 - 14 is not readily available, it may be omitted so the notification is not delayed. A follow-up notification shall be made after the information is obtained.

ATTACHMENT 2

Page 3 of 4

Guidance for Completion of Emergency Notification Form

LINE
NO.

INSTRUCTIONS

- 11 Mark the appropriate box for **"TYPE OF RELEASE"** as follows:
- a. If release is from the stack, mark **"ELEVATED"**.
 - b. If release is from a location other than the stack, or if release is airborne and the location is unknown, mark **"GROUND LEVEL"**.
 - c. Record date, start and stop times.
- 12 Complete **RELEASE MAGNITUDE** block as follows:
- a. Record release magnitude in **"CURIES"**.
 - b. Indicate if release is above or below normal technical specification limits by selecting the applicable box beside **"NORMAL OPERATING LIMITS"**.
 - c. Using the dose projection output, enter the Xe-133 dose equivalent for **"NOBLE GASSES"** (Box A) and I-131 (CDE) dose equivalent for **"IODINES"** (Box B).
 - d. Mark **"NA"** for **"PARTICULATES"** Box C and **"OTHER"** (Box D).
- 13 Complete **ESTIMATE OF PROJECTED OFFSITE DOSE** information as follows:
- a. Identify type of projection by marking block for **"NEW"** or **"UNCHANGED"**.
 - b. Record the time dose projection data was collected in space marked **"PROJECTION TIME"** from CP&L dose.
 - c. Record the duration of the release from CPL dose in space marked **"ESTIMATED DURATION"**.
 - d. Complete dose projection data in columns, ensuring units are in "mrem".
- 14 Access information from ERFIS, National Weather Service or Murray & Trettel (see OPEP- Appendix A for telephone numbers) to complete **"METEOROLOGICAL DATA"** information as follows:
- a. Mark Box A **"WIND DIRECTION"** and Box B **"SPEED"**. Note: Wind direction must be "from".
 - b. Complete Box C **"STABILITY CLASS"** and Box D **"PRECIPITATION"**.

ATTACHMENT 2

Page 4 of 4

Guidance for Completion of Emergency Notification Form

- 15 Mark appropriate box for “**RECOMMENDED PROTECTIVE ACTIONS**” determined from OPEP-02.6.28, Offsite Protective Action Recommendations as follows:
- a. Mark Box A “**NO RECOMMENDED PROTECTIVE ACTIONS**” for Unusual Event, Alert, and Site Area Emergency classifications.
 - b. For General Emergency, mark Box B “**EVACUATE**” and/or Box C “**SHELTER IN PLACE**”; list each of the zones for which the recommendation applies (for example: A, B, C, D, etc.,...).
- 16 Obtain the signature of the Site Emergency Coordinator (if notification from the Control Room) or the Emergency Response Manager (if notification from the EOF) for the “**APPROVED BY**” section prior to transmittal of the form.

NOTE: Any change made or added between signature of the form and transmittal must be initialed by the SEC or ERM.

ATTACHMENT 3
Page 1 of 5
Guidance for Making Notifications

I. Notifications to State/County Agencies

NOTE: Initially, notifications will be made to State/County Warning Points. After State/County Emergency Operations Centers (EOCs) are activated, the EOCs are notified. As soon as one (1) EOC notifies the Control Room to receive notifications, then begin notifying both Warning Points, and EOCs. (10-44) Also notify the Coast guard at this time. After all EOCs are activated, discontinue notifications to Warning Points. (10-33)

NOTE: If Selective Signaling is inoperable, use alternate methods described in OPEP-03.1.3, Use of Communication Equipment and numbers provided in OPEP - Appendix A, Emergency Response Resources.

1. Using Selective Signaling, dial 10 and listen for a tone. If you hear a tone, perform the following, as appropriate:
 - a. Dial **22** to contact Warning Points;
OR
 - b. Dial **44** to contact all Warning Points and EOCs;
OR
 - c. Dial **33** if State/County EOCs have been activated.
2. As each agency picks up, wait for the initial response and say: "This is the Brunswick Nuclear Plant, Stand By". After the responses stop, say: "This is the Brunswick Nuclear Plant. Answer to roll-call". (Pause).
3. Perform roll call of Warning Points and/or EOCs using Attachment 1-A, Notification Checklist to Warning Points or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate, to ensure all parties are on the line.
 - a. Record "Transmittal Time/Date", on Emergency Notification Form, Line 3 at this time.

NOTE: This is considered the official time of the Initial notification 15-minute time limit. If an agency has to be contacted separately, then the time the last agency is contacted should be documented in Line 3.

ATTACHMENT 3

Page 2 of 5

Guidance for Making Notifications

NOTE: If one or more organizations did not respond to roll-call, perform the following, as applicable.

NOTE: In the event of a loss of Selective Signaling, AT&T Alliance Dial-Out and Rolm phones, complete notifications using the VHF radio to State and Counties, as described in OPEP-03.1.3, Use of Communication Equipment, and request New Hanover County to contact the Coast Guard.

1) Direct those locations already on line to stand by; use an alternate method to contact missing location(s), as described in OPEP-03.1.3, Use of Communication Equipment (AT&T Alliance Dial-Out or the Rolm phone are preferred); and deliver notification to all locations using above systems simultaneously.

OR

2) Notify those already on line that you are going to re-dial; enter appropriate two-digit from Step-1; and repeat roll-call for missing location(s).

OR

3) If organizations still don't respond, request assistance in contacting missing locations (via alternate communications method); direct individual to read message and record names/times on Attachment 1-A, Notification Checklist to Warning Points, or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.

4. Request each agency to get a copy of the Emergency Notification Form.
5. Ask the State if "Authentication" is required. If authentication is desired, request the State to supply the authentication number and respond with the associated code word from the code list.
6. Record authentication information, or "N/A" (if not performed) on Emergency Notification Form, Line 4.

ATTACHMENT 3
Page 3 of 5
Guidance for Making Notifications

7. Transmit information on Emergency Notification Form to State/Counties.
 - a. Read off information by line number.
 - b. Verify your name is listed on Line 2, "REPORTED BY".
 - c. Spell difficult words, as appropriate.

NOTE:

1) If you are in the middle of a transmittal and a **higher** classification form is provided:

- Suspend transmittal of the lower classification
- Tell offsite agencies to stand-by for a classification upgrade.
- Verify all locations are still on the line.
- Transmit the higher classification notification (Fax lower classification form to agencies).

OR

2) If you are in the middle of a transmittal and a lower classification form is provided:

- Complete transmittal in progress.
- Tell offsite agencies to stand-by for classification downgrade.

8. After notification has been completed, request the State to repeat back the message and correct an errors.
9. Request names of individuals responding, and record names on Attachment 1-A, Notification Checklist to Warning Points or 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.

ATTACHMENT 3

Page 4 of 5

Guidance for Making Notifications

10. After notification is completed, say: "This is the end of the Emergency Notification. You may hang up now. This is the Brunswick Nuclear Plant Out."
11. Record time notification was completed in appropriate space on Attachment 1-A, Notification Checklist to Warning Points or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.

NOTE: Time notification was completed starts the 60-minute clock for follow-up notifications.

NOTE: Follow-up notifications may be telcopied, receipt verified, and any questions answered in lieu of verbal transmission.

II. Notifications to NRC Operations Center

NOTE: Communications on the NRC Event Notification System (FTS-2000) are automatically recorded by the NRC.

1. Contact the NRC Headquarters Operations Officer at the NRC Incident Response Center by performing the following:
 - a. Pick up the receiver on the Emergency Notification System (ENS) Telephone.
 - b. Dial the NRC Headquarters Operations Officer via one of the numbers listed on the phone.
 - c. If the ENS phone is not operable, use a normal telephone line to contact the NRC Incident Response Center. The numbers are listed on the FTS-2000 phone and in OPEP - Appendix A, Emergency Response Resources.

ATTACHMENT 3
Page 5 of 5
Guidance for Making Notifications

2. When the Headquarters Operations Officer responds, say: "This is the Brunswick Nuclear Plant".
 - a. If applicable, also say, "THIS IS AN EXERCISE/DRILL MESSAGE".
Read the message.
 - b. Transmit the information on the form over the telephone to the Headquarters Operations Officer.

NOTE: For classifications above Unusual Event, the Headquarters Operations Officer will be attempting to patch the Region II Administrator and other Region II personnel into the call concurrent with recording your message. You may be interrupted by patch-ins and/or requested to repeat information, and you should comply with these requests. If the Regional Administrator or his Deputy have not been patched in by the time you have completed your message, the Headquarters Operations Officer will probably request additional information.

3. Respond to any request 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. Note: Record any such requests and forward them to the SEC.
4. Record the name of the individuals contacted and time of contact on Attachment 1-A, Notification Checklist to Warning Points or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.
5. If you are in the Main Control Room, tell the NRC you are signing off. (They may request you to stay on and leave the line open. If this occurs, notify the SEC to see if he wishes to replace you, or take other action.
6. If continuous communications with the NRC have been established, routine use of the form is not required, provided:
 - a. Verified changes in plant/equipment status are communicated to the NRC verbally.

AND

- b. A summary of the communications with the NRC is maintained in a log.

ATTACHMENT 4

Page 1 of 1

Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist

ERO Position	Person Contacted	Time Contacted
TSC and OSC	X X X X X X X X X X	X X X X X
Site Emergency Coordinator		
Communications Director		
Plant Operations Director		
Radiological Controls Director		
One (1) Reactor Engineer (Core Thermal Hydraulics)		
One (1) Mechanical Engineer		
One (1) Electrical Engineer		
Emergency Repair Director		
OSC Mission Coordinator		
E&RC Coordinator		
One (1) Chemistry Technician		
Six (6) HP Technicians		
EOF:	X X X X X X X X X X	X X X X X
Emergency Response-Manager		
Communications Manager		
Dose Projection Coordinator		
Radiological Controls Manager		
Four (4) Environmental Monitoring Team members		

NOTE: The following instructions are provided for manual call-out of ERO personnel.

GROUP PAGE ACTIVATION:

- 1) Press Group Page Number (754-xxxx) on Emerg Communicator Desk.
- 2) Following recording, enter Security Code 9999.
- 3) Enter call-back number and emergency codes (457-2788-x-y).

<u>X-Code</u>	<u>Y-Code</u>
0 - Unusual Event	0 - No facilities being activated
1 - Alert	1 - Activate TSC and OSC
2 - Site Area Emergency	2 - Activate TSC/OSC/EOF
3 - General Emergency	3 - Report to plant
4 - Drill	4 - Call the number displayed
- 4) Hang up telephone. Team members will begin to call 457-2788.
- 5) Call any plant personnel failing to respond or find substitute.
(See OPEP Appendix A, Emergency Response Resources.)

ATTACHMENT 5
Page 1 of 1
Safety Parameter Display System Sheet

Time _____ Unit _____ Report Number _____ Date _____

Operable Inoperable SB - StandBy Running Yes No Isolated NA - Not Available

CRITICAL PLANT VARIABLES		SECONDARY CONTAINMENT INDICATORS	
1 Rx Power	(APRM%)	30 RB Negative Press	(inches of water vacuum)
2 Reactor Level	(in)	31 SGBT Flow A	(scfm)
3 Reactor Pressure	(psig)	32 SGBT Flow B	(scfm)
4 Drywell Pressure	(psig)	33 RB 80 ft Ventilation Monitor	(mR/hr)
5 Drywell Temp (Avg)	(°F)	PROCESS RAD MONITORS	
6 Suppression Pool Level	(in)	34 MSL RAD Monitor A	(mR/hr)
7 Suppression Pool Temp (Avg)	(°F)	35 MSL RAD Monitor B	(mR/hr)
8 Group 1 Isolation	(Yes/No)	36 MSL RAD Monitor C	(mR/hr)
9 Off-Site Power Available*	(Yes/No)	37 MSL RAD Monitor D	(mR/hr)
SAFETY SYSTEM STATUS		38 SJAE A	(mR/hr)
10 HPCI Flow	(kgpm)	39 SJAE B	(mR/hr)
11 RCIC Flow	(gpm)	EFFLUENT MONITORING	
12 RHR A Flow <input type="checkbox"/> LPCI <input type="checkbox"/> SDC <input type="checkbox"/> Torus Cooling	(kgpm)	40 Main Stack Flow Rate	(kscfm)
13 RHR B Flow <input type="checkbox"/> LPCI <input type="checkbox"/> SDC <input type="checkbox"/> Torus Cooling	(kgpm)	41 Main Stack Gas Monitor	(µCi/sec)
14 Core Spray A Flow	(kgpm)	42 U-1 RB Roof Vent Flow	(kscfm)
15 Core Spray B Flow	(kgpm)	43 U-1 RB Roof Vent Rad Monitor (Noble Gas)	(cpm)
16 CRD Flow	(gpm)	44 U-1 TB Roof Vent Flow	(kscfm)
17 SLC Injecting	(Yes/No)	45 U-1 TB Roof Vent Monitor	(µCi/sec)
EMERGENCY DIESEL GENERATORS		46 U-2 RB Roof Vent Flow	(kscfm)
18 EDG #1 Load	(kw)	47 U-2 RB Roof Vent Rad Monitor (Noble Gas)	(cpm)
19 EDG #2 Load	(kw)	48 U-2 TB Roof Vent Flow	(kscfm)
20 EDG #3 Load	(kw)	49 U-2 TB Roof Vent Monitor	(µCi/sec)
21 EDG #4 Load	(kw)	50 Service Water Rad Monitor	(cps)
PRIMARY CONTAINMENT INDICATORS		AREA RAD MONITORS	
22 Drywell H ₂ 4409	(% conc.)	51 RB 20 ft Airlock	(mR/hr)
23 Drywell H ₂ 4410	(% conc.)	52 RB 50 ft Sample Station	(mR/hr)
24 Drywell O ₂ 4409	(% conc.)	53 RB 50 ft Airlock S. E. Corner	(mR/hr)
25 Drywell O ₂ 4410	(% conc.)	54 RB North of Fuel Pool	(mR/hr)
DRYWELL HIGH RAD MONITORS		55 Between Fuel Pool and Drywell	(mR/hr)
26 D22-RM-4195 ~ 30 ft El.	(R/hr)	56 Turbine Bldg Sample Station*	(mR/hr)
27 D22-RM-4196 ~ 57 ft El.	(R/hr)		
28 D22-RM-4197 ~ 23 ft El.	(R/hr)		
29 D22-RM-4198 ~ 57 ft El.	(R/hr)		

*Must be obtained locally from Control Room



PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

UNIT
0



OPEP-02.6.26

**ACTIVATION AND OPERATION OF THE TECHNICAL
SUPPORT CENTER (TSC)**

REVISION 8

EFFECTIVE DATE

12/16/99

Sponsor	<u>Teresa G. Thompson</u>	<u>12/14/99</u>
		Date
Approval	<u>DM Alford</u>	<u>12/14/99</u>
	Supervisor - Emergency Preparedness	Date

REVISION SUMMARY

Revision 8 of OPEP-02.6.26 consists of the following changes:

- Added information in Section 3.3 and Section 5.1.4 - Note to clarify TSC minimum staffing requirements.
- Reworded Section 4.9.5 and Section 5.9.11 to reflect change in responsibility for core damage assessment from Dose Projection Coordinator to Accident Assessment Team.
- Changed section header on page 34 from “5.8 TSC Security Officer” to “5.7” to correct typographical error.
- Changed “Technical Analysis Director” to “Technical Assessment Director” in Section 5.9.2 to correct ERO position title.
- Added information in Section 5.14.4 to reference new Attachment 12 and clarify source of information for update of TSC status boards.
- Added new Section 6.0, Records and new Attachment 12, Status Board Plotter Wireless Headset, as procedural enhancements.
- Revised phone jack information in Attachments 3, 4, and 5 and re-named Attachment 3 “Multi-Purpose Area” as an enhancement.

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Revision</u>
1-59	8

TABLE OF CONTENTS

SECTION	PAGE
1.0 PURPOSE	5
2.0 REFERENCES	5
3.0 GENERAL	6
4.0 RESPONSIBILITIES	7
4.1 Site Emergency Coordinator (SEC)	7
4.2 Plant Operations Director	8
4.3 Technical Assessment Director	8
4.4 Radiological Controls Director	9
4.5 Communications Director	9
4.6 ENS Communicator	9
4.7 Security Director	10
4.8 TSC Security Officer	10
4.9 Accident Assessment Team Leader	10
4.10 Senior Reactor Operator (SRO)	10
4.11 Radiological Controls Communicator	11
4.12 ERFIS Operator	11
4.13 Administrative and Clerical Staff	11
4.14 Status Board Plotter	11
5.0 INSTRUCTIONS	12
5.1 Site Emergency Coordinator	13
5.2 Plant Operations Director	19
5.3 Technical Assessment Director	23
5.4 Radiological Controls Director	25
5.5 Communications Director	29
5.6 Emergency Notification System (ENS) Communicator	31
5.7 Security Director	33
5.8 TSC Security Officer	35
5.9 Accident Assessment Team Leader	36
5.10 TSC Senior Reactor Operator (SRO)	38
5.11 Radiological Control Communicator	39
5.12 ERFIS Operator	40
5.13 TSC Administrative and Clerical Staff	42
5.14 TSC Status Board Plotter	44
6.0 RECORDS	45

TABLE OF CONTENTS

ATTACHMENTS	PAGE
1 Technical Support Center (TSC) Organization.....	46
2 Technical Support Center (TSC) Layout (Room 143/144)	47
3 Technical Support Center (TSC) Layout (Room 138)	48
4 Technical Support Center (TSC) Layout (Room 139)	49
5 Technical Support Center (TSC) Layout (Room 149)	50
6 Technical Support Center (TSC) Layout (Room 150)	51
7 Facility Turnover/Briefing Worksheet	52
8 Safety Parameter Display System Sheet	55
9 Accident Assessment Team Task Sheet.....	56
10 Onsite Public Address (PA) Announcement.....	57
11 Event Classification Message Display	58
12 Status Board Plotter Wireless Headset.....	59

1.0 PURPOSE

This procedure provides guidance for activation, operation/support functions, and deactivation of the Technical Support Center (TSC); and identifies the required organization and individual responsibilities and actions within the TSC.

2.0 REFERENCES

- 2.1 OERP, Radiological Emergency Response Plan
- 2.2 Code of Federal Regulations 10CFR50, Appendix E
- 2.3 OPEP-02.1, Initial Emergency Actions
- 2.4 OPEP-02.1.1, Emergency Control - Notification of Unusual Event, Alert, Site Area Emergency, General Emergency
- 2.5 OPEP-02.6.27, Activation and Operation of Emergency Operations Facility (EOF)
- 2.6 OPEP-02.6.21, Emergency Communicator
- 2.7 OPEP-03.4.7, Automation of Offsite Dose Projection Procedures
- 2.8 OPEP-03.1.3, Use of Communication Equipment
- 2.9 OPEP-03.5.5, Environmental Monitoring and Plume Tracking
- 2.10 OPEP-03.6.1, Release Estimates Based Upon Stack/Vent Readings
- 2.11 OPEP-03.7.6, Emergency Exposure Controls
- 2.12 OPEP-03.7.7, On-Site Radiological Controls
- 2.13 OPEP-03.8.2, Personnel Accountability and Evacuation

2.0 REFERENCES

- 2.14 OPEP-02.6.28, Offsite Protective Action Recommendations
- 2.15 OPEP-Appendix A, Emergency Response Resources
- 2.16 OPEP-03.9.6 Search and Rescue
- 2.17 OPEP-03.9.2, First Aid and Medical Care
- 2.18 OPEP-03.9.3, Transport of Contaminated Injured Personnel
- 2.19 OSAMG-03, Technical Support Guidelines
- 2.20 NUREG-0654 Table B-1, Minimum Staffing Requirements

3.0 GENERAL

The Technical Support Center (TSC) is located in the Brunswick Nuclear Plant TSC/EOF/Training Building and is equipped and staffed to provide plant management and technical support to Control Room personnel during an emergency.

- 3.1 The TSC staff will coordinate on-site emergency response activities.
- 3.2 The TSC will be activated within 60-75 minutes from the declaration of an Alert or higher. The TSC can be activated for an Unusual Event at the discretion of the Site Emergency Coordinator.
- 3.3 The minimum staffing requirements for the TSC to be considered operational include:
 - Site Emergency Coordinator
 - Plant Operations Director
 - Radiological Controls Director
 - Communications Director

Additionally, three (3) ERO positions are required to augment staffing within 60-75 minutes and include any combination of the TAD, AATL or AATM which collectively provide:

- One (1) Reactor Engineer (Core/Thermal Hydraulics)
 - One (1) Mechanical Engineer
 - One (1) Electrical Engineer
- 3.4 A TSC Organization Chart is illustrated in Attachment 1.

4.0 RESPONSIBILITIES

4.1 Site Emergency Coordinator (SEC)

NOTE: The responsibility for event classification by the SEC is a non-delegable responsibility.

- 4.1.1 Coordinate and direct on-site emergency response.
- 4.1.2 Reclassify/terminate the emergency in accordance with the Emergency Action Levels (EALs).
- 4.1.3 Approve technical specification and licensing deviations.
- 4.1.4 Approve radiation exposure greater than the limits of 10CFR20 for onsite Emergency Response Organization (ERO) personnel.
- 4.1.5 Direct on site-protective actions.
- 4.1.6 Ensure the NRC and the Emergency Response Manager are kept informed of plant status.
- 4.1.7 Establish priorities for accident mitigation and emergency repair.
- 4.1.8 Declare the TSC operational and establish priorities for TSC personnel.
- 4.1.9 In the absence of an EOF, approve Emergency Notifications, news releases and Protective Action Recommendations.
- 4.1.10 Ensure monitoring and evaluations required for Severe Accident Management Guidelines (SAMGs) are performed.

4.2 Plant Operations Director

- 4.2.1 Provide technical and administrative assistance to the Control Room and Fire Brigade.
- 4.2.2 Monitor plant conditions and EALs.
- 4.2.3 Monitor and evaluate Emergency Operating Procedures (EOPs), Severe Accident Management Guidelines (SAMGs), event trees, and trends to forecast the possible direction of events.
- 4.2.4 Recommend deviations from procedures, technical specifications, or licensing conditions to the SEC.
- 4.2.5 Maintain the Maintenance Planning Board and Essential Equipment Out-of-Service Status Boards.

4.3 Technical Assessment Director

- 4.3.1 Provide technical and administrative direction to the Accident Assessment team.
- 4.3.2 Monitor SPDS data for trends and problems.
- 4.3.3 Direct the Accident Assessment team to develop special procedures and instructions which may be needed to deviate from established procedures.
- 4.3.4 Ensure core damage assessment is performed.
- 4.3.5 Perform monitoring and evaluations required for Severe Accident Management Guidelines (SAMGs).
- 4.3.6 Prioritize accident assessment team tasks.
- 4.3.7 Ensure that the TSC Staff is kept informed of accident assessment team activities.
- 4.3.8 Provide technical briefings for the Technical Analysis Manager.

4.4 Radiological Controls Director

- 4.4.1 Manage on-site radiological and chemistry assessment functions during an emergency.
- 4.4.2 Recommend administration of potassium iodide (KI) for on-site ERO personnel (within the Protected Area) to the SEC as conditions dictate.
- 4.4.3 Manage activities to control radiation exposure to on-site personnel.
- 4.4.4 Provide technical and administrative direction for on-site chemistry and radiological functions/activities.

4.5 Communications Director

- 4.5.1 Manage the activities of the TSC Administrative and Clerical Staff.
- 4.5.2 Ensure accurate and timely notifications are made to the NRC.
- 4.5.3 Communicate off-site support needs to the Admin and Logistics Manager.
- 4.5.4 Ensure the TSC is properly set-up and maintained.
- 4.5.5 Coordinate on-site support for the NRC Incident Response Team in the TSC, OSC, and Control Room.
- 4.5.6 Coordinate acquisition and delivery of materials, equipment, and personnel from off-site sources with the EOF Administrative and Logistics Manager (ALM).

4.6 ENS Communicator

Perform initial and follow-up notifications on emergency status to the NRC Operations Center.

4.7 Security Director

- 4.7.1 Maintain site security in accordance with the site Security Plan.
- 4.7.2 Provide direction to site security personnel.
- 4.7.3 Coordinate site accountability, evacuation, and access control.
- 4.7.4 Provide for the security of the emergency response facilities.
- 4.7.5 Provide Liaison with State and local law enforcement on-site.

4.8 TSC Security Officer

Establish and maintain access control to the TSC.

4.9 Accident Assessment Team Leader

- 4.9.1 Monitor SPDS data for trends.
- 4.9.2 Provide support for accident mitigation activities as directed by the Technical Assessment Director.
- 4.9.3 Ensure team is properly staffed for the event.
- 4.9.4 Assign Accident Assessment tasks.
- 4.9.5 Ensure core damage assessment is performed.

4.10 Senior Reactor Operator (SRO)

- 4.10.1 Monitor EOPs/SAMGs to keep TSC personnel informed of Control Room needs.
- 4.10.2 Perform assessments requested by Control Room personnel.
- 4.10.3 Provide periodic briefings to SRO or RO in the OSC.

4.11 Radiological Controls Communicator

- 4.11.1 Provide liaison between the Radiological Controls Director and E&RC Coordinator in the OSC.
- 4.11.2 Monitor Radiological Data, and status of teams and update the Radiological Controls Director.
- 4.11.3 Provide periodic briefings to OSC E&RC Coordinator on status of TSC activities.

4.12 ERFIS Operator

- 4.12.1 Operate ERFIS terminal for access to plant parameter information.
- 4.12.2 Access additional ERFIS data as requested from the TSC staff.

4.13 Administrative and Clerical Staff

Maintain documentation of events during the emergency and provide clerical support as directed.

4.14 Status Board Plotter

Maintain the TSC status boards with current and accurate emergency information.

5.0 INSTRUCTIONS

Check the listing below for your Emergency Response Organization (ERO) position and refer to the designated page for your tasks/responsibilities:

<u>IF YOUR ERO POSITION IS:</u>	<u>REFER TO PAGE:</u>
SITE EMERGENCY COORDINATOR	13
PLANT OPERATIONS DIRECTOR	19
TECHNICAL ASSESSMENT DIRECTOR	23
RADIOLOGICAL CONTROLS DIRECTOR	25
COMMUNICATIONS DIRECTOR	29
EMERGENCY NOTIFICATION SYSTEM (ENS) COMMUNICATOR	31
SECURITY DIRECTOR	33
TSC SECURITY OFFICER	35
ACCIDENT ASSESSMENT TEAM LEADER	36
TSC SENIOR REACTOR OPERATOR (SRO)	38
RADIOLOGICAL CONTROL COMMUNICATOR	39
ERFIS OPERATOR	40
TSC ADMINISTRATIVE AND CLERICAL STAFF	42
TSC STATUS BOARD PLOTTER	44

5.1 Site Emergency Coordinator

ACTIVATION:

- 5.1.1 Sign in to the facility on TSC Organization Board.
- 5.1.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.1.3 Initiate documentation of activities in logbook.
- 5.1.4 Determine availability of personnel and readiness of TSC Staff to declare the TSC operational.

5.1 Site Emergency Coordinator

NOTE: TSC may be declared operational when the following personnel are available for minimum staffing:

- Site Emergency Coordinator
- Plant Operations Director
- Radiological Controls Director
- Communications Director

Additionally, three (3) ERO positions are required to augment staffing within 60-75 minutes and include any combination of the TAD, AATL or AATM which collectively provide:

- One (1) Reactor Engineer (Core/Thermal Hydraulics)
- One (1) Mechanical Engineer
- One (1) Electrical Engineer

Minimum staffing should be considered for activation to relieve the Control Room as soon as possible.

NOTE: Turnover should occur via conference call between the Control Room Shift Superintendent (acting SEC) and qualified individuals in the TSC and EOF assuming the SEC and ERM responsibilities.

To establish a conference call:

- 1) Dial the desired extension
- 2) After party answers, depress "Flash"
- 3) Depress "Conference"
- 4) Depress "Flash"
- 5) Dial next desired extension
- 6) After party answers, depress "Conference"
- 7) Repeat Steps 4 through 6 for each additional extension

5.1.5 Obtain a turnover briefing on status of emergency from the Site Emergency Coordinator (SEC) to include the following (see Attachment 7).

1. Review emergency classification, basis for declaration, and mitigating actions.

- Cause history, initiating events leading to emergency declaration

5.1 Site Emergency Coordinator

- Emergency Action Levels exceeded
- Status of execution of steps in emergency procedures
- Condition/stability of reactor
- Status of fission product barriers
- Status of safety equipment and systems
- Present plant line-ups and plant evolutions in progress
- Corrective actions

2. Review onsite protective actions.

- Existing hazards to personnel
- Assembly
- Shelter
- Evacuations (local, Protected Area)
- Potassium iodide (KI) administration

3. Review offsite protective actions

- Data on projected or actual radiological releases
- Dose assessment
- Protective Action Recommendations (PARs) issued to State/Counties

4. Review status of requests for offsite assistance.

- Fire department
- Rescue squad
- Local law enforcement agency
- Other

5. Review status of offsite notifications.

- Initial/follow-up messages to State/Counties
- NRC
- INPO and ANI
- Other (GE)
- Necessary notifications not yet made
- Communications received from State/Counties regarding activation, readiness, protective actions or requests for information
- Time/content of any news releases or media briefings

5.1 Site Emergency Coordinator

6. Review status of augmentation of Emergency Response Organization (ERO).

- Status of Control Room notifications to ERO
- Status of personnel assigned to SERT and/or County EOCs

7. Review status of outside organizations requested to mobilize.

- Assistance needed

5.1.6 Obtain turnover of the responsibility for direction and control of onsite emergency response activities from the Shift Superintendent (SEC) including: (See Attachment 7 for turnover worksheet.)

- Reclassification/termination of emergency
- Onsite corrective actions (accident mitigation/dispatch of OSC teams)
- Onsite protective actions (local/site evacuations)
- Authorization of exposures exceeding 10CFR20 limits
- Notifications to NRC.

NOTE: The TSC will activate simultaneously with the EOF. If the TSC activates prior to the EOF, the SEC will assume additional responsibility for state/county notifications; dose assessment/protective action recommendations; environmental monitoring; and approval of news releases.

1. Ensure status of the emergency is current.
2. Accept emergency response authority from SEC.

OPERATION:

5.1.7 Instruct the Communications Director to make an announcement over the Public Address (PA) System that the TSC and EOF are operational and the names of the SEC and ERM.

5.1.8 Conduct initial and periodic briefings at 30-60 minutes intervals, or as required by changing conditions, using Attachment 7, "Facility Turnover/Briefing Worksheet" as guidance.

5.1 Site Emergency Coordinator

NOTE: Remind TSC staff to maintain focus on accident assessment and mitigation activities throughout the event.

- 5.1.9 Direct the Radiological Controls Director to ensure the TSC/EOF Emergency Ventilation System is in its emergency filtration alignment.
- 5.1.10 Direct the Radiological Controls Director to ensure the Post-accident Sampling System is in a stand-by mode if conditions warrant.
- 5.1.11 Evaluate classification of the emergency for escalation, de-escalation or termination, in accordance with OPEP-02.1, "Initial Emergency Actions".
- Coordinate emergency classification changes with the ERM and ERD as physical conditions allow, at a minimum, immediately notifying them of any changes.
 - Ensure all personnel on-site are informed of emergency classification changes.
- 5.1.12 Direct TSC personnel to monitor EALs versus plant conditions on a continuing basis and advise of potential changes.
- 5.1.13 Inform Emergency Response Manager of onsite activities and the potential for any change in emergency classification.
- 5.1.14 Direct the Technical Assessment Director to ensure core damage assessment activities are in progress if conditions warrant.
- 5.1.15 Ensure monitoring and evaluations required for Severe Accident Management Guidelines (SAMGs) are performed. Provide recommendations to the Control Room Shift Superintendent/SRO.

5.1 Site Emergency Coordinator

NOTE: Direct evacuation of non-essential personnel from the Protected Area at a Site Area Emergency or higher, and ensure accountability of those personnel **within 30 minutes of the declaration**. Direct the Control Room to sound the site evacuation alarm and make PA announcements concerning evacuation and assembly location.

- 5.1.16 Initiate evacuation and accountability of personnel as conditions warrant, in accordance with OPEP-03.8.2, "Personnel Accountability and Evacuation."
1. Direct continuous accountability of Control Room, TSC, and OSC personnel.
 2. Initiate search and rescue activities, in accordance with OPEP-03.9.6, "Search and Rescue" for personnel unaccounted for.
 3. Coordinate release of non-essential personnel with ERM and determine appropriate evacuation routes. Initiate PA announcement to release non-essential personnel from the site and announce appropriate evacuation route.
- 5.1.17 Coordinate with the Radiological Controls Director to evaluate and authorize radiation exposure levels for station personnel.
1. Evaluate and approve exposures in excess of 10CFR20 limits in accordance with OPEP-03.7.6, Emergency Exposure Controls.
- 5.1.18 Evaluate and approve relocation of OSC to the simulator area if conditions warrant.
- 5.1.19 Provide information to NRC Representatives located in the TSC.
- 5.1.20 Evaluate and approve contents of site announcements made over the P.A. System by the Communications Director.
- 5.1.21 Evaluate accident mitigation and repair activities against plant radiological conditions to ensure personnel safety.

5.1 Site Emergency Coordinator

- 5.1.22 Initiate shift relief for long-term relief rotation of Control Room, TSC and OSC personnel through the EOF.
- 5.1.23 Perform shift turnover as appropriate.
- 5.1.24 Direct documentation of activities that will be Recovery related and performed at a later time.

DEACTIVATION:

- 5.1.25 Direct deactivation of the TSC.
 - 1. Direct deactivation after concurrence with the Control Room, ERM, and NRC; when,
 - Event is terminated and recovery organization is in place.
 - Control Room personnel agree that a reduction in staff is appropriate.
 - The EOF is also deactivating.
 - 2. Direct the Communications Director to collect all documentation, and ensure equipment and materials are returned to their pre-activation status if possible.
 - 3. Direct the Communications Director to compile all documentation for collection by the Supervisor - Emergency Preparedness.

5.2 Plant Operations Director

ACTIVATION:

- 5.2.1 Sign in to the facility on TSC Organization Board.
- 5.2.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.2.3 Initiate documentation of activities in logbook.
- 5.2.4 Determine operability of communications equipment, including.
 - Phone
 - Automatic Ring Down (ARD) to Control Room

5.2 Plant Operations Director

NOTE: If ERFIS is not available, request Control Room to complete SPDS data sheets as illustrated in Attachment 8 and fax to TSC and EOF on an ongoing basis.

- ERFIS
- ERDs activated

5.2.5 Report equipment problems and readiness to perform emergency response functions to the SEC.

5.2.6 Request additional personnel to support emergency response as needed via the Communications Director including:

1. Communicator to Control Room to transmit SPDS data to TSC if information is not available electronically.
2. Operations Communicator to receive SPDS information and transmit to TSC Status Board Plotter if information is not available electronically.
3. Senior Reactor Operator(s) (SROs) for Emergency Operating Procedure (EOP) and Severe Accident Management Guideline (SAMG) review.
4. SRO or RO for the OSC Operations Coordinator Position.

5.2.7 Verify adequate Control Room staffing and Fire Brigade response.

5.2.8 Provide plant status information to the TSC staff to aid in the activation process.

OPERATION:

5.2.9 Obtain plant data/information from Control Room personnel.

5.2.10 Evaluate plant data for trends, changes, or impact on emergency classification.

5.2 Plant Operations Director

- 5.2.11 Recommend emergency classification changes based on plant conditions.
- 5.2.12 Inform the SEC and TSC staff of any significant change in plant status.
- 5.2.13 Evaluate effects of proposed activities and operational manipulations on plant conditions.
- 5.2.14 Determine mission needs and recommend priorities to TSC staff.
- 5.2.15 Monitor Control Room activities and evaluate EOPs/SAMGs strategies. Provide recommendations to the SEC and Control Room Shift Superintendent/SRO.
- 5.2.16 Inform TSC staff of Control Room actions and needs, i.e., LEPs, AOPs, and SAMGs.
- 5.2.17 Inform Control Room of changing radiological conditions and ongoing TSC activities, including accident mitigation priorities.
- 5.2.18 Coordinate additional resources to support Operations personnel.
- 5.2.19 Request Control Room personnel to sound local and /or site evacuation alarm at a Site Area Emergency declaration or higher, or any time a decision is made to evacuate.
- 5.2.20 Evaluate and provide technical input on maintenance missions, including clearance needs.
- 5.2.21 Provide liaison between TSC staff, Control Room, and OSC personnel for technical and administrative issues.
- 5.2.22 Provide liaison between the Control Room, SKAAL, and substation maintenance personnel if required.
- 5.2.23 Coordinate expedited entry of substation maintenance personnel into the Protected Area with the Communications and Security Directors and coordinate with the Technical Assessment Director to provide an interface person.

5.2 Plant Operations Director

- 5.2.24 Coordinate any requests for implementation of 10CFR50.54(x) and/or 10CFR50.54(y) with the senior licensed person in the Control Room.
- 5.2.25 Provide technical and administrative direction to the Fire Brigade.
- 5.2.26 Advise the SEC on fire-fighting activities and effects on safe shutdown equipment.
- 5.2.27 Verify the Radiological Controls Director has established a habitability technician for the Control Room.
- 5.2.28 Provide support in search and rescue and first aid missions in accordance with OPEP-03.9.6, "Search and Rescue" and OPEP-03.9.2, "First Aid and Medical Care."
- 5.2.29 Review OSC missions on a continuing basis for correct priorities and resources and ensure the status board is maintained. (Inform the SEC of any discrepancies associated with mission priorities.)
- 5.2.30 Maintain an awareness of site conditions, to include the status of both units, and provide recommendations to the SEC.
- 5.2.31 Perform a formal shift turnover to alternate Plant Operations Director when directed.

DEACTIVATION:

- 5.2.32 Deactivate the TSC when directed.
 - 1. Inform Control Room personnel of deactivation.
 - 2. Evaluate condition of equipment and supplies.

5.2 Plant Operations Director

3. Report any deficiencies in equipment or supplies to the Communications Director.
4. Return equipment and supplies to storage if appropriate.
5. Compile the logbook and any other documentation generated during the emergency for collection by the Communications Director.

5.3 Technical Assessment Director

ACTIVATION:

- 5.3.1 Sign in to the facility on TSC Organization Board.
- 5.3.2 Obtain designated reference materials (procedures, logbooks, supplies).
- 5.3.3 Initiate documentation of activities in logbook.
- 5.3.4 Verify operability of communications equipment.
- 5.3.5 Ensure adequate staffing of the Accident Assessment Team.
- 5.3.6 Obtain a briefing on the emergency and any actions that have been completed or are in progress.
- 5.3.7 Report equipment problems and readiness to perform emergency response function to the SEC.

OPERATION:

- 5.3.8 Assign an individual to trend SPDS data.
- 5.3.9 Perform monitoring and evaluations required for Severe Accident Management Guidelines (SAMGs).
- 5.3.10 Direct the Accident Assessment Team Leader to analyze and evaluate plant conditions and develop guidance for the SEC and operations personnel.
- 5.3.11 Use Attachment 9, "Accident Assessment Team Task Sheet" to assign specific tasks to the Accident Assessment Team.

5.3 Technical Assessment Director

- 5.3.12 Direct the Accident Assessment Team Leader to contact the Control Room directly, when necessary, to obtain or provide more detail.

NOTE: Final approval concerning mitigation efforts shall come from the TSC staff.

- 5.3.13 Direct the Accident Assessment Team Leader to develop any guidance needed to deviate from established procedures, using Attachment 9, Accident Assessment Team Task Sheet.
- 5.3.14 Determine the need for outside support (i.e., G.E, INPO, other - engineering contractors) and coordinate with the Technical Analysis Manager in the EOF.
- 5.3.15 Inform the Technical Analysis Manager of changes in plant status, especially those with the potential to affect any of the three fission product barriers.
- 5.3.16 Coordinate the dispatch of any engineering support into the plant through the OSC.
- 5.3.17 Establish contact and provide periodic TSC briefings for the Technical Analysis Manager.
- 5.3.18 Perform a formal shift turnover to alternate Technical Assessment Director when directed.
- 5.3.19 Provide technical support for Recovery planning.

DEACTIVATION:

- 5.3.20 Deactivate the TSC when directed.
1. Evaluate condition of equipment and supplies.
 2. Report deficiencies, in equipment/supplies to the Communications Director.

5.3 Technical Assessment Director

3. Return equipment and supplies to storage if appropriate.
4. Compile the logbook and any other documentation generated during the emergency for collection by the Communications Director.

5.4 Radiological Controls Director

ACTIVATION:

- 5.4.1 Sign in to the facility on TSC Organization Board.
- 5.4.2 Obtain designated reference materials (procedures, logbooks, supplies).
- 5.4.3 Initiate documentation of activities in log book.
- 5.4.4 Verify operability of communications equipment.
- 5.4.5 Verify E&RC expertise available to perform:
 - In plant surveys
 - Repair/Re-entry coverage
 - Chemistry
 - Dosimetry
 - Environmental monitoring
 - Dose projection
- 5.4.6 Report equipment problems and readiness to perform emergency response functions to the SEC.

OPERATION:

- 5.4.7 Provide ongoing direction to E&RC personnel in the TSC and OSC.
- 5.4.8 If the EOF is not activated, provide direction to Environmental Monitoring and Dose Projection personnel.

5.4 Radiological Controls Director

- 5.4.9 Manage the onsite radiological monitoring and assessment aspects of the plant during the event.
- 5.4.10 Provide technical and administrative direction for chemistry and radiological functions and activities.
- 5.4.11 Provide radiological support for OSC missions.
- 5.4.12 Maintain exposure ALARA.
- 5.4.13 Ensure dosimetry is made available for ERO personnel.
- 5.4.14 Provide technical direction to the PASS Team.
- 5.4.15 Monitor plant radiological conditions via RMS, ERFIS, and sample data.
- 5.4.16 Coordinate sample results with the Accident Assessment Team for estimation of core damage.
- 5.4.17 Evaluate emergency action levels for potential reclassification of the event based on radiological conditions.
- 5.4.18 Coordinate efforts with the Radiological Controls Manager in the EOF.
- 5.4.19 Ensure TSC staff is aware of offsite radiological conditions, meteorological data, and PARs.
- 5.4.20 Maintain the fission product barrier and meteorological board.
- 5.4.21 Designate an individual to man the HPN (Health Physics Network), upon request from the NRC.
- 5.4.22 Direct personnel to establish frisking criteria at the TSC entrance.

5.4 Radiological Controls Director

- 5.4.23 Initiate and maintain habitability monitoring in the TSC in accordance with OPEP-03.7.7, "On-Site Radiological Controls". If habitability survey results dictate:
1. Suspend all eating, drinking, and smoking in the facility.
 2. Announce the suspension over the facility intercom, and repeat the announcement every 30 minutes while the ban is in effect.
 3. Post "No Eating, Drinking, or Smoking" signs in the facility.
 4. Notify the EOF, OSC, and Control Room of the ban.
- 5.4.24 Coordinate with the Radiological Controls Manager to verify radiological conditions of the plant evacuation assembly and work areas.
- 5.4.25 Verify operability of the TSC and EOF ventilation systems by consulting with the Administrative & Logistics Manager in the EOF and the TSC Habitability Technician.
- 5.4.26 Evaluate use of potassium iodide (KI) for plant employees, in accordance with OPEP-03.7.6, Emergency Exposure Controls and provide recommendations to the SEC.
- 5.4.27 Immediately notify the SEC and RCM of indications of a radiological release.
- 5.4.28 Provide Radiological Controls support for search and rescue operations as necessary.
- 5.4.29 Coordinate setup of the NRC mobile laboratory and ensure 120 VAC power is available at the Fabrication Shop (Northeast Corner of the Protected Area).
- 5.4.30 Coordinate decontamination service, HP support, and sampling/receiving results with the OSC E&RC Coordinator.

5.4 Radiological Controls Director

5.4.31 Provide radiological support for fire, and rescue vehicles if required.

NOTE: An E&RC person shall ride in the ambulance if transporting potentially contaminated personnel to the hospital.

5.4.32 Dispatch additional E&RC personnel to the hospital in accordance with OPEP-03.9.3, Transport of Contaminated Injured Personnel.

5.4.33 Notify the Security Director of radiological conditions and possible effects on security posts, and/or assembly areas.

5.4.34 Assist the RCM in the analysis of meteorological and release data and its effect on evacuation routes.

5.4.35 Assist in setting up Radiological Controls Teams as appropriate for monitoring and decontamination during evacuation efforts.

5.4.36 Provide radiological support for Recovery planning.

5.4.37 Coordinate with the E&RC Coordinator to establish vehicle monitoring and decontamination in accordance with OPEP-03.7.7, On-Site Radiological Controls.

5.4.38 Perform a formal shift turnover to alternate Radiological Controls Director when directed.

DEACTIVATION:

5.4.39 Deactivate the TSC when directed.

1. Evaluate condition of equipment and supplies.
2. Report deficiencies in equipment/supplies to the Communications Director.
3. Return equipment and supplies to storage if appropriate.
4. Compile the logbook and any other documentation generated during the emergency for collection by the Communications Director.

5.5 Communications Director

ACTIVATION:

- 5.5.1 Sign in to the facility on TSC Organization Board.
- 5.5.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.5.3 Initiate documentation of activities in logbook.
- 5.5.4 Ensure the following personnel are present:
 - ERFIS Operator
 - ENS Communicator
 - Status Board Plotter
 - Administrative/Clerical Staff
- 5.5.5 Check Fax machine for Emergency notifications dispatched from Control Room and review for accuracy.
- 5.5.6 Synchronize TSC clocks using the Control Room clock as official time.
- 5.5.7 Activate intercom for TSC.
 - 1. Turn on amplifier box located in Room 143.
 - 2. Verify operability and volume of Intercom System in adjoining rooms.
- 5.5.8 Activate intercom for OSC, using telephone marked TSC/OSC Intercom J#15.
 - 1. Do not lift headset.
 - 2. Press button marked 4773.
 - 3. Press button marked "OSC Intercom".

5.5 Communications Director

- 5.5.9 Initiate corrective actions to fill vacant positions as necessary.
- 5.5.10 Contact EOF Communications Manager to verify readiness to activate.
- 5.5.11 Verify operability of the Plant PA in the TSC and ensure the volume is set for audibility.

NOTE: If the TSC activates simultaneously with the EOF, the Communications Director will direct the ENS Communicator to perform follow-up notifications to the NRC; however, if the TSC activates without the EOF, the Communications Director will also initiate all other off-site notifications in accordance with OPEP-02.6.21, Emergency Communicator.

OPERATION:

- 5.5.12 Coordinate TSC and OSC equipment, supplies, and manpower needs with the Administrative & Logistics Manager (ALM) in EOF.
- 5.5.13 Inform Communications Manager of status of NRC communications.
- 5.5.14 Provide direction to ERFIS Operator, ENS Communicator, Status Board Plotter, and Administrative and Clerical Staff.
- 5.5.15 Provide briefing to TSC Staff on news release information and PARs issued by EOF.
- 5.5.16 Provide announcements via PA approximately every 60 minutes, or as conditions change, using Attachment 10, On-Site PA Announcements.
- 5.5.17 Maintain the "Event Classification Message Board", Attachment 11.
- 5.5.18 Determine manpower requirements of Control Room and TSC for extended operations and communicates to the Admin and Logistics Manager.

5.5 Communications Director

- 5.5.19 Perform a formal shift relief with alternate Communications Director when directed.
- 5.5.20 Coordinate entry of the NRC Incident Response Team into the TSC, OSC, and Control Room with the TSC Security Director and ALM.

DEACTIVATION:

- 5.5.21 Deactivate the TSC when directed.
 - 1. Direct TSC personnel to evaluate the condition of equipment and supplies; report deficiencies, return equipment and supplies to storage, and turn in all documentation generated during the emergency to the Supervisor - Emergency Preparedness.
 - 2. Deactivate the TSC Intercom System.
 - 3. Notify the Supervisor - Emergency Preparedness if emergency equipment is damaged or missing.
 - 4. Return equipment and supplies to storage if appropriate.
 - 5. Compile the TSC logbooks and any other documentation generated during the emergency for collection by the Supervisor - Emergency Preparedness.

5.6 Emergency Notification System (ENS) Communicator

ACTIVATION:

- 5.6.1 Sign in to the facility on TSC Organization Board.
- 5.6.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.6.3 Initiate documentation of activities in logbook.

5.6 Emergency Notification System (ENS) Communicator

- 5.6.4 Determine operability of the ENS telephone for communications with the NRC.

NOTE: If the ENS phone is not operable, use a commercial telephone and the number listed in OPEP-Appendix A, "Emergency Response Resources," as the alternate method of notification.

- 5.6.5 Request status of notifications to the NRC from Control Room Emergency Communicator.
- 5.6.6 Report equipment problems and readiness to perform emergency response functions to the Communications Director.
- 5.6.7 Initiate turnover of NRC notification responsibility from Control Room to TSC.
1. Notify Control Room Emergency Communicator for transfer of notification responsibility.
 2. Notify the NRC Operations Center that responsibility for notifications has been transferred to TSC.

OPERATION:

- 5.6.8 Perform follow-up notifications to the NRC Operations Center in accordance with OPEP-02.6.21, "Emergency Communicator."
1. Transmit information as requested.
 2. Maintain an open communications line if requested.
- 5.6.9 Record all notifications to NRC in the logbook.
- 5.6.10 Provide additional assistance as directed.
- 5.6.11 Perform a formal shift turnover with alternate ENS Communicator when directed.

5.6 Emergency Notification System (ENS) Communicator

DEACTIVATION:

- 5.6.12 Deactivate the TSC when directed.
 - 1. Evaluate the condition of equipment and supplies.
 - 2. Report condition of equipment and supplies and any deficiencies to the Communications Director.
 - 3. Return equipment and supplies to storage as applicable.
 - 4. Compile the logbook and all other documentation generated during the emergency for collection by the Communications Director.

5.7 Security Director

ACTIVATION:

- 5.7.1 Sign in to the facility on TSC Organization Board.
- 5.7.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.7.3 Initiate documentation of activities in logbook.
- 5.7.4 Verify communications capability with Security posts in the field.
- 5.7.5 Verify proper staffing to perform:
 - 1. Access Control
 - 2. Grounds Search
 - 3. Traffic Control
 - 4. Personnel Accountability
 - 5. EOF Security

5.7 Security Director

6. Control of offsite emergency vehicles responding to site
7. Badging of external responders (contractor, NRC, etc)
- 5.7.6 Verify all call-out personnel complete Fitness for Duty forms if appropriate.
- 5.7.7 Report readiness to perform emergency response functions to the SEC.

OPERATION:

- 5.7.8 Ensure that proper radiological controls are in place for security personnel stationed in the field. (Coordinate with the RCD.)
- 5.7.9 Brief TSC personnel on security actions.
- 5.7.10 Recommend to the SEC, the suspension of safeguards via 10CRF50.54(x), when conditions warrant.

NOTE: Protected Area accountability must be completed **within 30 minutes of declaration of a Site Area Emergency or higher.**

- 5.7.11 Conduct accountability and access control activities in accordance with OPEP-03.8.2, Site Evacuation and Accountability.
- 5.7.12 Coordinate with local law enforcement personnel as required by the event.
- 5.7.13 Coordinate the arrival of incoming personnel with the Administrative & Logistics Manager (ALM).
- 5.7.14 Establish Site Access Control in accordance with OPEP-03.8.2, Personnel Accountability and Evacuation. Ensure a roster of ERO personnel in each of the emergency response facilities is generated and maintained whenever the facilities are activated. Restrict access to the protected area through the CAP and coordinate personnel entries with the OSC ERD.

5.7 Security Director

- 5.7.15 Coordinate with the Radiological Controls Director concerning the release of vehicles off-site following a radiological release.
- 5.7.16 Perform a formal shift turnover with alternate Security Director when directed.

DEACTIVATION.

- 5.7.17 Deactivate the TSC when directed.
 - 1. Evaluate the condition of equipment and supplies and report deficiencies to the Communications Director.
 - 2. Return equipment and supplies to storage if appropriate.
 - 3. Compile the logbook and any other documentation generated during the emergency for collection by the Communications Director.

5.8 TSC Security Officer

ACTIVATION:

- 5.8.1 Report presence to Security Director.
- 5.8.2 Obtain Fitness for Duty forms from the Security Director.
- 5.8.3 Establish TSC access control at the double doors outside of Room 150.
- 5.8.4 Inform the Security Director when access control is established.

OPERATION:

- 5.8.5 Report access problems to the Security Director.
- 5.8.6 Perform a formal shift turnover to alternate TSC Security Officer when directed.

5.8 TSC Security Officer

DEACTIVATION:

- 5.8.7 Deactivate the EOF when directed.
1. Compile and provide documentation (log sheets) generated during the emergency to the Security Director.

5.9 Accident Assessment Team Leader

ACTIVATION:

- 5.9.1 Remove phones and procedures from the cabinet in Room 142 and organize rooms as illustrated in Attachments 2 through 6, "TSC Layout."
- 5.9.2 Obtain a briefing from the Technical Assessment Director.
- 5.9.3 Ensure the Accident Assessment Team is made up of adequate expertise to assess the event.
- 5.9.4 Initiate documentation of activities in a log book.
- 5.9.5 Assign an individual to monitor and trend SPDS data.
- 5.9.6 Establish communications with the Accident Assessment Team liaison in the OSC.
- 5.9.7 Verify equipment operability and notify the Technical Assessment Director of any deficiencies.

5.9 Accident Assessment Team Leader

OPERATION:

- 5.9.8 Conduct an initial and periodic briefings with Accident Assessment Team.
- 5.9.9 Assign tasks to team members, in accordance with information on Attachment 9, Accident Assessment Team Task Sheet, and evaluations in accordance with 0SAMG-03.
- 5.9.10 Post data on the status board to ensure team members remain aware of activities.
- 5.9.11 Ensure core damage assessments are performed.
- 5.9.12 Assess and evaluate plant conditions to support SAMG strategy recommendation using 0SAMG-03.
- 5.9.13 Evaluate and provide plant damage assessments to the Technical Assessment Director.
- 5.9.14 Interface with the TSC SRO for technical recommendations.
- 5.9.15 Assist in the development of special procedures/processes as needed.
- 5.9.16 Provide technical assistance to the OSC as needed.
- 5.9.17 Obtain authorization from the Technical Assessment Director to communicate directly with the Control Room on technical issues.
- 5.9.18 Identify and record plant Recovery issues as soon as practical.
- 5.9.19 Perform a formal shift turnover to alternate Accident Assessment Team Leader when directed.

DEACTIVATION:

- 5.9.20 Deactivate the TSC when directed.
 - 1. Evaluate condition of equipment and supplies and report deficiencies to the Communications Director.

5.9 Accident Assessment Team Leader

2. Return equipment and supplies to storage.
3. Compile the logbook and any other documentation generated during the emergency for collection by the Communications Director.

5.10 TSC Senior Reactor Operator (SRO)

ACTIVATION:

- 5.10.1 Sign in to the facility on TSC Organization Board.
- 5.10.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.10.3 Initiate documentation of activities in logbook.

OPERATION:

- 5.10.4 Monitor EOP/SAMG activity and assist the TSC in prioritizing activities and providing evaluations and recommendations to the SEC, and Control Room Shift Superintendent/SRO.
- 5.10.5 Look ahead in EOPs/SAMGs to identify potential problems or areas of concern.
- 5.10.6 Request assistance from and provide assistance to the Accident Assessment Team as necessary. Upon entry into SAMG, provide assistance to AAT area.
- 5.10.7 Obtain radiological information as necessary to support EOP/SAMG evaluation.
- 5.10.8 Brief TSC staff on imminent evolutions that will refocus accident mitigation activities. (For example: emergency depressurization).
- 5.10.9 Brief TSC on operations activities in field such as LEP implementation.
- 5.10.10 Assist in decisions to deviate from existing procedures.
- 5.10.11 Assist in the development of special procedures or processes.

5.10 TSC Senior Reactor Operator (SRO)

DEACTIVATION:

- 5.10.12 Deactivate the TSC when directed.
1. Evaluate condition of equipment and supplies and report deficiencies to Communications Director.
 2. Return equipment and supplies to storage if appropriate.
 3. Compile the logbook and all other documentation generated during the emergency for collection by the Communications Director.

5.11 Radiological Control Communicator

ACTIVATION:

- 5.11.1 Sign in to the facility on TSC Organization Board.
- 5.11.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.11.3 Initiate documentation of activities in logbook.

OPERATION:

- 5.11.4 Maintain the status board for fission product barriers.
- 5.11.5 Maintain the status board for meteorological data and dose assessment.
- 5.11.6 Monitor the following data for possible trends:
- Plant Area Radiation Monitors (ARMs)
 - Radiation Monitoring System
 - SJAE and main steam line radiation monitors
 - Effluent monitors
 - Main stack and ventilation flow rates
 - Met and dose assessment data
 - Chemistry sample data
 - Survey results
 - Habitability

5.11 Radiological Control Communicator

- 5.11.7 Ensure E&RC data is transmitted to the OSC and EOF.
- 5.11.8 Monitor TSC discussions concerning in plant maintenance and operations activities.
- 5.11.9 Provide recommendations based on present and potential radiological conditions to Radiological Controls Director.
- 5.11.10 Interface with the TSC SRO to determine plant status and to provide radiological data necessary for EOP/SAMG evaluations.
- 5.11.11 Perform a formal shift relief with alternate Radiological Control Communicator when directed.

DEACTIVATION:

- 5.11.12 Deactivate the TSC when directed.
 - 1. Evaluate condition of equipment and supplies and report deficiencies to Communications Director.
 - 2. Return equipment and supplies to storage if appropriate.
 - 3. Compile the logbook and all other documentation generated during the emergency for collection by the Communications Director.

5.12 ERFIS Operator

ACTIVATION:

- 5.12.1 Sign in to the facility on TSC Organization Board.
- 5.12.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.12.3 Determine operability of ERFIS terminals and other communications equipment as applicable.

5.12 ERFIS Operator

- 5.12.4 Initiate documentation of activities in logbook.
- 5.12.5 Report equipment problems and readiness to perform emergency response functions to the Communications Director.

OPERATION:

- 5.12.6 Initiate steps to archive existing SPDS data.
- 5.12.7 Operate the ERFIS terminal for access to plant parameter information.

NOTE: If the projection screen system is inoperable, transmit hard copy of major plant parameters to the Administrative and Clerical staff for distribution to the SEC and TSC personnel about every 15 minutes, or as directed by the Communications Director.

- 5.12.8 Provide plant data printouts and trend plots for TSC personnel as requested.
- 5.12.9 Assist TSC staff in acquiring desired information from ERFIS.
- 5.12.10 Explain operation of additional ERFIS terminals and ERFIS displays to TSC personnel as necessary.
- 5.12.11 Monitor ERFIS for changes in information and inform TSC personnel as appropriate.
- 5.12.12 Monitor ERFIS for continued operability (i.e., back-up power, temperature in computer room).
- 5.12.13 Perform shift turnover to alternate TSC ERFIS Operator when directed.
- 5.12.14 Maintain historical data for Recovery.
- 5.12.15 Provide assistance in Recovery efforts if directed.

5.12 ERFIS Operator

DEACTIVATION:

- 5.12.16 Deactivate the TSC when directed.
1. Evaluate the condition of equipment and supplies and report any deficiencies to the Communications Director.
 2. Return equipment and supplies to storage if appropriate.
 3. Compile the logbook and any other documentation generated during the emergency for collection by the Communications Director.

5.13 TSC Administrative and Clerical Staff

ACTIVATION:

NOTE: TSC Admin and Clerical Staff is a generic classification for several specific facility positions; such as, Logkeepers, Phone Talkers, etc. The following instructions are generic and should be followed as applicable to each specific position.

- 5.13.1 Sign in to the facility on TSC Organization Board.
- 5.13.2 Report arrival to the Communications Director for assignment.
- 5.13.3 Prepare or set up TSC as illustrated in Attachment 2 through 6 "TSC Layout".
- 5.13.4 Verify operability of communications equipment.
- 5.13.5 Retrieve Emergency Notification Forms transmitted from the Control Room from the fax machine and route to the Communications Director.
- 5.13.6 Report equipment problems and readiness to perform emergency response functions to Communications Director.

5.13 TSC Administrative and Clerical Staff

OPERATION:

- 5.13.7 Obtain technical documents, procedures, drawings and other reference material for TSC personnel as requested.
- 5.13.8 Copy and distribute reference documents and other information to TSC staff as necessary.
- 5.13.9 If the projection screen system is inoperable, obtain SPDS printouts from the ERFIS Operator; make copies for TSC Staff; and route "original" to the Status Board Plotter.
- 5.13.10 Provide additional office supplies to TSC staff as requested.
- 5.13.11 Transmit facsimile information to other locations as directed.
- 5.13.12 Maintain logbooks of TSC personnel as assigned.
 - 1. Record time/event of major events such as emergency classification changes, plant status updates, briefings and decisions made by applicable manager.
 - 2. Date and number pages.
 - 3. Initial and cross through entry errors.
- 5.13.13 Perform a formal shift turnover to alternate Administrative and Clerical personnel when directed.
- 5.13.14 Provide assistance in Recovery efforts if directed.

DEACTIVATION:

- 5.13.15 Deactivate the TSC when directed.
 - 1. Evaluate the condition of equipment and supplies and report deficiencies to Communications Director.

5.13 TSC Administrative and Clerical Staff

2. Return equipment and supplies to storage if appropriate.
3. Compile documentation generated during the emergency for collection by the Communications Director.

5.14 TSC Status Board Plotter

ACTIVATION:

- 5.14.1 Sign in to the facility on TSC Organization Board.
- 5.14.2 Obtain designated reference materials (procedures and supplies).
- 5.14.3 Report equipment problems and readiness to perform emergency response functions to Communications Director.

OPERATION:

- 5.14.4 Maintain status boards with current information.

NOTE: Refer to Attachment 12 for instructions describing use of TSC status board plotter wireless headset.

1. Obtain information from available resources to include:
 - Time and Event information
 - Equipment Out-of-Service
 - Activities in progress (for example, use communications link with OSC status board plotter to update mission status board)
 - Personnel protective actions taken
2. Post information on status boards with black marker.

NOTE: If the projection screen system is inoperable, post SPDS data at 15-minute intervals, or as information is made available by the ERFIS Operator or Communications Director.

3. Analyze information for trends or out of specification values.
4. Circle significant changes with red marker as they occur.
5. Update information as conditions change.

5.14 TSC Status Board Plotter

- 5.14.5 Update event classification status board as changes occur.
- 5.14.6 Provide technical assistance to TSC staff if directed.
- 5.14.7 Provide assistance in Recovery efforts if directed.
- 5.14.8 Perform a formal shift turnover to alternate TSC Status Board Plotter when directed.

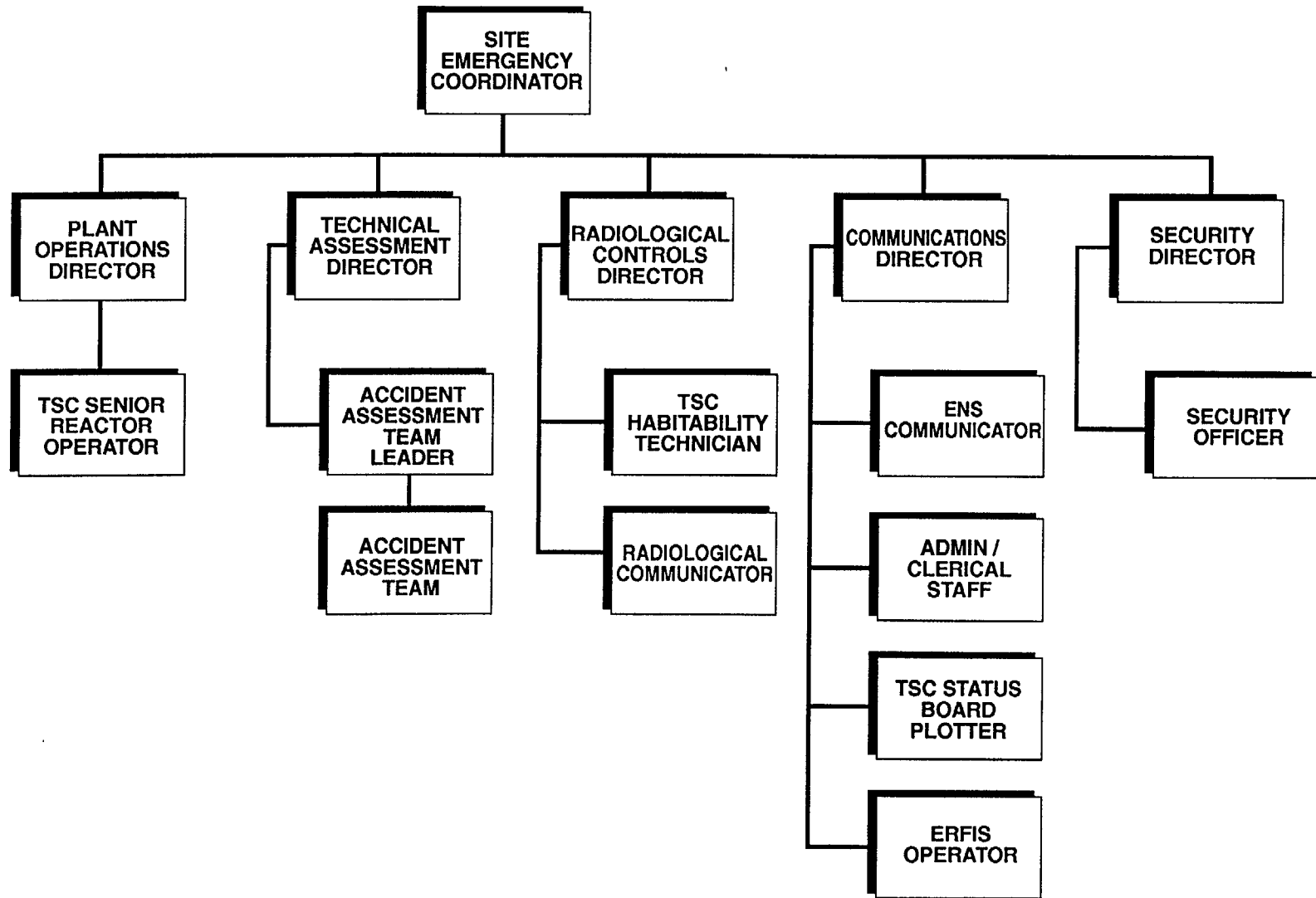
DEACTIVATION:

- 5.14.9 Deactivate the TSC when directed.
 - 1. Evaluate the condition of equipment and supplies and report condition of equipment/supplies and any deficiencies to the Communications Director.
 - 2. Return equipment and supplies to storage as appropriate.
 - 3. Compile logbook and documentation generated during the emergency for collection by the Communications Director.

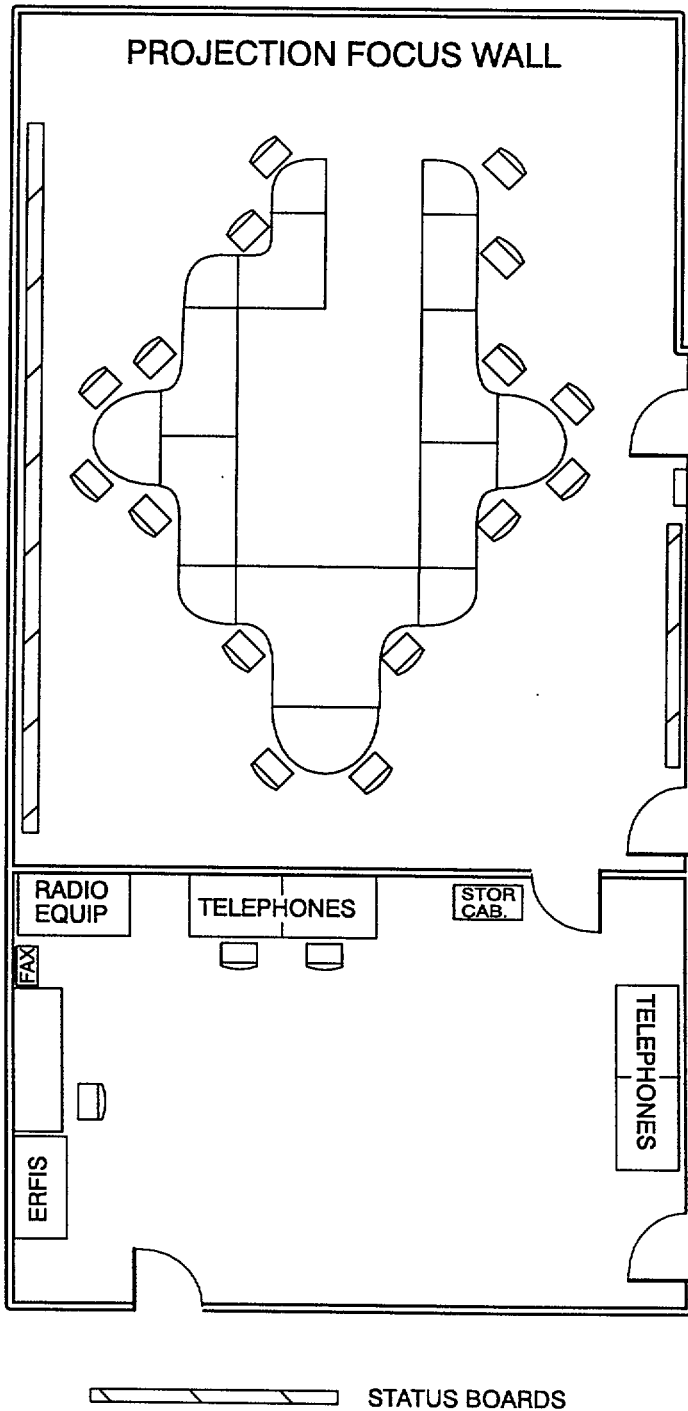
6.0 RECORDS

Documentation generated from implementation of this procedure should be forwarded to the Supervisor - Emergency Preparedness for submittal to Document Services for retention.

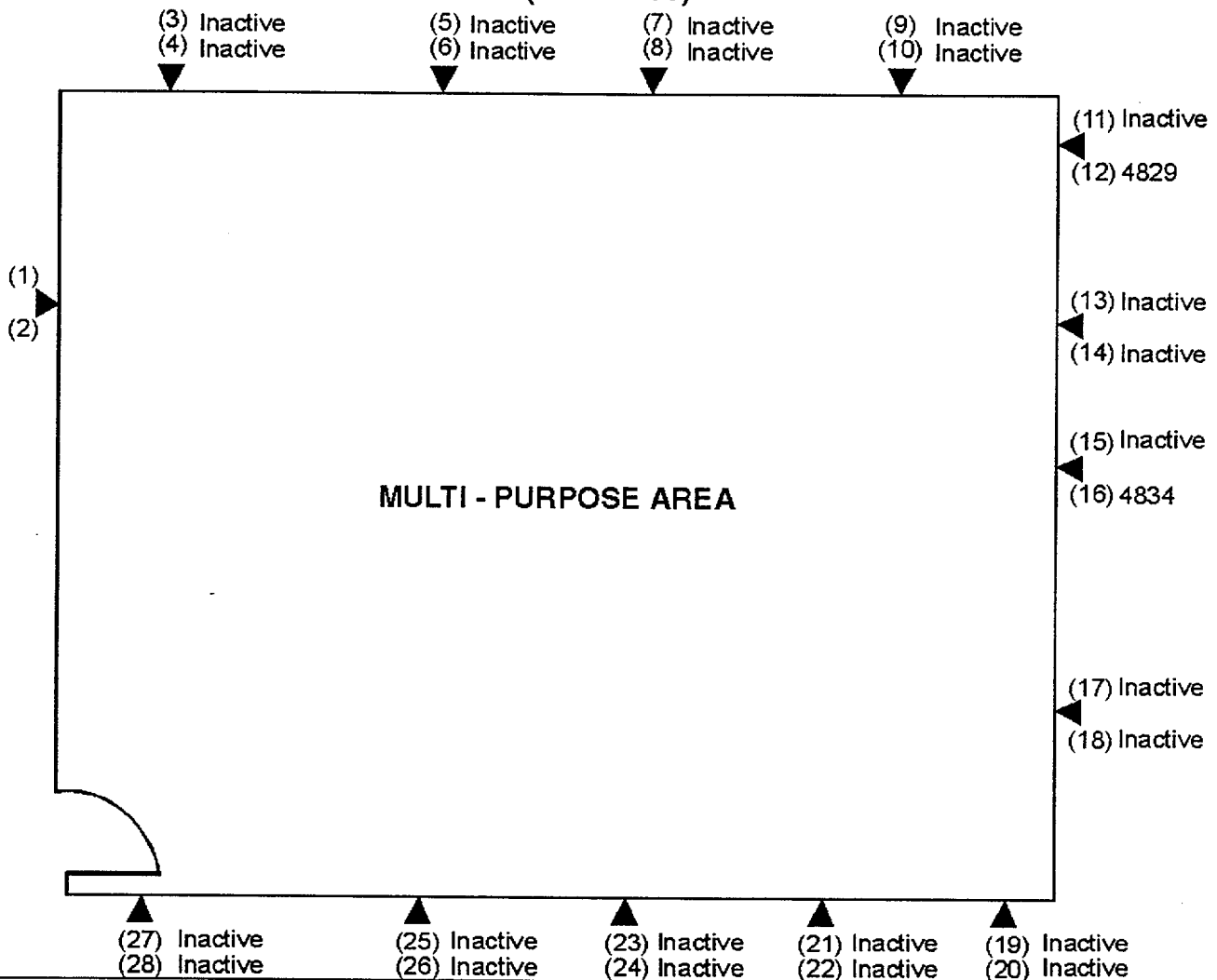
ATTACHMENT 1
Page 1 of 1
Technical Support Center (TSC) Organization



ATTACHMENT 2
Page 1 of 1
Technical Support Center (TSC) Layout
(Room 143/144)



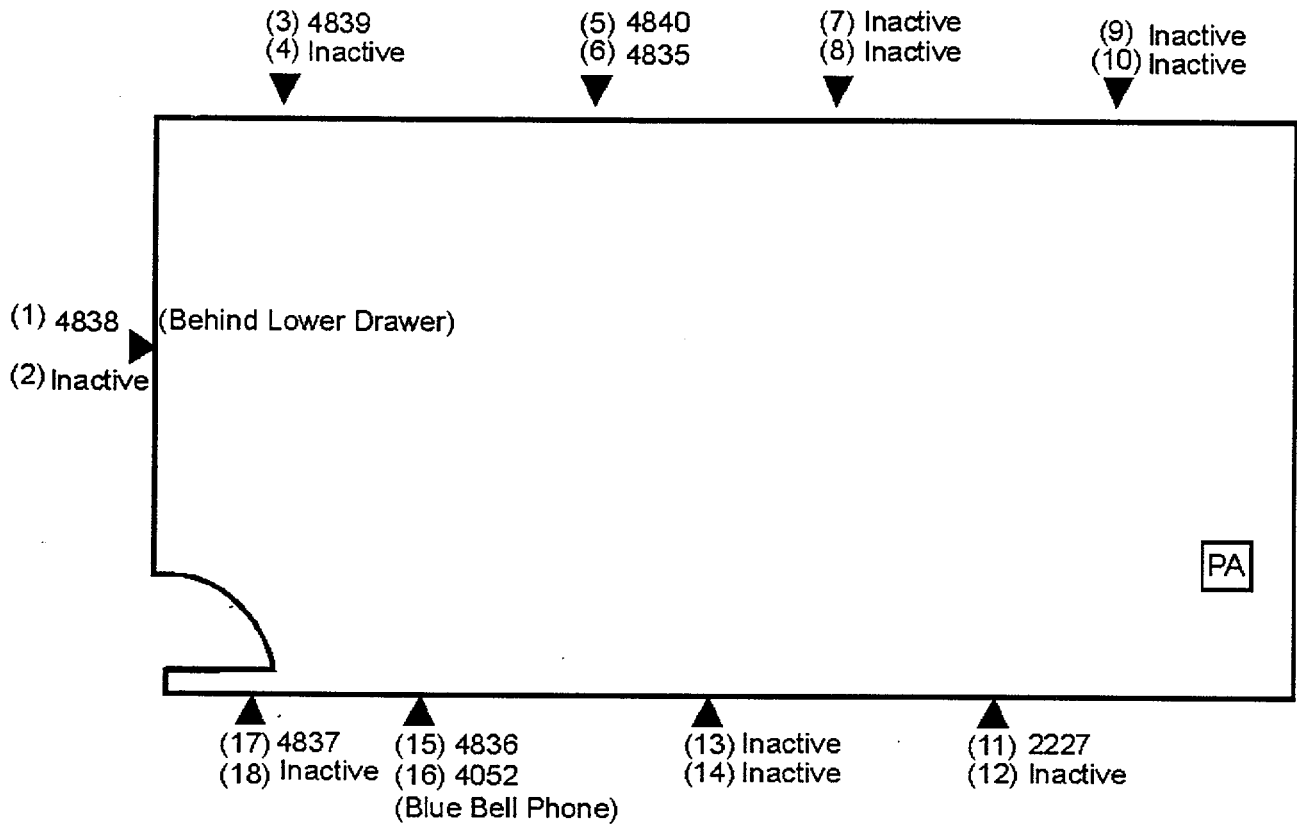
ATTACHMENT 3
Page 1 of 1
Technical Support Center (TSC) Layout
(Room 138)



NOTE: This room is a multi-purpose area and no specific set-up is required. Refrigerators for food storage are located in Room 142.

NOTE: Additional tables and/or chairs may be added as needed.

ATTACHMENT 4
Page 1 of 1
Technical Support Center (TSC) Layout
(Room 139)

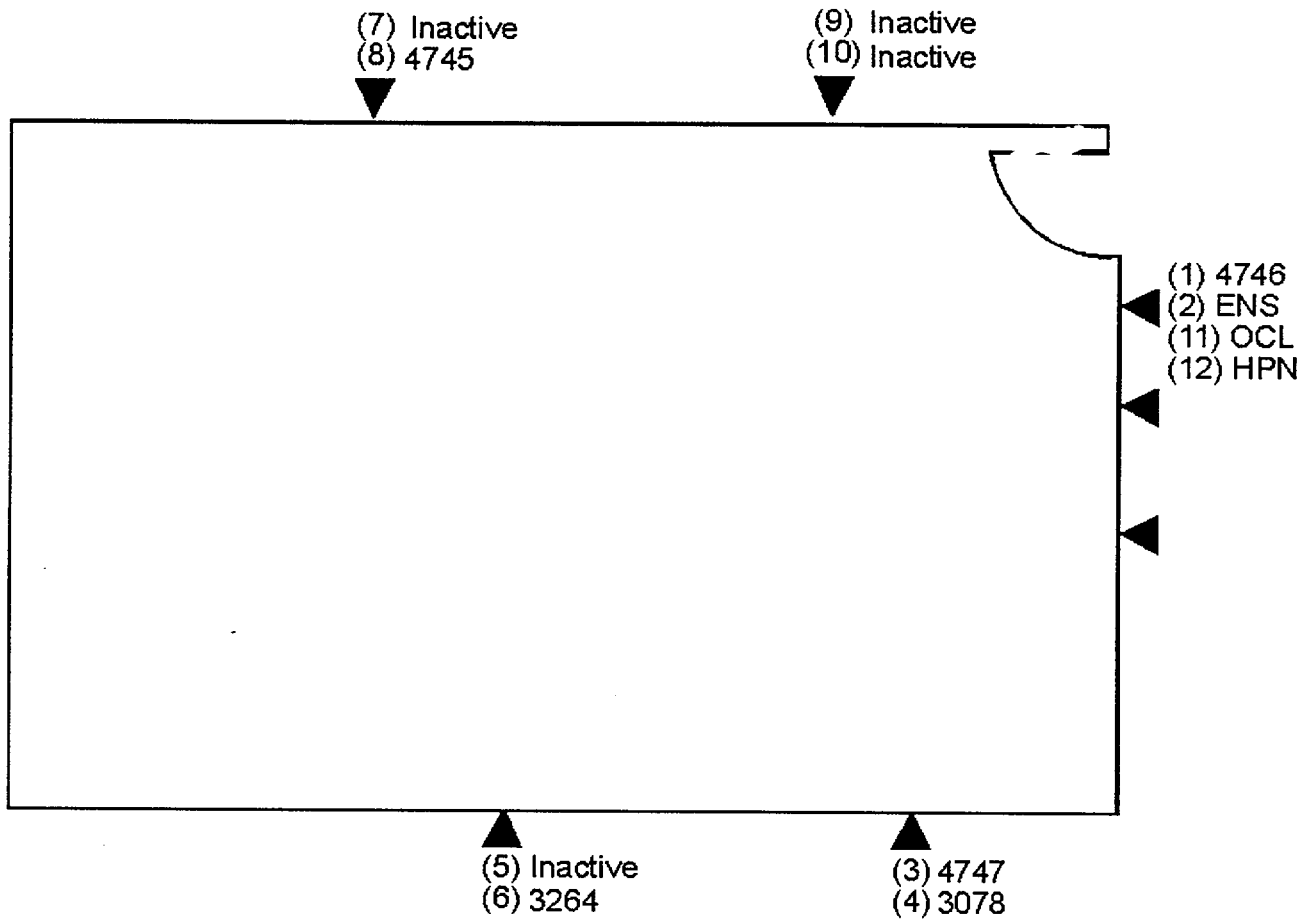


NOTE: Plug all telephones into their respective jacks (phones are stored in Room 142).

NOTE: Ensure operability of Gai-Tronic PA set.

NOTE: Arrange tables and add tables and/or chairs as needed.

ATTACHMENT 5
Page 1 of 1
Technical Support Center (TSC) Layout
(Room 149)



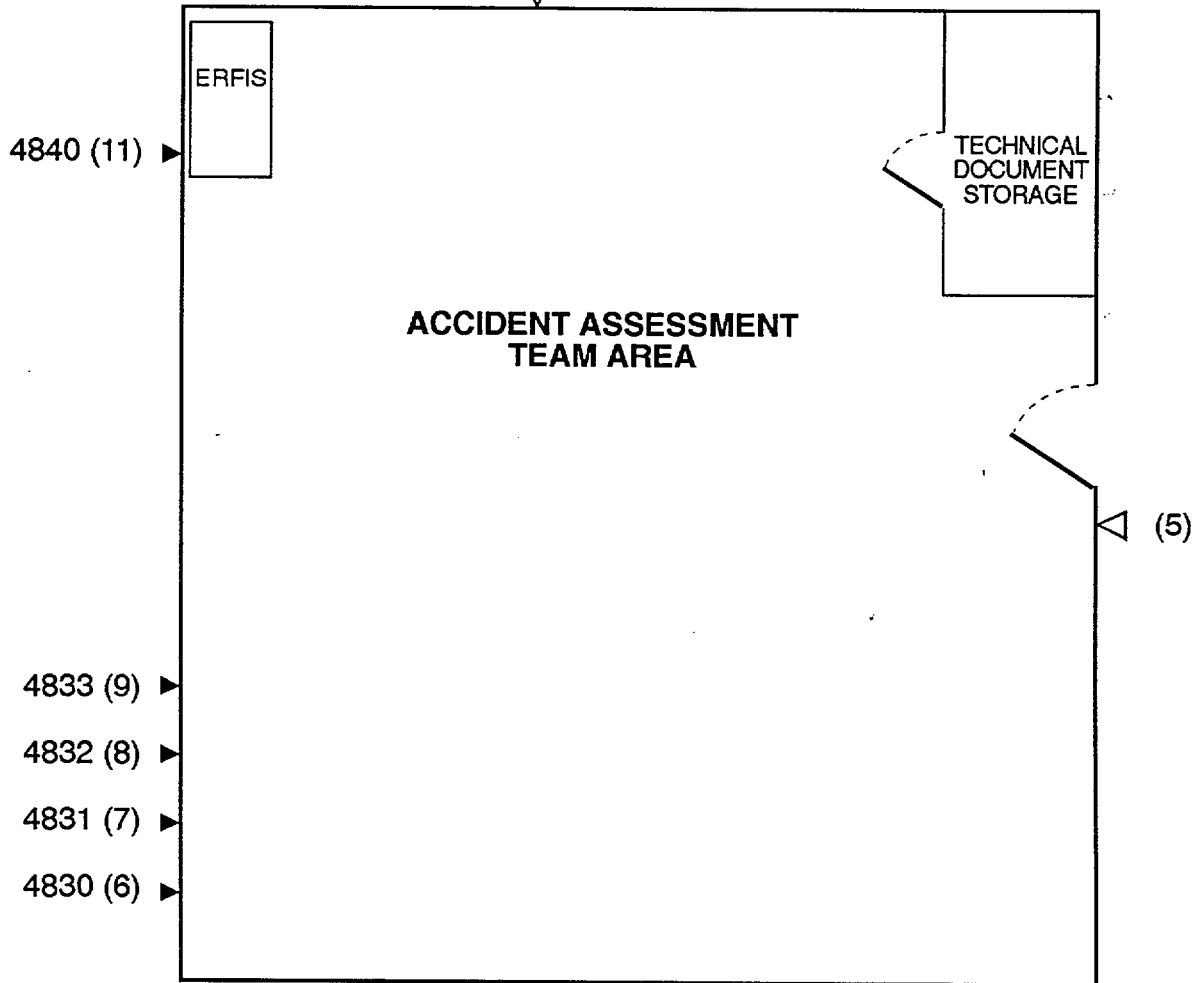
NOTE: Ensure tables and chairs are available for NRC.

NOTE: Plug all telephones into their respective jacks (phones are stored in Room 142).

NOTE: Add tables and/or chairs as needed.

ATTACHMENT 6
Page 1 of 1
Technical Support Center (TSC) Layout
(Room 150)

- (1) 4842
- (2) 4843
- (3)
- (4) RSCL (NRC USE)



NOTE: Plug all telephones into their respective jacks (phones are stored in Room 142).

NOTE: Arrange tables as needed.

ATTACHMENT 7
Page 2 of 3
Facility Turnover/Briefing Worksheet
(Completion Optional)

C. ON-SITE PROTECTIVE ACTIONS

D. OFF-SITE PROTECTIVE ACTIONS

E. OFF-SITE ASSISTANCE REQUESTS

F. OFF-SITE NOTIFICATIONS

G. STATUS OF ERO ACTIVATION

H. STATUS OF OUTSIDE AGENCY MOBILIZATION

ATTACHMENT 7
Page 3 of 3
**Facility Turnover/Briefing Worksheet
(Completion Optional)**

SEC - "In the TSC"

Announce "The site is in a(n) _____ due to _____"

Additional EALs:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

POD: Unit Status Key Parameter Control

Reactor Level: _____ Reactor Pressure: _____

Rx Power (current): _____ DW Pressure _____

Major Evolutions in progress: _____

Other Unit Status: _____

Notes:

Communications: _____

Security: _____

RCD: _____

TAD: _____

ERD/Missions: _____

SEC Recap and Priorities: _____

SEC Feedback: _____

ATTACHMENT 8
Page 1 of 1
Safety Parameter Display System Sheet

Time _____ Unit _____ Report Number _____ Date _____

Operable Inoperable SB - StandBy Running Yes No Isolated NA - Not Available

CRITICAL PLANT VARIABLES		SECONDARY CONTAINMENT	
1 Rx Power (APRM%)		30 RB Negative Press (inches of water vacuum)	
2 Reactor Level (in)		31 SGBT Flow A (scfm)	
3 Reactor Pressure (psig)		32 SGBT Flow B (scfm)	
4 Drywell Pressure (psig)		33 RB 80 ft Ventilation Monitor (mR/hr)	
5 Drywell Temp (Avg) (°F)		PROCESS RAD MONITORS	
6 Suppression Pool Level (in)		34 MSL RAD Monitor A (mR/hr)	
7 Suppression Pool Temp (Avg) (°F)		35 MSL RAD Monitor B (mR/hr)	
8 Group 1 Isolation (Yes/No)		36 MSL RAD Monitor C (mR/hr)	
9 Off-Site Power Available* (Yes/No)		37 MSL RAD Monitor D (mR/hr)	
SAFETY SYSTEM STATUS		38 SJAЕ A (mR/hr)	
10 HPCI Flow (kgpm)		39 SJAЕ B (mR/hr)	
11 RCIC Flow (gpm)		EFFLUENT MONITORING	
12 RHR A Flow <input type="checkbox"/> LPCI <input type="checkbox"/> SDC <input type="checkbox"/> Torus Cooling (kgpm)		40 Main Stack Flow Rate (kscfm)	
13 RHR B Flow <input type="checkbox"/> LPCI <input type="checkbox"/> SDC <input type="checkbox"/> Torus Cooling (kgpm)		41 Main Stack Gas Monitor (μCi/sec)	
14 Core Spray A Flow (kgpm)		42 U-1 RB Roof Vent Flow (kscfm)	
15 Core Spray B Flow (kgpm)		43 U-1 RB Roof Vent Rad Monitor (Noble Gas) (cpm)	
16 CRD Flow (gpm)		44 U-1 TB Roof Vent Flow (kscfm)	
17 SLC Injecting (Yes/No)		45 U-1 TB Roof Vent Monitor (μCi/sec)	
EMERGENCY DIESEL GENERATORS		46 U-2 RB Roof Vent Flow (kscfm)	
18 EDG #1 Load (kw)		47 U-2 RB Roof Vent Rad Monitor (Noble Gas) (cpm)	
19 EDG #2 Load (kw)		48 U-2 TB Roof Vent Flow (kscfm)	
20 EDG #3 Load (kw)		49 U-2 TB Roof Vent Monitor (μCi/sec)	
21 EDG #4 Load (kw)		50 Service Water Rad Monitor (cps)	
PRIMARY CONTAINMENT INDICATORS		AREA RAD MONITORS	
22 Drywell H ₂ 4409 (% conc.)		51 RB 20 ft Airlock (mR/hr)	
23 Drywell H ₂ 4410 (% conc.)		52 RB 50 ft Sample Station (mR/hr)	
24 Drywell O ₂ 4409 (% conc.)		53 RB 50 ft Airlock S. E. Corner (mR/hr)	
25 Drywell O ₂ 4410 (% conc.)		54 RB North of Fuel Pool (mR/hr)	
DRYWELL HIGH RAD MONITORS		55 Between Fuel Pool and Drywell (mR/hr)	
26 D22-RM-4195 ~ 30 ft El. (R/hr)		56 Turbine Bldg Sample Station* (mR/hr)	
27 D22-RM-4196 ~ 57 ft El. (R/hr)			
28 D22-RM-4197 ~ 23 ft El. (R/hr)			
29 D22-RM-4198 ~ 57 ft El. (R/hr)			

*Must be obtained locally from Control Room

ATTACHMENT 9
Page 1 of 1
Accident Assessment Team Task Sheet

DATE: _____ TIME: _____ TASK NUMBER: _____
PROBLEM AREA FOR INVESTIGATION: _____ _____ _____ _____ _____ _____ _____
HAS A DAMAGE REPAIR MISSION BEEN IDENTIFIED? NO _____ YES # _____ _____
LOCATION OF THE PROBLEM AREA: _____ _____
KNOWN INDICATORS: _____ _____ _____ _____ _____
AUTHORIZATION (TAD): _____ DATE: _____ TIME: _____
INDIVIDUALS ASSIGNED: (Lead) _____ OTHERS: _____ _____
IS A DAMAGE REPAIR MISSION NEEDED? NO _____ YES ID: _____
ACTIONS TO BE IMPLEMENTED/SOLUTION IDENTIFIED: _____ _____ _____ _____ _____
INVESTIGATION COMPLETED DATE: _____ TIME: _____ NAME: _____

ATTACHMENT 10
Page 1 of 1
Onsite Public Address (PA) Announcement

DATE/TIME: _____

ATTENTION ALL PERSONNEL, ATTENTION ALL PERSONNEL

THIS IS AN EMERGENCY MESSAGE,

THIS IS AN EMERGENCY MESSAGE

The TSC was activated at _____. _____ is the SEC.

The Plant is in a Classification _____

due to: _____

Site Personnel not involved in recovery activities should:

OTHER: _____

THIS HAS BEEN AN EMERGENCY MESSAGE

SEC Initials: _____

ATTACHMENT 11
Page 1 of 1
Event Classification Message Display

NOTE: Remote Control **MUST** be used (15 foot range).

NOTE: Message board will beep when a command has successfully been entered.

1.0 TO SELECT A MESSAGE

- 1.1 Plug in display electrical connection.
- 1.2 Press "STOP/RUN" button on remote control (bottom right corner).
- 1.3 Select message you wish displayed:

<u>PROGRAM</u>	<u>MESSAGE</u>
A	No Event
B	Unusual Event
C	Alert
D	Site Area Emergency
E	General Emergency

- 1.1 Press program letter corresponding to the message you want displayed on the remote control.
- 1.2 Press "STOP/RUN" button.
- 1.3 Display should show the message selected.

2.0 TO SECURE THE DISPLAY

- 2.1 Repeat Step 1.0 and select the "No Event" message.
- 2.2 Unplug the display.

ATTACHMENT 12
Page 1 of 1
Status Board Plotter Wireless Headset

1. The TSC Status Board Plotter ARD phone and wireless headset are located near the Communications Director's work station.
2. The headset uses regular cellular telephone rechargeable batteries rated for six (6) hours continuous use.

NOTE: A beeping noise identifies when the battery should be recharged or replaced.

3. Setup and Operation

- a. Ensure the Netcom wireless headset is plugged into the handset jack on the status board plotter ARD phone. Then ensure the handset is plugged into the back of the Netcom unit.
- b. Turn the Netcom "ON/OFF" switch to the "ON" position.
- c. Place the headset on your head, and clip the battery pack on your belt or clothing.
- d. Initiate the communications link with the OSC and EOF status board plotters by lifting the ARD phone handset. (NO dialing is necessary: the phones will ring automatically in the other locations.) Place handset beside the telephone.

4. Transmit Volume Control Adjustment

- a. Adjust the thumbwheel on the back of the Netcom base unit to adjust transmit volume (normally set at "6").

5. Receiving Volume Control Adjustment and Muting

- a. Raise or lower the volume by using the "+" or "-" volume controls on the battery pack.
- b. Mute transmissions by depressing the "MUTE" button. The LED is lit when the mute function is in operation.

6. Changing the Battery

- a. Remove the battery cover from the clip-on Netcom battery pack.
- b. Remove the yellow battery assembly, and disconnect the white plug.
- c. Replace the battery assembly with the battery pack attached to the Netcom base unit.
- d. Connect the depleted battery pack to the base unit to recharge.
- e. Reinstall the battery cover.

PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

UNIT
0



OPEP-02.6.27

**ACTIVATION AND OPERATION OF THE EMERGENCY
OPERATIONS FACILITY (EOF)**

REVISION 8

EFFECTIVE DATE
12/16/99

Sponsor Teresa Gilderdeve-Thompson 12/14/99
Date
Approval DM afford 12/14/99
Supervisor - Emergency Preparedness Date

REVISION SUMMARY

- Added information in Section 3.4 and Section 5.1.4-Note to clarify EOF minimum staffing requirements.
- Deleted information in Section 4.5.3 to reflect change in responsibility for core damage assessment from Dose Projection Coordinator to Accident Assessment Team and renumbered remaining section.
- Corrected step numbers in Section 5.6.35.3.e.
- Added Note in Section 5.8.5 to reference new Attachment 10.
- Deleted responsibility to monitor plant PA system by Status Board Plotter from Section 5.8.9 and added responsibility to Public Information Communicator in Section 5.9.14, and renumbered remaining sections.
- Added new Section 6.0, Records, and new Attachment 10, Status Board Plotter Wireless Headset as procedural enhancements.

LIST OF EFFECTIVE PAGES

<u>Page(s)</u>	<u>Revision</u>
1-65	8

TABLE OF CONTENTS

SECTION	PAGE
1.0 PURPOSE	5
2.0 REFERENCES	5
3.0 GENERAL INFORMATION	6
4.0 RESPONSIBILITIES	7
4.1 Emergency Response Manager (ERM)	7
4.2 Assistant Emergency Response Manager	8
4.3 Technical Analysis Manager	8
4.4 Radiological Controls Manager	8
4.5 Dose Projection Coordinator	9
4.6 Environmental Monitoring Team Leader	9
4.7 EOF Senior Reactor Operator (SRO)	10
4.8 Administrative and Logistics Manager	10
4.9 Communications Manager/Assistant Communications Manager	10
4.10 EOF Phone Talkers	11
4.11 EOF Status Board Plotter	11
4.12 Public Information Communicator	11
4.13 ERFIS Operator	11
4.14 EOF Administrative and Clerical Staff	11
4.15 EOF Security Officer	11
4.16 County Emergency Operations Center (EOC) Representative	11
4.17 Emergency Switchboard Operator	12
4.18 EOF Health Physics Network (HPN) Communicator	12
4.19 Emergency Preparedness Representative	12
5.0 INSTRUCTIONS	13
5.1 Emergency Response Manager (ERM)	14
5.2 Assistant Emergency Response Manager	19
5.3 Technical Analysis Manager	22
5.4 Radiological Controls Manager	25
5.5 EOF Senior Reactor Operator (SRO)	29
5.6 Administrative and Logistics Manager	30
5.7 EOF Phone Talker(s)	36
5.8 EOF Status Board Plotter	38
5.9 Public Information Communicator	39

TABLE OF CONTENTS

SECTION	PAGE
5.10 ERFIS Operator	41
5.11 EOF Administrative and Clerical Staff	43
5.12 EOF Security Officer.....	44
5.13 County Emergency Operations Center (EOC) Representative	46
5.14 Emergency Switchboard Operator	47
5.15 EOF Health Physics Network (HPN) Communicator	48
5.16 Emergency Preparedness Representative	50
5.17 Communications Manager/Assistant Communications Manager	51
6.0 RECORDS	53
ATTACHMENTS	
1 Emergency Operations Facility (EOF) Organization	54
2 Emergency Operations Facility (EOF) Recommended Layout Room 122/123	55
3 Emergency Operations Facility (EOF) Layout Room 132	56
4 Emergency Operations Facility (EOF) Layout Room 131	57
5 Emergency Operations Facility (EOF) Layout Room 128	58
6 Facility Turnover/Briefing Work Sheet	59
7 Radiological Controls Manager (RCM) Briefing Work Sheet	61
8 Event Classification Message Display	62
9 Guidance for Information Transmittal to JIC	63
10 Status Board Plotter Wireless Headset.....	65

1.0 PURPOSE

This procedure provides instructions for activation; operation/support functions; and deactivation of the Emergency Operations Facility (EOF).

2.0 REFERENCES

- 2.1 BNP Radiological Emergency Response Plan
- 2.2 Code of Federal Regulations 10CFR50, Appendix E
- 2.3 OPEP-02.1, "Initial Emergency Actions"
- 2.4 OPEP-02.1.1, "Emergency Control - Notification of Unusual Event, Alert, Site Area Emergency, General Emergency"
- 2.5 OPEP-02.6.21, "Emergency Communicator"
- 2.6 OPEP-03.4.7, "Automation of Off-Site Dose Projection Procedures"
- 2.7 OPEP-03.1.3, "Use of Communication Equipment"
- 2.8 OPEP-03.5.5, "Environmental Monitoring and Plume Tracking"
- 2.9 OPEP-03.6.1, "Release Estimates Based Upon Stack/Vent Readings"
- 2.10 OPEP-03.7.6, "Emergency Exposure Controls"
- 2.11 OPEP-03.7.7, "On-Site Radiological Controls"
- 2.12 OPEP-02.6.28 "Off-Site Protective Action Recommendations"
- 2.13 OPEP, Appendix A, "Emergency Response Resources"
- 2.14 OPEP-03.6.3, "Estimate of the Extent of Core Damage Under Accident Conditions"
- 2.15 OPEP-02.6.29, "Activation and Operation of the Joint Information Center (JIC)"

2.0 REFERENCES

- 2.16 OPEP-03.8.2, "Personnel Accountability and Evacuation"
- 2.17 Services Information Letter (SIL) No. 324, Revision 5, GE BWR Emergency Support Program
- 2.18 OPEP-02.7, "Recovery"
- 2.19 NUREG-0654 Table B-1, Minimum Staffing Requirements

3.0 GENERAL INFORMATION

- 3.1 The Emergency Operations Facility (EOF) is located in the Brunswick Nuclear Plant EOF/TSC/Training Building and is equipped and staffed to provide overall management of Carolina Power and Light (CP&L) emergency response, including coordination of radiological and environmental assessment; determination of protective actions for the public; and coordination of CP&L's emergency response activities with State, County and Federal agencies.
- 3.2 The EOF will be activated within 60 to 75 minutes following declaration of an Alert, Site Area Emergency, or a General Emergency, or as determined by the Site Emergency Coordinator.
- 3.3 An EOF Organization Chart is illustrated in Attachment 1.
- 3.4 Minimum staffing requirements for the EOF to be considered operational are:
 - 3.4.1 Emergency Response Manager
 - 3.4.2 Radiological Controls Manager
 - 3.4.3 Dose Projection Coordinator
 - 3.4.4 Communications Manager

Additionally, four (4) Environmental Monitoring Team members are required to augment staffing within 60-75 minutes after event declaration.

- 3.5 Upon turnover, an individual qualified for the position of Emergency Response Manager (ERM) will relieve the Site Emergency Coordinator (SEC) of responsibility for off-site notifications, dose assessment/protective action recommendations and approval of news releases.

3.0 GENERAL INFORMATION

3.6 As the EOF staff arrive, they are assigned tasks to provide the ERM with the information and support required to evaluate and mitigate the emergency, including:

- 3.6.1 Plant status and dynamics prior to and during the emergency.
- 3.6.2 Performance of accident mitigation functions.
- 3.6.3 Current status and trend of accident.
- 3.6.4 Damage to plant systems and equipment.
- 3.6.5 Status of emergency operations (including personnel activity in the plant).
- 3.6.6 Magnitude of any radiological release to the environment.
- 3.6.7 Prevailing meteorological conditions.
- 3.6.8 Projected levels of radioactivity resulting from an airborne or waterborne release.
- 3.6.9 Potential impact of radiological hazards on public health and safety.
- 3.6.10 Protective Action Recommendations (PARs).

3.7 The layout of the EOF is illustrated in Attachments 2 through 5.

4.0 RESPONSIBILITIES

4.1 Emergency Response Manager (ERM)

NOTE: The ERM shall not delegate responsibility for approval of off-site notifications, news releases, or making off-site Protective Action Recommendations (PARs).

- 4.1.1 Provide overall site command and control of the emergency.
- 4.1.2 Provide command and control of the EOF.

4.1 Emergency Response Manager (ERM)

- 4.1.3 Approve off-site Protective Action Recommendations (PARs).
- 4.1.4 Provide recommendations to the SEC on status of the emergency for reclassification and/or termination.
- 4.1.5 Activate the Joint Information Center at the declaration of a Site Area Emergency, or higher, or as conditions warrant.
- 4.1.6 Review and approve news releases.
- 4.1.7 Review and approve notifications to off-site agencies.
- 4.1.8 Determine if recovery activities are necessary and if so, establish a Recovery Organization appropriate for the conditions. (The need for a Recovery Organization for Emergency classifications below Site Area Emergency are unlikely but should be evaluated.)

4.2 Assistant Emergency Response Manager

- 4.2.1 Provide assistance to the ERM.
- 4.2.2 Coordinate EOF support for the NRC Incident Response Team and State Representatives.
- 4.2.3 Ensure plant status updates are provided to the County EOC Representatives.
- 4.2.4 Monitor compliance with Plant Emergency Procedures (PEPs).

4.3 Technical Analysis Manager

- 4.3.1 Analyze plant parameters and system status indicators.
- 4.3.2 Evaluate emergency action level flow chart to anticipate changes in emergency classification.
- 4.3.3 Interface with off-site technical organizations as necessary.

4.4 Radiological Controls Manager

- 4.4.1 Coordinate off-site radiological and environmental activities.

4.4 Radiological Controls Manager

- 4.4.2 Provide Protective Action Recommendations (PARs) to the ERM.
- 4.4.3 Coordinate activities to control radiological exposure and contamination of environmental monitoring teams.
- 4.4.4 Ensure accurate radiological and meteorological information is provided for Emergency Notification Forms.
- 4.4.5 Ensure that a comparison of off-site monitoring results and dose projections is performed.
- 4.4.6 Provide radiological information to the NRC as requested.

4.5 Dose Projection Coordinator

- 4.5.1 Perform dose projections/assessment and provide calculations and results to the Radiological Controls Manager for protective action decision-making.
- 4.5.2 Provide meteorological data to the ERM via the Radiological Controls Manager.
- 4.5.3 Coordinate efforts with the Environmental Monitoring Team Leader for Environmental Monitoring information.

4.6 Environmental Monitoring Team Leader

- 4.6.1 Provide technical and administrative direction to Environmental Monitoring teams during an emergency.
- 4.6.2 Monitor, track, and record radiological exposures of environmental monitoring team members.
- 4.6.3 Provide environmental monitoring team field measurement information to the Dose Projection Coordinator and the Radiological Controls Manager.

4.7 EOF Senior Reactor Operator (SRO)

- 4.7.1 Evaluate plant data for trends/changes and impact on emergency classification and Protective Action Recommendations (PARs).
- 4.7.2 Provide information to EOF staff regarding plant conditions and operational manipulations which could affect emergency activities.

4.8 Administrative and Logistics Manager

- 4.8.1 Ensure the EOF is properly set up and maintained.
- 4.8.2 Coordinate security for the facility, including access coordination and fitness for duty.
- 4.8.3 Direct administrative services for the Emergency Response Organization (ERO).
- 4.8.4 Ensure communications equipment is maintained and operable.
- 4.8.5 Coordinate acquisition and delivery of materials, equipment and personnel from on-site and off-site resources.
- 4.8.6 Coordinate logistics support of personnel responding from off-site.
- 4.8.7 Ensure the emergency response facilities are properly staffed and scheduled for 24 hour coverage while activated.

4.9 Communications Manager/Assistant Communications Manager

- 4.9.1 Coordinate activities of the communications staff.
- 4.9.2 Ensure that accurate and timely emergency notifications are made to State and County agencies in accordance with OPEP-02.6.21.
- 4.9.3 Coordinate requests for information from State and County agencies.
- 4.9.4 Provide assistance to Public Information Communicator.

4.10 EOF Phone Talkers

- 4.10.1 Perform initial and follow-up notifications to State and counties as directed by the Communications Manager.
- 4.10.2 Maintain Emergency Notification Forms for notifications to off-site agencies.

4.11 EOF Status Board Plotter

Maintain the EOF status boards with current and accurate emergency information.

4.12 Public Information Communicator

- 4.12.1 Develop technical news releases for the media and general public and transmit to CP&L Corporate Communications or the Joint Information Center (JIC).
- 4.12.2 Provide emergency information updates to CP&L Corporate Communications or the JIC.

4.13 ERFIS Operator

- 4.13.1 Operate ERFIS terminal for access to plant parameter information.
- 4.13.2 Provide plant data printouts and trend information for EOF personnel as directed.

4.14 EOF Administrative and Clerical Staff

Maintain documentation of events during the emergency and provide clerical support as directed.

4.15 EOF Security Officer

Establish and maintain access control to the EOF at the west entrance double doors.

4.16 County Emergency Operations Center (EOC) Representative

Provide liaison between plant (EOF) and Brunswick and New Hanover County EOC personnel to clarify information/questions on plant status and emergency conditions.

4.17 Emergency Switchboard Operator

Operate the emergency switchboard console to handle incoming calls during an emergency.

4.18 EOF Health Physics Network (HPN) Communicator

Provide radiological information to NRC Operations Center.

4.19 Emergency Preparedness Representative

Provide emergency response support to EOF staff as required.

5.0 INSTRUCTIONS

Check the listing below for your Emergency Response Organization (ERO) position and refer to the designated page or procedure for your tasks/responsibilities:

IF YOUR ERO POSITION IS:	THEN REFER TO:
EMERGENCY RESPONSE MANAGER (ERM)	14
ASSISTANT EMERGENCY RESPONSE MANAGER	19
TECHNICAL ANALYSIS MANAGER	22
RADIOLOGICAL CONTROLS MANAGER	25
DOSE PROJECTION COORDINATOR	OPEP-02.6.20
ENVIRONMENTAL MONITORING TEAM LEADER	OPEP-02.6.6
EOF SENIOR REACTOR OPERATOR (SRO)	29
ADMINISTRATIVE AND LOGISTICS MANAGER	30
EOF PHONE TALKER(S)	36
EOF STATUS BOARD PLOTTER	38
PUBLIC INFORMATION COMMUNICATOR	39
ERFIS OPERATOR	41
EOF ADMINISTRATIVE AND CLERICAL STAFF	43
EOF SECURITY OFFICER	44
COUNTY EMERGENCY OPERATIONS CENTER (EOC) REPRESENTATIVE	46
EMERGENCY SWITCHBOARD OPERATOR	47
EOF HEALTH PHYSICS NETWORK (HPN) COMMUNICATOR	48
EMERGENCY PREPAREDNESS REPRESENTATIVE	50
COMMUNICATIONS MANAGER/ASSISTANT COMMUNICATIONS MANAGER	51

5.1 Emergency Response Manager (ERM)

ACTIVATION:

- 5.1.1 Sign in to facility on EOF Organization Board.
- 5.1.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.1.3 Initiate documentation of activities in logbook.
- 5.1.4 Determine availability of personnel and readiness of EOF staff to declare EOF operational.

NOTE: EOF may be declared operational when the following personnel are available for minimum staffing:

- **Emergency Response Manager**
- **Radiological Controls Manager**
- **Dose Projection Coordinator**
- **Communications Manager**

Additionally, four (4) Environmental Monitoring Team members are required to augment staffing within 60-75 minutes after event declaration.

NOTE: Turnover should occur via conference call between the Control Room Shift Superintendent (SEC) and qualified individuals in the TSC and EOF assuming the SEC and ERM responsibilities.

- 5.1.5 Obtain turnover briefing on status of emergency from Site Emergency Coordinator (SEC) to include the following (see Attachment 6):
 - 1. Review emergency classification, basis for declaration and mitigating actions.
 - Cause, history, initiating events leading to emergency declaration
 - Emergency Action Levels (EALS) exceeded
 - Status of execution of steps in emergency procedures
 - Condition/stability of reactor
 - Status of fission product barriers
 - Status of safety equipment and systems
 - Present plant line-ups and plant evolutions in progress
 - Radiological Conditions
 - Corrective actions

5.1 Emergency Response Manager (ERM)

ACTIVATION:

2. Review on-site protective actions.
 - Existing hazards to personnel
 - Assembly
 - Shelter
 - Evacuations (local, Protected Area)
 - Potassium iodide (KI) administration
3. Review off-site protective actions.
 - Data on projected or actual radiological releases
 - Dose assessment
 - Protective Action Recommendations (PARs) issued to State/Counties
4. Review status of requests for off-site assistance.
 - Fire department
 - Rescue squad
 - Local law enforcement agency
 - Other
5. Review status of off-site notifications.
 - Initial/follow-up messages to State/Counties
 - NRC
 - INPO and ANI
 - Other (GE)
 - Necessary notifications not yet made
 - Communications received from State/Counties regarding activation, readiness, protective actions or requests for information
 - Time/content of any news releases or media briefings
6. Review status of augmentation of Emergency Response Organization (ERO).
 - Status of Control Room notifications to ERO
 - Status of personnel assigned to State Emergency Response Team (SERT) and/or County EOCs

5.1 Emergency Response Manager (ERM)

ACTIVATION:

7. Review status of outside organizations requested to mobilize.
 - Assistance needed
- 5.1.6 Obtain turnover of the responsibility for off-site notifications, dose assessment, protective action recommendations and approval of news releases from SEC.
 1. Ensure status of emergency is current.
 2. Accept emergency response authority from SEC.
- 5.1.7 Announce to EOF personnel that the ERM has assumed command and control of the emergency and that the EOF is operational.
- 5.1.8 Direct the Communications Manager to notify State, counties, and CP&L Corporate that the EOF is operational.

OPERATION:

- 5.1.9 Conduct initial and periodic briefings to EOF personnel on status of emergency (approximately every 30 to 60 minutes, or significant changes using Attachment 6, "Facility Turnover/Briefing Work Sheet," as guidance.

<p>NOTE: Remind EOF staff to maintain focus on off-site issues throughout the event.</p>

- 5.1.10 Provide emergency information status to NRC representatives in EOF.
- 5.1.11 Periodically, discuss status of emergency with State representatives located in EOF.
- 5.1.12 Provide emergency classification recommendations to the SEC.
 1. Discuss plant and emergency conditions to determine if the emergency may be escalated; de-escalated or terminated.

5.1 Emergency Response Manager (ERM)

OPERATION:

NOTE: Ensure any off-site PARs for the public are completed prior to downgrading.

2. Coordinate downgrading the emergency classification with State, Counties, and NRC.

NOTE: Notification to State/Counties shall be within 15 minutes after escalation/de-escalation/termination of emergency. Status updates shall be provided at least within 60 minutes of the previous update, or sooner if conditions change.

- 5.1.13 Review/approve Emergency Notification Form for initial and follow-up notifications to the State/Counties.
- 5.1.14 Approve information for release to the media and general public through Corporate Communications or the JIC as applicable.
- 5.1.15 Evaluate requests from Administrative & Logistics Manager for support from other facilities.
- 5.1.16 Evaluate information for Protective Action Recommendations (PARs) as required, using OPEP-02.6.28, "Off-Site Protective Action Recommendations".
 1. Request updated dose projections, plant status and current PARs from Radiological Controls Manager and EOF staff.
 2. Evaluate plant conditions, dose projection calculations and off-site environmental monitoring results with Radiological Controls Manager and other EOF personnel as appropriate.
- 5.1.17 Issue PARs to off-site agencies as required.

5.1 Emergency Response Manager (ERM)

OPERATION:

NOTE: A PAR is mandatory at a General Emergency Classification.

- 5.1.18 Review PARs periodically, or immediately as conditions change in accordance with OPEP-02.6.28, "Off-Site Protective Action Recommendations".
- 5.1.19 Perform shift turnover to alternate ERM as necessary.
- 5.1.20 Initiate activation of the Joint Information Center at the declaration of a Site Area Emergency or whenever based on ERM judgment conditions warrant.
- 5.1.21 When plant conditions have stabilized such that the emergency classification will be downgraded, evaluate onsite and offsite radiological conditions to determine if Recovery activities will be necessary.

NOTE: If any area of the facility (owner controlled area) or offsite areas have been affected radiologically, a Recovery Organization should be established.

- 5.1.22 If Recovery activities are necessary, identify the composition of the Recovery Organization based on the conditions and direct its assembly.

NOTE: A Recovery Organization may (and in most cases should) be assembled prior to termination of the event and deactivation of emergency facilities. Refer to OPEP-02.7, Recovery, for specifics.

- 5.1.23 Conduct an assessment of onsite and offsite conditions concentrating primarily on the radiological conditions and any associated structural or equipment damage for briefing of the Recovery Manager.
- 5.1.24 Notify the NRC, State and local agencies that a Recovery Organization has been formed and coordinate with those agencies to provide assistance with offsite recovery activities.

5.1 Emergency Response Manager (ERM)

DEACTIVATION:

- 5.1.25 Discuss deactivation of the EOF with the SEC, off-site agencies and the NRC.
- 5.1.26 Direct EOF deactivation after concurrence of the following:
 - 1. Event is terminated.
 - 2. If Recovery efforts are necessary, a Recovery Organization is in place and the Recovery Manager formally briefed.
 - 3. Continuous dose assessment and protective action functions are no longer necessary to respond to the incident.
 - 4. The Company Spokesperson is fully briefed regarding plant status and planned recovery actions.
- 5.1.27 Direct Administrative and Logistics Manager to ensure equipment and materials are returned to their pre-activation status if possible.
- 5.1.28 Direct Emergency Preparedness Representative to collect/transmit all documentation to Supervisor - Emergency Preparedness for post-emergency reports and submittal to Document Records.

5.2 Assistant Emergency Response Manager

ACTIVATION:

- 5.2.1 Sign in to facility on EOF Organization Board.
- 5.2.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.2.3 Verify operability of communications equipment.
- 5.2.4 Verify with the Communications Manager that on-site and off-site communications have been established with:
 - 1. TSC
 - 2. Corporate Communications/Joint Information Center

5.2 Assistant Emergency Response Manager

ACTIVATION:

3. Brunswick County Emergency Operations Center (EOC)
 4. New Hanover County Emergency Operations Center (EOC)
 5. State Emergency Operations Center (EOC)
 6. Coast Guard Marine Safety Office (EOC)
- 5.2.5 Initiate documentation of activities in logbook.
- 5.2.6 Report equipment problems to the Administrative and Logistics Manager.
- 5.2.7 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

<p>NOTE: If the Emergency Response Manager has not arrived in the EOF, perform tasks in Section 5.1 pending his arrival.</p>

OPERATION:

- 5.2.8 Coordinate and acquire information for the ERM regarding current status of accident assessment, emergency classifications, corrective actions, and Protective Action Recommendations (PARs) from EOF staff.
- 5.2.9 Monitor procedure compliance by EOF personnel.
- 5.2.10 Verify status of off-site notifications with the Communications Manager.
- 5.2.11 Assist the ERM in conduct of EOF staff briefings using Attachment 6, "Facility Turnover/Briefing Work Sheet," as guidance.
- 5.2.12 Brief EOF staff on information concerning the arrival of State Emergency Management and Radiation Protection Representatives and their function in the facility.
- 5.2.13 Establish and maintain communications with CP&L representatives at the state and county EOCs.

5.2 Assistant Emergency Response Manager

OPERATION:

- 5.2.14 Coordinate resources to address the needs of the NRC Incident Response Team and State Representatives.
- 5.2.15 Provide emergency status briefings to the State Representatives, NRC Incident Response Team, and other support personnel, (INPO, corporate) upon arrival and as appropriate.
 - 1. Use Room 128 of the Training Building for briefings if desired.
 - 2. Provide information on current emergency status and any off-site consequences.
 - 3. Introduce personnel to EOF counterparts as applicable.
- 5.2.16 Verify that the Public Information Communicator is monitoring plant Public Address (PA) System.
- 5.2.17 Evaluate mitigating activities for potential off-site consequences.
- 5.2.18 Monitor status boards for information accuracy and timeliness.
- 5.2.19 Provide additional assistance and support to the ERM as requested.
- 5.2.20 Provide assistance to the ERM for Recovery planning as requested.
- 5.2.21 Perform a formal turnover when relieved of position responsibilities.

DEACTIVATION:

- 5.2.22 Deactivate the EOF when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.

5.2 Assistant Emergency Response Manager

DEACTIVATION:

3. Restore the facility to standby readiness condition.
4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.2.23 Inform off-site contacts of the deactivation (e.g., ANI or INPO.)

5.3 Technical Analysis Manager

ACTIVATION:

- 5.3.1 Sign in to facility on the EOF Organization Board.
- 5.3.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.3.3 Verify operability of communications equipment.
- 5.3.4 Establish communications with the Technical Assessment Director.
- 5.3.5 Determine status of EOF SRO and ERFIS Operator staffing.
- 5.3.6 Initiate documentation of activities in logbook.
- 5.3.7 Report equipment problems to Administrative and Logistics Manager.
- 5.3.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

OPERATION:

- 5.3.9 Obtain briefings on emergency conditions via the Technical Assessment Director during the TSC periodic briefings.
- 5.3.10 Discuss plant status, TSC requests and other pertinent information with the EOF SRO.
- 5.3.11 Evaluate trends in plant parameters with the EOF SRO to assess plant status and severity of emergency conditions.

5.3 Technical Analysis Manager

OPERATION:

- 5.3.12 Obtain fuel core/analysis results from the Technical Assessment Director.
- 5.3.13 Provide information to the Emergency Response Manager and EOF staff regarding fuel integrity, plant systems, plant equipment and instrumentation, including projections.
- 5.3.14 Provide plant trending data; core condition/damage assessment information; and recommendations for corrective/preventive actions to the EOF staff.
- 5.3.15 Evaluate projected plant conditions and impact on emergency classification and PARs with the EOF SRO and Radiological Controls Manager.
- 5.3.16 Provide plant status information to the Public Information Communicator/Joint Information Center, if requested.
- 5.3.17 Provide information to Status Board Plotter for Equipment-Out-Of-Service Board and monitor other status boards for accurate and timely information.
- 5.3.18 Provide the technical interface with outside agencies (INPO, NRC, General Electric and other consultants) as necessary and CP&L groups (NED, Licensing, Fuels).
- 5.3.19 Coordinate the receipt and assessment of technical information from on-site and off-site resources.
 - 1. Direct evaluation of received information by the appropriate personnel.
 - 2. Obtain and review recommendations.
 - 3. Submit recommendations to the ERM for review and approval.
- 5.3.20 Make requests for additional technical assistance and support through the Administrative and Logistics Manager.

5.3 Technical Analysis Manager

OPERATION:

- NOTE:** If requesting support from GE Nuclear Energy:
- a. Use the GE Emergency Contact Number located in OPEP-Appendix A, Emergency Response Resources.
 - b. When the Security Dispatcher answers, give your name, phone number, name of utility, and affected unit.
 - c. Request connection with the GE Emergency Support Program Duty Manager.
 - d. Inform the Duty Manager if the information is for a "DRILL" or "ACTUAL EMERGENCY," and define the scope of assistance desired from GE.

- 5.3.21 Perform a formal turnover when relieved of position responsibilities.
- 5.3.22 Provide support for Recovery operations if directed.
- 5.3.23 Provide support in acquisition of resources necessary for plant stabilization, accident mitigation and recovery to normal conditions.

DEACTIVATION:

- 5.3.24 Deactivate the EOF when directed.
 1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 3. Restore the facility to a standby readiness condition.
 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.4 Radiological Controls Manager

ACTIVATION:

- 5.4.1 Sign in to facility on the EOF Organization Board.
- 5.4.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.4.3 Verify operability of communications equipment.
- 5.4.4 Establish communications with the Radiological Controls Director.
- 5.4.5 Determine status of Dose Projection Coordinator, Environmental Monitoring Team Leader, EOF Habitability Technician and EOF HPN Communicator staffing.
- 5.4.6 Synchronize time on CPL Dose computer clock with EOF Command Room clock.
- 5.4.7 Initiate documentation of activities in logbook.
- 5.4.8 Report equipment problems to Administrative and Logistics Manager.
- 5.4.9 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

OPERATION:

- 5.4.10 Provide technical assistance to the Radiological Controls Director as required.
- 5.4.11 Direct the Dose Projection Coordinator and Environmental Monitoring Team Leader to initiate dose projection and environmental assessment activities as appropriate.
- 5.4.12 Direct the Dose Projection Coordinator and Environmental Monitoring Team Leader to maintain accurate environmental monitoring, dose assessment, and personnel dosimetry records.
- 5.4.13 Obtain information from the Radiological Controls Director on plant radiological conditions; including source term assessments, chemical and radiological data as it becomes available.

5.4 Radiological Controls Manager

OPERATION:

- 5.4.14 Perform correlation, assessment, and prediction of current and anticipated release rates and radiation levels.
- 5.4.15 Provide assessment of radiological conditions to the Public Information Communicator when requested.
- 5.4.16 Provide briefings to EOF personnel on status of radiological conditions, dose projections, PARs and environmental monitoring results using Attachment 7, "RCM Briefing Work Sheet" as guidance.
- 5.4.17 Request additional personnel, equipment, and resources through the Administrative and Logistics Manager.
- 5.4.18 Evaluate radiological releases and make recommendations to the Emergency Response Manager concerning personnel protective measures, relocation routes, etc.
- 5.4.19 Verify status of the TSC/EOF Emergency Ventilation System with the EOF Habitability Technician and Administrative and Logistics Manager periodically.
- 5.4.20 Initiate and maintain habitability monitoring in the EOF in accordance with OPEP-03.7.7, "On-Site Radiological Controls". If habitability survey results dictate:
 - 1. Suspend all eating, drinking, and smoking in the facility.
 - 2. Announce the suspension over the facility intercom, and repeat the announcement every 30 minutes while the ban is in effect.
 - 3. Post "No Eating, Drinking, or Smoking" signs in the facility.
 - 4. Notify the Control Room, TSC and OSC of the ban.
- 5.4.21 Determine personnel protective measures and dosimetry requirements for EOF staff.
- 5.4.22 Initiate issuance of dosimetry to personnel as required.
- 5.4.23 Evaluate suspected or confirmed overexposure reports.

5.4 Radiological Controls Manager

OPERATION:

- 5.4.24 Initiate collection and processing of personnel dosimetry as required.
- 5.4.25 Coordinate the monitoring and decontamination of evacuees and vehicles with the Radiological Controls Director, using OPEP-03.7.7, "On-Site Radiological Controls".
- 5.4.26 Obtain update on the status of off-site monitoring and decontamination activities from the Environmental Monitoring Team Leader.
- 5.4.27 Determine if radiological conditions warrant distribution of potassium iodide (KI) using OPEP-03.7.6, "Emergency Exposure Controls".
- 5.4.28 Provide the Emergency Response Manager (ERM) with recommendations on KI distribution.
- 5.4.29 Initiate distribution of KI if required.
- 5.4.30 Assist the Communications Manager with radiological information for completion of "Emergency Notification Form".
- 5.4.31 If conditions warrant, direct the Environmental Monitoring Team Leader to dispatch environmental monitoring teams.
- 5.4.32 Coordinate CP&L environmental monitoring and radiological assessment efforts with Federal, State and County agencies through the NRC Incident Response Team and State Representatives in the EOF.
- 5.4.33 Direct the Dose Projection Coordinator to perform dose projections and obtain off-site survey results for evaluation of Protective Action Recommendations (PARs).
- 5.4.34 Evaluate radiological conditions, survey results and dose projections for impact on current emergency classification.
- 5.4.35 Evaluate current and forecasted meteorological conditions and their effect on dose projections.

5.4 Radiological Controls Manager

OPERATION:

- 5.4.36 Develop Protective Action Recommendations (PARs) and recommendations for emergency classification upgrade using OPEP-02.6.28, "Off-Site Protective Action Recommendations".
- 5.4.37 Provide dose projection results to the ERM, Communications Manager, and State Emergency Management and Radiation Protection Representatives.
- 5.4.38 Make protective measures recommendations for Environmental Monitoring Team personnel based on dose projections.
- 5.4.39 Initiate analysis of environmental TLDs.

NOTE: Evaluate placement of additional TLDs in downwind sectors off-site.
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- 5.4.40 Coordinate the analysis of environmental samples for whole body counting and bio-assays of affected off-site individuals when requested by State. (Use other CP&L facilities when necessary.)
- 5.4.41 Monitor status boards for accurate, timely meteorological and radiological data.
- 5.4.42 Perform a formal turnover when relieved of position responsibilities.
- 5.4.43 Provide support for Recovery operations as directed.
- 5.4.44 Provide support in acquisition of resources necessary for plant stabilization, accident mitigation and recovery to normal conditions.

DEACTIVATION:

- 5.4.45 Deactivate the EOF when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.

5.4 Radiological Controls Manager

DEACTIVATION:

3. Restore the facility to standby readiness condition.
4. Compile logbook and all other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.5 EOF Senior Reactor Operator (SRO)

ACTIVATION:

- 5.5.1 Sign in to facility on the EOF Organization Board.
- 5.5.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.5.3 Determine operability of communications equipment.
- 5.5.4 Initiate documentation of activities in logbook.
- 5.5.5 Report equipment problems to Administrative and Logistics Manager.
- 5.5.6 Report readiness to perform emergency response function to Technical Analysis Manager.

OPERATION:

- 5.5.7 Obtain information on plant status.
- 5.5.8 Obtain ERFIS plant parameters from ERFIS Operator.
- 5.5.9 Evaluate plant data for trends, changes, and impact on emergency classification.
- 5.5.10 Assist Technical Analysis Manager in EOF staff briefings.
- 5.5.11 Inform Technical Analysis Manager and Emergency Response Manager of any significant changes in plant status.
- 5.5.12 Provide projections of plant conditions for off-site consequences.
- 5.5.13 Postulate events causing a release of radioactive materials.

5.5 EOF Senior Reactor Operator (SRO)

OPERATION:

- 5.5.14 Provide information on plant status to the Public Information Communicator/Joint Information Center as requested.
- 5.5.15 Review plant reference documentation.
- 5.5.16 Provide technical briefings to State Representatives and NRC Incident Response Team as necessary.
- 5.5.17 Perform a formal turnover when relieved of position responsibilities.
- 5.5.18 Evaluate criteria to terminate emergency and initiate Recovery efforts as directed.
- 5.5.19 Provide assistance to Emergency Response Manager in development of a Recovery Plan as necessary.

DEACTIVATION:

- 5.5.20 Deactivate the EOF when directed.
 1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 3. Restore the facility to standby readiness condition.
 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.6 Administrative and Logistics Manager

ACTIVATION:

- 5.6.1 Sign in to facility on the EOF Organization Board.
- 5.6.2 Obtain designated reference materials (procedures, logbook, supplies).

5.6 Administrative and Logistics Manager

ACTIVATION:

- 5.6.3 Direct activation and set up of EOF, as illustrated on Attachments 2 through 5, "EOF Layout."
- 5.6.4 Direct EOF personnel to:
 - 1. Test communications equipment
 - 2. Maintain a log of activities
 - 3. Record name, date, and time on all records (trending charts, status sheets, checklists, etc.)
- 5.6.5 Synchronize EOF clocks, using the Control Room clock as official time.
- 5.6.6 Activate EOF intercom system.
 - 1. Turn on amplifier box located under the RCM workstation.
 - 2. Verify operability of the intercom system in adjoining rooms.
- 5.6.7 Coordinate EOF access control with Security.
 - 1. Provide Fitness for Duty Forms to the EOF Security Officer.

NOTE: Confirm access to the EOF by offsite agency personnel such as NC Emergency Management, NC Division of Radiation Protection, NRC, etc., by checking their agency-issued identification.

- 2. Assist the EOF Security Officer in verification of personnel entering EOF.
- 5.6.8 Initiate (manually) the TSC/EOF Emergency Ventilation System.
 - 1. Obtain keys to Room 134 and 165 from the storage cabinet in the EOF communications area.
 - 2. Proceed to Room 134.
 - 3. Locate "**EMERGENCY FAN TSC/EOF - Emergency Fan Unit F1**" panel.

5.6 Administrative and Logistics Manager

ACTIVATION:

4. Place switch in "**HAND**" position.
5. Verify that the **GREEN** light goes out and **RED** light comes on.
6. Verify Damper "**2-VA-D2-D-TSC**" is **CLOSED**.
7. Verify Damper "**2-VA-D3-D-TSC**" is **OPEN**.
8. Proceed to Room 165 (located on the east side of the Training Building).
9. Locate the "**Emergency Simulator Fan No. 2 - Emergency Fan Unit No. F2**" panel.
10. Place remote switch in the "**HAND**" position.
11. Verify that the **GREEN** light goes out and **RED** light comes on.
12. Verify Damper "**2-VA-D8-D-TSC**" is **CLOSED**.
13. Verify Damper "**2-VA-D6-D-TSC**" is **OPEN**.

NOTE: Filter train operation can be verified by a differential pressure indicated on the filter train gauges.

- 5.6.9 Report status of the emergency ventilation system to Radiological Controls Manager.
- 5.6.10 Coordinate repair or replacement of equipment and supplies as necessary.
- 5.6.11 Initiate documentation of activities in logbook.
- 5.6.12 Assign EOF Administrative and Clerical Staff, as necessary, to support EOF staff.
 - Designate one individual to maintain the ERM Logbook.

5.6 Administrative and Logistics Manager

ACTIVATION:

- 5.6.13 Initiate corrective actions to fill vacant positions as necessary.
1. Obtain a Brunswick Emergency Notification (BEN) System printout from the Emergency Preparedness Representative.
 2. Compare the printout showing personnel notified versus staffing present in facility.
 3. Use OPEP-Appendix A, "Emergency Response Resources," to call in additional personnel if required.
- 5.6.14 Verify operability of the Plant PA in the EOF and ensure the volume is set for audibility.

OPERATION:

- 5.6.15 Coordinate the activities of EOF Administrative and Clerical Staff.
- 5.6.16 Provide logistical support to the TSC.
- 5.6.17 Provide assistance to the EOF Security Officer in maintaining EOF personnel accountability.
- 5.6.18 Coordinate augmentation of EOF staff as necessary using OPEP-Appendix A, "Emergency Response Resources."

<p>NOTE: Coordinate food/lodging requirements; transportation; payroll; and communications equipment for staff augmentation.</p>

- 5.6.19 Coordinate installation, maintenance, repair or replacement of facility equipment and supplies with the appropriate departments and/or vendors.
- 5.6.20 Coordinate site access for all incoming support personnel, including non-CP&L personnel, with the TSC Security Director and the Brunswick County EOC.

5.6 Administrative and Logistics Manager

OPERATION:

5.6.21 Identify any special site reporting precautions for incoming personnel.

NOTE: If radiological conditions prevent access to the EOF, arrangements have been made to use the Brunswick County EOC as an assembly area for personnel until radiological conditions improve, and the site can be accessed.

5.6.22 Coordinate support for screening, orientation and badging of support personnel, including the NRC Incident Response Team as necessary with the TSC Security Director.

NOTE: Verify a team has been dispatched from the OSC to the TSC/EOF diesel generator.

5.6.23 Periodically request status of operability of TSC/EOF diesel generator.

5.6.24 Use INPO Resource Manual for material and contracting services from neighboring utilities.

5.6.25 Coordinate with Corporate Treasury to anticipate cash advances and expenses.

NOTE: If requesting support from GE Nuclear Energy:

- a. Use the GE Emergency Contact Number located in OPEP-Appendix A, Emergency Response Resources.
- b. When the Security Dispatcher answers, give your name, phone number, name of utility, and affected unit.
- c. Request connection with the GE Emergency Support Program Duty Manager.
- d. Inform the Duty Manager if the information is for a "DRILL" or "ACTUAL EMERGENCY," and define the scope of assistance desired from GE.

5.6.26 Notify other CP&L plants and off-site sources for support as required.

5.6 Administrative and Logistics Manager

OPERATION:

- 5.6.27 Request any off-site State/County support through the State Emergency Management Representative in the EOF.
- 5.6.28 Coordinate legal matters and processing of claims.
- 5.6.29 Locate, order, stage and prepare inventories, and receive equipment and supplies.
- 5.6.30 Following a Site Evacuation, evaluate relocating ERO relief personnel located at the Technical Training Center to the Simulator, and coordinate activities with the Emergency Preparedness Representative.
- 5.6.31 Coordinate long term relief rotation for Control Room, TSC, OSC and EOF personnel.
 - 1. Request assistance from the TSC Communications Director in determining manpower requirements for extended operations.
 - 2. Direct EOF Administrative and Clerical Staff to assist in establishing a shift relief schedule.
 - 3. Coordinate notification of ERO personnel for shift relief.
 - 4. Direct shift turnover of EOF personnel as necessary.
- 5.6.32 Perform a formal turnover when relieved of position responsibilities.
- 5.6.33 Provide assistance to the Emergency Response Manager in development of a Recovery Plan as necessary.
- 5.6.34 Maintain the "Event Classification Message Board", Attachment 8.

5.6 Administrative and Logistics Manager

DEACTIVATION:

- 5.6.35 Deactivate the EOF when directed.
1. Direct EOF personnel to evaluate condition of equipment and supplies; report deficiencies; restore the facility to standby readiness condition; and compile documentation generated during the emergency for collection by the Emergency Preparedness Representative.
 2. Notify the Emergency Preparedness Representative if emergency equipment is damaged or missing.
 3. Return TSC/EOF Emergency Ventilation System to pre-emergency status.
 - a. Proceed to Room 134, to "**Emergency Fan TSC/EOF - Emergency Fan Unit F1**" panel.
 - b. Switch Emergency Fan "F-1" to "**OFF**" position; then to "**AUTO**" position.
 - c. Verify the **RED** light goes out and **GREEN** light comes on.
 - d. Proceed to Room 165, to "**Emergency Simulator Fan No. 2 - Emergency Fan Unit No. F-2**" panel.
 - e. Perform Steps 5.6.35.3.b and 5.6.35.3.c for Emergency Fan "F-2".
 4. Shutdown the EOF intercom system.

5.7 EOF Phone Talker(s)

ACTIVATION:

- 5.7.1 Sign in to facility on the EOF Organization Board.
- 5.7.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.7.3 Prepare or set up the EOF as illustrated in Attachments 2 through 5, "EOF Layout."

5.7 EOF Phone Talker(s)

ACTIVATION:

- 5.7.4 Verify operability of communications systems for notifications to State and Counties (Selective Signaling System, AT&T Alliance Dial Out System, ROLM, VHF radio and EOF facsimile), using OPEP-03.1.3, "Use of Communications Equipment".
- 5.7.5 Initiate documentation of activities in logbook.
- 5.7.6 Report equipment problems to the Administrative and Logistics Manager.
- 5.7.7 Report readiness to perform emergency response function to Communications Manager.

OPERATION:

- 5.7.8 Make notifications to State and County agencies when directed by the Communications Manager, as described in OPEP-02.6.21, "Emergency Communicator".
- 5.7.9 Inform the Communications Manager on completion of all State and County notifications.
- 5.7.10 File originals of "Emergency Notification Form" for collection upon termination of emergency.
- 5.7.11 Record all notifications in logbook.
- 5.7.12 Perform other notifications as directed by the Communications Manager.
- 5.7.13 Perform a formal turnover when relieved of position responsibilities.

DEACTIVATION:

- 5.7.14 Deactivate the EOF when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.

5.7 EOF Phone Talker(s)

DEACTIVATION:

4. Compile logbook; originals of "Emergency Notification Form"; and all other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.8 EOF Status Board Plotter

ACTIVATION:

- 5.8.1 Sign in to facility on the EOF Organization Board.
- 5.8.2 Obtain designated reference materials (procedures and supplies).
- 5.8.3 Prepare or set up the EOF as illustrated in Attachments 2 through 5, "EOF Layout."
- 5.8.4 Report equipment problems and readiness to perform emergency response function to Administrative and Logistics Manager.

OPERATION:

- 5.8.5 Maintain status boards with current information.

NOTE: Refer to Attachment 10 for instructions describing use of EOF status board plotter wireless headset.

1. Obtain information from EOF personnel including:
 - Time/Event information (focusing on off-site events/response) from Communications Manager.
 - Equipment Out-of-Service information (key things happening in plant) from Technical Analysis Manager.
2. Post information on status boards with black marker.

NOTE: If the projection screen system is inoperable, post SPDS data at 15 minute intervals, or as information is made available by the ERFIS Operator or Technical Analysis Manager.

3. Analyze information for trends or out of specification values.

5.8 EOF Status Board Plotter

OPERATION:

4. Circle significant changes with red marker as they occur.
5. Update information as conditions change.
- 5.8.6 Provide technical assistance to EOF staff if directed.
- 5.8.7 Provide assistance in Recovery efforts if directed.
- 5.8.8 Perform a formal turnover when relieved of position responsibilities.

DEACTIVATION:

- 5.8.9 Deactivate the EOF when directed.
 1. Evaluate condition of equipment and supplies.
 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 3. Restore the facility to standby readiness condition.
 4. Compile any documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.9 Public Information Communicator

ACTIVATION:

- 5.9.1 Sign in to facility on the EOF Organization Board.
- 5.9.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.9.3 Prepare or set up EOF as illustrated in Attachments 2 through 5, "EOF Layout."

5.9 Public Information Communicator

ACTIVATION:

- 5.9.4 Verify operability of communications equipment (computer, printer, telephone).
- 5.9.5 Initiate documentation of activities in logbook.

NOTE: If the JIC has not been activated, establish communications with Corporate Communications.

- 5.9.6 Establish communications with the Joint Information Center (JIC).
- 5.9.7 Report equipment problems to the Administrative and Logistics Manager and readiness to perform emergency response function to the Communications Manager.

OPERATION:

- 5.9.8 Provide emergency information updates to Corporate Communications or the JIC Technical Specialist. Use Attachment 9, Guidance for Information Transmittal to JIC, as guidance.
- 5.9.9 Obtain information for development of technical news releases from EOF personnel.
- 5.9.10 Develop technical news releases.

NOTE: Request assistance from the Communications Manager or Asst. Comm. Manager for development of news releases.

NOTE: The ERM may give verbal approval of news release if more timely transmittal of information is required.

- 5.9.11 Provide completed technical news releases to the Emergency Response Manager (ERM) for review and approval.
- 5.9.12 Transmit approved technical news releases to the JIC.

5.9 Public Information Communicator

OPERATION:

- 5.9.13 Provide status of JIC events (press conferences, news media briefings) to EOF staff during briefings.
- 5.9.14 Monitor the plant Public Address (PA) system to relay significant events to EOF staff
- 5.9.15 Perform a formal turnover when relieved of position responsibilities.

DEACTIVATION:

- 5.9.16 Deactivate the EOF when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
 - 5. Shutdown the PIC computer and printer.

5.10 ERFIS Operator

ACTIVATION:

- 5.10.1 Sign in to facility on the EOF Organization Board.
- 5.10.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.10.3 Prepare or set up EOF as illustrated in Attachments 2 through 5, "EOF Layout."
- 5.10.4 Verify operability of ERFIS terminals and other communications equipment.
- 5.10.5 Initiate documentation of activities in logbook.

5.10 ERFIS Operator

ACTIVATION:

- 5.10.6 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Technical Analysis Manager.

OPERATION:

- 5.10.7 Initiate steps to archive existing SPDS data.
- 5.10.8 Operate the ERFIS terminal for access to plant parameter information.
- 5.10.9 Transmit hard copy of major plant parameters for distribution to the ERM and EOF personnel about every 15 minutes, or more often, as directed by the Technical Analysis Manager. (This step is only required if video display system is not operational.)
- 5.10.10 Provide plant data printouts and trend plots for EOF personnel as requested.
- 5.10.11 Explain operation of additional ERFIS terminals and ERFIS displays to EOF personnel as necessary.
- 5.10.12 Monitor ERFIS for changes in information and inform EOF personnel.
- 5.10.13 Monitor ERFIS for continued operability (back-up power, temperature in computer room, etc.).
- 5.10.14 Perform a formal turnover when relieved of position responsibilities.
- 5.10.15 Maintain historical data as necessary for Recovery.
- 5.10.16 Provide assistance in Recovery efforts if directed.

DEACTIVATION:

- 5.10.17 Deactivate the EOF when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.

5.10 ERFIS Operator

DEACTIVATION:

3. Restore the facility to standby readiness condition.
4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.11 EOF Administrative and Clerical Staff

ACTIVATION:

- 5.11.1 Sign in to facility on the EOF Organization Board.
- 5.11.2 Report presence to Administrative and Logistics Manager for assignment.
- 5.11.3 Prepare or set up EOF, if necessary, as illustrated in Attachments 2 through 5, "EOF Layout."
- 5.11.4 Verify operability of communications equipment.
- 5.11.5 Report equipment problems and readiness to perform emergency response function to Administrative and Logistics Manager.

OPERATION:

- 5.11.6 Obtain technical documents, procedures, drawings and other documents for EOF personnel if requested.
- 5.11.7 Copy and distribute reference documents and other information to EOF staff as necessary.
- 5.11.8 Provide additional office supplies to EOF staff if requested.
- 5.11.9 Transmit facsimile information to other locations as directed.

5.11 EOF Administrative and Clerical Staff

OPERATION:

5.11.10 Maintain logbooks of EOF personnel as assigned.

1. Record time of significant events such as emergency classification changes, plant status updates, briefings and decisions made by applicable manager.
2. Date and number pages.
3. Initial and cross through entry errors.

5.11.11 Perform a formal turnover when relieved of position responsibilities.

5.11.12 Provide assistance in Recovery efforts if directed.

DEACTIVATION:

5.11.13 Deactivate the EOF when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
3. Restore the facility to standby readiness condition.
4. Compile documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.12 EOF Security Officer

ACTIVATION:

5.12.1 Sign in to facility on the EOF Organization Board.

5.12.2 Report presence to Administrative and Logistics Manager.

5.12 EOF Security Officer

ACTIVATION:

- 5.12.3 Obtain Fitness for Duty forms from the Administrative and Logistics Manager.

NOTE: When the EOF is activated, only those personnel filling ERO positions as identified in OPEP-Appendix A or as specifically authorized by the Administrative and Logistics Manager or Emergency Response Manager will be allowed entry. The doors may be locked and unlocked, as necessary to establish access control, by the Security Officer.

NRC personnel will present their credentials as authorization to enter.

Other offsite agency personnel, such as NC Emergency Management or NC Division of Radiation Protection, may present identification issued by their agency to gain access.

- 5.12.4 Establish EOF access control at the double glass doors (entrance) on the west side of the building.
- 5.12.5 Inform the Administrative and Logistics Manager when access control is established.

OPERATION:

- 5.12.6 Maintain EOF access control.
- 5.12.7 Record the names of all call-out personnel who enter and exit the EOF on logsheet and provide them with Fitness for Duty forms.
- 5.12.8 Notify the Administrative and Logistics Manager with any questions regarding access.
- 5.12.9 Perform a formal turnover when relieved of position responsibilities.

DEACTIVATION:

- 5.12.10 Deactivate the EOF when directed.
1. Compile documentation (access lists, logs) generated during the emergency for collection by the Emergency Preparedness Representative.

5.13 County Emergency Operations Center (EOC) Representative

ACTIVATION:

- 5.13.1 Report to the designated EOC (Brunswick or New Hanover Counties).
- 5.13.2 Report presence to County Emergency Management Director.
- 5.13.3 Obtain designated reference materials (procedures, logbook, supplies).
- 5.13.4 Establish communications with EOF Assistant Emergency Response Manager (AERM).
- 5.13.5 Initiate documentation of activities in logbook.
- 5.13.6 Report readiness to perform emergency response function to EOF Assistant Emergency Response Manager.

OPERATION:

- 5.13.7 Report status of County emergency response activities to Assistant Emergency Response Manager (AERM).
- 5.13.8 Provide advice to County Emergency Management Director and County Commissioners concerning CP&L practices, procedures and commitments.
- 5.13.9 Coordinate requests from County to CP&L for emergency resources through AERM.
- 5.13.10 Clarify information concerning CP&L emergency response with County personnel.
- 5.13.11 Perform a formal turnover when relieved of position responsibilities.
- 5.13.12 Upon deactivation of EOC, compile logbook and all documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.14 Emergency Switchboard Operator

ACTIVATION:

- 5.14.1 Sign in to facility on EOF Organization Board.
- 5.14.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.14.3 Prepare, or set up EOF as illustrated in Attachments 2 through 5, "EOF Layout".
- 5.14.4 Verify operability of emergency switchboard.
 - 1. Activate the console, as described in OPEP-03.1.3, "Use of Communications Equipment".
- 5.14.5 Initiate documentation of activities in logbook.
- 5.14.6 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Communications Manager.

OPERATION:

- 5.14.7 Operate emergency switchboard using instructions in OPEP-03.1.3, "Use of Communications Equipment".

NOTE: Transfer calls from County EOC Representatives and JIC personnel to EOF staff during facility briefings.

- 5.14.8 Answer, transfer and establish conference calls as required.
- 5.14.9 Screen incoming calls for emergency related information.
- 5.14.10 Direct calls from media/press to the Public Information Specialists located in the Joint Information Center (JIC). Phone numbers are in plant phone book and can also be obtained from the Public Information Communicator.

5.14 Emergency Switchboard Operator

OPERATION:

NOTE: Refer to OPEP-Appendix A, "Emergency Response Resources" for telephone numbers of ERO personnel and emergency facilities.

5.14.11 Record incoming calls and information in logbook.

5.14.12 Perform a formal turnover when relieved of position responsibilities.

DEACTIVATION:

5.14.13 Deactivate the EOF when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
3. Restore the facility to standby readiness condition.
4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
5. Return switchboard to standby mode.

5.15 EOF Health Physics Network (HPN) Communicator

ACTIVATION:

5.15.1 Sign in to facility on EOF Organization Board.

5.15.2 Obtain designated reference materials (procedures, logbook, supplies).

5.15.3 Prepare, or set up EOF as illustrated in Attachments 2 through 5, "EOF Layout".

5.15.4 Verify operability of HPN telephone for communications with the NRC Operations Center.

5.15 EOF Health Physics Network (HPN) Communicator

ACTIVATION:

- 5.15.5 Initiate documentation of activities in logbook.
- 5.15.6 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Radiological Controls Manager (RCM).

OPERATION:

- 5.15.7 Initiate and maintain communications with the NRC Operations Center Protective Measures Team using the HPN telephone.

<p>NOTE: Primary and alternate telephone numbers for the NRC are located on the HPN telephone and in OPEP Appendix A, " Emergency Response Resources."</p>

- 5.15.8 Transmit radiological information acquired from the Radiological Controls Manager and other EOF personnel to the NRC.
- 5.15.9 Provide additional assistance if directed.
- 5.15.10 Perform a formal turnover when relieved of position responsibilities.

DEACTIVATION:

- 5.15.11 Deactivate the EOF when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.16 Emergency Preparedness Representative

ACTIVATION:

- 5.16.1 Sign in to facility on the EOF Organization Board.
- 5.16.2 Obtain designated reference materials (procedures and supplies).
- 5.16.3 Prepare or set up EOF as illustrated in Attachments 2 through 5, "EOF Layout".
- 5.16.4 Provide assistance to the EOF staff in activation of facility as needed.

OPERATION:

- 5.16.5 Monitor EOF status boards for accuracy.
- 5.16.6 Monitor procedure compliance by EOF staff.
- 5.16.7 Provide assistance to the EOF staff in emergency response activities.
- 5.16.8 Upon initiation of a Site Evacuation (automatic at a Site Area Emergency or higher), report to the Technical Training Center to coordinate the assembly of plant personnel.
- 5.16.9 Evaluate relocating ERO relief personnel from the Technical Training Center to the Simulator following the site evacuation and coordinate activities with the ALM.
- 5.16.10 Initiate the notification of JIC Facility staff at a Site Area Emergency or higher, or whenever a decision is made to activate the JIC.
- 5.16.11 Initiate activation of the JIC telephone circuits at Brunswick Community College by notifying Atlantic Bell Telephone or Brunswick County Emergency Management (phone numbers located in OPEP-Appendix A).
 - 1. Weekdays 0800-2200, notify Atlantic Bell
 - 2. 2200-0800, Weekends or Holidays, notify Brunswick County Emergency Management

5.16 Emergency Preparedness Representative

DEACTIVATION:

- 5.16.12 Deactivate the EOF when directed.
1. Evaluate condition of equipment and supplies.
 2. Restore the facility to standby readiness condition.
 3. Notify Supervisor - Emergency Preparedness of status of emergency equipment.
 4. Collect logbooks and any other documentation generated during the emergency.

5.17 Communications Manager/Assistant Communications Manager

ACTIVATION:

- 5.17.1 Sign in to facility on the EOF Organization board.
- 5.17.2 Obtain designated reference materials (procedures, logbook, supplies).
- 5.17.3 Verify operability of communications equipment.
- 5.17.4 Determine status of Phone Talker, Emergency Switchboard Operator, and Public Information Communicator staffing. (Check status of personnel with Administrative and Logistics Manager.)
- 5.17.5 Ensure that an ERFIS Operator is available to obtain ERFIS data or that a communications link has been established between the EOF and TSC for SPDS data transmittal.
- 5.17.6 Initiate documentation of activities in logbook.
- 5.17.7 Report equipment problems to Administrative and Logistics Manager (ALM).
- 5.17.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

5.17 Communications Manager/Assistant Communications Manager

OPERATION:

- 5.17.9 Provide direction to Phone Talkers, Emergency Switchboard Operator, and Public Information Communicator.
- 5.17.10 Direct Phone Talkers to perform Initial and Follow-up notifications in accordance with OPEP-02.6.21, Emergency Communicator.
- 5.17.11 Perform responsibilities and tasks for offsite notifications in accordance with OPEP-02.6.21, Emergency Communicator.
- 5.17.12 Inform EOF staff of status of offsite notifications.
- 5.17.13 Notify Emergency Switchboard Operator when the Joint Information Center (JIC) is activated.
- 5.17.14 Provide assistance to the Public Information Communicator, as necessary.
- 5.17.15 Perform a formal turnover when relieved of position responsibilities.
- 5.17.16 Provide support for Recovery operations as directed.

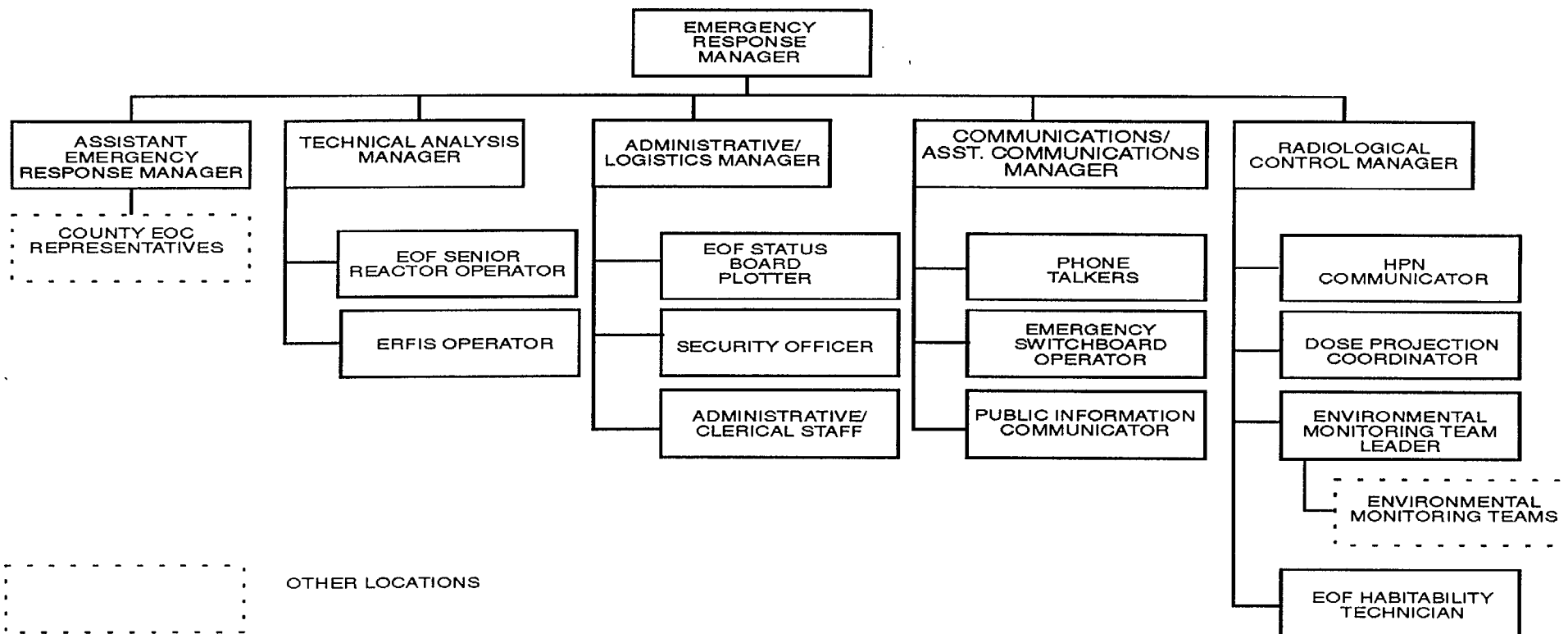
DEACTIVATION:

- 5.17.17 Deactivate the EOF when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

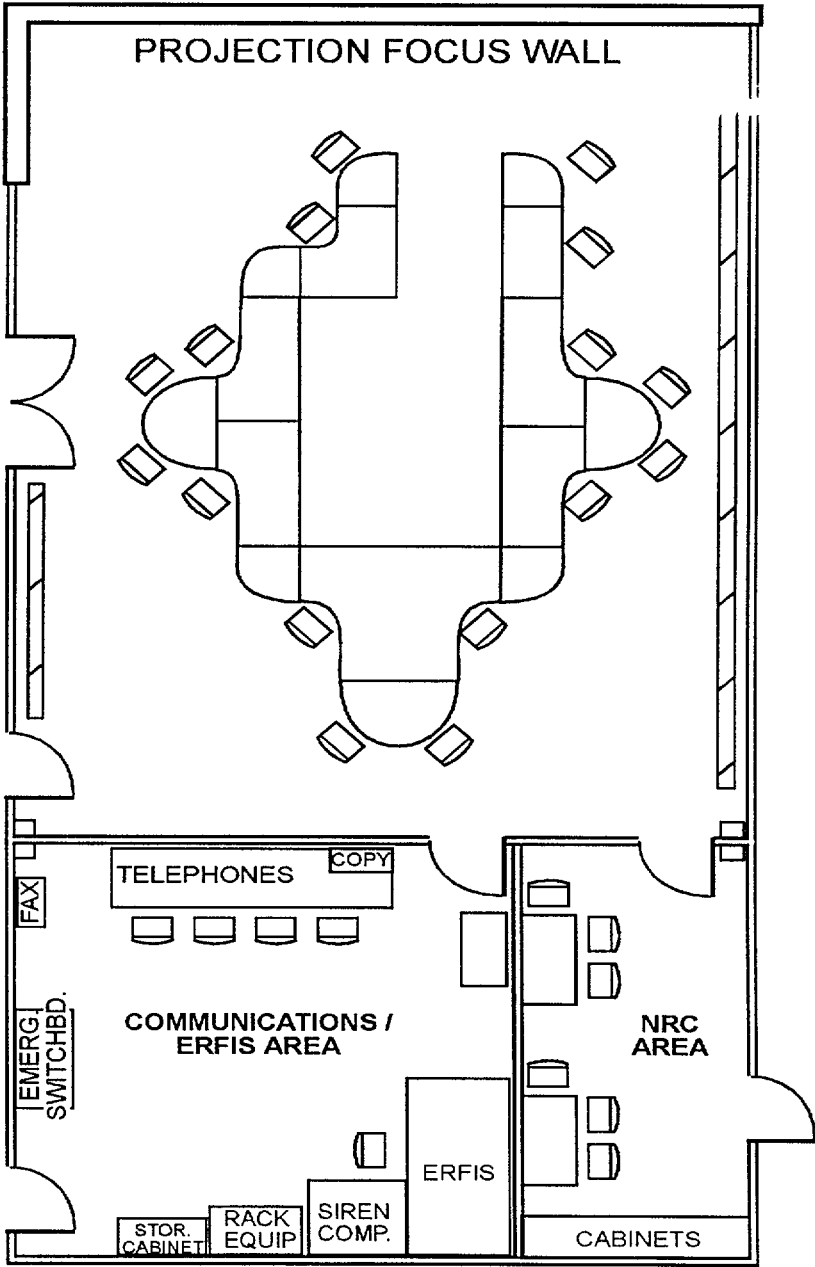
6.0 RECORDS

Documentation generated from implementation of this procedure should be forwarded to the Supervisor - Emergency Preparedness for submittal to Document Services for retention.

ATTACHMENT 1
Page 1 of 1
Emergency Operations Facility (EOF) Organization

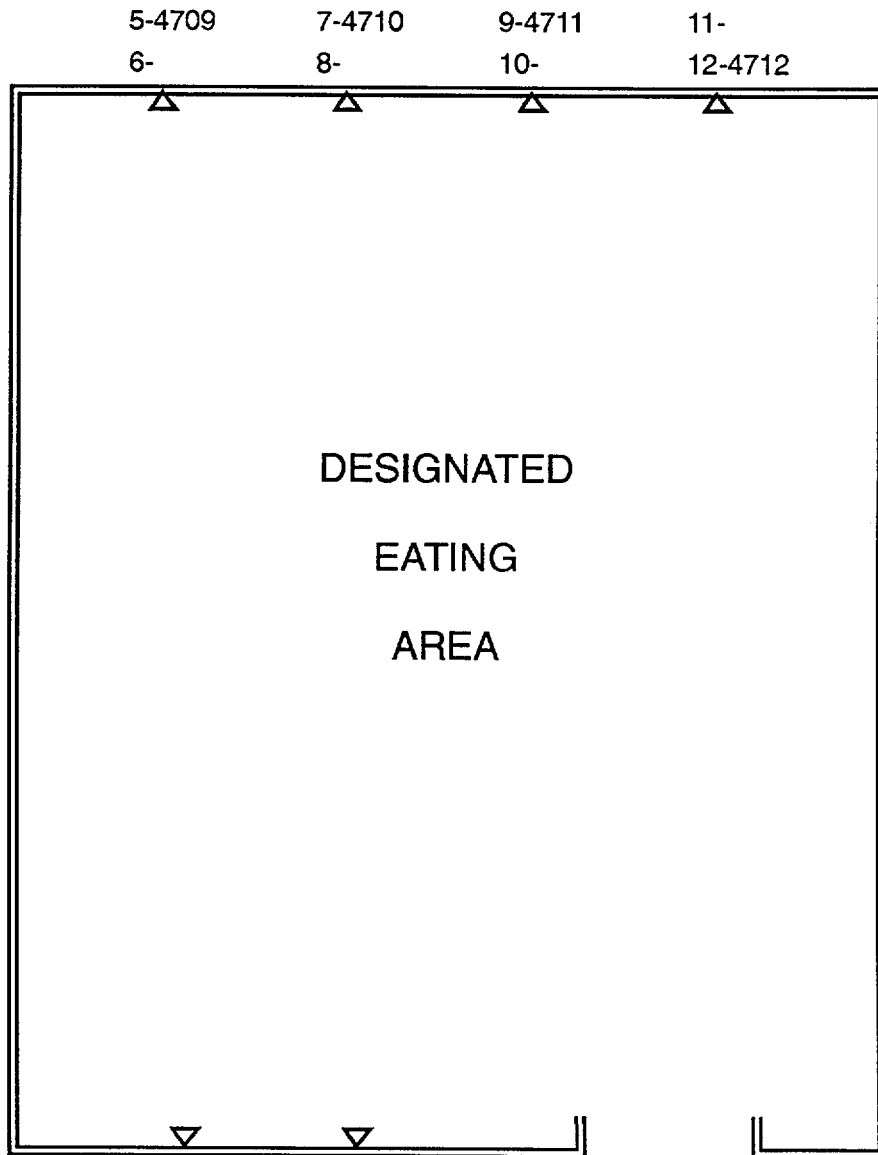


ATTACHMENT 2
Page 1 of 1
Emergency Operations Facility (EOF) Recommended Layout
Room 122/123



STATUS BOARDS

ATTACHMENT 3
Page 1 of 1
Emergency Operations Facility (EOF) Layout
Room 132

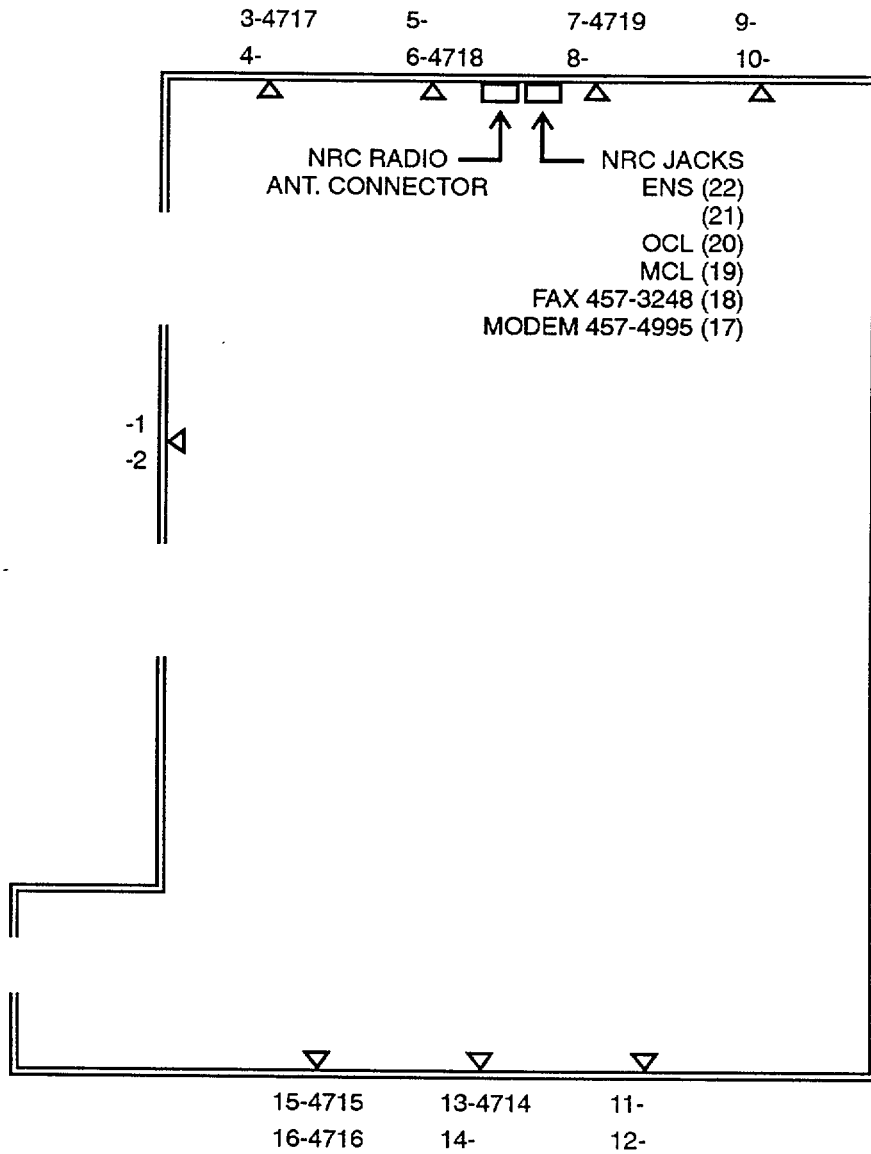


NOTE: This room is a work area to accommodate NRC personnel for EOF support and will be used as a designated eating area.

NOTE: Tables and chairs may be added and arranged as necessary.

NOTE: Plug all telephones into their respective jacks if needed (phones are stored in supply cabinets in Room 128/132).

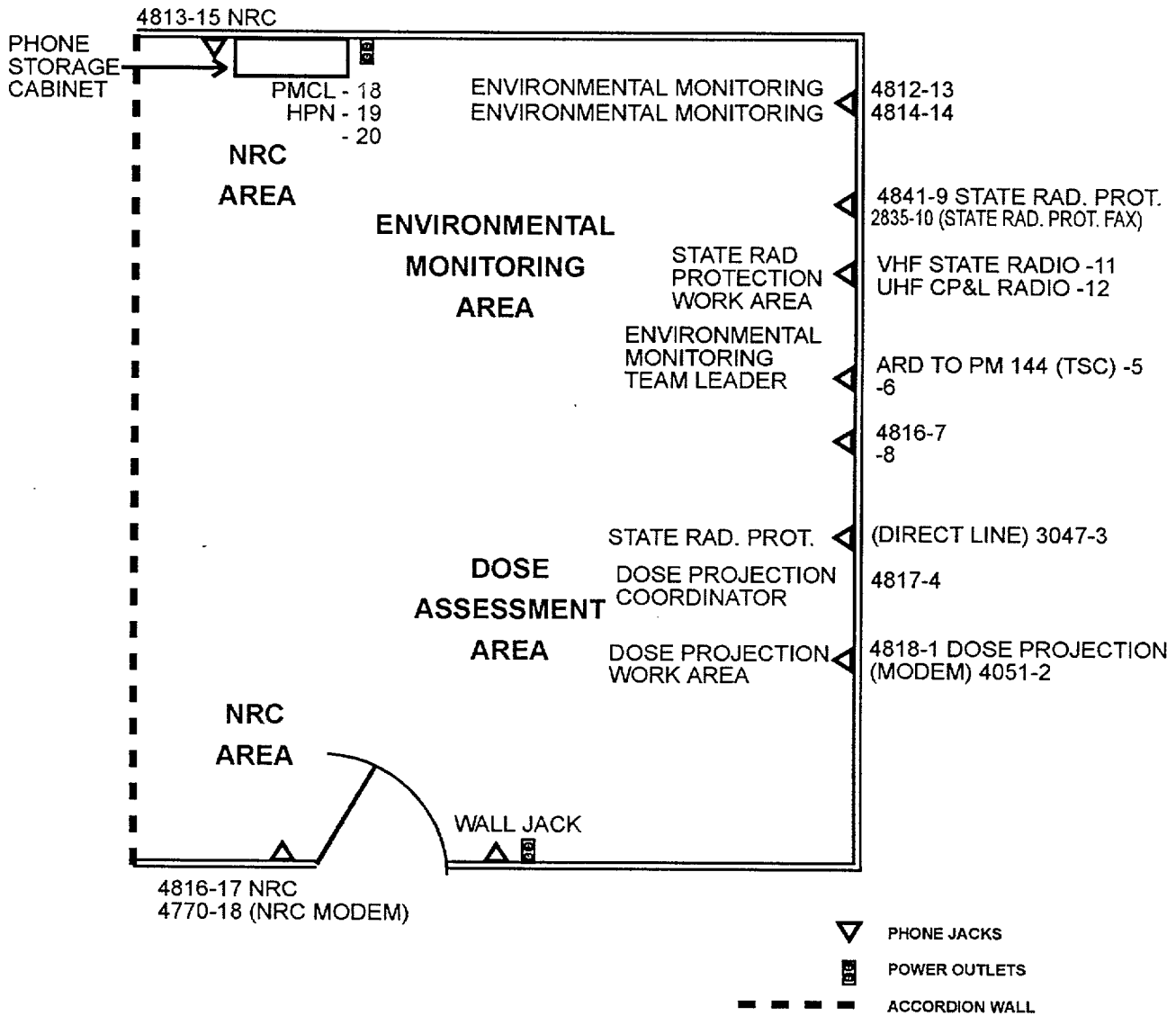
ATTACHMENT 4
Page 1 of 1
**Emergency Operations Facility (EOF) Layout
Room 131**



NOTE: Plug radios into their respective jacks (NRC supplies the radios).

NOTE: Tables may be arranged as necessary.

ATTACHMENT 5
Page 1 of 1
**Emergency Operations Facility (EOF) Layout
Room 128**



NOTE: This room is used for EOF support staff. Tables and chairs may be added and arranged as necessary.

NOTE: Plug all telephones into their respective jacks if needed (phones are stored in supply cabinets in Room 128/132).

NOTE: Obtain additional maps, charts, and other equipment from Room 122/123 Storage Cabinet area.

ATTACHMENT 6
Page 1 of 2
**Facility Turnover/Briefing Work Sheet
(Completion Optional)**

A. EMERGENCY CLASSIFICATION (CIRCLE)

ALERT

SITE AREA EMERGENCY

GENERAL EMERGENCY

- Initiating Events and EALs exceeded:

- Status of Emergency Procedure Implementation and Mitigation Actions:

B. PLANT/REACTOR STATUS (CIRCLE)

STABLE

DEGRADING

IMPROVING

- Fission Product Barrier and Safety System Status:

- Evolutions in Progress:

- Radiological Conditions

RELEASE IN PROGRESS (CIRCLE):

YES

NO

ATTACHMENT 6
Page 2 of 2
**Facility Turnover/Briefing Work Sheet
(Completion Optional)**

C. ON-SITE PROTECTIVE ACTIONS

D. OFF-SITE PROTECTIVE ACTIONS

E. OFF-SITE ASSISTANCE REQUESTS

F. OFF-SITE NOTIFICATIONS

G. STATUS OF ERO ACTIVATION

H. STATUS OF OUTSIDE AGENCY MOBILIZATION

I. SYNCHRONIZE CLOCKS WITH CONTROL ROOM

ATTACHMENT 8
Page 1 of 1
Event Classification Message Display

NOTE: Remote Control **MUST** be used (15 ft range).

NOTE: Message board will beep when a command has successfully been entered.

I. To Select A Message

- A. Plug in display electrical connection.
- B. Press "STOP/RUN" button on remote control (bottom right corner).
- C. Select message you wish displayed:

<u>PROGRAM</u>	<u>MESSAGE</u>
A	No Event
B	Unusual Event
C	Alert
D	Site Area Em
E	General Emer

- D. Press program letter corresponding to the message you want displayed on the remote control.
- E. Press "STOP/RUN" button.
- F. Display should show the message selected.

II. To Secure the Display

- A. Repeat Step I and select the "No Event" message.
- B. Unplug the display.

ATTACHMENT 9
Page 1 of 2
Guidance for Information Transmittal to JIC

1. Declaration of Emergency Classifications
 - Times
 - Plant Conditions that Created Emergency
2. Status of Plant
 - Shutdown (Hot, Cold, Standby)
 - Degrading Conditions
 - Corrective Actions
 - Power Reduction Rate
 - Fission Product Barrier Breached or In Jeopardy
3. Status of Notifications Made to Offsite Agencies
 - What Agency and When
4. Activation times of Onsite and Offsite Emergency Facilities
 - What Facility and When
 - Who is in Charge
5. Personnel Concerns
 - Site Evacuation, Accountability
 - Injured, Contaminated - Transported, by Whom, and Where
6. Meteorological Data
 - Wind Speed, Direction, Precipitation
7. Any Release of Radiation to the Environment

ATTACHMENT 9
Page 2 of 2
Guidance for Information Transmittal to JIC

8. Dose Projections [Whole Body (TEDE) and Thyroid (CDE)] and Actual Field Readings
 - Hypothetical Versus Actual Dose Projections
 - Location - Site Boundary, 2-Mile, 5-Mile, and 10-Mile
 - Radiation Monitoring Teams, How Many, and Where
9. Plant Radiation Monitors
 - Plant Areas Seeing Abnormal Radiation Levels
 - Impact on Plant Activities
10. Site Repair Teams
 - What Repairs, Priority
 - Times to Completion
11. Protective Action Recommendations Made to Offsite Agencies and If Accepted
 - Basis for Recommendation
 - Shelter, Evacuation, Zones Involved
12. Times that Sirens have Sounded or are Projected to be Sounded
13. Requests for Off-site Assistance (that is, Fire, Rescue, Ambulance, Helicopter, Local Law Enforcement)
 - Why, from Where
 - Arrival and Departure Times
14. Information Announced in EOF Briefings
15. Recovery Status

ATTACHMENT 10

Page 1 of 1

Status Board Plotter Wireless Headset

1. The EOF Status Board Plotter ARD phone and wireless headset are located near the Communications Manager's work station.
2. The headset uses regular cellular telephone rechargeable batteries rated for six (6) hours continuous use. Note: A beeping noise identifies when the battery should be recharged or replaced.
3. Setup and Operation
 - a. Ensure the Netcom wireless headset is plugged into the handset jack on the status board plotter ARD phone. Then ensure the handset is plugged into the back of the Netcom unit.
 - b. Turn the Netcom "ON/OFF" switch to the "ON" position.
 - c. Place the headset on your head, and clip the battery pack on your belt or clothing.

<p>NOTE: The TSC Status Board Plotter will initiate the communications link between the facilities.</p>
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- d. When the telephone rings, lift the handset, and place it beside the telephone.
4. Transmit Volume Control Alignment
 - a. Adjust the thumbwheel on the back on the Netcom base unit to adjust transmit volume (normally set at 6").
5. Receiving Volume Control Adjustment and Muting
 - a. Raise or lower the volume by using the "+" or "-" volume controls on the battery pack.
 - b. Mute transmissions by depressing the "MUTE" button. The LED is lit when the mute function is in operation.
6. Changing the Battery
 - a. Remove the battery cover from the clip-on Netcom battery pack.
 - b. Remove the yellow battery assembly, and disconnect the white plug.
 - c. Replace the battery assembly with the battery pack attached to the Netcom base unit.
 - d. Connect the depleted battery pack to the base unit to recharge.
 - e. Reinstall the battery cover.